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## TRADITIONS

### MESSAGE FROM THE PRINCIPAL

Welcome back! I am excited that this is the year that you can strive to be better than ever. This is your time to shine in the classrooms, athletic venues, and other academic competition areas. Let's show everyone what Jal is all about as we embody the **PANTHER WAY!** The 2022-2023 school year will be the best yet!

~Dusty Loftis, Principal

*The student handbook is also available on the school website at [www.jalnm.org](http://www.jalnm.org)*

### JAL BLUE AND GOLD

To Jal, we sing our song of praise  
Her colors we will proudly raise  
Her sons and daughters we shall stand  
To honor Jal throughout the land  
Though high school days will pass away  
Her gold will never turn to gray  
Nor time nor change shall e'er destroy  
The royal blue we now enjoy.

### 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.

## **THE FLAG OF THE UNITED STATES OF AMERICA**

The flag of the United States is raised at the beginning of each school day. It symbolized 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.

## **SALUTE TO THE FLAG OF NEW MEXICO**

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 American 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.

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## **REGULAR BELL SCHEDULE**

1st Period	8:00 - 8:55
2nd Period	9:00 - 9:55
3rd Period	10:00 - 10:55
4th Period	11:00 - 11:55
Lunch	12:00 - 12:40
5th Period	12:45 - 1:40
Advisory	1:45 - 2:00
6th Period	2:05 - 3:00
7th Period	3:05 - 4:00

## **FRIDAY BELL SCHEDULE**

1st Period	8:00 - 8:45
2nd Period	8:50 - 9:35
3rd Period	9:40 - 10:25
4th Period	10:30 - 11:10
5th Period	11:15 - 11:55
Lunch	12:00 - 12:40
6th Period	12:45 - 1:20
7th Period	1:25 - 2:00

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## SCHOOL CALENDAR

August 10	First day of classes
August 19	Students attend on Friday
September 5	Labor Day - No School
September 23	Students attend on Friday
October 7	Students attend on Friday
October 13	End 1 <sup>st</sup> Grading Period/Report Cards
October 21	Students attend on Friday
November 7	No School – Staff In-Service
November 8	No School – Lea County In-Service
November 11	Students attend on Friday
November 21-25	Thanksgiving Vacation
December 22	End 2 <sup>nd</sup> Grading Period/Report Cards
December 26 – January 6	Christmas Break
January 9	No School – Staff In-Service
January 10	Second Semester Begins
January 13	Students attend on Friday
January 16	Martin Luther King Day – No School
February 10	No School – Staff In-Service
March 9	End 3 <sup>rd</sup> Grading Period/Report Cards
March 13-17	Spring Break
March 27	No School – Staff In-Service
March 31	Snow Day (if needed)
May 21	Graduation
May 25	End 4 <sup>th</sup> Grading Period/Last Day of School
May 30	Report Cards

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## PEOPLE WHO WILL HELP YOU

### *THE PRINCIPAL*

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

### *THE SCHOOL SECRETARY*

The secretary performs secretarial and clerical work in the office of the principal. The secretary will also keep daily reports 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 lunches, annuals, etc.

### *THE COUNSELOR*

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

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 evaluations 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 institutions, about scholarships that are available for students, and information pertaining to various universities, 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 can be discussed when necessary. Vocational preference tests and other individual instruments will be used as needed.

### *YOUR TEACHERS*

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/or rules that might be set up by the administration. Teachers will be available before/after school or during teacher prep periods.



## 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. *YOU HAVE BEEN ABSENT* –  
**Bring a written excuse from home and report to the principal/secretary's office.**  
Your teachers will be notified of the reason for the absence.
3. *YOU ARE TARDY TO SCHOOL* –  
Report to the office for a tardy slip. Report to your class immediately. Tardies fall under the truancy plan.
4. *YOU NEED TO LEAVE SCHOOL* –  
**A parent/guardian must come sign you out of school.**  
**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 will not be issued another book until payment is made, 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 the lost-or-found articles to the principal's office.
7. *YOU ARE KEPT AFTER CLASS 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 school related and 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* –  
Fill out change of schedule form in the principal's office. If approved by the principal, the counselor will call you in to discuss the schedule change. Schedules will **only** be changed the first week of the semester unless approved by the principal.
11. *YOU HAVE DIFFICULTY WITH ANY OF YOUR STUDIES* –  
Consult with your teachers, your counselor, or the principal. They desire your success as much as you do.

## **ENROLLMENT PROCEDURES**

Beginning the second semester of the eighth-grade year, the counselor will meet with the students and the parents to discuss records and classes for the following school year. Each student will see the counselor prior to this time and go over his/her records. The student, with the counselor, should carefully go over his/her records. The student, with the counselor, should make sure the required subjects are taken at the proper time.

As a general policy, students will neither be dropped from, nor enrolled in a class, after two weeks from the beginning of the semester. 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.

***Any 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 entire 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, a copy of their shot records, and a copy of the birth certificate. Students must be accompanied by an adult when enrolling.

Students that wish to enroll and will be considered a transfer student residing outside of the school's attendance zone will need approval by the principal and superintendent before enrollment will be granted.

## **WITHDRAWAL PROCEDURES**

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., and make sure the teacher gives a final grade average and signs the form. 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.

## **FOREIGN EXCHANGE STUDENTS**

Jal High School will accept foreign exchange students. 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 NMAA regulations.

## **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;

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- 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 schooled 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 schooled students entering high school will be required to take the EOC or other equivalent examinations for all courses for which they will receive credit. 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:

- a) Presentation of up-to-date immunization records;
- b) An evaluation by the Jal School officials of the student's transcripts;
- c) Jal Public Schools reserve the right to require testing to establish an appropriate placement level if deemed necessary.

## **RELEASE OF RECORDS** **Notification of Right under FERPA**

Jal Public Schools is providing you notice of these rights, as outlined below:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;

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- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **ATTENDANCE**

There are two kinds of absences: excused absence and unexcused absence.

### ***EXCUSED ABSENCE:***

An absence is **EXCUSED** when a student misses school because of illness, death in the family, scheduled religious activities, unavoidable medical or dental appointments, and absence in which a parent/guardian obtains prior approval from the principal. The student is entitled to make up assigned work within one day for every day absent. Excused absences up to day 10 require a contact from the parents for each day absent. *Students have four 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 8<sup>th</sup> absence in any class, excluding those because of illness with a 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. Neither a phone call nor a note from the parent/guardian will be sufficient for an excused absence. In order to be admitted without a doctor's note, the student will be accompanied by a parent/guardian for the principal's review of cause before the student returns to class.

### ***UNEXCUSED ABSENCE:***

An unexcused absence is an absence that does not accompany a parent/guardian or doctor's note. An unexcused absence may also occur on a student's 11<sup>th</sup> plus absences if not approved by the principal. ***Students may not make up class work for an unexcused absence unless permission is given from the principal.*** After 3 unexcused absences, a report will be turned in to the principal and further disciplinary action may be taken. A notification will be sent to the parent/guardian. **After the 8<sup>th</sup> unexcused absence**, notification will be sent to the parent/guardian and a meeting may be set with the counselor/administration to determine the reason for the absences. **On the 10<sup>th</sup> unexcused absence**, notification will be sent to the parent/guardian, a meeting may be set with the counselor/administration, and the Juvenile Probation Office will be notified. Anyone leaving the school grounds without permission of the principal or the principal's secretary will be given an unexcused absence.

## **ABSENCE AFFECTING SCHOOL ACTIVITIES**

If the student is absent the day of an activity for any reason, he/she must have a **doctor's release** in order to participate in the activity or receive approval by the principal. **If he/she is absent and unexcused the day after the activity, he/she cannot participate in the next activity. Practices are considered activity.** Individual sport rules may enhance this rule but cannot replace it.

Students who are absent from school because of school-sponsored activities, that is athletic events, field trips, club activities, etc., he/she must make up class work and/or tests missed while they are absent. The student has the responsibility for getting make-up work or for

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making arrangements for taking make-up tests. 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. Students with excessive trancies may be turned in to the Juvenile Probation Office. Tardies can be ruled as truancy.

## **TARDIES**

Tardies must be avoided. Three unexcused tardies within one school year equals one unexcused absence. Any tardy exceeding 15 minutes will be considered an absence.

## **TRUANCY PLAN**

The truancy plan will take effect after 10 parent excuses and/or 3 tardies. One day of closed campus lunch (CCL) will be assigned for every three tardies accumulated. Students will be given one day's notice before serving CCL. If a student is late to CCL, the student will be assigned an additional day. If a student is checked out by a parent from CCL, they will serve the following day. If a student fails to attend CCL, they will be given an after school detention. If they fail to attend this detention, an in-school suspension (ISS) will be assigned and a parent conference may be held. Upon accumulating 18 tardies within a grading period, one day of ISS will be given. One day of ISS will be given from there on every 3 tardies over 18. Tardy counts will reset every grading period.

## **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 the 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.

#### **\*NMAC 6.11.2.8**

*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) Cooperate 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.

*Parent/legal guardians/persons with 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 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.



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- g) Be sure their child is appropriately dressed at school and school-related activities.
- h) Discuss report cards and mid-grade reports.
- 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 are liable for property damage caused by the negligent conduct of the student if such conduct is reasonably attributable to the negligent failure of the parent to exercise that duty, or the willful or malicious conduct of a student who is at least 12 but under the age of 18.
- k) Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information to 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.

### *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 model for the students on their campus in accordance with the standards of the profession.

### *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 the students in accordance with the standards for the teaching profession.



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## *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 in 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.
- c) Minor offense that can be handled by the classroom teacher include, but are not limited to:
  - 1) Violation of classroom rules;
  - 2) Tardiness;
  - 3) Running in the classroom or hallways;
  - 4) Eating in unauthorized areas;
  - 5) Throwing objects;
  - 6) Cheating;
  - 7) Lying;
  - 8) Horseplay or scuffling;
  - 9) Exhibiting inappropriate familiarity;
  - 10) Minor defacing of school property.
  - 11) Mask policy, as per NMPED Guidelines
- d) Discipline management techniques that may be used in response of the offenses listed in c) include, but are not limited to:
  - 1) Verbal reprimand;
  - 2) Conference with the student;
  - 3) Change of seating assignment;
  - 4) Parent conference;
  - 5) Detention (as per guidelines);
  - 6) Withdrawal of privileges;
  - 7) Counselor referral.
- e) More serious violations that may require administrative assistance include, but are not limited to:
  - 1) Two or more violations of the offenses listed in section c.
  - 2) Misbehavior at school sponsored activities.
  - 3) Extortion, coercion, or blackmail.
  - 4) Cutting class or unexcused absences.
  - 5) Possession and/or use of tobacco in any form.
  - 6) Selling, giving, or delivering to another person, possessing or using:
    - a] Marijuana or any controlled substance;
    - b] A firearm, an illegal knife, a club, or other weapon.
    - c] An alcoholic beverage.
  - 7) Robbery or theft.
  - 8) Fighting.

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- 9) Not adhering to dress code.
  - 10) Use of profanity, vulgar language, or obscene gestures.
  - 11) Damaging or vandalizing school property, property owned by other students or district employees.
  - 12) Truancy.
  - 13) Hazing.
  - 14) Reckless or careless driving.
  - 15) Throwing potentially dangerous objects, such as rocks, water balloons, and snowballs.
- f) Discipline management techniques that may be used in response to the offenses listed in section e include, but are not limited to:
- 1) Detention after school or on Saturday.
  - 2) Parent conference.
  - 3) Withdrawal of privileges.
  - 4) In-School suspension.
  - 5) Work time.
  - 6) Supervised study.
  - 7) Suspension.
  - 8) 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 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. The teacher will then contact the student's parents to inform them of the situation. Administration will then proceed with the discipline procedure.

## **DETENTION**

Pupils shall be detained after school for disciplinary purposes no later than 4:30 p.m. Bus students will not be kept unless prior arrangements have been made with the parents. Friday/Saturday Detention will be from 8:00 to 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.

## **SUPERVISED STUDY**

The student will be separated from other students. The separation may be for the entire day or any part of the day. The separation will not be longer than 5 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 purposed 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 Public Education 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 principal's 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 7:55 a.m. to 4:00 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 in in-school suspension for up to ten days. The parents will be notified immediately by phone. The student will be given the class assignments for the time of the suspension and grades will be given for this work. Students may either bring a sack lunch or will be given cafeteria food. No food deliveries will be allowed.

### *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 suspension of longer duration. The parents will be notified immediately by phone. 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 for 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.

## **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 education program (IEP) may prescribe or prohibit use of specified sanctions.

### *a. Long-term suspensions or expulsion:*

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:*

Students who are eligible for special education services may be imposed in accordance with the normal procedures 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 education 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 measure 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 ability to remove a special education student from school immediately under emergency conditions.

\*\*6.11.2 NMAC – Enacted June 29, 2007

### **HAZING, BULLYING, THREATS OF VIOLENCE**

Hazing, bullying, and/or threats of violence will not be tolerated at school, on or in a school vehicle, or at any school-sponsored activity. This action could lead to disciplinary action. These actions could lead to expulsion as per New Mexico State Law and Jal Public Schools School Board Policy Manual.

### **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. This includes e-cigarettes/vapes.

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.

## SEARCH AND SEIZURE

School property assigned to a student and a student's person or property while under the authority of the public schools are subject to search, and items found are subject to seizure, in accordance with the requirements below.

(1) Notice of search policy. Students shall be given reasonable notice, through distribution of written policies or otherwise, of each school's policy on searches at the beginning of each school year or upon admission for students entering during the school year. 6.11.2 NMAC 5

(2) Who may search. Certified school personnel, school security personnel and school bus drivers are "authorized persons" to conduct searches when a search is permissible as set forth below. An authorized person who is conducting a search may request the assistance of some other person(s), who upon consent become(s) an authorized person for the purpose of that search only.

(3) When search permissible. Unless local school board policy provides otherwise, an authorized person may conduct a search when the authorized person has a reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions and also when the administrative authority has reasonable cause to believe that a search is necessary to help maintain school discipline.

- *Reasonable suspicion means there must be reasonable grounds that a search will reveal evidence of a violation of the law or school rules before the search.*
  - *New Jersey v. T.L.O., 469 U.S.325 (1985)*

(4) Conduct of searches; witnesses. The following requirements govern the conduct of permissible searches by authorized persons.

- a) School property, including lockers and school buses, may be searched with or without students present unless a local school board or administrative authority provides otherwise. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the administrative authority.
- b) Student vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches.
- c) Physical searches of a student's person may be conducted only by an authorized person who is of the same sex as the student, and except when circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex. The extent of the search must be reasonably related to the infraction, and the search must not be excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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(5) Seizure of items: Illegal items, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate.

(6) Notification of law enforcement authorities: Unless a local school board policy provides otherwise, an administrative authority shall have discretion to notify the local children's court attorney, district attorney or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

Legal Reference: 6.11.2 NMAC Enacted June 29, 2007.

## **SENIORS**

### **GRADUATION REQUIREMENTS**

Jal High School requires 24 units to graduate. Students must show competency in reading, writing, math, social studies, and science. Competency may be shown through various state approved pathways.

- (1) Four credits of English, with major emphasis on grammar, nonfiction writing, and literature: English I, English II, English III, and English IV/Dual Credit are required.
- (2) Four credits of math in high school, one of which shall be equivalent to or higher than the level of Algebra II: Algebra I, Geometry, Algebra II, Trigonometry, Financial Literacy, and College Algebra
- (3) Three credits of Science with two lab credits. Sciences offered are Earth/Space Science, Biology, Environmental Science, and Chemistry.
- (4) Three and ½ credits to include U.S. History/Dual Credit, World History, Government and Economics/Dual Credit, and 0.5 credit of N.M. History.
- (5) One credit of Physical Education.
- (6) One credit of Health.
- (7) Six and ½ credits of elective units.
- (8) One credit of Workplace Readiness, Career Cluster, or Language Other Than English.  
This requirement is met through elective courses.

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

Students will only receive dual credit for courses approved and attended at Jal High School. Summer college courses will not count as dual credit.

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The following dual credit courses (NMJC) will be considered honors courses: English, US History, Algebra, and Trigonometry. Ten points will be added to the semester average of the student's ITV semester grade.

Students must pass the Accuplacer test with a 267 in Math, 258 in Writing, and 249 in Reading to be eligible for ITV courses.

Seniors who are not enrolled in at least three college classes must attend the ACT Academy/CTECH, if possible. The only exception will be seniors who are deficit in credit count or seniors with a GPA below 2.0.

The following programs will be accepted towards credit for graduation: NMJC ITV/Jal High School approved dual credit classes, NMJC ACT Academy, and CTECH.

Seniors who are deficit 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.

## GRADUATION DRESS CODE

All graduating seniors will wear the traditional royal blue cap and gown. Graduates must wear dress pants with a dress shirt and tie, a dress, or a pant suit under their gowns. Dress shoes must be worn. Students may have neatly trimmed facial hair. **All graduates must be compliant with the school dress code.** Students may not place any signs or writing on the caps. Only Jal High School regalia shall be worn. No other outside organization regalia will be allowed.

If in the opinion of the administration a student is not dressed properly, they will be given an opportunity to change if time allows before the graduation ceremony. If they do not change, they will not be allowed to participate in the ceremony.

### JHS Regalia:

- Valedictorian & Salutatorian: medals
- Highest Honors: blue & gold cord
- Honors: gold cord
- NHS (3 years): NHS medal, gold stole, white cord, pin
- NHS (2 years): gold stole, white cord, pin
- NHS (1 year): gold stole, pin
- StuCo Officer: blue & white cord
- StuCo Member: blue cord
- Blood Drive Donor: orange & purple cord

## GRADUATING SENIORS – CLASS RANK

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



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earned during the eight semesters. The graduation speaker will generally be the student with the highest numerical grade average. Should they decline the honor of speaking, the next highest will have the option.

## **GRADUATING WITH HONORS**

Beginning with the graduating class of 1983, students with an overall numerical grade average of 92.0 and above will be designated as graduating with highest honors and will be listed on the Commencement program. Students with numerical grade averages of 86.0 to 91.99 will be designated as graduating with high honors.

## **HONORS BOARD**

Each year, seniors who have a numerical grade average of 90 or above, or graduated 1<sup>st</sup> or 2<sup>nd</sup> in their class will have their pictures displayed in the school.

## **GRAFFITI STREET RULES**

1. No profanity
2. No painting on the sidewalks
3. No painting on the curbs
4. Do not go beyond the boundaries provided.
5. No painting on buildings

## **SCHOLARSHIPS**

There are many scholarships available for graduating students. 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 athletics.

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

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.



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## **TRANSCRIPTS**

Seniors who plan to attend college should request the counselor to send a transcript of their grades to the college designated by the parent or student. These will be mailed out the week **after** school ends.

## **GENERAL INFORMATION**

### **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.

Jal Junior High School has an academic/athletic 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. Jal Junior High School athletes who have successfully completed the seasons will receive an athletic award.

### **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. Playoff and district tournament games are not included. Activity tickets will be priced at \$30.00.

### **ANNOUNCEMENTS**

General announcements will be made immediately after the beginning of third period. If you **HAVE** an announcement to make, prior approval must be given by the principal or secretary. The announcement must be written out and signed by the sponsor or teacher. It must be turned in before 7:50 in the morning.

### **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.

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## 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 disposed of correctly. Milk cartons, napkins, and straws should be thrown in the trash. Lunches may be purchased from the secretary.

## CALENDAR OF TRADITIONAL EVENTS

Homecoming Festivities and Crowning of the Queen - Football and Basketball  
Fall/Winter Expo  
Gas Capital Relays  
National Honor Society Candle Light Ceremony  
Student Council Elections  
Junior-Senior Prom  
Cheerleader Tryouts  
Academic Awards Assembly  
All Sports Banquet  
Senior Check-Out Day  
Graduation Exercises  
Eighth Grade Promotion Ceremony

## CELL PHONE/ELECTRONIC EQUIPMENT POLICY

Cell phones/electronic devices have become a distraction in the classrooms. *Due to issues with class disruptions, inappropriate photos being taken, and test security, this directive will be strictly enforced.*

Students are not permitted to have cell phones or electronic devices activated or turned on during scheduled class time for any student in the school. Cell phone caddies will be located in every classroom for students to place their cell phone upon entering the room. Students that activate or turn on cell phones/electronic devices without permission of the classroom instructor may have the device temporarily confiscated or suffer other disciplinary consequences for failure to follow the reasonable rules and directions as established by the Superintendent. Staff members are directed to report incidents of failure to follow this directive to the office and the cell phone or device is to be confiscated but returned at the end of the day after serving a 30 minute detention. A staff-student-parent conference may be held upon violation of cell phone policy.

If a parent/guardian 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 school phone will be available. If there is an emergency, the school staff would like to support the student upon hearing until a parent/guardian can arrive at the school, so please use the school number for emergencies. Calls from parents/guardians to the students' cell phones will meet with the same disciplinary action as any other call.

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## CHANGE OF ADDRESS OR PHONE NUMBER

If a student moves or has changes his/her contact numbers, please come by the office to notify the change on the location and office logs.

## CLASS CREDIT REQUIREMENTS

A student must have completed the eighth-grade requirements in order to be classified as a freshman in Jal High School. For a student to be classified as a sophomore, he/she must have passed **six** credits of high school work. To be classified as a junior, a student must have passed **twelve** credits of high school work. To be classified as a senior, a student must have passed **eighteen** credits of high school work.

## CLASS EXCHANGE

Students have five 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 tardy bell rings.**

## 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 or 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 teachers, 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.

## CREDIT RECOVERY

If a student fails a course, the first attempt to recover the credit will be the next semester or summer school. If the student does not attend summer school, there must be two attempts in the classroom before there can be an Edgenuity make up. A maximum of 10 absences will be allowed. If the student has more than 10 absences, he/she will be required to start over. All testing must be completed in the room with the instructor. By passes and retakes will be very limited. A maximum of six retakes will be allowed with a passing grade of 65% or above.

## DRESS CODE

The students at 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. Tank tops, spaghetti straps on tops and dresses, and large arm 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. Physical education clothing is not to be worn to the regular classroom. Shoulder area of shirts will be measured using the three finger rule.
3. Students may not wear short skirts, shorts, or dresses **which do not extend to the fingertips** when the student's arms are extended by the side of their legs. If they do not extend to the fingertips at the time of check, the student will have to change or be issued alternate clothing. 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. Time will not be given to adjust the length of skirts or shorts. Pajama pants are only to be worn on school sponsored pajama day events.
4. Hair styles shall not, in the opinion of the school administration, cause a health or safety hazard or cause a disruption of the educational process. Facial hair, if worn, will be neatly groomed.
5. Students may wear shorts, but they must extend to the fingertips when the student's arms are extended by their legs. Spandex shorts or leggings may be worn if the student's top garment extends past the student's posterior and anterior lower midsection. *Rips or holes in pants or shorts cannot be extend above the end of the fingertips when the student's arms are extended by their legs.*
6. No hats or head coverings are to be worn in the buildings. Hats and head coverings are to be removed before the student enters the building.
7. *Sagging* is not allowed at Jal Schools.
8. If there are any violations of dress code, students will have to change or be issued alternate clothing. Students who violate dress code will be issued an after-school detention. If alternate clothing is issued, student's will turn in their cell phone to the office to ensure that clothing is returned. Upon return of clothing, the cell phone will be returned to the student. Students may be given an unexcused absence for the time missed for dress code violations. *\*Anything not covered in dress code policy that is*

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*deemed a distraction to the educational environment will be handled at the discretion of administration.*

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. This will be determined by the staff and the administration. 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.

## EDGENUITY CLASSES FOR CREDIT

The following requirements will be in place for regular enrollment in an Edgenuity class.

- ◆ Students will not be allowed to pre-test to avoid the lesson presentation,
- ◆ All testing must be completed in the classroom with the instructor present,
- ◆ Bypass and/or retakes are limited.  
Maximum of six retakes will be allowed.  
Must have a passing grade of 65%+ on Edgenuity to bypass a quiz (progress grade).
- ◆ Students must complete two lessons per week and meet weekly goals.

## EIGHTH GRADE PROMOTION DRESS CODE

**All eighth-grade students participating in the promotion ceremony will be required to be in compliance with the school dress code.** Dress clothes and shoes will be required. No tennis shoes.

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 promotion ceremony. If he/she does not change, he/she will not be allowed to participate in the ceremony.

## FIRE DRILL AND OTHER EMERGENCY DRILLS

### *FIRE DRILLS:*

1. Follow the directions 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 takes roll.
3. You are to remain there until the all-clear signal is sounded.
4. 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.

### *OTHER DRILLS: (Tornado, Lockdown, Shelter in Place, Evacuation/Reunification, etc...)*

1. Follow teacher directions.
2. Remain quiet and orderly during these drills.
3. Once drill ceases, classes will return to normal.

## FOOD AND DRINKS

Chewing gum policies are at the discretion of the teacher. Sunflower seeds, pumpkin seeds, salts, etc. are not to be possessed or eaten in the school building. No food or drinks, other than water, are allowed in classrooms. No food or drinks, including water, will be allowed in computer labs. Water may be purchased in the office. Again, this is for the use of the student body and is not to be abused. Classroom festivities that may include food and drinks must have prior approval from the principal.

## GRADES

The maintenance of proper discipline will never be done by raising or lowering subject grades. However, class attendance and participation is an important part of each student's education. Teachers are required to record two grades a week.

## HONOR ROLL

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 courses.

*B Honor Roll:* A grade of B or better in all courses.

Grade points are established in the following manner:

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

D = 1.00 points      F = 0.00 points

## IPADS

Due to advancement in technology and education, many textbooks have become digital, and thus, Jal High School will provide, as a privilege, an iPad to students who request them. Jal Public Schools acknowledges that students and employees benefit from digital resources while remaining within the bounds of safe, legal, and responsible use. Students will need a device for educational purposes. Teachers integrate technology for instruction, assignment, projects, research, and assessment. Student devices and accounts are monitored by JPS as needed. The Student Device Agreement applies regardless of whether such use occurs on or off school district property. The Student Device Agreement is as follows:

- The iPad with accessories must be returned to the school in good working condition at the end of the school year or upon withdrawal or transfer. Individual school iPads and accessories must be returned to the designated location within your school (to be determined at a later date).
- The District iPad case must remain on the iPad at all times. Please do not write your name on this case. You may not mark the iPad or case in any way with markers, pens, stickers, etc. The district identification barcode sticker must not be removed.
- Students will use only apps and programs that have been installed by the District. Students may not download their own apps, music, or videos.

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- The iPad app catalog is preloaded with all the apps needed for class. You may not add apps from a personal iTunes account. You may not sync the iPad with a personal computer or “jailbreak” the device.
- You should not put a lock or passcode on the device.
- You should not eat or drink near the device. Pay attention to desktop water bottles and snacks to make sure the iPad is safely away before drinking or eating.
- The district uses an Internet filter to protect students from inappropriate content. If a questionable website is accessed, you should report it immediately so that district officials can block the site.
- You should keep in mind that all activity conducted on the District device is monitored and can be tracked/traced. All use of the Internet/Network should be to further your education and enrich educational resources.
- I agree that should I lose or damage the device or accessories, it will be my responsibility to pay for the items.

## JUNIOR HIGH STUDENTS

All junior high students will take 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 (6, 7 and 8)	Physical Education (6, 7 and 8)
Social Studies (6, 7 and 8)	Science (6, 7 and 8)
Mathematics (6, 7 and 8)	Robotics (7 and 8)
Edgenuity/Intervention (6, 7 and 8)	Lego/Keyboarding (6)

Junior high students who master the state adopted competencies 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 attend a retention hearing in order to determine promotion or retention.

## LEAVING THE SCHOOL GROUNDS

Students who leave the school grounds for any reason must be signed out through the office. If a student is leaving with permission of a teacher, bring a written request from the teacher to the office. Once the principal approves, the student may sign out. Students who become ill while they are at school should come to the office immediately. Proper assistance will be given. Students will not be allowed to leave school grounds for personal reasons unless the student is signed out by a parent/guardian.

**DO NOT GO DIRECTLY HOME.** Students who leave school without permission, he/she will be given an unexcused absence for the classes missed and may be assigned disciplinary action.

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

1. Agent must provide proper and complete identification.



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2. If students are questioned at school, a school representative will be present. (Exception will be Child Protective Services.)
3. Should a warrant be served, and it is necessary for a student to be transported to the police station, a school representative will stay with the student until the parent/guardian arrives.

## 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 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 small amounts needed for fees, lunches, etc. No change is made in locker assignments unless such change is made with the principal through the office. No personal locks may be placed on lockers. If personal locks are placed on these lockers, they will be removed. No writing should be placed in the lockers. No materials will be allowed on the outside of the lockers unless approval is granted by the principal.

## 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 medication.

## PERSONAL RELATIONSHIPS

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

## PROGRESS REPORTS/REPORT CARDS

Parents will have the opportunity to receive progress reports/report cards through the SKYWARD program. The progress reports/report cards will be given to the students during Advisory Period. **No copies will be mailed out to parents.**

## PROM

The prom is a part of the Jal High School activities. The people of the community and the teaching staff feel that it offers the students an opportunity to gather together in a social



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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, so 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 that and keep the prom an exciting, happy part of high school days.

## **Prom Regulations**

- 1) Only juniors, seniors, and their guests are eligible to attend. Eligible guests are currently enrolled 9<sup>th</sup> and 10<sup>th</sup> grade students at Jal High School, parents/guardians of juniors and seniors, and approved out of town/homeschooled guests.
- 2) For an out of town/homeschooled guest to attend, a form must be obtained and completed from the principal's office two weeks before the date of the prom. The form must be signed by the junior/senior from Jal High School and his/her parents, the guest attending and his/her parent, and the principal. The principal will clear the guest through his/her school agency. A guest fee of \$10.00 will be charged for attendance.
- 3) Jal High School freshmen and sophomores who are guests will have a guest fee of \$10.00. Juniors will be required to pay a clean-up fee of \$10.00 to be eligible to attend. Juniors may also be charged a work standard fee or pay a fee if insufficient work was completed (concession stand, donut sales, etc.). All fees will be used to offset expenses for the prom (decorations, music, refreshments, etc.).
- 4) All Juniors and Seniors who bring a guest must sign up and pay the cover charge to the Junior sponsor by Friday afternoon prior to the prom.
- 5) The sponsors for the prom will be Jal High School staff members. Sponsors will be required to stay until the end of the prom unless approved by the principal.
- 6) The Junior class will contact the Jal Police Department to patrol the parking lots and areas outside the prom.
- 7) There will be no loitering outside the prom building. When someone signs out to leave, they must leave school property and will not be allowed to re-enter.
- 8) All in attendance must sign in when they arrive and sign out when they leave. No one will be allowed to re-enter. The sign in/out sheets will be filed in the principal's office.
- 9) School rules always apply throughout the prom. Infractions of alcohol/drug/tobacco rules will result in severe disciplinary action being taken.
- 10) Any student removed from the prom for disciplinary reasons will be banned from all future proms.
- 11) All staff members are encouraged to attend. Staff sponsors will be assigned on a rotation basis.
- 12) Special guests for the prom include, but are not limited to, all high school staff, 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.

## **SCHOOL BUS REGULATIONS**

1. The driver is in full charge of pupils when they are riding the bus. The pupils must obey the driver cheerfully and promptly. The driver has the same authority as the classroom teacher. Refusal to obey the rules may lead to pupils being reported to school officials and, perhaps, 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 on or off the bus or move about within the bus while it is in 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 the 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, other than licensed service animals, are not permitted on the bus.

## **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 face discipline from the school discipline policy.

## **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*

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*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 sexual nature:*

Conduct of sexual nature may include, but are 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;
- 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 or another may constitute sexual harassment when the allegedly harassed student has indicated, but his/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 student to report such claims.

### *Reporting of Sexual Harassment by a School Employee*

Any student who believes he/she has been subjected to any conduct of a sexual nature by a school employee may tell a counselor or principal. If a student believes he/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/her parents about the problem and ask for the parents help in reporting such harassment to appropriate school personnel.

If a student believes he/she has been sexually harassed by a counselor or a principal, by another administrator, the student should seek the assistance of his/her parents in reporting such harassment to the superintendent or a member of the Board.

### *Reporting of Sexual Harassment by a Student or Students*

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

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

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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.

## **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 or after school).

## **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

The Superintendent is directed to establish procedures whereby students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, harassment, intimidation, bullying or personal safety provided that:

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

Bullying as defined below is prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Anti-bullying shall be included as a part of the health education curriculum as set forth in 6.29.6.8 NMAC.

A complaint/grievance may be raised regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualified that is not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- Intimidation by another student.
- Bullying by another student which means any repeated and pervasive written, verbal, or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- Concerns for the student's personal safety.

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds of the complaint/grievance. The

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complaint/grievance shall be made only to an administrator or other professional staff member. That person shall elicit from the student the particulars determined by the Superintendent to be necessary for the complaint/grievance to be investigated. When the initial allegation is submitted in a manner other than on the prescribed form, the particulars of the complaint/grievance must be written on the form as immediately as possible after receipt of the complaint/grievance. The professional staff member may assist the student in completing the complaint/grievance form. The student should sign and date the form, however, unsigned forms are to be processed in the same manner as the signed form. A professional staff member or support staff member shall report behavior that falls within this policy, on the forms provided, upon becoming aware of such behavior.

When the professional staff member is other than the school administrator, it shall be the responsibility of the staff member to inform a school administrator as soon as feasible, but not later than the next school day following the day that the staff member receives the complaint/grievance. If the school administrator is included in the allegation, the complaint/grievance shall be transmitted to the next higher administrative supervisor. A failure by the professional staff member to timely inform the school administrator or next higher administrative supervisor of the allegation may subject the staff member to disciplinary action. The professional staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

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

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation about harassment, intimidation, or bullying shall not be maintained.

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

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

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Disposition of all complaints/grievances shall be reported to the Superintendent as the compliance officer for discrimination. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

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

## **STUDENT PARKING**

**Only students who are licensed drivers may park on school property.**

Students should park in **DESIGNATED** areas only. Students are not to park in any area marked Reserved or No Parking. Students must obtain a parking pass to be able to park on school grounds. To obtain a parking pass, the student must present a valid driver license.

Seniors will park in the North Parking Lot across from the school or in the gym area when attending ACT Academy classes. Other students will park in the South Parking Lot across from the school. No students may park on the North Side of the Building nor in the area between the high school and the Old Gym.

Once the first bell rings, students may only move vehicles at lunch and after school. Any other moves may only be with administrative permission.

Any parking violations will be handled per the discipline process and/or turned over to local law enforcement.

*Vehicles may be searched by an administrator or designee when there is reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred.*

## **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 to not call them at school except in cases of emergency.

Should an emergency at school occur, students will be allowed to contact parents/guardians on school telephones. If parents/guardians need to contact students, please call the office and the student will be brought to the office. Please do not call emergencies to the students on personal telephones. It is the desire of the school to offer support to the students until parent/guardian or their representatives arrive at the school.

## **TEXTBOOKS**

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

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Students will be issued a textbook for each subject if a textbook is needed. A record will be made of the book, its number, and its condition when issued. If a student loses or destroys a book during the year, he/she will be required to pay for the book. In the event the lost book is found, proper adjustments will be made with the student prior to the end of the school year.

The book issued to each student is the responsibility of the student. DO NOT loan your book to another. If they damage or lose the book, the student it was issued to is responsible.

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  $1/5^{\text{th}}$  the total cost each year it has been used. If the book lost is over five years old and still in use, it will be valued at  $1/5^{\text{th}}$  of the total cost.

### **VISITORS**

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



## **ATHLETICS**

### **ATHLETIC ELIGIBILITY**

In accordance with the New Mexico Activity Association, to be eligible a student must meet each of the following standards:

1. Your parents/custodial guardian must have signed the parent consent form stating there are not objections to your participating in activities.
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 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> 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 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.
8. 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.
9. 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.
10. You and your parents live in the school district (attendance area) where you are attending school.

### **SCHOLASTIC ELIGIBILITY**

A Student shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation. For students not eligible at the semester, the next six or nine week grading period can be used to regain eligibility. Grades earned during a summer session must be placed on a student's transcript by the school registrar prior to the first day of the Fall semester in order for the course to be utilized for eligibility purposes.

- a. All class work counted for eligibility must be acceptable for graduation.
  - b. The GPA is based on a 4.0 scale with an allowance for consideration of honors points.
  - c. Cumulative provision
    - 1. A student who is ineligible at the end of a semester may utilize the cumulative provision.
    - 2. Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (The cumulative provision cannot be used for 9th or middle school/junior high Students.)



- 3. The cumulative provision may not be applied if a Student has more than one “F” in the semester grading period immediately preceding participation.
- 4. A student must have passed a minimum of 51% of coursework taken by a fulltime student in the semester grading period immediately preceding participation to take advantage of the cumulative provision option.
- A Student must be enrolled in at least 51% of the member school’s regular class schedule in courses that will be counted towards his/her graduation and in regular attendance during the current as well as the previous semester.

### 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 his/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:*

For a player 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:*

For an athlete to be eligible for a varsity basketball letter, he/she must have played in 1/4<sup>th</sup> 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 plays.

#### *Softball:*

For a girl to be eligible for a varsity softball letter, she must play in 1/4 of all regularly scheduled games or be a member of the team through all state play-off games that the team plays.

#### *Track and Field/XC:*

For an athlete to be eligible for a varsity track/field letter, he/she must have earned one or more points in any regular season or district track meet. This will include any 8<sup>th</sup> grade or high school athlete. This will also include any student participating in another sport while a member of the Jal High School track/field team.

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## *Golf:*

For an athlete to be eligible for a varsity golf letter, he/she must have participated in two of the regularly scheduled meets.

## *Volleyball:*

For an athlete to be eligible for a varsity volleyball letter, he/she must have played in 1/4<sup>th</sup> 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 plays.

## *Baseball:*

For a boy to be eligible for a varsity baseball letter, he must play in ¼ of all regularly scheduled games or be a member of the team through all state play-off games that the team plays.

All recommendations for letters in any sport will be made to the high school principal/athletic director and must be approved before being named a letterman. This recommendation is to be made no later than one week after the end of the regular season.

## **ATHLETIC AWARDS BANQUET**

An athletic awards banquet will be held at the end of the school year. All athletes 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, they will receive a Jal letter.

## **SCHOLAR-ATHLETE AWARDS**

Student-athletes who meet the following requirements will receive a Scholar-Athlete Award at the Athletic Awards Banquet:

Eighth graders who move up to varsity sports, freshmen, sophomores, juniors, seniors – grades of 85 or above must be earned for every subject on report cards for the first three nine weeks of the year.

## **CHEERLEADERS**

It is the function of Jal Cheerleaders to boost all student activities all year in every possible way. They should provide leadership and encouragement for every student in any endeavor with particular emphasis on athletics. Jal High School Cheerleaders must adhere to the NMAA Scholastic Eligibility rules. Cheer team members must sign into the Drug, Alcohol, and Tobacco Policy.

Cheerleading season will be through the spring sports. Basketball participation will be at home games and approved away games. Travel must be approved by the sponsor and the principal. The school will provide transportation and a sponsor for varsity cheerleaders and junior high cheerleaders. The junior high cheer season will consist of home junior high football games.

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

## DUAL PARTICIPATION

Students choosing to dual participate in two sports must follow the following procedure:

1. The athletes must choose one of the two sports as the primary sport.
2. This choice will bind him/her to complete dedication to the primary sport.
  - 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.
3. It is suggested that the athlete should be an asset to both teams before this type of participation is used.
4. 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.

## EIGHTH GRADE PARTICIPATION IN VARSITY SPORTS ACTIVITIES

An eighth grader 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. With the varsity coach's approval, an eighth grader may join a varsity sport when the eighth-grade program has concluded. If an athletic program does not have the junior high component, the eighth-grade athletes may dual participate during the entire season. The eighth-grade athlete must choose the junior high program as his/her primary and must compete in all junior high competitions during the season unless approved by the athletic director/principal.

## 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.

## 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. This position may not be added just to allow an injured student to travel.

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## MINIMUM NUMBER OF PARTICIPANTS

Jal High School offers a full range of extra-curricular activities. Every effort is maintained to offer all activities on a continuous basis; however, each activity must have enough participants to field a team to be offered

## SPORTSMANSHIP

1. A student spectator represents his/her school as much as an 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 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 or the court.
6. Impress upon the community its responsibility for self-control and fair play at all athletic events.
7. Remember, the members of the visiting team are our guests.

## SUMMER CAMPS

*No student is required to attend summer camps in order to participate in extra-curricular activities at Jal High School.* If a student desires to attend camps, 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, except for cheerleading clinics. School sponsors may accompany the students 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 a driver to the camps. A maximum of five (5) days of transportation will be allowed per activity.

## SCHOOL TRIPS/ATHLETIC 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 exceptions 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 them up at the close of the activity and make arrangements with the sponsor/coach for the student's return with the family.
3. No student will be released to anyone but their parent/custodial guardian unless prior permission has been granted by the principal. A form in the office must be completed before at least 24 hours in advance, and if approved, the principal will give a copy of the form to the sponsor/coach.

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4. Students missing school on a school trip will be excused, but all assignments for work missed must be made up in cooperation with the instructor's policies.
5. Students must take the responsibility of observing all safety rules so the trip can be continued successfully.
6. Students' actions on a trip are the basis for the reputation of the community and, specifically, the school. Jal students have shown themselves to be well-behaved and well-mannered. It is the responsibility of the Jal student to uphold this reputation.

### **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.*

## **NATIONAL HONOR SOCIETY**

### **JAL HIGH SCHOOL CHAPTER OF THE NATIONAL HONOR SOCIETY:**

#### **Bylaws**

##### **Article I: Name and Purpose**

Section 1. The name of this chapter shall be the Jal High School Chapter of the National Honor Society.

Section 2. The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Jal High School.

##### **Article II: Membership**

Section 1: Membership in this chapter shall be known and active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no vote in chapter affairs.

Section 2: Membership in this is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

Section 3: Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Jal High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.0 out of 4.0 or 85%. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to *candidacy* for selection to membership.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

##### **Article III: Selection of Members**

Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter adviser shall be the sixth, non-voting, ex-officio member of the Faculty Council. Prior to notification of

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any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

Section 2. Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Candidate Form or further consideration for selection.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. The Faculty Council shall review the Candidate Form, disciplinary records and faculty evaluations in order to determine membership.

Section 3. The selection of new, active members shall be held once a year during the second semester of the school year.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the Principal and Adviser.

Section 6. An active member of the National Honor Society who transfers to this school will be *automatically* accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

## **Article IV: Discipline and Dismissal**

Section 1. Any member who falls below the standard of scholarship, leadership, character, or service may be dismissed from the Jal Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.0 on a 4.0/ 85 %), he/she will be given a written warning and a time period for improvement. If the cumulative grade point average remains below the standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

Section 3. Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities. All members of the Jal High School Chapter of the National Honor Society must also adhere to the guidelines provided in the Jal Public Schools Drug, Alcohol, and Tobacco policy.

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Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member may be dismissed.

Section 5. In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser/Faculty Council. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below),
- b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the vote on dismissal (in accordance with due process identified in **Article X** of the National Constitution). The member has the opportunity to present his/her defense either in person or in writing. (This is the member's choice. Chapters may not deny the right to appear in person). The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote will be reviewed by the principal, and then if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.
- e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

Section 6. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

## **Article V: Officers**

Section 1. The officers of the chapter shall be president, vice president, secretary, and treasurer.

Section 2. Student officers shall be elected at the first meeting of each school year. All returning active members in good standing are eligible to run for a position as an officer. All active members of the chapter are eligible to vote.

Section 3. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4. It shall be the duty of the president to preside at the meeting for this chapter.

Section 5. The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6. The secretary shall keep the minutes of meeting and be responsible for all official chapter correspondence.



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Section 7. The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter.

## **Article VI: Executive Committee**

Section 1. The executive committee shall consist of the faculty adviser and the chapter officers.

Section 2. The executive committee shall have general charge of the meeting and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

## **Article VII: Meetings**

Section 1. Meetings of this chapter shall be monthly, unless otherwise determined by the adviser.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3. All chapter members are expected to attend all regularly- scheduled chapter meetings.

Section 4: All chapter members will be held accountable for attendance. 3 unexcused absences throughout the length of membership will result in dismissal from the organization.

## **Article VIII: Activities**

Section 1. The chapter shall determine one or more service projects for each year.

Section 2. All members shall regularly participate in these projects.

Section 3. These projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and the faculty, be appropriate and educationally defensible, and be well-planned, organized, and executed.

Section 4. The chapter shall publicize its projects in a positive manner.

## **Article IX: Emblem**

Section 1: Each member of this chapter who is in good standing with regard to the membership standards and member obligation shall have the privilege of wearing the emblem adopted by the National Honor Society.

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter unless the emblem was purchased by the member.

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Section 3. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor regalia at graduation according to the following criteria:

- Members serving in good standing during their sophomore, junior, and senior years (3 years) shall wear the organization medal, gold stole, white cord, and pin.
- Members serving in good standing during their junior and senior years (2 years) shall wear the organization gold stole, white cord, and pin.
- Members serving in good standing during their senior year (1 year) shall wear the organization gold stole and pin.
- Members who have been placed on probation for any reason during their final semester prior to graduation shall have their case reviewed by the faculty council before graduation and a decision concerning regalia worn shall be determined then.

## **Article X: Dues**

Section 1. Annual dues for this chapter shall be paid for using allocated funds raised through chapter fundraisers.

## **Article XI: Powers**

Section 1. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2: The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3. These bylaws are designed to amplify provisions of the National Constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

**Statement of non-discrimination:** The Jal Chapter of NHS maintains policies that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

## **STUDENT COUNCIL**

The Student Council is an organization of students elected by the students at Jal High School 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. Candidate for president must have served at least one year on the Student Council.

### *Qualifications for Vice President:*

1. Must have completed their freshman year.
2. Must have served one year on the Student Council.

### *Qualifications for Secretary and Treasurer:*

1. Must have completed their freshman year.
2. Must have served one year on the Student Council.

### *Qualifications for Class Representative:*

1. A candidate must be a member of the class he/she represents during the year of service.
2. There shall be four members from each class.

### *General Qualifications for All Officers and Members:*

1. Candidates for all offices 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 of office.
4. All candidates for Class Representative must have made at least a C average grade during his/her term in council.
5. All candidates must be signed into the Drug/Alcohol/Tobacco policy at Jal High School.

## **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 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 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 assault among the teens in Jal are centered on 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 on one's person, but not evidence has been found. Since the reports came from students, the reliability of the suspicion is great. The trained educators who work with students daily have become aware of several signs of apparent drug/alcohol abuse among 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 believe 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. Since 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. **Electronic cigarettes-devices, such as vapes, will fall under the auspices of the tobacco policy. Any electronic cigarettes-devices, such as vapes, will be in violation of the Drug/Alcohol/Tobacco 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 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 prepare 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.

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Schools have been ruled as tobacco/alcohol free zones. Currently, 65% of the staff at the junior/senior high school are 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 student involved in extra-curricular activities. Therefore, consent to the drug/alcohol/tobacco testing policy is a *mandatory prerequisite* for all student 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. 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 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, phenocyclidine (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 drugs” 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 the school year.

### 3. 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. 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 on 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; 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 parents.
- 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.

#### 4. 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 students 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 any event the test results conclude that the 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 the 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 and 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.

### 5. 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/custodial guardian conference will be required when a student initiates a self-referral.

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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/custodial guardian 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-refers 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 extra-curricular activities scheduled at home sitting with the extra-curricular 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 8 hours). 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 violation**

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

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.

There will be a mandatory drug education program (minimum of 8 hours). 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 third offense. The suspension from activity will carryover if it occurs at the end of the school year.

### **Third and subsequent violation**

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

There will be a mandatory drug education program (minimum of 8 hours). 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.

### **6. APPEALS PROCESS**

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

## HOW TO MAKE GOOD GRADES *STUDY GUIDE*

### Set Goals and Priorities

Organize your schedule wisely. Consider:

1. What classes do you need to graduate; to prepare for your future after high school (college, trade school, etc.)?
2. Which classes do you want to take?
3. Extra-curricular activities – will they allow you ample study time?
4. A balanced schedule – avoid taking all difficult courses in one semester.

### Use Classroom Time Wisely

The more focused you are in class, the more you will learn and the less time you will have to spend on that course outside of class.

1. Increase your concentration by sitting closer to the front of the classroom.
2. Always be prepared when you get to class.
3. Take notes.
4. Ask questions if you do not understand something.
5. Try to complete as many of our assignments in class as possible.
6. Try to never miss a class; if you must, be sure to make up the day's assignment or look over a friend's notes for what you missed.

### Complete All Assignments

Ungraded assignments are just as important as graded ones and should never be neglected. They are much like what practice is to athletes and musicians. They keep the material fresh in your mind and are usually given in the form of reading assignments, research papers, and projects for science and art, etc. Multiple short, graded assignments help to monitor your progress and to build your skills gradually. Major graded assignments often count as a large percentage of your grade and usually are in the form of major exams, research papers, projects for science or art, etc. Always hand your work in on time; teachers often deduct points for late work.

### Improve Study Habits

The best approach is to plan a study schedule to allow ample time for all your courses.

1. Have a specific study place.
2. Set aside more time for your harder subjects.
3. Take notes as you read and review them with our class notes.
4. Keep up with all your assignments – it will make studying for tests easier.

For Exam Study:

1. Select a study method appropriate for the material (i.e., group sessions may be good for discussing ideas for an essay test).
2. If you know you will have essays and you are aware of what might be asked, make an outline of how you would write it.
3. Review all reading and class notes; make lists or outlines of important facts, dates, names, formulas, etc.
4. Create a sample test for yourself. Once you have taken it, go back and concentrate on things you missed or left blank.
5. If you are having trouble remembering material, write it out, recite it, and try to think of associations which will trigger your memory during a test.
6. Shortly before an exam, glance back over your notes to have the material fresh in your mind.

# JAL JUNIOR/SENIOR 2022-23 HIGH SCHOOL STUDENT HANDBOOK

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## Master Test-Taking Skills

Taking tests can be stressful, and often, even though you know you have studied thoroughly, you may not do well on a test due to other circumstances. Here are some things that can improve your test-taking skills:

1. Get a good night's sleep the night before.
2. Make a list of things you will need for the test (i.e., scratch paper, pens, pencils, etc.) and put it in place where you will be sure to see it before the test.
3. When you receive the exam, write your name on it immediately.
4. Carefully read or listen to instructions about the test. Many people fail because they jump into tests without following instructions.
5. If you are stumped on a question, skip it and return later.
6. When you have finished, go back and check your test for blanks and simple mistakes.
7. Resist the temptation to change an answer – your first impulse is most often right.
8. For essay tests, note how much each essay is worth and budget your time accordingly.
9. Keep your answers simple and to the point: give relevant examples to support your main ideas.
10. For math and science tests, be sure you know how much work you are expected to show when solving problems.
11. Above all, make sure that you understand the questions on your test. If not, ask your teacher.