

Hobbs Municipal Schools Middle School Student/Parent Handbook 2018-2019



Heizer Middle School
101 E. Stanolind Road
575-433-1100
Mr. Freddie Salgado, Principal

HIGHLAND



Highland Middle School
2500 N. Jefferson
575-433-1200
Mr. Ron Haggerton, Principal



Houston Middle School
300 N. Houston
575-433-1300
Mr. Jon Gilcrease, Principal

INTRODUCTION

Forward

This manual is intended to foster a cooperative effort among school, student, and parents. To assure a sound educational climate in Hobbs Municipal Schools, students, parents, staff, and other community members must approach discipline in a cooperative and supportive manner.

To Students:

This handbook has been prepared by the Administration of the Hobbs Municipal Schools in cooperation with the Superintendent and the Board of Education and contains information concerning students enrolled in Hobbs Municipal Schools.

A copy of this handbook is available at the Hobbs Schools website: www.hobbsschools.net. It is for your guidance. Please read it carefully. You will be expected to abide by these rules and regulations.

To Parents/Guardians:

The home is the greatest influence on your son/daughter during the formative years. From these influences your son/daughter develops his/her first habits and obtains most of his/her ideas and attitudes. The influence of a good home environment cannot be duplicated within the classroom; therefore, it is imperative that the home and school work cooperatively.

Please make every effort to encourage your son/daughter to attend school regularly and punctually. Failures are often attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes toward life and its responsibilities.

The purpose of this handbook is to supply you and your son/daughter with the information about the secondary schools in Hobbs Municipal School District. Please feel free to confer with teachers and the administration when you deem it necessary. Copies of this handbook are available at the Hobbs Schools website: www.hobbsschools.net. Printed copies can be obtained at each Middle School and at the Central Administration Offices located at 1515 E. Sanger.

Philosophy

The Hobbs Municipal Schools will provide an educational program that gives each student the greatest opportunity to develop as an individual and as a contributing member of the community and our democratic society. The School should motivate and help each student develop the following:

- a wholesome attitude toward our democratic government and toward family life, and an appreciation for the achievements of others;
- a compliance with and respect for the rules and regulations of society;

- the spiritual, moral, and aesthetic values to lead a full and rewarding life;
- an understanding of the workday world and the possibilities and responsibilities within it;
- a general knowledge and basic skills;
- emotional stability, social adjustment, and physical health;
- creative, analytical thinking enabling the student to solve problems arising in our changing world.

Goals

The Hobbs Municipal School Board recognizes that the Effective Schools Concept is a process aimed at school improvement. The Philosophy incorporated within the Effective Schools Correlates of developing a clear instructional focus, promoting instructional leadership, providing a safe and orderly school climate, promoting high student expectations, encouraging parent and community support, and monitoring and measuring progress in all programs is recognized by the Hobbs Municipal School Board as the catalyst for bringing staff, students, and community together to continually assess the various programs of each school site with an eye upon continual improvement. Consequently, the Hobbs Municipal School Board embraces the Effective Schools concept as the basic goal of the District, and implementation of each Effective Schools Correlate at each building site is a priority of the Hobbs Municipal Schools.

| | Schools' Colors | Schools' Mascots |
|------------------------|-----------------|--|
| Heizer Middle School | Black and Gold | "Hornets"  |
| Highland Middle School | Black and Gold | "Bears"  |
| Houston Middle School | Black and Gold | "Demons"  |

Code for the Good Citizen

I realize that, as a student of Hobbs Schools, I owe an obligation to parents or guardians whose sacrifices have given me the foundation upon which I am building, to the school which offers me an opportunity to develop my natural powers, and to the community which makes my educational advantages possible, to my country which gives me liberty under law, to my own future as an individual and as a citizen.

As a token of my determination to discharge this obligation, I promise:

- That I will use the facilities offered by the classroom to enlarge and broaden my interest, to increase my knowledge, to bring me closer to truth, and to cultivate habits of industry and sound thinking.

- That I will broaden my sympathies and practice the arts of sociability, true friendliness in my home, in the school, and in all my association; avoiding snobbishness in my own conduct and condemning it in others.
- That I will develop habits of reading and conversing which will broaden my culture and enable me to better understand the problems of community, state, and nation.
- That I will carry on discussions in and out of the classroom, not to overcome opponents and gratify my pride, but that I may grow in knowledge and wisdom.
- That I will avoid every form of cheating or dishonesty and will undertake to discourage all dishonorable practices.
- That I will obey every rule or law of school, city, state, and nation-reserving the right to criticize rules and law constructively, but respecting them so long as they prevail.
- That I will use my powers and influence for the common good.
- That I will pursue happiness myself and strive to establish conditions under which happiness and opportunity may be hopefully pursued by everyone in my home, my school, my community, my country, and the world.

PEOPLE WHO CAN HELP YOU

Teacher

Your Teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes. Teachers are the classroom leaders and are charged with the responsibility of supervising and directing all students in the pursuit of their education.

Teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set by the administration.

Principal

The School Principal is responsible to the Superintendent of Schools for proper administration of the Hobbs Municipal Schools. It is the Principal's duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. The Principal will be glad to help you with any of your problems.

Assistant Principal

The Assistant Principal works directly with the Principal in the administration and organization of the school. The Assistant Principal is in charge of student attendance and discipline. The Assistant Principal helps in the counseling program and assumes the responsibility of the Principal in his/her absence.

Counselor

The Counselor is responsible for the guidance program of the Hobbs Municipal Schools. Major responsibilities are:

- ❖ Helping students learn to make decisions and accepting responsibility for them;
- ❖ Guiding students to set realistic educational and career goals;
- ❖ Assisting students and teachers to understand each student's strengths and weaknesses by means of test interpretation and other data;
- ❖ Encouraging students to broaden experiences by involvement in activities in school and in the community.

Students should see their counselor about any of the following:

- Scheduling
- Course selections
- Enrollment
- Grades
- Standardized tests, including college admission tests
- Cumulative permanent records
- College choices
- Financial aid for college
- Scholarships
- Career planning
- Interpersonal relationships: student, teacher, parent

Special Programs Available

The Hobbs Municipal Schools provide a variety of programs to meet the unique needs of its students. These include, but are not limited to: **Title I, Bilingual, Special Education, Gifted and Talented**, and **Section 504 Compliance**.

GENERAL INFORMATION

Academic Dishonesty

Academic dishonesty occurs when a student or students obtain or assist others in obtaining credit for work which is not their own. This is commonly referred to as "cheating" and comes in many different forms from copying another student's work, to using unauthorized aids or smuggling in answers on a test. Students are expected to conduct themselves to the highest standards of personal integrity. Students must adhere to the rules prohibiting academic dishonesty and to resist peer pressure to violate these high standards of integrity. Consequences for academic dishonesty can be severe and reflect on a student's character.

Prior to taking disciplinary action related to this policy, the following rudimentary due process procedural steps will be followed:

1. Student is given oral or written notice of the charges,
2. Student is given an explanation of the evidence giving rise to the charges, and
3. Student is given an opportunity to present his or her side of the story before the punishment is imposed.

Disciplinary actions for academic dishonesty (Offenses are cumulative for the school year):

First offense:

- Student found to have violated this policy will be issued a 0 on assignment or test
- Teacher has phone conference with parent
- A discipline referral, outlining the incident as a Class 1 violation of the Student Code of Conduct will be placed in the student's discipline file and the student will receive Class 1, Disciplinary action.

Second offense:

- Student found to have violated this policy will be issued a 0 on assignment or test
- Mandatory conference with student, teacher, parent, principal
- Student is removed from any and all elected and/or honorary leadership positions for 90 school days or the remainder of the school year, whichever is longer. (Club offices, student council, honor society, team captains etc.)
- A discipline referral, outlining the incident as a Class 2 violation of the Student Code of Conduct will be placed in the student's discipline file and the student will receive Class 2, Disciplinary action.

Third offense:

- Student found to have violated this policy will be issued a 0 on assignment or test
- Mandatory conference with student, teacher, parent, principal
- Student is removed from any and all elected and/or honorary leadership positions for 90 school days or the remainder of the school year, whichever is longer. (Club offices, student council, honor society, team captains etc.)
- A discipline referral, outlining the incident as a Class 2 violation of the Student Code of Conduct will be placed in the student's discipline file and the student will receive Class 2, Disciplinary action.
- Student is removed from all extracurricular activities for 180 school days or the remainder of the school year, whichever is longer. The Student Appeal Process outlined below is adopted to meet the provisions of the Public Education Department regulation 6.11.2.12 (G) (n) NMAC, in which a student aggrieved by a decision to deny or restrict the student's privileges for a semester or longer is granted the right to have the penalty imposed by a disciplinarian reviewed.

Student Appeal Process:

Any student who wishes to appeal these consequences may do so in writing to the building Principal within 10 days of being notified of the disciplinary action. A committee consisting of the building principal, assistant principal, and counselor will review the appeal and the committee's decision will be final.

Advanced Placement Program

The Advanced Placement Program provides students the opportunity to complete college level studies while in high school. By achieving a satisfactory score on the AP examination, students may receive college credit and/or advanced placement at many colleges and universities. Also, colleges look beyond grades and take into account courses a student has taken. Advanced Placement, Pre-AP and Honors classes offer two big advantages: a better chance for admittance to the college of choice and better preparation for the academic challenges found in college.

Students enrolled in Advanced Placement classes are required to take the AP Exam in those classes.

Students may earn cash bonuses for test scores on the AP exams. Students are paid \$100 for a 3. \$150 for a 4, and \$200 for a 5. Students who score a 3 or higher on more than one exam in the same academic year receive an additional \$50 for every 3, \$125 for every 4, and \$200 for every 5. Students scoring four 4's on four different exams will qualify to receive \$2000 toward the purchase of a computer system. These four 4's may be earned on any AP exam taken in grades 9-12. A student may count only one 4 or 5 per exam towards receiving a computer system.

High School Algebra 1 Credit

8th graders take Connected Mathematics/Algebra 1 as their required math course. This is a great opportunity for our students to earn a high school credit as an 8th grader and also satisfy the state requirement of taking and passing Algebra 1. The score to determine proficiency will be set in the spring of each year and will be communicated to students and parents.

Attendance

Student attendance is essential to learning. Every student will have an equal opportunity to receive a sound educational program. Regular school attendance is the first necessity for success in school. Maximum learning cannot occur if the student is not in class. Therefore, it is the responsibility of the parent or guardian to ensure that the student is in regular attendance.

Checking Grades and Attendance

Hobbs Municipal Schools made the switch to a Skyward parent Internet Viewer (PIV) system at the beginning of the 2012-2013 School Year. The switch gives parents and students access to a larger collection of individual student data than past systems.

Go the Hobbs Schools website: www.hobbsschools.net. Log in by clicking on Check Grades-PIV, the first link on the top left side of the home page. Type your student's last name first and the entire first name in the login ID box (no spaces or capital letters). Next, enter your student's password-the student identification number they were assigned when they first entered Hobbs Schools. (If you are unfamiliar with the password or your student has lost the number, telephone the office at your child's school. Secretaries have access to each student's identification number. Select Family/Student Access in the drop-down box under login area.

Once you have gained access to your student's Parent Internet Viewer, follow the links at the left of the page to check a calendar of assignments for your student, an attendance calendar (providing information on individual class attendance at the secondary level, daily attendance at the

elementary level), missing assignments, report cards, and a course schedule. (Please Note: Students can print this course schedule prior to the beginning of each semester to avoid long lines at their school office.)

Lesson Plans

As you are probably aware, lesson plans for individual teachers are available by going to www.hobbsschools.net, at the top right drop down box, click on the school. Once in the individual school's page, go to the Staff drop down and find the teacher/teachers for their lesson plans. Please take advantage of this site to assist your student in remaining on task, as well as for those times when your child is absent from school.

Compulsory School Attendance Law

The Public School Code, Chapter 7, Compulsory School Attendance Law, states the following:

Any qualified student and any person who because of his/her age is eligible to become a qualified student as defined by the Public School Finance Act until attaining the age of majority SHALL attend a public school or a state institution.

The New Mexico Compulsory Attendance Law fixes the responsibility of school attendance upon the parent/guardian. Section 22-12-2 of the Law states the following:

Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person... Any person continuing to violate the provisions of the Compulsory School Attendance Law after receiving written notice is guilty of a petty misdemeanor.

Each student will attend school for the entire school year (180 days), unless extenuating circumstances exist, or the student has a reasonable excuse to be absent from school. Students are subject to the attendance laws as mandated by the Public Education Department (PED).

Tardies

Three (3) tardies are equivalent to one (1) unexcused absence.

Tardy Policy

Excessive tardies during a 9 week grading period will result in progressive disciplinary action as follows:

Each and every tardy will receive a Lunch Detention assigned by teachers on duty. Tardies in excess of 5 to a class will be referred to the Principal, by the classroom teacher for further disciplinary action.

Excused Absences

Absences may be excused by a parent or guardian contacting the attendance office to explain the reason for the absence. This needs to be done on or before the absence whenever possible and **should** be done within one (1) day of the student's return to school. If the school is not notified, the absence will not be excused. A student's absence should be extenuating circumstances for the

absence to be excused. Parental permission does not necessarily afford the student an excused absence. Acceptance or non-acceptance of the excuse for a student's absences will be at the discretion of the School Principal.

Unexcused Absences

The student will not receive credit or grades for an absence that was not excused.

Student in need of early intervention – A student who has accumulated five (5) or more unexcused absences within a school year.

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

Effects of Absenteeism

The student who wants an education realizes that absence from school is a serious handicap to academic success. Absence, however, does occur. When it does, the responsibility for finding out what work has been missed is the student's. Teacher's lesson plans and notes may be found on the internet so the student can complete work that is missed. Since the school places the responsibility of absence on the student, the teacher does not necessarily have to accept the excuse "I wasn't here yesterday" as a reason for being unprepared.

In case of long period of absence due to extended illness or injury, the attendance office should be contacted immediately by the parent/guardian of the student in order that arrangements may be made for continuance of academic work.

Report cards will be issued to students who are **enrolled** in the Hobbs Schools thirty (30) days during the nine-week period. If a student fails to receive a report card, a note of explanation will be sent to the home containing the reason or reasons for withholding grades. Such reasons as failure to pay school fees, damage to textbooks or school property, or less than thirty (30) days **enrollment** may be the reason for not sending the report card home.

Hobbs Municipal Schools Secondary School Attendance Plan

The Hobbs Municipal Schools requires that class attendance be taken and maintained by class period for every instructional day for each student in each school or school program in the school district. Each school is to report unexcused absences of up to fifty percent of an instructional day as one-half day absence, and the unexcused absence of more than fifty percent of an instructional day to be counted as one full-day absence.

The Hobbs Municipal Schools prohibits out-of-school suspension and expulsion as a punishment for unexcused absences and habitual truancy. Students designated as a student in need of supervision or habitual truant may not be withdrawn after ten (10) consecutive absences but may be withdrawn as provided in Section 22-8-2 NMSA 1978 only after exhausting intervention efforts to keep students in educational settings.

The Hobbs Municipal Schools provides for early identification of students with unexcused absences, students in need of early intervention, and habitual truants. HMS provides for intervention strategies that focus on keeping students in need of early intervention in an educational setting.

Students in Need of Early Intervention

When a student has accumulated 5 unexcused absences in a school year the student is designated as a student in need of early intervention. The following procedure will be followed.

The Truancy Prevention Specialist (TPS) shall contact the student's parent(s)/guardian(s) to inform them that the student has unexcused absences from school and to discuss possible interventions unless the parent(s)/guardian(s) has contacted the school to explain the absence and the excuse complies with the school district attendance policy;

The Truancy Prevention Specialists (TPS) shall meet with the student in need of early intervention and his or her parent(s)/guardian(s) to identify the causes for the student's unexcused absences, identify what actions can be taken that might prevent the student's unexcused absences, identify possible school district and community resources to address the causes for the student's unexcused absences, and establish a corrective action plan to address the student's unexcused absences;

The notification to the student's parent(s)/guardian(s) and the meeting with the parent(s)/guardian(s) must be respectful and in a language and in manner that is understandable to the student and the parent(s)/guardian(s);

The corrective action plan must contain follow-up procedures to ensure that the causes for the student's unexcused absences are being addressed;

Habitual Truant

When a student has accumulated 10 unexcused absences in a school year the student is designated as a habitual truant. The following procedure will be followed.

- The Truancy Prevention Specialist will give written notice of the habitual truancy by mail to or by personal service to the student's parent(s)/guardian(s);
- The notice shall include a date, time and place for the parent to meet with the school personnel to develop intervention strategies that focus on keeping the student in an educational setting.
- if there is another unexcused absence after delivery of a written notice of habitual truancy, the student shall within seven (7) days of this unexcused absence be reported to the probation services office of the judicial district where the student resides; and
- if the student is a habitual truant the school shall document the following for each student identified as a habitual truant:
 - attempts of the school to notify the parent that the student had unexcused absences;
 - attempts of the school to meet with the parent to discuss intervention strategies; and
 - Intervention strategies implemented to support keeping the student in school.

Attendance Policy Requirements

*Requires that class attendance be taken and maintained by class period for every instructional day for each student in each school or school program in the school district/charter school.

*Requires each school to report unexcused absences of two or more classes up to fifty percent of an instructional day as one-half day absence, and the unexcused absence of more than fifty percent of an instructional day to be counted as one full-day absence.

*Prohibits out-of-school suspension and expulsion as a punishment for unexcused absences and habitual truancy

* Uses withdrawal as provided in Section 22-8-2 NMSA 1978 only after exhausting intervention efforts to keep students in educational settings.

*Provides for early identification of students with unexcused absences, students in need of early intervention, and habitual truants.

*Provides for intervention strategies that focus on keeping students in need of early intervention in an educational setting.

* If a student is in need of early intervention, the school district or charter school shall contact the student's parent(s)/guardian(s) to inform them that the student has unexcused absences from school and to discuss possible interventions unless the parent(s)/guardian(s) has contacted the school to explain the absence and the excuse compiles with the school district attendance policy;

*A representative of the school district or charter school shall meet with the student in need of early intervention and his or her parent(s)/guardian(s) to identify the causes for the student's unexcused absences, identify what actions can be taken that might prevent the student's unexcused absences, identify possible school district, charter school and community resources to address the causes for the student's unexcused absences, and establish a corrective action plan to address the student's unexcused absences;

* The notification to the student's parent(s)/guardian(s) and the meeting with the parent(s)/guardian(s) must be respectful and in a language and in manner that is understandable to the student and the parent(s)/ guardian(s);

* The corrective action plan must contain follow-up procedures to ensure that the causes for the student's unexcused absences are being addressed

* If the student is a habitual truant, the local school board, charter school or their authorized representatives shall, in addition, give written notice of the habitual truancy by mail to or by personal service on the student's parent(s)/guardian(s);

The notice shall include a date, time and place for the parent to meet with the local school district or charter to develop intervention strategies that focus on keeping the student in an educational setting.

*If there is another unexcused absence after delivery of a written notice of habitual truancy, the student shall within seven (7) days of this unexcused absence be reported to the probation services office of the judicial district where the student resides; and

*If the student is a habitual truant the school shall document the following for each student identified as a habitual truant:

- attempts of the school to notify the parent that the student had unexcused absences;
- attempts of the school to meet with the parent to discuss intervention strategies;
- and intervention strategies implemented to support keeping the student in school

Closed Campus

Hobbs Middle Schools do not allow students to leave campus for lunch unless checked out through the office by the parent. During the school day, students are not allowed to leave campus without the appropriate approval. No student visitors are allowed on campus without prior approval of the principal.

Clubs and Organizations

Clubs and most organizations are open to anyone who is interested in joining. However, a few clubs/organizations have standards that must be met and maintained in order for a participant to receive any value from the organization. Special groups interested in organizing a club should first meet with the principal. The following clubs and organizations are active on the Middle School campuses:

- Art
- Band
- Choir
- Student Council
- Cheerleaders
- Junior Honor Society
- Newspaper
- Science Club
- Science Olympiad

Home Language Survey Form and Assessments

All students enrolling in Hobbs Municipal Schools must fill out a Home Language Survey. A student will complete only **ONE** Home Language Survey in their lifetime as a Hobbs student. This form must be signed, placed in the student's cumulative folder, and entered into Skyward.

If it is indicated on the survey that another language is spoken, the student is administered the W-APT placement test to determine a student's level of English language proficiency. If the other language spoken in the home is Spanish, the student is given the Language Assessment Scales (LAS) to determine the level of Spanish proficiency. Each of these assessments measure proficiency in listening, speaking, reading, and writing skills. This information is then utilized to determine appropriate academic language placement for students.

Extra-Curricular Activity Eligibility

Grade Requirements for Participation in Extracurricular Activities

A Student shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation. The cumulative provision cannot be utilized for middle/junior high school students.

Students must be in school on the day of a scheduled activity or game in order to participate. If the scheduled game or activity is on a non-school day (Saturday), the student must be present on the previous school day. Should extenuating circumstances exist, the student must contact the principal.

Parental permission is required in writing before a student may take part in a school-sponsored activity that involves the student being away from the school campus. Special forms will be provided by the office for this purpose.

When it is necessary for a student to miss school to participate in an activity as a representative of the Hobbs Schools, it is the student's responsibility to properly notify each teacher personally and make necessary arrangements for review work and make-up work. The student will be given a time, agreed upon by the teacher and the student, in which to do the necessary make-up work.

A student may drop a class and receive no grade through the first nine weeks of a semester. After nine weeks the student will receive a "WP" (withdrew passing) or an "F" for the class. A student who withdraws from a class with an "F" receives that grade for the **remainder of the semester** in determining his/her eligibility to participate in extracurricular activities.

Extra-Curricular Activity Drug and Alcohol Testing Policy

- I. Purpose of Drug and/or Alcohol Testing for School-Sponsored Extra-Curricular Activities
 - A. Recognizing an increase in the use of drugs and alcohol by Hobbs School's students, a program will be instituted as a pro-active approach to a truly drug and alcohol free school. Evidence of a problem in Hobbs has come to our attention by way of information about increased referrals through the Hobbs Police Department, Secondary Discipline Reports and the HMS Violence and Vandalism Report.
 - B. Through their participation in school sponsored, extra-curricular activities and athletics, students using drugs and alcohol pose a threat not only to themselves, but to the health and safety of all students. This program was adopted in the interest of the health and safety of all students.
 - C. To undermine the effect of peer pressure by providing an additional legitimate reason for students to refuse to use drugs and alcohol.
 - D. To encourage students who use drugs and alcohol to participate in drug and alcohol treatment programs. It is designed to create a safe, drug-free environment for students that participate in extra-curricular activities and assist them in getting help when needed.

II. Objectives

- A. To provide a deterrent to the use of drugs and/alcohol by students participating on athletic teams or school sponsored activities.
- B. To give students an additional legitimate reason to resist peer pressure to use drugs and alcohol.
- C. To protect the health and safety of our students from the use and abuse of drugs and alcohol.
- D. To provide any student found to be using or abusing drugs and/or alcohol with assistance in overcoming this use or abuse.
- E. To ensure that students involved in extra-curricular activities set an appropriate example for their fellow students, for whom they are often role models.

III. Testing Procedures

Students in grades 8 – 12 who participate in any school-sponsored, extra-curricular activities and athletics will be subject to random drug testing. The Hobbs Municipal Schools athletic program is sponsored by the NMAA (New Mexico Activities Association) and sanctioned by the Hobbs Municipal Schools Board of Education. All Hobbs High School activities are sanctioned by the Hobbs Municipal Schools Board of Education.

No student shall be allowed to practice or participate in any extra-curricular program until the student has returned a properly signed Extra-Curricular Activity Drug and/or Alcohol Testing Consent Form. Refusal to cooperate with the requirements of this policy including failure to provide a urine and/or breath sample will be treated as a resignation from all extra-curricular activities for one calendar year beginning from the date of refusal.

IV. Violation Procedure

A parent / legal guardian, coach or sponsor, program director and site administrator conference will be required when a student commits a first violation.

SUBSTANCE VIOLATIONS

First Violation

1. The student will be suspended from participating for fifteen (15) consecutive school days beginning from the date of verification of the first violation.
2. The student will miss a minimum of 20% from games, contests and / or performances. (*See Chart)
3. The student will be required to attend their extra-curricular activities scheduled at home (sit with group, not in uniform). The student will not be allowed to attend out-of-town events.
4. Following a first violation, the student will be immediately suspended from attending after-school practices, rehearsals or meetings of their activity. This suspension will last for the duration of their suspension from their activity. However, the student will continue to attend practices, rehearsals or meetings of their activity which take place during the school day for which they receive credit.

5. As a condition of continued participation in extra-curricular activities, the student must attend a mandatory drug and alcohol education program or drug and alcohol counseling at the student's expense. The counseling or drug education program must last a minimum of four (4) weeks and the student must attend the program a minimum of one (1) hour per week. Students are required to submit verification of attendance before resuming participation in extra-curricular activities.
6. As a condition of continued participation in extra-curricular activities, upon the student's reinstatement to their activity, the student will submit to bi-weekly drug and/or alcohol tests on random days for the next four (4) weeks. A positive result that does not show a drop in drug levels, compared to the original test, will be considered a second violation. Bi-weekly submissions will be provided at the expense of the Hobbs Municipal School District.
7. Following a first violation, the student will sign an acknowledgement of the consequences of a second offense.

Second Violation

1. Following a second violation, the student will be suspended from all extra-curricular activities for one (1) calendar year.
2. As a condition of continued participation in extra-curricular activities, the student must successfully complete a drug and alcohol education or drug and alcohol counseling program at the student's expense. This program must be approved by the Superintendent or designee.
3. As a condition of continued participation in extra-curricular activities, the student must provide, at the student's expense, results of drug and/or alcohol use tests on a monthly basis. A positive result will be considered a third violation.
4. Following a second violation, the student will sign an acknowledgment of the consequences of a third offense.

Third Violation

1. The student will be suspended from participation in all school-sponsored extra-curricular activities and athletics for as long as he / she attends the Hobbs Municipal Schools.

Appeals

A student may appeal a suspension under this policy to the Superintendent by filing a written notice within five (5) days of the positive report of drug and/or alcohol use. The student will remain suspended from their activity pending an appeal. The Superintendent shall conduct an investigation to determine whether or not the original finding and suspension from their activity were justified. The Superintendent's decision may be appealed in accordance with the existing school policy.

***Game Suspension Table**

| Number of Regular Season Games, Contests, & Performances | 20% |
|--|-----|
| 9 or less | 1 |
| 10 – 14 | 2 |
| 15 – 19 | 3 |
| 20 – 23 | 4 |
| 24 – 26 | 5 |

SELF REFERRAL POLICY

Purpose

Students who voluntarily come forward to ask for help with drug or alcohol problems should be given help. Coaches and sponsors occupy special roles in the lives of their students. Often a student will choose to talk about a personal problem with his or her coach or director while at the same time that student may feel uncomfortable discussing the same problem with a parent or other important adult in their life. Our coaches, sponsors and directors want to maintain this position so that students feel free to come to them if there is a drug or alcohol problem. This policy allows the student to voluntarily come forward to ask for help.

Informing Athletes About the “Self-Referral Policy”

The coach or sponsor will advise the students at the beginning of the season that if they have a problem with drugs or alcohol, they should talk with a coach or sponsor. The coach or sponsor will also let the students know that there are others they can talk to about drug or alcohol related problems such as the athletic trainer, athletic director, school nurse or any other administrator. The students will also be given a copy of the self-referral policy at the first meeting or practice or the activity.

Participation in the Self-Referral Program

The coach or sponsor will first meet with the student to discuss the problem. With the consent of the student, the coach / sponsor will meet with the parent or guardian. Together, they will arrange drug and alcohol education or drug and alcohol counseling. A list of agencies will be provided to the family. They will select an agency and begin the program. The student must submit to a drug and alcohol test, at the District’s expense, to begin participation in the self-referral program. A

positive result for drug or alcohol use **WILL NOT** be considered a violation of the Extra-Curricular Activity Drug and/or Alcohol Testing Policy.

The student will be required to attend a minimum of four (4) hours of drug and alcohol education or counseling. If the student discontinues their participation in the drug and alcohol education or counseling program prior to attending four (4) hours of the program, the student must submit to a drug and/or alcohol use test. A positive result for drugs and/or alcohol use **WILL** be considered a violation of the Extra-Curricular Activity Drug and/or Alcohol Testing Policy. If all other requirements have been completed, a negative result will be considered successful completion of the self-referral program. The student will then return to the random testing pool.

A student may only self-refer one (1) time while they are enrolled in the Hobbs Municipal School District. A student may not self-refer on the day of random drug and/or alcohol testing.

STUDENT PLEDGE

I understand the Hobbs Municipal School Policy regarding alcohol/drugs and the consequences of the violations. I will not use, or have a possession of any controlled/illegal substance. I will not be in the company of any person who is or may be involved in the sale, distribution, transportation of, or possession of alcohol or illegal drugs, or other harmful substances (**constructive possession**).

Identification Cards

Hobbs Middle Schools will require all students to obtain an identification card and properly display this card at all times. These cards must be shown for admission to school activities and must be shown or surrendered to school officials upon request. A \$5.00 fee will be assessed for replacement card. Damaged or defaced IDs will need to be replaced.

Medical Release Form

Parents are to complete an emergency medical release form for their child so it can become part of their child's permanent file. This release would enable parent(s)/ or guardian(s) to authorize medical treatment for their child should he/she become ill or injured while under school authority when parent(s)/or guardian(s) cannot be reached. This form is available at the principal's office and must be updated annually.

Secondary School Medication Policy

Secondary students may carry and administer their own medications under most circumstances. If this presents a problem, please check with the school nurse. For the student's protection, the school nurse or principal should be advised of any long-term prescribed medication or mind-altering medicines. Students should carry only the daily amount needed.

Notification of the Schools

It is the responsibility of the parent(s)/or guardians to notify the school of any changes in the following areas

1. Change of address and/or phone number;
2. Family status (change in custody of child);
3. Health issues of child;
4. Child's doctor;
5. Checking out to move to another school, town, and etc.

Alternative Learning Programs

Alternative Middle School

The Alternative School program is available to secondary grade students who have need of a setting different than the regular Middle School environment. Students attending the Alternative School must abide by all rules and regulations which apply to the Hobbs Schools. This school is organized so that a student works on individual needs as determined by diagnostic testing. The educational atmosphere present at the Alternative School is very conducive to helping an individual develop effective habits so they can be successful students. If a parent has an interest in their child attending this school, contact should be made with the principal of the school in which that student attends.

The Alternative Learning Center is a highly structured educational program designed to assist secondary students who have gotten behind in school and/or are having difficulties in the regular school environment. The school is highly individualized, self-contained, and includes a special design for concentration, speed and completion.

Goal: To provide an alternative setting which is appropriate instructionally and separate Middle School Students from High School Students.

Summer School

Summer School provides an opportunity for students to continue their educational pursuits. Students are enrolled at the Middle School holding Summer School and are required to follow the code of conduct guidelines established in the Secondary Handbook. Students that attend Summer School may enroll in one or both sessions for a possible total of ½ credits for each session. All students are responsible for any cost or fees required from summer school classes. Students are to provide their own transportation to and from summer school.

Workshop Classes

Students who have not scored at the "Proficient" level on the New Mexico Standards Based Assessment Classes may be required to take "Workshop Classes" to provide remediation in math and / or reading. Those classes may take the place of a student's chosen elective classes.

Schedule Changes

Student schedules will be available on Skyward or in the office of each school before the beginning of each school year. The only schedule changes which will be allowed in the fall, when school begins, will be for students who have "mistakes" on their schedule (i.e. two English classes, no elective, etc.) When school starts and a mistake is discovered, the student with error(s) on their schedule must immediately report to the counselor or designee for correction and then proceed to the new class assigned by the counselor or designee.

PLACEMENT OF STUDENT IN ALTERNATIVE LEARNING PROGRAMS

Alternative School

- Placement of sixth (6th) grade through twelfth grade student for the majority of a semester, an entire semester, or a school year by a joint agreement of the parent, building principal, and principal of the Alternative School.
- Placement as a result of the long term suspension due process hearing.
-

Summer School

- ◆ Parents and school administration make the decision for a student to attend summer school in order to make up missed concepts.
- ◆ Limited space is available for students who have failed or fallen behind in Math or Language Arts.
- ◆ Counselor and Principal will recommend to parents.
- ◆ Parents may request that their student be placed in summer school.

School Telephones

The office phones are for school business and not available for students except in cases of emergency. Students will not be called from class except in cases of emergency to take the phone call. Phones are available for students to use before school, during the lunch period, and after school. Students are not to make phone calls during class time.

Student Council

Each of the secondary schools will maintain a student council. The student council is a representative body which coordinates student activities. Elections will take place at the announced times. The election procedures will be handled in accordance to school policy.

Student Social Activities

Social activities at the secondary levels will be regulated by the following guidelines:

1. The number of Middle School dances will be established yearly from input of the School Improvement Team and the principal. The number of dances is not to exceed Four per school year. The principal will make the final determination.
2. Middle School dances are to last no later than 10 p.m. High School dances are to last no later than 12 midnight.
3. Middle School dances may be attended by any Hobbs Middle School student attending school and have not been suspended. Middle School students will not attend high school dances. High school dances will only be open to Hobbs High School students unless prior administrative approval has been received.
4. Regular school discipline policies and school dress code will be observed.
5. Students may not leave and re-enter the dance.
6. Middle School dances will be chaperoned by parents/legal guardians as well as staff members.
7. Students will be required to provide identification cards.

Open Enrollment Policy

The Board of Education adopts this policy pursuant to the terms of SB 64 of the 1998 New Mexico Legislature, also known as the Open Enrollment Act, amending N.M. Stat. Ann. §22-1-4:

- a. The attendance area of each school within the district shall be established annually by the Board of Education.
- b. Students shall be enrolled or re-enrolled in each district school according to the following priorities:
2. First, persons residing within the attendance area of the school;
3. Second, persons who previously attended the school; and
4. Third, all other applicants for enrollment at the school.
 - a. Transportation shall be provided by the district for transportation-eligible students residing within the attendance area of the school they attend. Transportation of students residing outside the attendance area of the school they attend shall be the responsibility of the parent(s)/guardian(s) or student.
5. The Superintendent shall determine the maximum allowable class size in the district by administrative regulation.
 - a. So long as the maximum allowable class size established by the Superintendent or as permitted by law is not exceeded by the enrollment of first-priority students (those residing in the attendance area) the school shall continue to enroll students on the basis of the priorities established in this policy.
 - b. If the maximum allowable class size would be exceeded by enrollment of an applicant in the second or third priority category, the school may deny such student enrollment.
 - c. Each school shall establish a waiting list of second and third priority students who are seeking enrollment in the school and enter the names of such students on the list in the order in which each student sought enrollment.
 - d. As classroom space becomes available in each school, students within the appropriate grade level shall be invited to enroll on the basis of: (1) the student's enrollment priority category, and then (2) the order of the student's on the waiting list.

Out-Of-Zone Request Procedures

The Superintendent of schools, approves and/or denies **all** Out-of-Zone Requests. (Please review the Open Enrollment Policy)

- **April 10th** is the first day to complete Out-of Zone Requests. This will take place On-Line, beginning at 7:30 a.m. at www.hobbsschools.net. If you do not own a computer, you may go to the school that your student presently attends and use a computer, the public library, or other computer in which to complete your request. All requests will be dated and time-stamped in the order received. All requests **MUST BE** submitted on-line.
- Requests will be accepted from **April 10, 2017**, thru **August 5, 2017**, for the first semester. Contact Terry Lopez, Administrative Assistant, at 575-433-0100 with any questions.
- Requests will be accepted **December 15, 2017** thru **January 01, 2018** for the second semester.
- All **renewals** received by **April 21, 2017**, will receive notification of approval/denial by **May 22, 2017** by email (unless otherwise noted).
- All **brand new requests** will receive notification of approval/denial by **August 11, 2017** by email (unless otherwise noted).
- Requests will be processed in the order in which they are received.
- All Approved Requests will be sent to the school locations for completion.
- Parents/Guardians will receive notification of approval/denial by email (unless otherwise noted). They will then go to the approved school location with their two (2) proofs of residence (not older than 30 days), to complete the Out-of-Zone Approval.

- Principal/Secretary **WILL ATTACH** copies of the proof of residence (received by parent/guardian) to Out-of-Zone Approval for the school site.
- If denied due to enrollment numbers, student(s) will be placed on a waiting list in accordance with NMSA Section 22.1.4, and student(s) will then enroll in the home school in which they reside. Parents will receive, by email (unless otherwise noted), a copy of the Out-of-Zone Request, showing the denial and reasons for denial.
- If denied due to absenteeism, tardies, behavior and/or discipline problems, the student must enroll in the home school in which they reside.
- All requests must be completed in full prior to submission. If all information is not completed, you will not be able to submit your request. The contract portion must be checked, as an understanding of the Request being submitted by a parent and/or guardian.

All requests must be completed in full prior to submission. If all information is not completed, you will not be able to submit your request. The contract portion must be checked, as an understanding of the Request being submitted by a parent and/or guardian.

COMPUTING AND INTERNET ACCEPTABLE USE POLICY

A. Purpose

1. The Hobbs Municipal School District is providing its employees and students ("users") with access to computing equipment, systems and local network functions such as District e-mail and the Internet.
2. This access has a limited education purpose for students and is to facilitate employees' work productivity.

B. Access rights and privileges.

1. The School District has the right to place reasonable restrictions on the use of equipment, resources and material students and employee's access or post through the system. Students and employees are also expected to follow the rules set forth in the District's rules and regulations governing conduct, disciplinary code, and the law in their use of the District's equipment and network. This access has not been established as a public access service or a public forum. All access and rights are privileges granted by the District, and users should expect no privacy rights.
2. All District employees and students will have access to the Internet through the District's private network. Parents may specifically request that their children not be provided such access by notifying the District in writing.
3. No student will be given or have access to District-provided e-mail.
4. Guests/contractors are not automatically eligible for a District e-mail account. E-mail or network access accounts may be granted if directly sponsored by a District administrator.

C. System Security Obligations

1. Users are responsible for the use of their individual access account(s) and should take all reasonable precautions to prevent others from being able to use their account(s), including coworkers, substitute teachers, friends, or family. Under NO conditions should a user provide his/her password to another person.
2. Attempts to log on to the District's private network or any other network as a system administrator are prohibited.
3. Any user identified as a security risk or having a history of violating this or any other Acceptable Use Policy may be denied access to the District's private network.
4. Users will avoid the inadvertent spread of computer viruses.
5. Users should immediately notify a teacher or system administrator of any possible security problem.
6. Students will promptly disclose to their teacher or other appropriate school employee any message received that is inappropriate.

7. Users may not connect unauthorized wireless devices to the District network. Wireless devices include, but are not limited to: wireless access points, wireless routers or any type of wireless gateway device.

D. Filtering

1. As required by law and in recognition of the need to establish a safe and appropriate computing environment, the District will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet.

E. Unacceptable Uses

1. Users may not use the District's private network to access material that is profane or obscene (pornography of any kind), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

2. Users may not post personal information on the Internet about themselves or other people. Personal contact information includes address, telephone, school address, work address, pictures or video bites, clips, etc.

3. Users may not attempt to gain unauthorized access to any computer system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing", "snooping", or "electronic discovery".

4. Users may not deliberately disrupt or harm hardware or systems, interfere with computer or network performance, interfere with another's ability to use equipment and systems, or destroy data.

5. Users may not use the District's private network to engage in illegal acts, such as threatening the safety of another person, accessing or sharing unauthorized copyrighted music, movies, and other intellectual property, etc.

6. Users may not utilize peer-to-peer file-sharing applications or execute programs to facilitate the downloading or exchange of copyrighted or unauthorized music, movies, and other materials.

7. Users may not use the District's private network to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.

8. Users may not post information that could endanger an individual, cause personal damage or a danger of service disruption.

9. Users may not knowingly or recklessly post false or defamatory information about a person or organization.

10. Users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

11. Users may not indirectly or directly make connections that create "backdoors" to the District, other organizations, community groups, etc. that allow unauthorized access to the District's network.

12. Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.

13. Users may not engage in personal attacks, including prejudicial or discriminatory attacks. Users may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.

14. Users may not re-post a message that was sent to them privately without permission of the person who sent them the message.

15. Users may not forward or post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. Users also must refrain from abusing email distribution lists. Acts of abuse include, but are not limited to: forwarding non-school/work related emails, advertising and solicitation.

16. Users will not install software of any kind on district machines. Authorized software will be installed by authorized personnel only (Lab Managers or CAI Staff). Users will not install or reproduce unauthorized or unlicensed software on District resources.
17. Users may not plagiarize works that they find on the Internet or other resources.
18. Users may not use technology resources and Internet for private business activities or unreasonable personal use.
19. Users may not use the District's private network for political lobbying.
20. Students will not download files unless approved by their teacher.
21. Users may not use any type of internet proxy service or proxy server to bypass district filters.
22. Users may not alter machine configurations or attempt to perform diagnostics or repairs on district machines. Diagnostics and repairs must be performed by authorized personnel only (Lab Managers or CAI Staff).

F. Due Process

1. The School District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District's private network.
2. In the event there is an allegation that a student has violated the District Acceptable Use Policy, disciplinary actions may be taken.
3. Employee violations of the District Acceptable Use Policy will be handled in accordance with law, School Board Policy or collective bargaining agreement(s), as applicable.

G. Administration

1. Computer Aided Instruction has the responsibility and authority for the development, publication, implementation and ongoing administration and enforcement of the processes and techniques required to protect the Hobbs Municipal School District's technology systems and services from unauthorized access, loss or misuse.
2. School principals have the responsibility to establish a plan to ensure adequate supervision of students. They are also responsible for interpreting and enforcing this policy at the local level.
3. Local management has the responsibility to enforce and interpret this policy.

HOBBS SCHOOLS COMPUTER LABS:

Student Use Guidelines

The following guidelines have been established for student use of Hobbs Municipal School Computer labs to insure students take advantage of the instructional resources of the labs in a safe and responsible manner.

1. All students must have returned the Parent Permission Form for Internet with their parent/guardian's signature before they will be allowed to use Hobbs Middle School computer lab facilities.
2. Students may use the computer labs facilities for only those activities and projects approved by their instructor, and must use the lab under the guidelines of the Hobbs Municipal Schools Acceptable Use Policy.
3. Students may use the Computer Labs only with the permission of their instructor, and while the instructor/computer lab manager is present.
4. Students may not bring any food or drink including gum and candy, opened or packaged, into the computer labs.
5. Students must have instructor/computer lab manager permission to print documents.
6. Students may not use the teacher workstation, printers, scanners, or facilities of the computer lab manager's office.

7. Students may not access any records or software other than those materials assigned by their instructor, and may not use e-mail. Students are not to send any message which is harassing, discriminatory or likely to be offensive or objectionable to recipients.
8. Students may not bring or use any personal disks, USB Flash Drives, music CD, or software in the labs. (Unless lab manager or teacher has given permission.)
9. Students may not download or burn programs, games, music or other software to the computer hard drives in the labs.
10. Students who do not comply with the Hobbs Municipal Schools Acceptable Use Policy, Computer Labs Guidelines, individual teacher classroom/computer lab policies, or who in any way damage or abuse computer lab facilities, will forfeit their privileges.

Nutritional Services/Meals

Breakfast and lunch are served each day at Hobbs Middle Schools.

Student Meal Benefit applications will be available through the School Cafeteria. The Student Meal Benefit application should be completed for all students in a household instead of for an individual student. Only One (1) Student Meal Benefit application with all student names, school attending and grade level is required for each household. Submit the Student Meal Benefit application to any One (1) school site, and all the students (no matter at what school site they attend) will be processed from the One (1) household application.

Student Meal Benefit applications need to be returned no later than thirty (30) calendar days after the first day of school. Until a new family application is processed or by September 11, your students will receive student meal benefits based on their status during the previous school year.

Applications are available at Central Kitchen or High School Cafeteria until 3:00 p.m. daily. If households are determined not to qualify for benefits at the time the application is submitted, households may reapply anytime throughout the school year if household size or household income changes.

Nutritional Services Department uses a computerized record-keeping system which keeps an accurate record of *prepaid* meals for the school year.

Secondary Student Hobbs Municipal School ID Cards are used for proper identification and must be presented at the time of service to receive meal benefits.

No charges will be allowed. Circumstances which cause a student to be without lunch money should be discussed with the school principal.

Breakfast is available to all students at no charge.

*These prices are subject to change prior to **August 12, 2017.***

| | |
|---------------------------------|--------|
| Full Pay Student Lunch | \$2.25 |
| Reduced Pay Student Lunch | \$.40 |
| Milk Only..... | \$.50 |

Lost or Damaged Card Replacement Fee is \$1.50.

Breakfast and lunch are served each day at the Middle Schools. Nutritional Services uses a computerized record-keeping system which keeps an accurate record of prepaid meals for the school year.

Student Meal Benefit applications must be completed every year. The Student Meal Benefit application should be completed for all students in a household instead of for an individual student. Only **One (1)** Student Meal Benefit application with all student names, schools attending, and grade level is required for each household. Submit the Student Meal Benefit application to any One (1) school site, and all the students (no matter what school they attend) will be processed from that application.

Student Meal Benefit applications will be sent home the first day of school for all students. The application should be returned within **thirty (30)** calendar days after the first day of school. Your students will receive student meal benefits based on their status during the previous school year until a current year application is processed or until **thirty (30)** school days of the current year, whichever comes first. If students are determined not to qualify for benefits at the time the application is submitted, households may reapply throughout the school year if household size or income changes.

If a student has no prepaid meals or money to pay for the meal, the meal will appear as a charge. Parents will be responsible for charge payments. **After a negative account balance of \$5.00**, parents will be called to make arrangements for their student's lunch and a charge slip will be sent home. If a parent cannot be contacted or fails to pay the outstanding charges, the student will receive a sandwich and a juice at no charge. **Any balance or negative balance will be carried forward to the next school year.**

No Student Meal Benefit applications will be accepted or processed after April of each school year for students enrolled as of March of that school year. **Students are not permitted to leave campus during lunch. Parents who pick up their student must sign them out through the office.**

Students Rights & Responsibilities

Grades

An academic grade should reflect the teacher's most objective assessment of the student's academic achievement in a specific class. Each student should know and understand the grading criteria at the beginning of the course.

The student should maintain a level of academic performance that reflects the best of his/her ability, including possible appropriate improvement. The student should promptly confer with the appropriate teacher and/or counselor regarding any deficiency notices issued.

School Records

Students have the right to have their school records protected and kept confidential. Student records (academic, disciplinary, medical, and other official personal records) may be reviewed according to the requirements of the Family Educational Rights and Privacy Act of 1974, Public Law 93:380.

A student's records may be reviewed by:

- ✓ The student upon reaching the age of 18;
- ✓ Parents of students who are under 18 years of age;
- ✓ Parents who claim students who are at least 18 as dependents under Section 152 of the Internal Revenue Code;
- ✓ Authorized school personnel;
- ✓ Law enforcement agents with authorized documentation;
- ✓ Other governmental agents with authorized documentation;
- ✓ Others, with authorized documentation.

Persons who review student records are required to complete an official review form. Custodians [principals] of student records and authorized school personnel are exempt from this requirement. Parents may request that materials be corrected or removed from their son/daughter's school record according to Board of Education Policy JR. The parent, guardian, or student of appropriate age must request a student's record following established Board of Education procedures. Such parent, guardian, or student must not alter, delete, or remove any material from the record/folder at the time of review.

Textbooks

Students must take care of textbooks according to the following prescribed school procedures:

- Textbooks are to be returned in the condition in which they were issued, subject to normal wear and tear;
- Textbooks are to be used for the purpose intended;
- Textbooks are to be brought to and from classes unless otherwise directed by the teacher;
- Loss of a textbook is to be reported immediately by the student to the teacher;
- Payment for lost or damaged textbooks is to be made to the school;
- Textbooks lost by other students are to be returned to the school when found.

In many classes, the school district has purchased an additional "classroom set" of books for student use. In those classes students may leave the book checked out to them at home and use the "classroom set" while at school. This should help alleviate the need for students to carry such heavy backpacks from class to class.

Grooming

Research has indicated that student behavior is influenced by student dress and grooming. Consequently, student grooming is the proper concern of school administrators and teachers. In order to help insure proper and acceptable behavior on the part of the student, it becomes necessary to establish certain guidelines to aid parents and students in selecting the proper attire for school wear.

It is the aim of the Hobbs Schools to have displayed to the public at all times a standard of moral conduct, dress, attitudes, courtesy and friendliness on the part of the student which will be above reproach or criticism. The public will judge our schools on the basis of these characteristics as shown by our students. In keeping with this aim, students are expected to comply with Board of Education Policy JCDB.

Dress Code

Hobbs Middle School Students

- Are prohibited from coming to school barefoot;
- Are not to wear the following to school:
 - ◆ Pajamas or house shoes
 - ◆ Bare midriff garments or halters;
 - ◆ Tube tops, tank tops, shirts with straps less than 2" in width;
 - ◆ Sleeveless shirts with low armpit openings, not covered by another garment
 - ◆ Coarse knit, transparent and/or "see through" garments;
 - ◆ "Cut-offs," biker shorts, spandex shorts, boxer shorts, nylon/sports/soccer shorts, or other shorts considered to be inappropriate;
 - ◆ Mini-Skirts;

- ◆ Clothing or accessories that advertise or depict association with or promotion of gangs, satanic groups, cults;
- ◆ Clothing or accessories that advertise or promote tobacco products, alcoholic beverages, or drugs;
- ◆ Clothing or accessories with lewd, offensive, vulgar, or obscene writings and/or pictures shall not be brought to school or worn to school or in any way be present at any school related event;
- ◆ Para-military attire (fatigues);
- ◆ Bandannas, hats/caps/head covering, chains, lanyards (except those issued by the school) or similar items;
- All outer garments must be at a length of no more than 4 inches above the knee;
- All outer garments must be hemmed;
- Leggings may be worn under an outer garment that covers all body parts from the waist down except the legs and feet. - leggings may not be worn as pants;
- Oversized or baggy pants are not permitted. Pants legs may not be wider than 13" and will not drag the floor;
- All pants are to be worn at the waist. "Sagging" is not permitted;
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- The neck opening on any type shirt or blouse may not exceed the equivalent of the second button below the collar of the dress shirt or blouse;
- Tattoos or skin stamps will not be exposed to public view;
- Body piercing will not be allowed other than in the ear;
- No enlarged earlobe piercing (gauging is not permitted);
- Students are to be clean shaven at all times and side burns are not to extend past the ear lobe;
- Leggings or tights must be worn under jeans/pants/shorts/skirts to cover any visible skin due to holes/tears in the material between the waistband and the knee.
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- Students may not wear wrist, neck, waistbands, or other garments which have raised spikes or studs;
- Hair may not be of a style or color that is distracting to the learning environment.
- No wheeled shoes (heelies) are permitted.

The schools reserve the right at all times to regulate all students' appearance that creates disruption, is a distraction to learning, is of questionable decency, and/or creates a health or safety hazard.

The appearance standard is under constant consideration by students, parents, and staff members. Should a change in the standard be made, the students will be informed of the change well before it goes into effect.

Each student is expected to be properly dressed, observe basic rules of personal hygiene, and dress in a manner that will not disrupt the educational process.

Membership in Clubs and Organizations

Students have the right to form and participate in approved organizations and/or clubs with the following guidelines:

- ◆ Such organizations and/or clubs are non-discriminatory on a social, racial, ethnic, and/or religious basis;
- ◆ Such organizations and/or clubs are not secret societies;
- ◆ Such organizations and/or clubs do not employ harmful or humiliating initiation practices;

- ◆ Such organizations and/or clubs are provided with adult supervision approved by the principal.

Nondiscrimination

The Hobbs Municipal Schools strive to provide an educational process without discrimination to the student's race, culture, ancestry, national origin, color, religion, sex, age or physical condition. Each student and staff member in the school system is expected to demonstrate behavior and attitude supportive of this commitment. Students must not discriminate against others on the basis of race, culture, ancestry, national origin, color, religion, sex, age, or physical condition. Students should foster good human relations among all students, staff, and administrators within the school and district.

Peaceful Assembly

A basic purpose of education in this democratic society is to prepare students for responsible self-expression. The student participating in patriotic ceremonies must not infringe on the rights of other individuals. The student must respect the rights and interests of others, including those who, because of personal or religious beliefs, choose not to participate in the observance of patriotic ceremonies.

Recognizing that there is an appropriate time and place for the purpose of expressing opinion and beliefs, student meetings in school buildings or on school grounds must be approved and authorized, in advance, by the principal. Demonstrations which interfere with the operation of the school or classroom are inappropriate and prohibited. Student meetings must be scheduled (time and place) and conducted following procedures and policies of the school and Board of Education. Failure to do so may result in termination of the meeting or assembly and possible disciplinary action.

Speech and Expression

Students are allowed self-expression to the extent that such expression does not interfere with the assurance of positive learning, including the appropriate climate essential to the operation of the school. Responsible self-expression is basic to the educational process.

Students have the right to express points-of-view and support causes in speaking and/or in writing. Students must respect and not infringe upon the right of other individuals to express differing viewpoints. Students have a responsibility to act in a manner that indicates respect for the beliefs of others and in a way that does not interfere with school activities or with the rights of other students or teachers.

Student Governance

Students have the right and are encouraged by the Board of Education and local educators to participate in the governance of their school.

All students should exercise the right to vote in student elections. Students have opportunities to select representatives who will express the views, interests, and concerns of the student body regarding decisions which affect their education and welfare. Elected representatives have a responsibility to provide sound leadership, exercise good judgment, and set a positive and appropriate example for others.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature directed toward any other individual.

IF YOU ARE SEXUALLY HARASSED, CONTACT YOUR PRINCIPAL, TEACHERS, OTHER ADMINISTRATORS OR COUNSELOR IMMEDIATELY.

ANTI-BULLYING POLICY

Purpose

The effective education of our students requires a school environment in which all students feel safe and secure. The Board of Education is committed to maintaining an environment conducive to learning in which all students are safe from bullying, violence, threats, name-calling, intimidation, and unlawful harassment in the physical, traditional, or digital, cyber environment. The Board of Education finds that practices known under the term "hazing" are dangerous to the physical and psychological welfare of students, are prohibited in connection with all school activities.

Further, the Hobbs Municipal Schools reserves the right to respond to conduct prohibited by this policy when committed by persons not directly subject to the authority of the School District (e.g. parents, school patrons, community members, vendors, etc.) by reporting such conduct to local law enforcement because it is disruptive to the functions of the School and may violate NMSA 1978 Section 30-20-13.

Please see Board Policy JCDAD for definitions, confidentiality and sanctions.

Reporting Procedures

1. It is the express policy of the Board to encourage students who are victims of such physical or verbal misconduct, harassment on the basis of protected characteristics, or hazing to report such claims and/or conduct to the principal, assistant principal, or to the Superintendent.
2. Students or their parents may report such conduct to the school principal, assistant principal, or the Superintendent.
3. Any employee who, as a result of personal observation or a report,, has reason to believe that a student is a victim of conduct prohibited by this policy, whether the conduct is by another student, another employee, or other person subject to the authority of the District, shall notify his or her principal, assistant principal, or the Superintendent, of such observation or report in writing within twenty-four (24) hours.
4. No person shall knowingly make a false charge, or give false information in the investigation, of a possible violation of this policy.

Investigation

1. All reports of conduct in violation of this policy shall be promptly investigated by the school principal or his/her designee. Where violations of criminal law may have occurred, the principal, in consultation with the Superintendent of his/her designee shall report the matter to the appropriate law enforcement agency.
2. Principals who receive complaints of violation of this policy shall investigate such complaints, and shall report the complaints, the scope and elements of their investigations, the findings of their investigations, and actions they propose to take, if any, to the Superintendent for approval within ten (10) school days of receipt of such complaints. The Superintendent will respond to such submissions within five (5) school days, approving the proposal or directing further or different action.
3. In assessing the existences of a violation of this policy and the appropriate discipline, the principal or designee shall consider the nature and extent of the conduct, the age of the student(s) involved, the context in which the alleged conduct occurred, and any prior history of conduct prohibited by this policy on the part of the violator.

Smoking/Tobacco Usage

Tobacco usage is a known safety and health hazard to smokers and nonsmokers exposed to tobacco smoke. Students are not permitted to use tobacco in public education buildings, on school grounds, on school buses, or at school-sponsored activities. Tobacco in any form is prohibited in public education buildings.

Substance Abuse Policy

The Hobbs Municipal Schools recognize that the abuse of harmful substances seriously impedes a student's educational opportunity and poses a serious threat to the safety and welfare of our entire school community. Accordingly, it is expressly prohibited for students to possess, use, deliver, share, transfer, distribute, or sell potentially dangerous "harmful substances" as outlined in this policy in any school building, on any school bus, on any school premises, or at any school-sanctioned event. Violations of this policy will result in disciplinary actions under the Student Code of Conduct, which may include but are not limited to: suspension, expulsion, arrest, referral to counseling, or any combination of these consequences.

This policy further prohibits the possession, use, transfer, delivery, distribution, or sale of drug paraphernalia as defined under this policy in any school building, on any school bus, on any school premises, or at any school-sanctioned event.

Harmful Substances Defined

For the purpose of this policy "harmful substances" are defined as beverages with alcoholic content (including but not limited to wine, beer, liquor, or other beverages or liquids containing alcohol), controlled substances, dangerous substances, illegal drugs, any mood altering substance, inhalants other than those prescribed by a physician and used as prescribed, non-prescription medication used for other than for intended medical purpose or shared with any other student, prescription medication when shared with another student or when used in a manner other than prescribed, any substance which is considered a controlled substance under state or federal law, any substance used in other than its intended use or to affect the structure or function of the human body, or any substance containing "harmful substances" under this definition. Counterfeit or look-alike substances which are represented as "harmful substances" are also included under this policy.

Drug Paraphernalia Defined

Any item, apparatus, or equipment designed for or intended to be used for measuring, packaging, distributing, or facilitating the use of "harmful substances." Drug paraphernalia include but is not limited to rolling papers, roach clips, bongs, pipes, needles, or syringes. Permitted Use of Prescription and Non-Prescription Medication Students in grades, 7-12 are permitted to possess and consume their one day's dosage of prescription medications or legal and properly used non-prescription medications. In no case is it permissible for a student to give any prescription or non-prescription medication to another student.

RESTRAINT POLICY

Purpose

The purpose of this policy is to provide for the appropriate use of restraints and to protect students from harming themselves, other students, staff or property in a manner that protects the student's dignity and well-being.

Definition

A restraint is a method used to physically and involuntarily restrict a person's movements or physical activity.

Prohibited Items

Items brought to school for educational purposes should be by request of a teacher. Students are not to bring or use on school premises radios, tape players, CD players, MP3 players, telephone pagers, video cameras, cameras, laser lights, battery powered toys, cigarette lighters, Hookah pipes or pens, electronic cigarettes, or any other items that may be distracting to the educational setting. Wrist, neck, or waist bands which have raised spikes or studs are also prohibited.

Personal Electronic Devices (includes cell phones and smart watches)

Personal Electronic Devices can create a disruption to the learning environment, distract students from the primary purpose of education and can be used to threaten other students. Accordingly, it is our policy to forbid the use of Personal Electronic Devices by students during the school day.

While students are not prohibited from possessing Personal Electronic Devices, the Personal Electronic Devices must be stored out-of-sight and in an "off" position during the regular school day. Students' Personal Electronic Devices that are visible or can be heard during the school day shall be considered to be in violation of this policy.

Definitions:

For purpose of this policy, the following definitions shall apply:

1. "Personal Electronic Devices" is an electronic device that emits an audible or visual signal, displays a message, or otherwise summons the possessor, including, but not limited to cellular telephones, paging devices, electronic e-mailing devices, radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 players, laser pointers, portable video game players, laptop computers, personal digital assistants (PDA's), cameras, and any device that provides a wireless connection to the Internet.

General cell phone guidelines:

- ❖ Cell phone applications may be used for instructional use in the classroom with permission from the teacher of the course.
- ❖ Cell phones must be kept in student's backpack, locker, car, purse, etc., and should not be visible.
- ❖ Cell phones may not be used in any manner that will cause a disruption in the academic environment.
- ❖ Cell phones may not be used in any way to assist in an act of academic dishonesty.
- ❖ Use of cell phones for field trips, athletic events, and other extracurricular events will be at the discretion of the sponsor/coach.

Enforcement: Building administrators are authorized and required to enforce this policy. Teachers shall refer students who violate this policy to the appropriate building administrator for enforcement of this policy.

Loss of and Damage to Personal Electronic Device: The District shall not be liable or responsible for the loss or damage to any Personal Electronic Device at school or at school-sponsored activities.

Penalties for Violations: School employees with student supervisory responsibilities are authorized to confiscate Personal Electronic Devices.

First Offense: The Personal Electronic Device will be confiscated for five school days. The Personal Electronic Device will be returned to a parent or guardian of the offending student.

Second Offense: The Personal Electronic Device will be confiscated for five school days. The Personal Electronic Device will be returned to a parent or guardian of the offending student.

Third Offense: The Personal Electronic Device will be confiscated for five school days. The Personal Electronic Device will be returned to a parent or guardian of the offending student.

Subsequent Offenses: The Personal Electronic Device will be confiscated for 5 school days and the students may be assigned up to 10 days of on campus suspension. The Personal Electronic Device will be returned to the parent or guardian of the offending student.

- **In cases where the term of the confiscation expires on the weekend or on a holiday the personal Electronic Device will be returned on the next school day.**
- **The Personal Electronic Device will be returned to a parent or guardian of the offending student at the end of the period of confiscation.**

SPECIAL SITUATIONS

Pictures: It is never appropriate to take candid pictures of other people without their knowledge and consent or to post them for public viewing.

Text Messaging: This is a common method of cheating. Academic dishonesty will not be tolerated. This can result in the device being confiscated and discipline per the Student Code of Conduct.

Test Security: There are certain testing and assessment situations where the presence of electronic devices poses a serious threat to test security. In those situations, students will be asked to surrender all electronic devices at the beginning of the test session to a proctor and they will be returned at the end of the test session.

Weapons

The carrying or storing of any type weapon on school grounds, on school buses, or during school activities on or off school grounds is prohibited. Weapons include firearms, knives, or any object designed to inflict bodily injury. Any replica of these items is also prohibited.

STUDENTS WHO BRING WEAPONS TO SCHOOL WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

In compliance with the Federal Gun Free School Act, any students found to be in violation of this policy due to possession of a firearm, shall, at a minimum, be long-term suspended from school for a period not less than one calendar year.

Search and Seizure

Students have the right to privacy of their persons, personal belongings, and school property which is for their personal use. The searching of a student by a principal, or administrator may occur when there is reasonable suspicion to believe that the student possesses weapons, illegal drugs, alcohol, stolen goods, or other materials or objects which are in violation of the Board of Education Policy or law. Searches of book bags, desks, lockers, personal belongings, and vehicles may occur when allegations lead to a reasonable belief that they contain any of the items stated above. The teacher, principal, or administrator does not need a warrant to search a student. Any such search will be conducted in accordance with Board of Education Policy JCAB. Students will not carry or store illegal, unsafe, or contraband items specifically prohibited by law, Board of Education Policy, and/or the school administration.

STUDENT CODE OF CONDUCT

In education, discipline is a process which strengthens, molds, and corrects student behavior through a system of essential rules, a program of teaching and supervisory control, and, when necessary, just and constructive punishment.

Introduction

Education is a process which requires reasonable order and decorum. Conduct is the manner in which students are expected to act so that order and decorum can be maintained. Conduct of a student is the joint responsibility of the student, home, school, and community. Each has the responsibility to work with the others in assuring that students in the Hobbs Schools respect authority and observe high standards of personal conduct.

A person who obstructs any teaching, administrative, or extracurricular activity or who presents a threat to the physical well-being of others or themselves shall be subject to such disciplinary procedures as set forth in this document or as otherwise authorized by law. Every student is strictly accountable for any disorderly conduct in school or during any school-sponsored function. All employees of the Hobbs Municipal Schools have the authority to use reasonable force to restrain a student from abusing or attempting to abuse himself/herself, other students, staff or anyone else who is present in the school or on its grounds. This action may be taken when it is necessary to maintain discipline or to enforce school rules. Such action must be taken in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in this action. This section of the handbook has been developed to assist students, parents, and staff in maintaining the desired and essential learning environment.

Discipline Issues are grouped into three classes:

- ◆ Class I (minor)
- ◆ Class II (intermediate)
- ◆ Class III (major)

Each classification designates a suggested disciplinary procedure or action to be implemented by the teacher, principal, or designee.

Class I: Behaviors

- Cheating or other inappropriate actions related to academic behavior or academic dishonesty;
- Use of profane or obscene language;
- Creating a disturbance in the class and/or on the campus;
- Minor disruption on a school bus;
- Tardies (see Tardy Policy);
- Excessive absences;
- Inappropriate public display of affection;
- Failure to bring to class the necessary classroom materials, homework, or other required items;
- Violating the dress code;
- Truancy from school--cutting class;
- Leaving campus without permission;
- Using or possessing tobacco products;
- Gambling (participating in a game of chance for reward or prizes);
- Needing to shave;
- Inappropriate behavior on field trip;
- Minor misuse of the internet, electronic equipment, or computer lab equipment;

- Throwing an object that could cause harm;
- Agitating/instigating a fight;
- Body piercing that distracts from a conducive learning environment (includes, but not limited to nose rings, eyebrow loops, lip studs, etc.)
- Failure to display Student ID;
- Possession of a nuisance item;
- Use of cell phones or other electronic devices in violation of policy.

Class I: Disciplinary Actions

- ✓ Any and/or combination of the following suggested disciplinary actions may be used:
- ✓ Student-Teacher Conference;
- ✓ Office Referral;
- ✓ Teacher-Parent Conference;
- ✓ Teen Court may be used as a disciplinary action as determined by the building administrator and agreed upon by the student and parent(s);
- ✓ Administrative Conference (Student-Principal; Parent-Principal);
- ✓ Detention:
 - Noon D-Hall
 - Teacher Directed Classroom D-Hall
 - Saturday Detention
- ✓ On-Campus Suspension;
- ✓ Suspension;
- ✓ OCS.

Class II: Behaviors

- Disrespect for authority/willful disobedience;
- Three or more violations of Class I Behaviors;
- Intentionally providing false information to any employee of Hobbs Municipal school or failing to identify one's self when requested to do so by a school employee;
- Trespassing – entering or remaining on the campus as described below:
- When and/or where the student has no legitimate business or student has been forbidden or;
- While the student is on suspension;
- Written or oral proposition or engaging in a sexual act;
- Use of written or oral profane /obscene language;
- Threats toward any school employee;
- Fighting;
- Committing or engaging in extortion, coercion, or blackmail of any school employee or student;
- Participation in, identification with, or promotion of gang-type activities during the school day or at school-related activities, including association and membership. JPO will be notified;
- Possession of and/or igniting fireworks or firecrackers;
- Theft;
- Major disruption on a school Bus;
- Hazing/sexual harassment toward any student or school employee;
- First offence- violation of substance abuse policy;
- Identification with or promotion of drugs/drug paraphernalia and or alcohol on school premises and/or at a school related activity;

- Having knowledge and being in the presence of alcohol, illicit drugs or harmful substance on school premises and/or at a school related activity;
- Vandalism of school or student property;
- Plagiarism, continued cheating or other inappropriate actions related to academic behavior or academic dishonesty;
- Assault (threats to any student);
- Any other offense which the principal may reasonably judge to fall within this category;
- Continued misuse of the Internet, electronic equipment, or computer lab equipment;
- Damage to Staff Property – The willful damage and/or destruction of any personal property on or off campus and including, but not limited to vehicles, classroom materials, furniture, and equipment. This can be defined as a Class II or Class III behavior at the discretion of the School Administration;
- Lying to staff.
- Repeated use of cell phones or other electronic devices in violation of policy.

Class II: Disciplinary Actions

Depending on the severity of the offense, any and/or a combination of the following disciplinary actions may be used:

- ✓ Assignments to Saturday Detention;
- ✓ Assignments to On Campus suspension;
- ✓ Student suspended for the remainder of the day; conflict resolution is mandatory; OCS assigned to designated off campus school;
- ✓ Suspension with a progression of three (3) to ten (10) days;
- ✓ Pursue long term suspension;
- ✓ The administrator shall have the option of recommending the student for placement in an Alternative learning program;
- ✓ Teen court may be used as a disciplinary action as determined by the building administrator and agreed upon by the student and parent(s).

Class III: Behaviors

- Repeated suspensions;
- Assault (verbal threats to any school employee);
- Battery (bodily injury) to another student at school or school employee at any school related activity;
- Second offense of the substance abuse policy;
- Arson (willful burning of any part of the school building or property therein);
- Theft (stealing) extortion of \$100 or more, or property valued at \$100 or more;
- Robbery-taking of anything of value from another by use of force;
- Burglary of school property-unauthorized entering of any school building or vehicle;
- Burglary of vehicle-unauthorized entering of any vehicle parked on or near school property with the intent to commit theft or damage;
- Possession, use or concealment of weapons-defined as firearms, knives, explosives, flammable material, or any other items that may cause bodily injury or death;
- Firearms - including, but not limited to, pistol, rifle, zip gun shot gun, BB gun, starter gun, explosive, propellant, or destructive device-operable or inoperable, loaded or unloaded;
- Knives - including, but not limited to switch blade, hunting knife, and similar objects;
- Other - including, but not limited to, ice picks, dirk, razor blade, or other sharp instruments; nunchuks, brass knuckles, pipe, Chinese star, billy-club, machete, mace, tear gas gun, or other chemical weapons; electric weapons or devices (stun gun);

- Participating in or causing a disturbance at school or school-related activities-riot, gang fights, bomb threats, satanic cults, or similar disturbances;
- Causing a disturbance at school or disrupting learning atmosphere via the spreading of unfounded rumors, including but not limited to, bomb threats or violence;
- Continued offense of substance abuse policy;
- Sale and/or distribution of harmful substances;
- Use of weapons to commit battery, robbery, extortion, or any act against any person on school grounds during school hours, or at school-related activities;
- Any other offense which the principal may reasonably judge falls within this category;
- Major misuse of the Internet/Electronic equipment/ Computer Lab equipment laptops;
- Damage to Staff Property – The willful damage and/or destruction of any personal property on or off campus and including, but not limited to vehicles, classroom materials, furniture, and equipment. This can be defined as a Class II or Class III behavior at the discretion of the School Administration.

Class III: Disciplinary Actions:

- ✓ Alternative Learning Programs;
- ✓ Long Tern Suspension;
- ✓ Expulsion.

The school district endeavors to provide a variety of disciplinary options for students who exhibit inappropriate and/or unacceptable behavior. These options include, but are not limited to, the suggested disciplinary actions listed for the designated Class I, II, or III Behavior. In addition to student-teacher, teacher-parent, student-principal, and parent-principal conferences, suggested disciplinary actions include the following options.

EXPLANATION OF DISCIPLINARY ACTION

Detention

Detention may be used as a disciplinary measure. Such detention will be appropriately supervised. Examples are noon D-Hall, Teacher Directed Classroom D-Hall, or Saturday Detention. The parent is responsible for providing transportation to and from school for a student assigned detention outside the regular school day. If the student misses the assigned day, parents or guardians are responsible for contacting the school by 10:00 a.m. of the first school day following the assignment.

Immediate Removal

Immediate removal is removal of a student from class or school for a period of one day or less.

Temporary Suspension

Temporary suspension is defined as the removal of a student from the class for a specified period of 10 days or less.

On Campus Suspension

- ◆ The student is removed from classes and placed under supervision to perform assigned work for a period of ten (10) days or less.

Conditions of On Campus Suspension

- ◆ The student will attend OCS during the regular school day.
- ◆ The student may not participate in or attend extracurricular activities.
- ◆ The student may practice for extracurricular activities outside the regular school day.

Off Campus Suspension

- ◆ The student is removed from classes and school for a specified period of ten (10) days or less.

Conditions of Off Campus Suspension

- ◆ The student may not practice or participate in extracurricular activities;
- ◆ The student may not attend extracurricular activities;
- ◆ The student may not be on any school campus without prior approval of that campus principal or principal designee;
- ◆ The student will be required to complete/make-up any class assignments missed during the student's suspension. Make-up work will be due upon the student's return to class. Student will have the same number of class days to make up work that they were suspended. Work turned in will receive full credit. Any exceptions must be approved in writing by the building principal.

Process for Short Term Suspension or Lesser Forms of Discipline

All students are entitled to and shall receive due process in all disciplinary cases. The following guidelines must be followed:

1. The student and/or parent/legal guardian will be given oral or written notice of the charges against the student.
2. The student is entitled to an explanation of the evidence the school has as a basis for the charge(s).
3. The student and/or parent/legal guardian shall have an opportunity to give an explanation of the reported incident in conference with the principal/designee.
4. The principal/designee will informally discuss the alleged misconduct with student and or parent/legal guardian.

In the event the student is found guilty and the principal or designee imposes Temporary Suspension or On Campus Suspension, parent or legal guardian will be given an oral and /or written notice of the charges against the student and the possible consequences, as soon as practicable but in no event later than the beginning of the first full day of the suspension. If parents/legal guardian cannot be notified the JPO or Social Services will be notified.

5. "Hearsay evidence" may be utilized if such evidence has been carefully and diligently reviewed.
6. A student whose presence poses a danger to persons or property or a threat of disrupting the educational process may be immediately removed from the premises. Parent/legal guardian will be given oral and or/written notice of the charges against the student as soon as possible.
7. The parent/legal guardian of the student who is suspended will be notified, and appropriate arrangements will be made to get the student home and under the care and supervision of his/her parent/legal guardian cannot be notified, the JPO or Social Services will be notified.

Process for Long Term Suspension

Long Term suspension is the removal of a student from school for a specified period of time exceeding 10 days. All students who are being processed to go through the long term suspension hearing will be placed on a short term suspension (10 days). The Long Term Suspension hearing will take place during this (10) day period following Board Policy JCA which addresses Due Process as it relates to Long Term Suspension.

Due Process JCA

The constitutional right of individuals assures the protection of due process.

Since the hallmark of administrative authority shall be fairness, every effort shall be made at the building level by administrators and faculty members to resolve problems through effective utilization of the school district resources in cooperation with the student and the student's parents/legal guardian. The provision established in SBE Regulation 81-3 will be followed.

Hearing Procedure

In the cases of long term suspension or expulsion the student must be given an opportunity for a hearing. (Ref.JD).

The parent/legal guardian will be notified in writing of the following information regarding the administrative hearing:

1. Allegations
2. Date, Time, and Place
3. Right to be represented by legal counsel, parent/legal guardian
4. Name, address, and phone number of the contact person
5. Opportunity to waive the hearing and agree to the proposed disciplinary action.

The student will be suspended for a period of ten (10) school days. The hearing will be scheduled no sooner than five (5) school days nor later than ten (10) school days from the date of the receipt by the parent/legal guardian of notification.

The following procedural guidelines will govern the hearing:

1. The school shall have the burden of proof;
2. The hearing shall be conducted to afford the student due process, and shall provide:
 - a. An opportunity for the student and his/her parent/legal guardian to respond at the hearing;
 - b. The right to present evidence;
 - c. The right to confront adverse witnesses;
 - d. The right to cross-examination;
 - e. The right to have a decision based solely on the applicable legal rules and the evidence presented at the hearing;
 - f. The right to be represented by legal counsel;
 - g. The hearing authority shall impose the requested sanction or the other appropriate measure if he/she finds there to be a preponderance of the evidence that the allegations are correct;
 - h. A tape recording or minutes of the proceedings shall be kept by the administrative authority, but a verbatim transcript or transcript setting forth the substance of the evidence presented is not required;
 - i. Within five (5) school days of the hearing, the hearing authority shall prepare and mail to the student, through his/her parent/legal guardian, a written decision and the reason therefore;
 - j. If the hearing authority decides in favor of the student, the matter shall be closed. If the hearing authority decides against the student, the student shall be suspended or expelled from school five (5) school days from the date of the mailing of the decision.

Appeal

The student has the right to appeal the decision of the hearing authority to the Superintendent of schools. This appeal is available if the student and or parent/legal guardian has made a written request to the Superintendent of schools within five (5) days of the notification of findings by the hearing authority. Such appeal shall be a review of the procedure and the

findings of the hearing authority, and shall not be set aside unless it is established, by a preponderance of the evidence presented, that insufficient cause exists for the decision. The student has the right to appeal the decision of the Superintendent to the Hobbs Municipal School Board of Education. This appeal is available if the request to the Superintendent is within five (5) full days of notification of findings by the Superintendent. In such an appeal, the Hobbs Municipal Schools Board shall review procedure following the process.

Hearing Authority

The hearing authority will be designated by the Superintendent. The building principal/designee is the person authorized to suspend a student.

OCS

OCS is designed for placement of the fifth grade through ninth grade student for not less than three (3) school days, and no more than ten (10) days by the short-term suspension process. Students will receive academic assignments from their regular teachers and are expected to complete all assignments before returning to their home school.

Expulsion

Expulsion is defined as the dismissal of a public school pupil for breach of regulation, or requirement of the school authorities.

When applicable, the administrator may deny, restrict, or remove a student from participating in or being a spectator in an activity, class, program or facility.

Procedural Steps

Each teacher will address classroom misconduct. Disciplinary action taken by the teacher may include:

- ❖ Conference with the student concerning inappropriate behavior;
- ❖ Making personal calls to the parent or guardian;
- ❖ Scheduling conferences with the parent or guardian;
- ❖ Conferring with other school staff;
- ❖ Noon D-Hall

Whenever action taken by the teacher is not successful or when misconduct is sufficiently severe, the student will be referred to the principal or designee.

COOPERATION WITH LAW ENFORCEMENT

Officers/Agencies

Students who engage in activities which violate the New Mexico Education Code and/or the New Mexico Penal Code while at school, at any school facility, at any school sponsored activity, or on a school bus may be subject to arrest and prosecution. Administrators are instructed to cooperate with local, state, and federal law enforcement officers in the detention, prevention, and prosecution of any and all possible law violations.

In serious cases of student misconduct when there is a law violation, administrators are required to notify the appropriate law enforcement agency of the violation. The law officers may take the student into custody or leave the student in the custody of the administration. The administrators will make a sincere effort to notify the parent(s) when a student is released to law enforcement officials.

The district will reasonably cooperate with governmental agencies and community organizations providing service within the district to students expelled during the school year.

Crisis Management Plan

Each school in our District has a Crisis Management Plan which is located in the main office of that building. In the event there is a crisis, the plan gives specific guideline for students and staff to follow.

Parents will be notified and given directions through our school administration or our local agencies, including but not limited to the Police Department, Sheriff's Department, Fire Department, and the local media should a crisis occur. In order to avoid a breach in the security at the time of the incident, wait to be notified before coming to school. Contact the school office if you have any questions.

School Maps

Maps of Heizer Middle School, Highland Middle School, and Houston Middle School are on the following pages.