

JAL JR./SR. HIGH SCHOOL

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THE FLAG OF THE UNITED STATES OF AMERICA

The flag of the United States is raised at the beginning of each school day. It symbolizes both the history and the ideals that have made this nation great. It should remind us of our duty and obligation to help maintain this image. The flag is lowered to half-mast on appropriate occasions.

In Jal High School, each assembly program begins with the pledge of the flag of the United States of America and the Salute to the Flag of New Mexico.

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

STATE FLAG SALUTE

I salute the flag of the State of New Mexico, Zia symbol of perfect friendship among united cultures.

THE AMERICAN CREED

I believe in the United States of America as a government of the people, by the people, for the people: whose just powers are derived from the consent of the governed; a democracy in a republic; established upon those principles of freedom, equality, justice and humanity for which Americans patriots sacrificed their lives and fortunes.

I therefore believe it is my duty to my country to love it; support its Constitution; to obey its laws; to respect its flag; and to defend it against all enemies.

PANTHER FIGHT SONG

**On Jal Panthers, on Jal Panthers,
Run right through that line,
Knock the ball right through those goal posts,
Touchdown sure this time.**

**On Jal Panthers, on Jal Panthers,
Fight on for our fame,
Fight fellows, fight, fight, fight,
We'll win this game.**

SCHOOL CHAMPIONSHIPS

Jal High School is steeped in pride and tradition. Jal is known throughout the state of New Mexico as one of the finest of small high schools. Our students have always been achievers, academically, as well as on the athletic field.

In the past, our boys athletic teams were class AA or class A Champions thirty-three times in the five athletic events in which we compete and were state runner-up on many occasions.

State Championships in Baseball	1960
	1977
	1983
	1985
State Championships in Basketball, Boys	1975
	1977
	2000
State Championships in Basketball,	
Girls	1982
State Championships in Football	1959
	1960
	1967
	1970
	1971
	1974
	1980
	1983
	1992
	1994
	1999
State Championships in Golf	1965
	1971
State Championships in Track,	
Boys	1965
	1966
	1967
	1968
	1970
	1971
	1972
	1973
	1974
	1975
	1976
	1981
	1990
	1991

State Championships in Track, Girls	1982 1985
State Championship in Volleyball	1984
State Championship in Softball	1997 1998 2000 2001 2004 2008 2011

In 1976, The State awarded a traveling All-Sports Trophy. Our boys won the trophy for the 1976-77, 1977-78, 1983-84, 1984-85, 1985-86, 1990-91, and 1999-2000 years. Our teams are the only ones to have won the State Championship for a major sport in the Fall, Winter, and Spring of one school year. The girls won the All-Sports Trophy for 1984-85.

CALENDAR OF TRADITIONAL EVENTS

- Homecoming Festivities, Crowning of the Queen**
- College Day - Seniors**
- Open House - American Education Week**
- Basketball Queen Coronation**
- Gas Capital Relays**
- National Honor Society, Candle Light Ceremony**
- Student Council Elections**
- Junior-Senior Prom**
- Cheerleader Tryouts**
- Academic Awards Assembly**
- All Sports Banquet**
- Seniors Check-out Day**
- Graduation Exercises**

PEOPLE WHO WILL HELP YOU

THE SCHOOL SECRETARY

The secretary performs secretarial and clerical work in the office of the principal. The secretary also keeps daily records of your attendance. The secretary will issue permits to leave school in case the principal is out of the office. You will pay the secretary for items you will need to purchase such as lunch tickets, annuals, etc.

THE COUNSELOR

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

Problems discussed and information given to the counselor will be treated as confidential. The counselor will in no way make grade evaluation of students nor be responsible for disciplinary measures.

The counselor will initiate and maintain contact with colleges and other institutions about scholarships that are available for students. Students will be given assistance in getting information about cost and entrance requirements of various universities and technical or vocational schools.

The counselor will coordinate the testing program and provide interpretations of all test results. Time will be provided for parent conferences in which test results or other problems that the parent might be interested in will be discussed. Vocational preference tests and other individual instruments will be used as needed.

Drop by or make an appointment to see the counselor when you need help or assistance.

YOUR TEACHER

Your teachers are specialists in the fields in which they teach. In addition to their regular class work and extracurricular activities, they are charged with the responsibility of carrying out the administrative policies established by the Board of Education and any additional policies and rules that might be set up by the administration.

YOUR PRINCIPAL

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

WHAT TO DO WHEN....

1. ***YOU ARE HURT--***
Notify your teacher, then report to the principal's office. You will be given help immediately. If you are seriously hurt and/or ill, your parents will be notified.
2. ***HAVE BEEN ABSENT--***
Bring a written excuse from home and report to the principal's office for an admission slip. Present this admission slip to each of your teachers at the beginning of each class period.
3. ***YOU ARE TARDY TO SCHOOL--***
Report to your class immediately. Each teacher will handle tardies.
4. ***YOU NEED TO LEAVE SCHOOL--***
You must first get permission from the principal or school secretary, then present a note or arrange for a phone call from a parent. You will then be allowed to sign the check out sheet. **NEVER LEAVE WITHOUT FOLLOWING THIS PROCEDURE.**
5. ***YOU HAVE LOST A TEXTBOOK--***
Report the loss to the teacher who checked the book out to you. You may be issued another book, but you must make payment at the end of the school term, if the book is not found.
6. ***YOU HAVE LOST OR FOUND AN ARTICLE--***
Report lost-and-found articles to the principal's office.

7. ***YOU ARE DETAINED BY A TEACHER--***
Get a written statement from the teacher who detained you to give to your next teacher. This should be done at the time you are detained.
8. ***YOU WANT AN ANNOUNCEMENT MADE--***
Present the announcement in writing to the principal's office. It should be signed by the sponsor or teacher concerned. All announcements must be turned in before 7:50 each morning.
9. ***YOU WANT ADVICE ABOUT COLLEGE, CAREER, ETC.--***
Make an appointment with the counselor.
10. ***YOU WOULD LIKE TO CHANGE YOUR SCHEDULE--***
See the principal or counselor.
11. ***YOU HAVE DIFFICULTY WITH ANY OF YOUR STUDIES--***
Consult with your teachers, your counselor or the principal. They are your friends and desire your success as much as you do.

REPORT CARDS

At the end of each nine-weeks period, report cards will be distributed on the Wednesday following the end of the nine-weeks period. The report cards will be mailed to the parents of the students.

ANNOUNCEMENTS

General announcements will be made immediately after the beginning of the second period each school day. If you **HAVE** an announcement to make, you must **HAVE** prior approval by the principal or secretary. Write out your announcement and turn it into the office *before the beginning of first period.*

ENROLLMENT PROCEDURES

Students are enrolled in Jal High School in the early part of April each year for the next school year. Each student will see the counselor prior to this time and go over his or her records. The student, with the counselor, should carefully go over his or her records. The student, with the counselor, should make very sure the required subjects are being taken at the proper time.

Students will select seven subjects. Five of the subjects must be academic. The remaining two may be chosen from the remainder of the curriculum.

As a general policy, students will neither be dropped from, nor enrolled in a class, after two weeks from the beginning of the school year. Incoming students with satisfactory grades will ordinarily be accepted at the grade level they held in the school they last attended. After enrolling in Jal High School, they will be expected to follow the Jal graduation program. Any deviation must be approved by both the counselor and the principal.

A senior enrolling in Jal and expecting to earn a diploma from Jal High School must meet the Jal graduation requirements and attend at least the last semester of his/her senior year at Jal High School.

Students enrolling from another school must bring a check-out sheet from the previous school and a copy of their shot records. Students must be accompanied by an adult when enrolling.

MEDICAL

Any student who is required to take any type of medication should take the medicine to the office. The student should report to the office when it is time for him/her to take the medicine.

GRADUATION REQUIREMENTS FOR JAL HIGH SCHOOL

Jal High School requires 23 units to graduate. Fifteen units are required subjects and eight are electives. Students must also pass all parts of the New Mexico High School Competency Exam that is first given to students in their sophomore year.

- (1) Four years in English, with major emphasis on grammar and literature; Eng I, Eng II, Eng III, & Eng IV are required.
- (2) Four years in mathematics; Math C & A, Algebra I, Geometry, Algebra II, and College Algebra/Trig. all count towards the four required years.
- (3) Three years in science will be required. One of these must be a laboratory science. Sciences offered are General Science, Biology I, Chemistry, Anatomy, and Physics.
- (4) Three years in social studies, which shall include United States History and Geography, World History and Geography, and Government and Economics.
- (5) One year of Physical Fitness.
- (6) One year of Communication Skills, with major emphasis on writing and speaking.
- (7) Each student must complete $\frac{1}{2}$ year of New Mexico History and $\frac{1}{2}$ year of Health Education.
- (8) One year of service credit.
- (8) Five elective units. Only the following elective units shall be counted toward meeting the requirements for graduation: practical arts; physical education; foreign languages; vocational education; mathematics; science; English; social studies; computer science; and health.

Many Universities are now requiring three science classes and a foreign language for admittance. Most Universities require Algebra, Geometry, Algebra II.

At the end of the eighth grade, each student shall prepare a Next Step Plan for grades nine through twelve. The programs of study shall be signed by a student's parent or guardian.

Seniors who are in the process of completing at least 24 credits and are enrolled in at least 3 college credit classes may, with parental permission, attend school less than a full day, but must take at least four academic subjects.

Seniors who are not enrolled in at least three college classes must attend ACT Academy if possible. The only exception will be seniors who are deficient in credit count.

Seniors who are deficient in credit count must enroll in seven classes. Only one class may be as an office aide, if space is available. No senior may be enrolled as a tutor without administrative approval.

CORRESPONDENCE COURSES

Students may take up to one full credit towards the twenty-three required credits by correspondence. Students must check with the school counselor before enrolling in any correspondence course to ensure the course will satisfy graduation requirements.

CLASS CREDIT REQUIREMENTS

A student must have completed the eighth grade requirements in order to be classified as a Freshman in Jal High School. In order for a student to be classified as a Sophomore, he or she must have passed four credits of high school work. To be classified as a Junior, a student must have passed ten credits of high school work and to be classified as a Senior, a student must have passed sixteen credits of high school work.

COMPUTER USE POLICY

Students will have, with parental permission, the opportunity to participate in the district's electronic communications system. Students will be able to communicate with other schools, organizations, and individuals around the world through the Internet and other electronic information systems.

With this educational opportunity also comes responsibility. The Internet is an association of diverse communication and information networks. It is possible that you may encounter areas of adult content and some material you might find objectionable. While the district takes reasonable steps to curb access to such material and does not encourage such access, it is not possible for us to absolutely prevent such access. Inappropriate system use will result in the loss of privilege to use this educational tool. Parents must sign a permission form to be kept on file at the school in order for you to use the Internet.

Listed below are the student rules regarding Internet use:

- I will not enter sites that contain pornography or other socially unsuitable topics of pictures.
- I will not misuse the E-mail. I will conduct myself properly when sending messages.
- I will not use the Internet without the permission of my teacher and without my teacher or another adult approved by the school being present.
- I understand that if I violate the school policy on using the Internet, I will not be allowed to use the Internet.
- I understand I will receive punishment set by the teacher and/or principal if I violate the school rules concerning the use of the Internet.

JUNIOR HIGH STUDENTS

All junior high students will take health and physical education, excluding those on a doctor's release from physical activity. Below is a summary of the courses offered and the grade level to which they are offered.

Language Arts (7&8)
Physical Education (7&8)
Social Studies (7&8)
Mathematics (7&8)
Science (7&8)

Hands-On Technology (7)
Academy of Math/Reading (7)
Conversational Spanish (8)
Health (7 & 8)
Computer Science (8)

Junior high students who master the state adopted competencies and pass language arts, social studies, science, and mathematics will be promoted to the next grade. Students who fail any of the required courses, which are considered essential to their general education background, may be required to repeat the grade in which they are presently enrolled.

SCHOLARSHIPS

There are many scholarships available for graduating seniors. High scholastic standing and need are the basis for awarding almost all scholarships. If interested in securing assistance, it is important that you make a good record in high school and show good promise of success on the various aptitude tests.

In addition to scholarships based on scholastic achievement or need, there are also scholarships based on certain other achievements, such as outstanding work in the field of music or in the field of athletics.

Scholarships are sometimes available through local organizations and through the colleges themselves. Students who are interested in securing assistance to attend a certain college should check with the counselor or the principal and find out what scholarships are available and make proper application.

It is important to note from time to time during the year certain announcements will be made concerning scholarships. For example, there will be announcements concerning the Merit Scholarship Program. To qualify for these scholarships, it is necessary that you take certain examinations. Applications for scholarships are made through the counselor's office.

Announcements of scholarship awards granted are made in the spring at the Awards Assembly program.

TRANSCRIPTS

Seniors who plan to attend college should request the counselor or the principal's secretary to send a complete official record of their grades to the college designated by the student or parent.

RELEASE OF RECORDS Notification of Rights under FERPA

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

The Jal Schools (the District) is providing you notice of these rights, as outlined below:

- 1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.**
- 2. Parents and eligible students submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.**

- 3. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decided not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified to the right to a hearing.**
- 4. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.**
- 5. The District classifies the following as Directory Information: student’s name, parent’s name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, student’s photograph, and the most recent previous school attended by the student. School officials may release this information to any person without the consent of the parents or students. Any parent or eligible student who objects to the release of any or all of this information without his or her consent must notify, in writing, the principal of the school where the records are kept by the fourteenth day of the school year. If not objection is received by the fourteenth day of the school year, information designated above will be classified as Directory Information until the beginning of the next school year.**
- 6. Two federal laws require schools to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school that they do not want their student’s information disclosed without their prior written consent. Notification must be made in writing by the fourteenth day of the school year.**

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

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5901

GRADE RANGE

A+= 97 - 100	B+= 87 - 89	C+ = 77 - 79	D+= 67 - 69
A = 93 - 96	B = 83 - 86	C = 73 - 76	D = 63 - 66
A- = 90 - 92	B- = 80 - 82	C- = 70 - 72	D- = 60 - 62
			F = BELOW 60

A grade of a “D” is a warning and if it is continued, it a failing grade may result.

All grades are recorded numerically: “D” is the passing mark for credit toward graduation. College entrance units should carry marks higher than 75 because some colleges deny units of a lower mark. The student should constantly be mindful that he/she is not working for marks alone but for a workable and useful knowledge of the subject material.

HONOR ROLL

In order for a student to receive scholastic recognition at Jal High School the student must meet the following requirements:

A HONOR ROLL

A grade of A in all subjects.

B HONOR ROLL

A grade of B or better in all subjects. Grade points are established in the following manner:

A = 4.00 points	B = 3.00 points
C = 2.00 points	D = 1.00 points

ACADEMIC AWARDS

Each year Jal High School has an academic awards assembly. Any teacher may give an award for extra achievements in academic work. All students who make the A or B honor roll for the first three nine-weeks reporting periods will receive an award. Seniors who have received a scholarship will be presented their awards.

CLASS RANK OF GRADUATING SENIORS

Colleges and universities require a seven semester transcript with class rank. The class rank for eight semesters will be computed using the numerical grades of academic subjects earned during the eight semesters.

GRADUATING WITH HONORS

Beginning with the graduating class of 1983, students with an overall average of 92.0 and above will be designated as graduating with highest honors and will be ranked on the Commencement program. Students with averages of 86.0 to 91.99 will be designated on the program. The graduation speaker will generally be the student with the highest average. Should they not want to, the next highest will have the option.

STUDENT HONORS

Each year, all students who maintain a continuous A Honor Roll, and seniors who have a G.P.A. of 90 or above, or graduated 1st or 2nd in their class will have their pictures displayed in the Student Commons Area.

ATTENDANCE

The school year is composed of 180 school days and each day is a planned unit of study and learning. It is imperative that the students' attendance be as near perfect as possible in order to accomplish the highest attainment in each subject.

ABSENCE

There are two kinds of absences: (1) excused absence, (2) unexcused absence.

EXCUSED ABSENCE

An absence is *EXCUSED* when a student misses school because of illness, death in the family, scheduled religious activity, unavoidable medical or dental appointments, and absence in which a parent obtains prior approval from the principal. (Forms may be obtained from the principal's office for this type of absence. The forms will be filled out by the parent and returned to the principal's office for approval.) The student is entitled to make up assigned work within a reasonable time to be determined by the teacher. Excused absences up until day 10, requires a contact from the parent for each day absent. *Students have five days from the time they return to school to give their excuse to the office. After that time their absence may be unexcused.* On the 8th absence in any class, excluding those because of illness with signed doctor's note, a written notice will be sent to the parents.

For absence number 11, a doctor's note or review by the principal will be required and neither a phone call nor a note from the parents will be sufficient for an excused absence. In order to be admitted without a doctor's note, the student will be accompanied by his parent/parents/guardian for the principal's review of cause before the student can return to class.

UNEXCUSED ABSENCE

Absence a student may obtain makeup work and receive credit for it if it is done completely outside class. After 3 unexcused absences, a report will be turned in to the principal and further disciplinary action may be taken. Anyone leaving the school grounds without permission from the principal or secretary will be given an unexcused absence.

ABSENCE AFFECTING ACTIVITIES

If a student is absent and unexcused on the day of a school sponsored activity, that is, band, athletic contest, etc., he/she cannot participate in that activity. If the student is absent the day of an activity because of illness, he/she must have a doctor's release in order to participate in the activity. If he/she is absent and unexcused on the day after an activity, he/she cannot participate in the next activity. Practices are considered activity.

MAKE-UP WORK

All teachers are required to give make-up work, including tests, when the absence is excused. This make-up work and tests must be finished and handed in to the teacher within a reasonable amount of time to be determined by the teacher. Students who are absent from school because of school sponsored activities, that is band, athletic contests, etc., he/she must make-up class work and/or tests missed while they were absent. The student has the responsibility for getting make-up work or for making arrangements for taking a make-up test. Students are expected to take exams and participate in class assignments the day they return to school.

TRUANCY

Truancy will not be tolerated and will be dealt with according to State Laws and local Board policies. . Students who are truant may be suspended from extra-curricular school activities.

TARDIES

Tardies must be avoided. Three unexcused tardies within one school year will equal to one unexcused absence. Any tardy exceeding 10 minutes will be considered an absence.

LOCKERS

Each student is assigned a locker at the first of the year. This locker provides a place for keeping books and personal belongings. Valuables, especially money, should not be kept in lockers. In fact, it seems unwise for students ever to have an undue amount of money at school. Considerable loss takes place each year. This could be avoided if students would restrain from carrying money to school except for the small amounts needed for fees, lunches, etc. No change is made in locker assignments unless such change is made through the office.

CLASS EXCHANGE

Before the beginning of each period, a four minute and a two minute warning bell will sound. Students have four minutes to move from one class to another. In most cases, this will allow plenty of time. You cannot wait until the last bell sounds before going to class. Be in your seat before the last bell rings.

LEAVING THE SCHOOL GROUNDS

Students who leave the school grounds for any reason must sign out through the office. If a student is leaving with permission of a teacher, bring a written request from the teacher to the office and sign out. If leaving for personal reasons, permission must be given by the principal or secretary. Students who become ill while they are at school should come to the office immediately. Proper assistance will be given.

DO NOT GO DIRECTLY HOME. A note or phone call will be required from a parent before students will be allowed to leave school. Students who leave school without permission will be given an unexcused absence for the classes missed and may be paddled or suspended.

Should the police or social workers be involved, the following procedures will be in effect:

1. Agent must provide proper and complete identification.
2. Agent's home office will be contacted to verify identification and purpose of visit.
3. If students are questioned at school, a school representative will be present.
4. Should a warrant be served, and it be necessary for a student to be transported to the police station, a school representative will stay with the student until the parent or guardian arrives.

WITHDRAWAL PROCEDURE

Students who plan to move should go by the office and get a withdrawal form. The student should take this form to each class on the last full day of school attendance. They should check in textbooks, pay any money due such as fees, fines, etc., make sure the teacher gives the final grade average and signs the form and then the student must bring the form back to the office for final clearance. The student's parent/guardian will be contacted to verify the reason for the withdrawal.

ACTIVITY TICKETS

There is considerable saving to the student if an activity ticket is purchased. These may be purchased through the principal's office. Prices will be announced at the beginning of each school year.

Activity tickets will admit students to all regularly scheduled athletic events.

FIRE DRILL

1. Follow the direction of the teacher in charge. Leave the building quietly and with as much haste as possible without creating confusion.
This means walking at an increased pace, but not running.
2. All persons are to vacate the building and go to a safe distance from the building and stand in a group while the teacher calls the roll. You are to remain there until the all clear signal.
3. The all clear signal is one continuous ringing of the bell. When this is heard, all students return to classes in the same orderly manner as they left the building.

VISITORS

Any visitor to Jal High School must register in the principal's office. Student visitors are not allowed during regular school classes and activities.

SCHOOL DAY SCHEDULE

REGULAR TIME SCHEDULE

1st period	7:55 - 8:45
Nutrition Break	8:49 – 8:59
2nd period	8:59 - 9:49
3rd period	9:53-10:43
4th period	10:47-11:37
5 th period	11:41 -12:31
Lunch	12:31- 1:06
6th period	1:10 - 2:00
RTI	2:04 –2:29
7th period	2:33 - 3:23

PEP RALLY SCHEDULE

1st period	7:55 - 8:45
Nutrition Break	8:49 - 8:59
2nd period	8:59 - 9:49
3rd period	9:53 -10:43
4th period	10:47- 11:37
5th period	11:41- 12:21
Lunch	12:21- 12:51
6th period	12:55- 1: 30
7th period	1:34 - 2:15
Pep Rally	2:20 – 3:00

TEXTBOOKS

The school attempts to maintain a sufficient number of textbooks in serviceable condition.

You will be issued a textbook for each subject you are taking if a textbook is needed. A record will be made of the book and its condition when issued. If a student loses or destroys a book during the year, they will be required to pay for the book. In the event the lost book is found, proper adjustment will be made with the student prior to the end of school.

The use of state-owned textbooks is the right of every child in New Mexico, but this right carries with it the basic responsibility of proper use and good care. Books are expected to last for a period of five years. The value of the book will depreciate one-fifth the total cost for each year it has been used. If the book lost is over five years old and is still in use, it will be valued at one-fifth of the total cost.

TELEPHONE

All telephones in the high school are business phones and their use by students should be limited to cases of importance.

Students should ask friends and parents not to call them at school except in cases of an emergency.

SCHOOL BUS REGULATION

1. The driver is in full charge of pupils when they are riding the bus. The pupils must obey the driver cheerfully and promptly. He/she has the same authority as the classroom teacher. Refusal to obey the rules will make them liable to be reported to school officials and perhaps to be refused transportation privileges.
2. Pupils should never stand in the road while waiting for the school bus.
3. Pupils are not to carry on unnecessary conversations with the driver while the bus is in motion.
4. The use of tobacco in any form will not be permitted.
5. Pupils shall not get off or on the bus or move about within the bus while it is motion.
6. Pupils must occupy the seats assigned to them by school officials or the bus driver. Pupils in less desirable seats may move into more desirable ones when the pupils assigned to the latter are not in the bus; any such moving may be done only when the bus is stopped.
7. Pupils must not extend their hands, arms, heads, or bodies through the bus windows.
8. Pupils must not open or close the bus windows without the permission of the driver.
9. Rough or boisterous conduct will not be permitted in the bus. Pupils will be permitted to converse in a normal tone while in the bus.
10. Pupils will not be permitted to leave the bus on the way to and from school without the permission of the driver.
11. Pupils who must cross the road after alighting from the bus shall pass in front of the bus far enough so the driver can see them (approximately 10 feet) and not behind the bus. Pupils shall cross the road only when driver signals all is clear. Exception to this would be in urban areas where pedestrians crossing are provided at intersections.
12. Dogs and other animals are not permitted in the bus.

CAFETERIA

Students have the privilege of eating lunch in the school cafeteria. Students should conduct themselves in the proper manner while in the lunch line and while at the tables. Trays, dishes, and other utensils should be taken to the window for the dishwasher. Milk cartons, napkins, and straws should be thrown in the trash. Lunches should be purchased between 7:30 and 7:50 on Monday morning.

BOY-GIRL RELATIONSHIPS

In keeping with our aims of good citizenship for all students, it is our responsibility to remind boys and girls that we expect only conduct fitting to young ladies and gentlemen at all times. Romantic notions are very natural for all, but must certainly be kept within good taste and practice. We must assume that all students are here to acquire an education. Personal affections and romantic actions, therefore, must not be allowed to hinder our program. No objections will be raised to a boy walking a girl to class or carrying her books as long as neither is tardy nor creates a problem, but personal contact, embracing or kissing, is not in good taste and will not be allowed.

CHANGE OF ADDRESS OR PHONE NUMBER

If a student moves or has changed in his/her phone number, please come by the office and let us make the change on the office location card.

AUTOMOBILE REGULATIONS

Many students have cars that are used for transportation to and from school. If a student brings a car to school, it should be parked in one of the legal parking areas around the school buildings. Cars are not to be driven from the time the students arrive on the school grounds until 12:31 unless permission is obtained from the office. Cars may not be driven to P.E. classes.

Some parking areas on the west side and north side of the High School are reserved for the faculty. Please do not park in the reserved areas.

Improper use of an automobile by disregarding the rules of safety or by a show of immature judgment could result in the suspension of the privilege of driving an automobile to school. Students who bring vehicles to school must be licensed drivers.

HAZING, BULLYING, THREATS OF VIOLENCE

Hazing, bullying, or threats of violence will not be tolerated at school or any school-sponsored activity. This action could lead to expulsion as per state law and local Board policy.

UNAUTHORIZED POSSESSION OF ATHLETIC EQUIPMENT

The following policy was adopted by the Jal School Board of Education on February 11, 1975:

ANY JAL HIGH SCHOOL OR JUNIOR HIGH ATHLETIC EQUIPMENT FOUND IN THE HANDS OF A STUDENT THAT HAS NOT BEEN ISSUED TO THAT STUDENT WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION.

SUSPENSION

When a discipline problem occurs at school or during a school sponsored activity, the student may be suspended (that is, sent home for one or more days) or assigned In-School Suspension. The parents will be notified immediately by phone, when possible, followed by a letter stating the events that lead up to suspension.

During In-School Suspension, the student will be confined continuously from 7:55 a.m. until 3:00 p.m. This will necessitate the student bringing his or her lunch to school. The student will not be allowed contact with other students. In event that a student does not have class assignments, the class work will be obtained for him or her through the principal's office.

CHEWING GUM - SUNFLOWER SEEDS

Chewing gum has no place in the classroom. When a student walks in a classroom, he or she should put chewing gum in its proper place in the wastebasket. Sunflower seeds are not to be possessed or eaten in the school building.

GROOMING

It is not the intent of the school to regulate details of dress to students; however, it is the duty and responsibility of the school to encourage and insist upon good taste in grooming. Neatness, cleanliness, and appropriate dress are conducive to good manner and proper attitudes.

No odd regalia will be allowed that is worn to attract attention. All types of clothing should be conducive to a good school-environment and should be accepted as being in good taste. Dress at school-sponsored activities should also be in good taste.

JAL PUBLIC SCHOOL DRESS CODE

The students of Jal Schools are expected to dress properly and according to good taste. The dress of the students should enhance the dignity of the individual and the school. Students will face disciplinary consequences for failure to comply with the dress code.

1. All students shall be clean, neat, and well-groomed.
2. Muscle shirts, tank tops, tube tops, spaghetti straps on tops or dresses, and fish net shirts should not be worn to school. Clothing with offensive, obscene, and/or suggestive pictures or writing or that advertise prohibited nuisances such as drugs, alcohol and tobacco may not be worn.
3. Students may not wear short skirts or dresses which do not extend past the fingertips when the student's arms are extended by the side of her legs. There should be no skin exposed between upper and lower garments. No underclothing should be exposed. Top garments should not be cut so low as to be a distraction to the school environment.
4. Hair styles shall not in the opinion of the school administration cause a health of safety hazard or cause a disruption of the education process. Mustaches, if worn, will be neatly trimmed. No beards.
5. Students may wear shorts, but they must extend past the fingertips when the student's arms are extended by his/her legs. No spandex shorts or leggings may be worn unless covered by another garment. Cut-offs should not be worn unless they are cuffed. *Pants or shorts with holes or rips in them should not be worn to school.*
6. No hats or head coverings are allowed in the buildings.
7. Chains which dangle outside of the pants pocket should not loop more than six inches from the top of the pants.
8. *Sagging* is not allowed at Jal Schools.
9. Students are not permitted to have cell phones or electronic equipment in the school during instruction time. Students that have cell phones/ electronic equipment on their person or in their lockers will be:
 - 1st Offense: Pay a fifteen (\$15.00) dollar fine and upon payment the cell phone will be given back to the student.
 - 2nd Offense: Pay a twenty (\$20.00) dollar fine and the phone will be kept for a week (7days).
 - 3rd Offense: The phone or electronic equipment will be kept for the remainder of the academic school year.

SKATEBOARDS, SKATES, OR HEELIES

Due to safety and security issues, no skateboards, skates, or heelies will be allowed on any of the school's property at any time (school day and after school).

CELL PHONE/ELECTRONIC EQUIPMENT POLICY

Due to the fact that cell phones/electronic equipment has become a distraction in the classrooms, this policy has been established. If a parent needs to reach his/her child during the school day, a call may be placed to 395-2277. If a student needs to reach his/her parent during the school day, a student phone is available in the conference room. *Due to issues with class disruptions, inappropriate photos being taken, and test security, this policy will be strictly enforced.*

Students are not permitted to have cell phones or electronic equipment in the school during instruction time. Students that have cell phones/ electronic equipment on their person or in their lockers will be:

1st Offense: Pay a fifteen (\$15.00) dollar fine and upon payment the cell phone will be given back to the student.

2nd Offense: Pay a twenty (\$20.00) dollar fine and the phone will be kept for a week (7days).

3rd Offense: The phone or electronic equipment will be kept for the remainder of the academic school year.

GRADUATION DRESS CODE

All graduating seniors will wear the traditional royal blue cap and gown. Boys must wear dark colored pants and girls must wear a dress or dark colored pant suit under their gowns. Students should wear dress shoes or boots; no tennis shoes. Boys should wear socks to match their pants and should wear a light colored dress shirt that has a collar.

If in the opinion of the administration a student is not dressed properly, he/she will be given an opportunity to change, if time allows before the graduation ceremony. If he/she does not change, he/she will not be allowed to go through the ceremony.

ATHLETIC AWARDS

All lettermen must live up to the requirements set forth by the coaching staff, which will include training rules, sportsmanship, attitude, and academic standing. Any coach may withhold a letter if an athlete does not live up to the requirements. All athletes are required to participate in the chosen sport for the duration of the season in order to be eligible for a letter. A student who meets these requirements but is injured, thus removing him/her from active participation, may still be considered for a letter.

Any athlete who completes the season under the supervision of the coach and fulfills the requirements for a letter must be given a letter. All letters must be awarded during the school year in which they are earned. No provisional letter may be given.

Football:

In order for a boy to be eligible for a varsity football letter, he must have played in 16 of the quarters of the regularly scheduled games or be a member of the team through all state play-off games that the team plays.

Basketball: Boys & Girls

In order for a boy or girl to be eligible for a varsity basketball letter, he or she must have played in one-fourth of all regularly scheduled games or he/she must have been a member of the team through all state play-off games that the team played.

Softball:

In order for a girl to be eligible for a varsity softball letter, she must play in one-fourth of all regularly scheduled games or be a member of the team through all state play-off games that the team plays.

Track: Boys & Girls

In order for a boy or girl to be eligible for a varsity track letter, he/she must have earned one or more points in any regular season or district track meet. This will include any 8th grade or High School student. This will also include any student participating in another sport while a member of the Jal High School Track Team.

Golf: Boys & Girls

In order for a boy or girl to be eligible for a varsity golf letter, he/she must have participated in two of the regular scheduled meets.

Volleyball:

Any girl may letter for girls' varsity volleyball, if she is carried as a member of the varsity squad and meets the awards requirement.

All recommendations for letters in any sport will be made to the High School principal and approved before naming the lettermen. This recommendation is to be made no later than one week after the end of the regular season.

INJURED PLAYERS

Players who are injured and are unable to participate in the scheduled activity will not be allowed to travel with the team unless they are needed as a manager or trainer.

ATHLETIC AWARDS BANQUET

An Athletic Banquet will be held at the end of the school year. All boys and girls who have earned a letter in any varsity sport for that year will receive a certificate of award. If this is the first varsity letter the athlete has earned, he or she will receive a Jal letter. Emblems for each sport in which a student has earned a letter may be purchased in the office for 50 cents.

DUAL PARTICIPATION

1. In order for a student to participate in two sports simultaneously, permission must be secured from the two coaches involved.
2. The athletes must choose one of the two sports to be the primary sport.
3. This choice will bind him/her to a complete dedication to the sport chosen.
 - a. Must be responsible to report to all workouts of his/her primary sport.
 - b. Must be responsible to first make the game or meets of his/her chosen sport.
 - c. Must not let a secondary sport interfere with his/her performance in the primary sport.
4. It is suggested that the athlete should actually be an asset to both teams before this type participation be used.
5. An athlete should not expect all the privileges in a secondary sport that would be expected in a primary sport.
 - a. A starting position.
 - b. Running on major relay teams.
 - c. Being captain of both teams.

TOBACCO, DRUGS, ALCOHOL, WEAPONS

The use of tobacco by students on school property is prohibited. Pupils are not to bring tobacco in any form to school.

Any student involved in the use, possession of, or under the influence of drugs or alcoholic beverages on school property may be expelled from school. Parents will be called for a conference.

At no time will articles that could be classified as weapons (guns, knives, clubs, or related objects) be allowed on school premises.

DRUG/ALCOHOL/TOBACCO POLICY

The staff, administration, and parent council have proposed the implementation of a student drug/alcohol/tobacco policy for the students involved in extracurricular activities due to a three-fold set of reasons:

Reason 1: The promotion of a safe and drug free learning environment for all students.

Reason 2: The belief that students can ward off the peer pressure of trying/using drugs/alcohol/tobacco if they have a tool to enable them to refuse.

Reason 3: The preparation of students to enter into today's workforce where drug/alcohol testing is required with severe consequences.

According to the Jal Police Department, a large percentage of thefts, burglaries, and assaults among teens in Jal are centered around drug/alcohol use. The reason for this is to procure funds for or settle disputes over drugs and alcohol, or to settle problems caused by the lack of inhibition or judgment when the frontal lobe of the brain is affected. These problems, though outside the realm of the school, are brought into the school environment due to the close proximity of the students. This threatens the learning environment of all students. Students have also reported suspicious behavior in the restrooms and parking areas of the school. Though the staff has closely monitored these areas, there has been no evidence ascertained. There has also been searches made of lockers, and occasionally of one's person, but no evidence has been found. Due to the fact that the reports came from students, the reliability of the suspicion is great. The trained educators who work with the students daily have become aware of several signs of apparent drug/alcohol abuse among the students, i.e. aggressive behavior, drop in grades, attendance problems, academic performance problems, etc. Parents and students who admit to student problems and are seeking help have also confronted the administration and staff members. Therefore, the staff and parent council believes that the safe and drug free learning environment is being compromised.

Tobacco use is a health, as well as a legal, issue. Tobacco use in the form of cigarettes is not only a danger to the one using the product, but to those in the general vicinity. The long term effects of all types of tobacco use are extremely dangerous. Due to the fact that students are not allowed to possess or use tobacco products on school property or while involved in school activities, tobacco use has been included in this policy. Violations are outlined in other sections of this policy

As the staff and parent council began devising the policy, the first objective became to enable students to ward off peer pressure. It was apparent that the students need to be provided an “excuse” to say NO. This policy can provide that excuse. It is imperative that the policy be consistent at protecting the welfare of the students. This policy is in no way a punitive measure, but is presented as a positive recourse for the majority of students at Jal Junior/Senior High School where approximately 80% of the students participate in extracurricular activities. By enacting this tool, it is believed that students can be put on the right track and many risk behaviors associated with drug/alcohol/tobacco use will also be in decline, e.g. teen pregnancies, academic performance issues, school safety issues, etc.

The school is in the forefront of school-to-work transition. As the students are prepared to enter the workplace, drug/alcohol testing for employment will be a reality. Tobacco-free workplaces have been written into law. Many employers will not hire employees who smoke. Schools have been ruled as tobacco/alcohol free zones. Currently, 65% of the staff at the junior/senior high school is subject to a random drug/alcohol test. The workers of tomorrow are going to be faced with this from now on. Just as the students are taught to develop resumes and portfolios, perform for interviews, and fill out job applications, drug testing also needs preparatory work. The consequences and ramifications will be much easier to handle in a help-driven situation than in a loss of livelihood down the line.

There is an adage that says, “What you don’t stop today will never be stopped.” It is necessary for the school to lead the fight to stop the negative choices the students are making. The earlier a young person receives help, the more likely it is that success can be reached. The staff, administration, and parent council believe it is necessary to aid the students by providing 1) a safe and drug/alcohol/tobacco free learning environment, 2) an excuse to ward off peer pressure, and 3) a school-to-work transition lesson. This policy is the tool by which to accomplish these issues. It is also hoped that the testing procedures will never find a student out of compliance. If this is the case, the policy will still be successful.

The Jal Public School Board of Education, in an effort to protect the health and safety of its students involved in extra-curricular activities from illegal drugs/alcohol/tobacco and/or performance-enhancing drug use and abuse, thereby setting an example for all other students adopts the following Policy for drug/alcohol testing of students involved in extra-curricular activities. (Policy adopted 6/8/04)

1. STATEMENT OF PURPOSE AND INTENT

It is the desire of the Board of Education, administration, and staff that every student in the Jal Public School District refrains from using or possessing illegal drugs/alcohol/tobacco. Notwithstanding this desire, the administration and Board of Education realize that their power to restrict the possession or use of illegal drugs/alcohol is limited. Therefore, the sanctions of the Policy relate solely to limiting the opportunity of any students determined to be in violation of the Policy to participate in extra-curricular activities. This Policy is intended to supplement and complement all other policies and regulations of the Jal Public School District and the New Mexico State Board of Education regarding possession or use of illegal drugs/alcohol/tobacco.

Participation in school sponsored extra-curricular activities is a privilege. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students involved in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible example of conduct, which includes avoiding the use or possession of illegal drugs/alcohol/tobacco.

The purpose of this Policy is to prevent drug/alcohol use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug/alcohol/tobacco use, to alert students with possible substance abuse problems to the potential harm of illegal drug/alcohol/tobacco use, to prevent injury, illness and harm as a result of illegal drug/alcohol/tobacco use, and to strive for an environment free of illegal drug/alcohol/tobacco use and abuse. *This policy is not intended to be disciplinary or punitive in nature. The sanctions of the Policy relate solely to limiting the opportunity for any student found to be in violation of the Policy to participate in extra-curricular activities. There will be no academic sanction for violation of this Policy.*

Illegal drug/alcohol/tobacco use of any kind is incompatible with participation in extra-curricular activities on behalf of the Jal Public School District. For the safety and well being of the students involved in extra-curricular activities, the Jal Board of Education has adopted this policy for use by all students involved in extra-curricular activities. Therefore, consent to the drug/alcohol/tobacco testing policy is a *mandatory prerequisite* for all students to participate in any extra-curricular activity.

2. DEFINITIONS

“Extra-curricular activities” are defined to include the following activities: New Mexico Activities Association Activities and events, such as: Student Council, National Honor Society, Cheerleading, and all school sponsored activities. (See Exhibit A for a complete list). The activity is not necessarily directly related to instruction of the essential knowledge and skills but may have an indirect relation to some areas of the curriculum. In addition, an activity shall be subject to the provisions for an extra-curricular activity if any one of the following criteria apply:

- a. the activity is competitive;
- b. the general public is invited; or
- c. admission is charged;
- d. the activity is the result of being elected or appointed to a position of honor.

“Drug test” means a scientifically substantiated method to test for the presence of illegal drugs or performance-enhancing drugs or the metabolites thereof in a person’s urine and/or saliva.

“Alcohol test” means a scientifically substantiated method to test for the presence of alcohol in a person’s breath and/or saliva.

“Random selection basis” means a mechanism for selecting students for drug/alcohol testing. The District will use a random selection process to select and request a student to be tested. A random number generator to calculate which students are to be tested will be utilized to ensure students will have an equal chance of being selected on an unannounced basis for the testing. Students who are selected to be tested during one test period will be eligible for future tests, and if selected, may be tested in consecutive tests.

“Illegal drugs/alcohol” means any substance that an individual may not sell, possess, use, distribute, or purchase under either Federal or New Mexico law. “Illegal drugs/alcohol” includes, but is not limited to, marijuana, cocaine, opiates, amphetamines, methaqualone, benzodiazepines, phenoclidine (PCP), methadone, barbiturates, and propoxyphene. “Illegal drugs/alcohol” includes, but is not limited to, all prescription drugs obtained without authorization; and over-the-counter drugs upon reasonable suspicion that they are being used in an abusive manner, and all alcohol.

“Performance-enhancing drugs” includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term “performance-enhancing drug” does not include dietary or nutrition supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.

“Positive” when referring to a drug/alcohol test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal drug/alcohol or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug/alcohol use test.

“Diluted sample”, when referring to a drug/alcohol test administered under this policy, means a toxicological test result with a Creatinine concentration level less than 20mg/dL. A diluted urine sample is most likely due to increased water intake. It can be a result of short-term water loading (flushing) in an attempt to dilute any drug below testing cutoff concentrations.

“Adulteration” or “tampering” is any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances. A Creatinine concentration level less than 5mg/dL usually indicates that the specimen is not consistent with human urine.

School year” is interpreted as the first day of football or volleyball practice through the last day of school.

2. PROCEDURES

All students in grades 7-12 who wish to participate in the school extra-curricular program must declare the intention at the time of their registration for school each year. They will then be subject to the random testing program and the terms of the drug/alcohol/tobacco policy for the entire school year or for as long as they participate in the program. Students who are currently participating in extra-curricular, or plan to participate, in extra-curricular activities during the current school year will be subject to random drug testing or they must discontinue that participation in extra-curricular activities. Students who request to declare their intentions to participate in extra-curricular activities after their enrollment in school must have an acceptable reason for not doing so at the appropriate time and agree to the following: Students who declare late must prove themselves drug/alcohol/tobacco free with an initial test. Then, they will be added to the pool of participants and be subject to the random testing for as long as they participate in the program.

There will be a meeting scheduled whose purpose is to inform students and parents about the Drug/Alcohol/Tobacco Policy. This meeting will require the attendance of all students grades 7-12 who wish to participate in the school extra-curricular programs and at least one parent/custodial guardian. Failure to attend this meeting will prevent the student from participation in extra-curricular activities.

Each student shall be provided with a copy of the Student Drug/Alcohol/Tobacco Policy” and “Student Drug/Alcohol/Tobacco Consent” which shall be read, signed, and dated by the student and parent/custodial guardian before that student shall be eligible to practice or participate in any extra-curricular activities. The consent shall be to provide a urine/saliva sample: (a) as chosen by the random selection basis; (b) upon reasonable suspicion, based on specific observations by a Jal School coach/sponsor, faculty member, parent, or administrator, concerning the appearance, speech, or behavior of the student that indicates the effects of drug/alcohol/tobacco use; (c) upon personal observation of a substance use violation by a Jal School coach/sponsor, faculty member, or administrator during the school year; (d) a personal confession by a student of substance use or a violation reported to the parent/custodial guardian of the student; (e) a citation issued by the police for an MIP (minor in possession) or DUI (driving under the influence).

Students found to be in possession of drugs/alcohol/tobacco will be subject to sanctions of violations. Students will be required to follow the sanctions outlined if: (a) are observed in possession or in use by a Jal School coach/sponsor, faculty member, or administrator during the school year; (b) a personal confession by the student of a violation reported to the parent/custodial guardian of the student (will be ruled a self-referral); (c) a *citation issued* by the police for a MIP (minor in possession) or DUI (driving under the influence).

Selection for testing.

- (a) On the first day of each month, one number between 1 and 31 will be randomly sorted for the date of the unannounced testing for that month. If the number falls on a day which is a school day, that will be the testing day for that month. If the date falls on a weekend or during a school holiday, another number will be drawn. There may be other dates selected during the year which will mean that there may be more than one test per month.
- (b) At least (20) twenty students in the pool (extra- curricular activities) shall be randomly selected to be tested. The number will be randomly selected on the first day of the month.
- (c) Students not included in the extra-curricular pool and whose parents volunteer and request that the student participate in the testing program will be placed in the pool and subject to the random selection process to be tested as a student extra-curricular participant. These tests will be paid for by the parent.
- (d) A random selection process will select students on the testing dates. A random number generator to calculate which students are to be tested will be utilized to ensure students will have an equal chance of being selected on an unannounced basis for the testing. Students who are selected to be tested during one test period will be eligible for future tests, and if selected, may be tested in consecutive tests.

3. SAMPLE COLLECTION AND TESTING PROCEDURES

Students who are selected to be tested for drug/alcohol use will be required to provide a urine sample within 60 minutes of the time they are requested to do so. Prior to the sample being produced, the student will remove personal items from pockets and leave jackets, purses, backpacks, etc. in a designated area.

All aspects of the drug use testing program will be conducted in a manner that will safeguard the personal and privacy rights of the students to the maximum degree possible.

The administration shall designate a faculty/staff member of the same sex as the student to accompany the student to a restroom or other private area where the urine sample is to be produced under the supervision of a designated health care professional. The monitors *shall not* observe the student while the sample is being produced but shall remain within hearing distance in order to guard against tampered samples and to ensure an accurate chain of custody of the sample.

A refusal to provide a sample or providing a tampered/adulterated sample will be treated as a resignation from all extra-curricular activities for the remainder of the current school year and the next school year.

If at any time during the sampling procedure a monitor has reason to believe that a student is tampering with the sample, the monitor may inform the administration that will then determine if a new sample should be obtained.

The monitor shall give each student a form on which the student may list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs/alcohol or performance-enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

All urine samples will be identified with a student number that is verified to be solely unique to that student, sealed, and submitted to a professional laboratory for testing. Any laboratory chosen by the school district to conduct the testing shall be required to have detailed written procedures to assure proper chain of custody of the samples, proper laboratory control, and scientifically validated testing methods.

The laboratory will immediately contact the administration by telephone if the result of the drug use tests for any extra-curricular student indicates any reasonable suspicion that the drug or alcohol test is positive. The administration will immediately contact the student and the student's parents/custodial guardians and schedule a conference at which time the student or parents may offer any explanation of the positive result. Parents/custodial guardians may provide any doctor's prescriptions of any drugs that the student was taking that might have affected the outcome of the drug use or alcohol test and may request that another test be conducted on the remaining portion of the urine sample. Any such re-test shall be at the expense of the parent/custodial guardian.

In the event the test results conclude that a sample is diluted, the student will be required to submit a new sample immediately.

No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of the drug tests will not be disclosed to criminal or juvenile authorities, absent legal compulsion by valid and binding subpoena, or other legal process, which the District shall not solicit. In the event of service of any such subpoena or legal process, the student's parent/custodial guardian will be notified in writing in a language that they understand at least 72 hours before response is made by the District.

4. SUBSTANCE VIOLATIONS

All offenses are cumulative for the student's enrollment in grades 7-8 and in grades 9-12 in Jal Public Schools. Ninth grade students will be given a "clean slate". Sanctions may continue from one school year to the next.

Self-referral (Cannot submit a self-referral on random test day or after having a non-negative test.)

An administrator/parent conference will be required when a student initiates a self-referral.

In the event that a student self-reports a substance violation, the suspension may be reduced to 10 consecutive days and the student will be required to fulfill the remainder of the requirements for a first violation.

****A student may self-refer only one time during their school career****

First Violation

An administrator/parent conference will be required when a student commits a first violation.

The student will be suspended from participating for 20 consecutive school days beginning from the date and time of administration verification of involvement in the first violation. In the event that a student self-reports a substance violation, the suspension may be reduced to 10 consecutive days and the student will be required to fulfill the remainder of the requirements for a first violation.

The student shall be required to attend extracurricular activities scheduled at home sitting with the extracurricular group. The student will not be allowed to travel to out of town events. This allows the students to provide continued representation and support of their school and activity.

The student will be required to continue to practice if the student is an athlete in an in-season sport and desires to continue that sport.

There will be a mandatory drug education program (minimum of an 8 hour program). The counseling or drug education will be the responsibility of the parents/custodial guardians at their own expense. As a condition of continued participation in extra-curricular activities, students are required to submit verification within ten (10) days that treatment is in process. Treatment must be completed within 10 weeks or continued participation is forfeited until completion.

There will be a minimum mandatory drug screen or lab test monthly for the remainder of the school year and the student must test negative on each one. The student will sign a statement acknowledging the consequences of a second offense.

Second offense:

The student will be suspended from participating in all activities of the extra-curricular programs for 40 consecutive school days beginning from the date and time of administration verification of involvement in the second offense. The student shall be required to attend extracurricular activities scheduled at home. The student will sit with his/her group but not in uniform. The student will not attend out of town activities. This allows students to provide continued representation and support of their school.

Should a student test positive during the first suspension, the second suspension will run consecutively beginning on the first school day after the first suspension.

The student will be required to continue to practice in any sport/s he/she desires to continue to participate in.

There will be a mandatory drug education program (minimum of an 8 hour program). The counseling or drug education program will be the responsibility of the parents/custodial guardians at their own expense. As a condition of continued participation in extra-curricular activities, students are required to submit verification within ten (10) days that treatment is in process. Treatment must be completed within 10 weeks or continued participation is forfeited until completion.

There will be a minimum mandatory drug screen or lab test monthly for the remainder of the school year and the student must test negative on each one. The student will sign a statement of acknowledging the consequences of a second offense.

The suspension from activity will carryover if it occurs at the end of the school year.

Third and subsequent offense

The student will be suspended from all activities of the extra-curricular program for one year from the date of the offense.

There will be a mandatory drug education program (minimum of an 8 hour program). The counseling or drug education will be the responsibility of the parents/custodial guardians at their own expense. As a condition of continued participation in extra-curricular activities, students are required to submit verification within ten (10) days that treatment is in process. Treatment must be completed within 10 weeks or continued participation is forfeited until completion.

The student will be subject to monthly drug use tests during the period of suspension and must test negative on each one.

5. APPEALS PROCESS

A student may appeal a suspension under this policy by contacting the superintendent of the Jal Public School District.

VENDING MACHINES

A water bottle dispensing machine is located in the common area. Again this is for the use of the student body and is not to be abused. Place all empty containers in the trash containers. No food or drink should be taken to the classrooms and bottled water is not permitted in the computer labs.

GRAFFITI STREET RULES

1. NO PROFANITY
2. NO PAINTING ON SIDEWALKS
3. NO PAINTING ON CURBS
4. DO NOT GO BEYOND BOUNDARIES:
Boundaries are: North side of band hall and south side of shop.
5. NO PAINTING ON BUILDINGS

SCHOOL TRIPS

Many trips are arranged for students during the school year. The number of students participating in these, as well as the distance traveled, make certain regulations necessary.

Parents and students are asked to familiarize themselves with the following regulations as no exception can be made.

1. All students must go in school-arranged transportation.
2. All students must return in school-arranged transportation unless parents personally pick up students at the close of the activity and make arrangements with the sponsor for the student's return with the family.
3. Students missing school on a school trip will be excused, but all assignments for work missed must be made up in cooperation with the instructors' desires.
4. Students must take responsibility of observing all safety rules so the trip may be continued successfully.
5. Students actions on a trip are the basis for the reputation of a town and specifically a school. Jal students have shown themselves to be well behaved and well-mannered. It is your responsibility as a Jal student to uphold this reputation.

SCHOOL PROPERTY

The student body is reflected in the facilities and equipment of the school and their condition. Students of our school should be mature enough to carry the responsibility of maintaining and improving the physical plant which the public has provided so that the students of Jal might have the privilege of attending school in buildings which reflect the importance that the citizens of Jal place on education. Only through the cooperation of the students of Jal High will these facilities remain for future use. A clean, unmarked, and comfortable school can be this student body's legacy to all future students.

Any student of the Jal Public Schools, who intentionally and deliberately degrades or destroys the property of any school employee because they are employees of the Jal Schools, may be suspended from school for a period of up to five days. Should the student be suspended, he/she shall be entitled to a hearing as set forth by the State School Board policy and the local School Board policy. The parents shall be notified immediately of the suspension in writing.

JAL HIGH SCHOOL CHEERLEADERS

It is the function of Jal Cheerleaders to boost all student activities all year in every way possible. They should provide leadership and encouragement for every student in any endeavor with particular emphasis on athletics.

GRADE STANDING

Each candidate must have a 2.0 average and not fail more than one subject the period immediately before try-outs. Successful candidates must maintain their grades at this level to remain eligible.

Cheerleading season will be through the spring sports. Drill team season will be during basketball, which will allow the drill team members to also participate in volleyball or cheerleading. Basketball participation will be at home games and approved away games. Travel must be approved by the sponsor and the principal.

The school shall provide transportation and a sponsor for the Varsity Cheerleaders. Junior Varsity and Junior High Cheerleaders' parents will be responsible for their sponsor and travel to out-of-town games.

The drill team will perform primarily at home basketball games. Their travel to state competition will be provided by the school. Travel to out-of-town basketball games will be limited and must have approval of the principal.

Cheer and drill team members will not use or have in their possession alcohol, drugs, or tobacco.

Due to safety issues, no throws, e.g. basket tosses, will be performed by cheerleaders or drill team members.

Parents and cheer-drill members must sign an acknowledgment concerning the sponsor's rule for participation. The rules and expectations will be available before try-outs.

SUMMER CAMPS

No student is required to attend summer camp in order to participate in extra-curricular activities at Jal High School. If a student desires to attend camp, it will be at his/her expense. No fund raisers connected with the school may be conducted to raise money for summer camps or to pay for trips that are offered to students as a result of their performance at the camps. School sponsors may accompany the student to camp, but are not required to do so and must take care of their own expenses. School vehicles are not to be used for individuals attending summer camps. School vehicles may be approved through the administration for team summer camp use. A CDL licensed school employee must accompany the students and serve as the driver to the camps. A maximum of five (5) days of transportation will be allowed per activity.

RULES OF SPORTSMANSHIP

1. A student spectator represents his/her school as much as the athlete.
2. The good name of the school is more valuable than a game won by unfair play.
3. Accept decisions of the referees and refrain from booing, heckling, or trying to influence their decisions by remarks from the sidelines.
4. Respond to the call of the cheerleaders.
5. Be courteous to the visiting team, both on and off the field of play.
6. Impress upon the community its responsibility for self-control and fair play at all athletic contests.
7. Remember that members of visiting teams are our guests.

ATHLETIC ELIGIBILITY

According to New Mexico Activity Association rules, you are eligible if you meet

each of the following standards:

1. Your parents have signed the parent consent form stating there are no objections to your participating in athletic contests.
2. You have filed a form with the school indicating you have passed a current physical examination.
3. You are a regularly enrolled student in the 9th, 10th, 11th, or 12th grade.
4. You have attended high school, grades 9-12, less than eight (8) semesters.
5. You do not become nineteen (19) years of age before September 1.
6. You have not participated in more than four seasons including the current season, in any sport during 9-12.
7. You did not fail more than one subject last six weeks and are eligible for the semester.
8. You are an amateur; that is, never signed a contract, taught, or officiated for pay, or received remuneration of any type for athletic skill or competed under a false name.
9. You have not participated as an individual or as a member of a team other than your school team without the permission of your principal.
10. You have not transferred to or from a private, parochial, or boarding school within one calendar year. Always check with your principal before you transfer to determine whether it will affect your eligibility.
11. You and your parents live in the school district (attendance area) where you are attending school.
12. You have not accepted merchandise of any value such as but not limited to: a sweater, jersey, or jacket; or accepted an award, such as but not limited to: a medal, trophy, plaque, letter, or other athletic insignia exceeding six (6) dollars in value.
13. Your grade point average is 2.0.

BUS POLICY

Only drivers, coaches, adult sponsors, and student members of the team or organization will be allowed to ride school vehicles to and from student activities.

EIGHTH GRADE PARTICIPATION IN VARSITY SPORTS ACTIVITIES

- (a) Must participate in the eighth grade sports program through the end of the eighth grade season to be eligible to enter a high school athletic program. This includes spring sports where the eighth grade student, with the varsity coach's approval, may join a varsity sport when the eighth grade track season is completed.
- (b) May be moved up to a high school junior varsity program after finishing the eighth grade season. No eighth grade student will participate in a varsity level sport when a junior varsity team is available.

PARTICIPATION IN A SPORT

A student must declare and become an active participant in a sport no later than the first regularly scheduled contest of that sport. Medical, academic, transfer, and play-off delayed cases will be handled individually, but must declare and participate within these guidelines once cleared for participation. Coaches have the option of establishing earlier declaration and participation guidelines, but none later than the first regularly scheduled event.

FOREIGN EXCHANGE STUDENTS

Jal High School will accept up to two foreign exchange students per year. The students will be able to participate in all curricular and extra-curricular activities in which they are eligible to participate in according to Jal School's regulations and the NMAA's regulations.

However, foreign exchange students who fulfill all graduation requirements and wish to graduate from Jal will not be ranked with the other seniors and will not be eligible for graduation honors.

THE STUDENT COUNCIL

The *STUDENT COUNCIL* is an organization of students elected by the students of Jal High to represent the entire student body. The Student Council cooperates with the faculty and organizations within the school. The Student Council fosters worthy student movements and encourages a strong school spirit. It aims to develop among all students in Jal High School a deeper realization of the importance of the individual's part in the conduct of the school.

Meetings are held on a regular basis. Special meetings are called and held as needed.

Qualifications for President:

1. Must be a member of the Senior Class the year of service.
2. Candidates for president must have served at least one year on the Student Council or be presently completing a year of service.

Qualifications for Vice-President:

1. Must have completed their freshman year and have served one year on the Jal High School Student Council.

Qualifications for Secretary and Treasurer:

1. Must have completed their freshman year and have served one year on the Jal High School Student Council.

Qualifications for Class Representative:

1. A candidates must be a member of the class he or she represents during the year of service.
2. There shall be two members from each fourth period class.

General Qualifications for All Officers and Members:

1. Candidates for all office must have been enrolled in Jal School for a minimum of one semester and one day.
2. Candidates should be willing and able to devote the necessary time to student council responsibilities.
3. All candidates for the four offices must have at least a B average in their overall grades and must maintain at least a B average in the classes during their term in office.
4. All candidates for Class Representative must have made at least a C average grade during his/her term in council.

NATIONAL HONOR SOCIETY

The *National Honor Society* is one of the oldest and most respected organizations in Jal High School. Students are required to have a 85% average in all academic courses.

Students are rated by the faculty council. This is a ruling of the national organization. In rating students for the National Honor Society our standards will be high but within reasonable reach of students of high school age. This is a vital matter to students.

Service:

1. Willingness to render any service to school when called upon.
2. Willingness to committee or staff work.
3. Readiness to show courtesy by assisting visitors and teachers.
4. Willingness to represent the school in inter-school competition.
5. Willingness to render service to the community if called upon.

Character:

1. Meets individual pledges and responsibilities promptly to school and teachers.
2. Demonstrates highest standards of attitude toward honesty and reliability.
3. Demonstrates desirable qualities of personality (cheerfulness, friendliness, neatness, poise, stability, etc.).
4. Cooperates by complying with school regulations (follows regulations concerning books, property, program, office, lunch period, lockers, etc.).
5. Upholds principles of morality and ethics.

A member is never automatically dismissed for failing to maintain standards. But members should understand fully that they are liable for dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as the basis for their selection. Students are allowed limited warnings during their membership but in the case of a flagrant violation of school rules or civil laws, a warning is not necessarily required. Furthermore, a student who is dismissed or who resigns may never again become an Honor Society member.

Faculty councils should use dismissal sparingly. Other disciplinary measures are acceptable for minor offenses. For example, the adviser may suspend certain chapter privileges or request that the student receive special counseling. The goal of disciplinary measures should be to reeducate the student to more appropriate behavior. If the discipline is constructive, there is a greater likelihood that the student will improve in the particular area in which there is a deficiency.

It is the responsibility of the chapter adviser to periodically review the standing of members for compliance with Society standards. The adviser should inform the errant member in writing of the nature of the violation, the time period given for improvement, and the possible consequence of non-improvement. It is often helpful to both the student and the adviser to follow the letter with a conference. If the student does not make the improvement in the specified time, that student is liable for whatever disciplinary measures are considered by the faculty council. Students whose GPA falls below 85 at the end of any semester will be given one warning. If the student GPA is below 85 at the end of any subsequent semester the student will be subject to dismissal.

If the faculty council decides that dismissal may be warranted, the member is allowed to present his or her case before the faculty council. In the case of a flagrant violation of school rules or civil laws, a member does not necessarily have to be warned. The faculty council should investigate thoroughly before any action is taken. If the council determines that the facts warrant consideration of dismissal, the member should be notified in writing of the violation and the possibility of dismissal. The member should then be allowed to appear before the faculty council and explain the situation.

If a member is dismissed, written notice of the decision should be sent to the member, his or her parents, and the principal. The member must then surrender the NHS emblem and membership card to the chapter adviser. If the member is unwilling to do this, the matter should be treated as a school disciplinary matter.

The dismissed member may still appeal, of course, under whatever rules govern disciplinary appeals in the school district, but if the faculty council acts carefully and fairly, then there should be few occasions for such appeals. It is in the best interest of the chapter that decisions concerning the chapter be made by those familiar with Society goals and procedures.

In the case of dismissal appeals, however, the principal should advise the superintendent that decisions should be based on the adequacy and fairness of faculty council procedures rather than on the wisdom of its judgment. In the rare instance in which dismissal cases are appealed, the faculty council graciously receive and implement the decision.

The National Council and the NASSP shall hear no appeals in dismissal cases.

ANNUAL STAFF

The purpose of the *annual staff* is to formulate the pages of the PANTHER to the satisfaction of the publisher. The staff will be chosen from high school students at the discretion of the sponsor with approval of the principal. Each student will be assigned certain pages and duties that will be their responsibility. The sponsor will have authority on all disputes on the annual staff. The yearbook is an image of each school year, and each member of the staff is urged to participate in its creation.

JUNIOR-SENIOR PROM

The prom is a part of the Jal High School activities. The people of the community and the teaching staff felt that it offers the students an opportunity to gather together in a social atmosphere, enjoy each other, and pay honor to a group of students who will not be Jal High students much longer. It is a time for fun, dancing, visiting, dressing-up, and enjoying people that you have spent many happy and important days with. Make it an occasion filled with memories pleasant to recall.

There is no place for anyone who abuses the privilege of attending the prom through actions that infringe on the rights and happiness of others. The prom is meant to be a light-hearted, carefree occasion for all involved - a place in the mind to be recalled with fondness. Let us remember this and keep the prom an exciting, happy part of high school days.

Regulations

1. Only juniors, seniors and their *guests* are eligible to attend. Eligible *guests* are currently enrolled 9th and 10th grade students of Jal High School and parents or guardians of juniors and seniors.

2. All student guests except juniors, seniors, and servers for the banquet and prom must pay a cover charge of \$5.00 to attend the prom. Juniors must pay a clean-up fee of \$5.00 to be eligible to attend. In addition, Juniors may be required to meet a work standard or pay a fee if in sufficient work was not done (concession stands, etc.). All fees will be used to help offset expenses of the prom (music, refreshments, decorations, etc.).
3. All Juniors and Seniors who bring a student guest (9th or 10th grade student) must sign up and pay the necessary fee to the Junior treasurer by Friday afternoon prior to the prom.
4. There must be two parent sponsors from the Junior class and two from the Senior class. Spring Junior class sponsors are responsible for arranging for these sponsors. All sponsors are to remain until the end of the prom. Parent sponsors are in addition to all other school personnel.
5. The Junior class will hire an off-duty policeman to patrol the parking lots and areas outside the prom.
6. There will be no loitering outside the prom building. When anyone signs out and leaves the prom, they must leave school property.
7. All in attendance must sign in when they arrive and sign out when they leave (if they leave prior to the end of the prom). No one will be allowed to re-enter for any reason.
8. School rules apply at all times throughout the prom. Infractions of the alcohol-drug rules will result in severe disciplinary action being taken.
9. Any student removed from the prom for disciplinary reasons will be banned from all future proms.
10. All staff members are encouraged to attend. Junior and Senior Sponsors are required to attend.
11. Servers for the prom are not allowed to invite guests.
12. Special guests invited for the prom are: All high school faculty, superintendent, and school board members.
13. The Prom is a formal occasion; students and guests should dress accordingly. T-shirts and/or shorts are not appropriate.

HOME SCHOOLS

Home school procedures will be followed as established by State Regulation S22-1-2.1 (NMSA 1978). Any person operating or intending to operate a home school shall:

- a) Within thirty days of its establishment, notify the state superintendent in writing of the establishment of a home school on or before April 1 of each subsequent year of operation;
- b) Maintain records of student disease immunization or a waiver of that requirement.
- c) Provide instruction by a person possessing at least a high school diploma or its equivalent;

- d) Home school students who wish to enter Jal Public Schools and are of elementary or junior high age will be placed in the grade appropriate for their age. Home school students entering high school will be required to take a test for all courses for which they will receive credit. The test will normally be the most recent semester exam administered for that course. The grade made on the test will be the grade that is recorded on the student's transcript.

Non-Accredited Schools-Credit

Students who transfer to the Jal Public Schools from a private or public school, which is not state-accredited, will be admitted upon:

1. Presentation of up-to-date immunization records.
2. An evaluation by Jal School officials of the student's transcript.
3. The Jal Public Schools reserve the right to require testing to establish an appropriate placement level if deemed necessary.

DISCIPLINARY MANAGEMENT PLAN

STATEMENT OF POLICY

A primary responsibility of the New Mexico public schools and their professional staffs shall be to instill in students an appreciation of our representative form of government, the rights and responsibilities of the individual and the legal processes whereby necessary changes are affected.

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

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

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

I. *Students' responsibilities* for achieving a positive learning environment at school or school-related activities include, but are not limited to:

- A. Reading and becoming familiar with the student handbook.
- B. Attending classes, daily and on time.
- C. Being prepared for each class with appropriate materials and assignments.
- D. Being properly attired.
- E. Exhibiting respect toward others and their possessions.
- F. Conducting themselves in a responsible manner.
- G. Paying required fees and fines.
- H. Obeying all school rules, including safety rules.
- I. Express opinions and ideas in a respectful manner so as not to slander others.
- J. Cooperating with staff in investigation of disciplinary cases and volunteering confidential information when the student has knowledge relating to offenses.

K. Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels.

II. *Parents' Responsibilities* -- Parents include single parents, legal guardian, or person having lawful control of the student.

- A. Make every effort to provide for the physical needs of the child.**
- B. Teach the child to pay attention and obey the rules.**
- C. Be sure their child attends school regularly and promptly report and explain absences and tardies to the school.**
- D. Encourage and lead the child to develop proper study habits at home and to complete school assignments.**
- E. Discuss their child's school progress and welfare.**
- F. Keep informed of school policies and academic requirements of school programs.**
- G. Be sure their child is appropriately dressed at school and school-related activities.**
- H. Discuss, sign, and return report cards to the school.**
- I. Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.**
- J. Control their child. A student's parents is liable for property damage caused by (a) the negligent conduct of the student if such conduct is reasonably attributable to the negligent failure of the parent to exercise that duty, or (b) the willful or malicious conduct of a student who is at least 12 but under 18 years of age.**
- K. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.**
- L. Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system.**
- M. Be sure their child attends school tutorials when required or as the need arises.**

III. *Administrator's Responsibilities*

- A. Provide appropriate support for teachers in dealing with student discipline problems sent to the office.**
- B. Promote effective training and discipline of all students.**
- C. Encourage parent communication with the school, including participation in required parent-teacher conferences.**
- D. Provide appropriate assistance to students in learning mature self-discipline.**
- E. Develop a cooperative working relationship among staff and students.**
- F. Assume responsibility and instructional leadership for discipline and for evaluation of the discipline management plan.**
- G. Serve as appropriate role models for the students on their campus in accordance with the standards of the profession.**

IV. *Teacher's Responsibilities*

- A. Provide appropriate support for teachers in dealing with student discipline problems sent to the office.**
- B. Promote effective training and discipline by being in regular attendance and on time.**
- C. Be prepared to perform their teaching duties with appropriate preparation, assignments, and resource materials.**
- D. Comply with district and school policies, rules, regulations, and directives.**
- E. Maintain an orderly classroom atmosphere conducive to learning.**

- F. Teach to the standards of performance required by the district.
- G. Establish rapport and an effective working relationship with parents, students, and other staff members.
- H. Teach students to strive toward self-discipline.
- I. Encourage good work habits that will lead to the accomplishment of both short-term and long-term goals.
- J. Serve as appropriate role models for their students in accordance with the standards of the teaching profession.

V. *General Guidelines for Assessing Discipline Penalties.*

- A. Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order and discipline.
- B. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case.
 - Factors to consider include:
 1. Seriousness of the offense;
 2. Student's age
 3. Frequency of misconduct;
 4. Student's attitude;
 5. Potential effect of the misconduct on the school environment.

VI. *Minor offense that can be handled by the classroom teacher include but are not limited to:*

- A. Violation of classroom rules.
- B. Tardiness.
- C. Running in classroom or hallways.
- D. Eating in unauthorized areas.
- E. Throwing objects.
- F. Cheating.
- G. Lying.
- H. Horseplay or scuffling.
- I. Exhibiting inappropriate familiarity.
- J. Minor defacing of school property.

VII. *Discipline management techniques that may be used in response of the offenses listed in section VI include but are not limited to:*

- A. Verbal reprimand.
- B. Conference with student.
- C. Change seat assignment.
- D. Parent conference.
- E. Detention *(Per guidelines).
- F. Withdrawal of privileges.
- G. Counselor referral.

VIII. *More serious violations that may require administrative assistance include but are not limited:*

- A. Two or more violations of the offenses listed in section VI.**
- B. Misbehavior at school sponsored activity.**
- C. Extortion, coercion, or blackmail.**
- D. Cutting class or unexcused absences.**
- E. Possession and/or use of tobacco in any form.**
- F. Selling, giving, or delivering to another person, possessing or using:**
 - 1. Marijuana or any controlled substance.**
 - 2. A firearm, an illegal knife, a club, or other weapon.**
 - 3. An alcoholic beverage.**
- G. Robbery or theft.**
- H. Fighting.**
- I. Not adhering to dress code.**
- J. Use of profanity, vulgar language, or obscene gestures.**
- K. Damaging or vandalizing school property, property owned by other students or district employees.**
- L. Truancy.**
- M. Hazing.**
- N. Reckless or careless driving.**
- O. Throwing potentially dangerous objects, such as rocks, water balloons, and snowballs.**

IX. *Discipline management techniques that may be used in response to the offenses listed in section VIII include but are not limited on:*

- A. Detention after school or on Saturday.**
- B. Parent conference.**
- C. Withdrawal of Privileges.**
- D. In-School suspension.**
- E. Work time.**
- F. Supervised study.**
- G. Suspension.**
- H. Expulsion.**

All teachers will develop a written set of classroom rules that shall be posted in the classroom and be on file in the principal's office. Teachers are advised to keep written records of student misconduct. The record will include the type of misconduct, the date of the misconduct, and the type of discipline employed by the teacher.

A discipline form will be filled out by the teacher and turned into the principal's office anytime the teacher removes the student from the classroom or need administrative intervention.

DETENTION

Pupils shall not be detained after school for disciplinary purposes later than 3:30 p.m. Bus students will not be kept unless prior arrangements have been made with the parents. Saturday Detention will be from 8:00 a.m. until 10:00 a.m. unless otherwise notified by the principal or detention hall monitor. Students must come prepared to work on school assignments. Any type of misconduct or tardiness will result in the student being sent home and possibly suspended from school.

GRADES

The maintenance of proper discipline will never be done by raising or lowering of subject grades. However, class attendance and participation is an important part of each student's education.

SUPERVISED STUDY

The student will be separated from the other students. The separation may be for the entire day or any part of the day. The separation will not be longer than five days. The students will work on class assignments during this time and credit will be given for all work finished.

SUSPENSION, EXCLUSION, AND EXPULSION

Students shall be governed by procedures as prescribed in 6.11.2 NMAC. The superintendent is designated as the hearing authority for purposes of conducting a hearing as outlined in the regulations referred to above. Any disciplinary action taken by school officials must conform to the above cited State Department Regulations. A complete copy of the Rights and Responsibilities of the Public Schools and Public School Students (6.11.2 NMAC) may be obtained in the High School or Elementary Principals office or at the office of the Superintendent of Jal Schools. The board of education is designated as the review authority.

IN-SCHOOL SUSPENSION

The student will be confined continuously from 7:45 a.m. until 3:23 p.m. The student will not be allowed contact with other students but will be given short breaks throughout the day. The principal may place a student on in-school suspension for up to ten days. The parents will be notified immediately by phone, when possible, followed by a letter stating the events that led up to suspension. The student will be given the class assignments for the time of the suspension and grades will be given for this work.

SUSPENSION

Suspension is the removal of a student from school for a specified period of school days. The principal may suspend a student for one to ten days, superintendent approval is required for suspensions of longer duration. The parents will be notified immediately by phone, when possible, followed by a letter stating the events that led up to suspension. The student will be given the class assignments for the time of the suspension. The student may make up any work missed during the suspension and will be given credit for the work. If the work is not made up the student will receive 0's for this work.

EXPULSION

Expulsion is the removal of a student from school either permanently or for an indefinite time exceeding ten school days. The superintendent may suspend a student for the remainder of the school year. Suspensions of longer duration require board action. In either case, all procedures as prescribed in 6.11.2 NMAC will be followed. Parents or guardians will be informed of their rights according to 6.11.2 NMAC. Any student who is suspended for more than ten days will not be allowed to do any make-up work and will receive 0's for all work missed.

SEARCH AND SEIZURE

All teachers, administrators, or school bus drivers (hereafter school employees) may conduct search of a student's person or school property assigned to that student if they have a reasonable cause to suspect that a crime is being or has been committed or they have reasonable cause to believe that a search is necessary to help maintain school discipline and/or safety.

1. Searches of school property, including lockers and school buses, may be conducted at any time in the presence or absence of the student(s).
2. Notice of school's policy on searches and seizures shall be distributed to each student at the beginning of the term, or in the case of transfer students, upon enrollment.
3. Searches of a student's person or vehicle on school property may be conducted only if the school employee notices, or is suspicious of, arrangement of a student's clothing, possessions or actions which give reasonable cause to believe that a crime or breach of the disciplinary code is being or has been committed.
 - *a. Searches of student's person may be conducted only by a school employee in the presence of another school employee.
 - b. Searches of a student's person may be conducted only by a school employee of the same sex.
4. If the search of a student, his locker, or possession disclose contraband material whose possession violates the law, school employees should notify the local Juvenile Court Prosecutor or District Attorney.
5. Illegal items (firearms, knives, or other dangerous weapons) or other possessions that are a threat to the safety or security of others may be seized and released to appropriate authorities.
6. Items that are used or may be used to disrupt or interfere with the educational process may be removed from student possession.

*Part (A) will be adhered to by school personnel when possible and practical. In extenuating circumstances, school employees are hereby authorized by the Board to carry out their lawful responsibilities as the situation dictates.

Legal Reference: 6.11.2 NMAC Enacted June 29, 2007.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

Special education students are not immune from school disciplinary processes, nor are they entitled to remain in a particular educational program when their behavior substantially impairs the education of other children in the program. The public schools are required by state law and regulations to meet the individual educational needs of the exceptional children to the extent that current educational expertise permits. Accordingly, before a long-term suspension or expulsion may be imposed on a special education student, public school authorities shall seek to determine whether the objectionable conduct is caused by a failure to provide the student with an appropriate educational program. For lesser disciplinary measures, a special education student's individual planned program (IPP) may prescribe or prohibit the use of specified sanctions.

a. **LONG-TERM SUSPENSIONS OR EXPULSION** of students who have been determined to be eligible for special education services (in accordance with governing state regulations) are equivalent to changes in educational placement, and, therefore, require special procedures. Such actions shall be governed by the procedures contained in 6.11.2 NMAC, except that a local school district may substitute an alternative procedure if it has been approved in writing by the New Mexico Public Education Department.

b. **TEMPORARY SUSPENSIONS** of students who are eligible for special education services may be imposed in accordance with the normal procedures prescribed in Subsection E. 2* provided that the student is returned to the same educational placement after the temporary suspension and unless a temporary suspension is prohibited under the provisions of the next paragraph.

c. **PROGRAM PRESCRIPTIONS.** A special education student's individual educational plan (IEP) need not affirmatively authorize disciplinary actions which are not otherwise in conflict with this regulation. However, the appropriate Educational Appraisal and Review (EA&R) Committee may prescribe or prohibit specified disciplinary measures for an individual student by including appropriate provisions in the student's IEP.

Administrative authorities shall adhere to any such provisions contained in a special education student's IEP, except that an EA&R committee may not prohibit the initiation of proceedings for long-term suspension or expulsion which are conducted in accordance with this regulation.

d. **IMMEDIATE REMOVAL.** Nothing herein shall be construed as limiting an administrative authority's ability to remove a special education student from school immediately under emergency conditions as provided in Subsection E.1*

*6.11.2 NMAC - Enacted June 29, 2007.

STUDENT PARKING

There are four parking areas for the students. Students should park in these areas only and not on the west side of the high school building or in any area marked Reserved or No Parking.

The four student parking areas are:

1. The area between the high school building and the old gym and administration building. This parking area is reserved for seniors only. Students should park in the designated spaces and should **not** park behind another car. Students should enter from the west side of the parking lot and exit from the east side.
2. The area east of the old gym. Park only in the designated spaces and do not park behind another car.
3. The area in front of the administration building, the old gym, and the varsity gym. Do not park in spaces marked Reserved or No parking.
4. The area on the north side of the high school and in front of the auditorium. Do not park in area marked Reserved.

Parking area 1 is for senior students only, but seniors may park in other areas. Students who violate the parking rules will be given a 45 minute detention for the first violation, a Saturday detention for the second violation, and may lose their privilege of bringing a car to school for any further violations.

SEXUAL HARASSMENT

The Board of education forbids harassment of any student on the basis of sex. The Board will not tolerate sexual-harassment of student by employees or by other students.. The intent of this policy regarding conduct between employees and students is clear and straightforward: *No employee of the school district may engage in any conduct of a sexual nature with any student, regardless of the student's age, ability to consent, or actual consent.*

Between an employee and a student, sexual harassment is any conduct of a sexual nature. Between students, sexual harassment is unwelcome conduct of a sexual nature.

CONDUCT OF A SEXUAL NATURE.

Conduct of a sexual nature may include, but is not limited to:

- verbal or physical sexual advances, including subtle pressure for sexual activity;
- repeated or persistent requests for dates, meetings, and other social interactions;
- sexually oriented touching, pinching, patting, staring, pulling at clothing, or intentionally brushing against another;
- showing or giving sexual pictures, photographs, illustrations, messages, or notes;
- writing graffiti of a sexual nature on school property
- comments or name-calling to or about a student regarding alleged physical or personal characteristics of a sexual nature;

- sexually-oriented kidding, teasing, double-entendres, and jokes; and
- any harassing conduct to which a student is subjected because of or regarding a student's sex.

STANDARD OF CONDUCT FOR STUDENTS -- UNWELCOME CONDUCT OF A SEXUAL NATURE

Verbal or physical conduct of a sexual nature by one student of another may constitute sexual harassment when the allegedly harassed student has indicated, by his or her conduct, that the conduct is unwelcome, or when the conduct, by its nature, is clearly unwelcome or inappropriate.

A student who has initially welcomed conduct of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

REPORTING, INVESTIGATION, AND SANCTIONS.

It is the express policy of the Board to encourage students who feel they have been sexually harassed by a school employee or by another student or students to report such claims.

REPORTING OF SEXUAL HARASSMENT BY A SCHOOL EMPLOYEE.

Any student who believes he or she has been subjected to any conduct of a sexual nature by a school employee may tell a counselor or principal. If a student who believes he or she has been sexually harassed by a school employee feels uncertain about who to tell, or feels uncomfortable telling any counselor, or principal, the student should tell his or her parent(s) about the problem, and ask for the parent(s) help in reporting the sexual harassment to appropriate school personnel.

If a student believes he or she has been sexually harassed by a counselor or a principal, or by and other administrator, the student should seek the assistance of his or her parent(s) in reporting such harassment to the superintendent or the a member of the Board.

REPORTING OF SEXUAL HARASSMENT BY A STUDENT OR STUDENTS.

Any student who believes he or she has been sexually harassed by another student or other students, may tell a teacher, counselor, or principal or assistant principal.

If a student who believes he or she has been sexually harassed by another student or students, may tell a teacher, counselor, or principal or assistant principal.

If a student who believes he or she has been sexually harassed by another student or students, and who feel uncertain about who to tell, or feels uncomfortable telling any counselor, or principal, the student should tell his or her parent(s) about the problem, and ask for the parent(s) help in reporting the sexual harassment to appropriate school personnel.

Any STUDENT found to have engaged in sexual harassment of a student shall be subject to discipline, including, but not limited to, suspension or expulsion, subject to any applicable procedural requirements.

Principal Address

Dear Jal High School,

This year there are many changes. We have a number of new teachers and a number of curriculum changes. We are very excited and have a positive outlook for the educational experience we are providing. I wanted all the parents to know I have an open door policy if you wish to come and discuss any of these changes. We have installed an entirely new security system along with new parking identification. We strive to provide a safe environment for the youth of Jal. If we can help you in any way please let us know and we will do our absolute best to be of assistance. I want to thank you again for entrusting us with educating your son or daughter.

Sincerely,

Keith Bausman
Principal Jal High School