



SAN JON
MUNICIPAL
SCHOOLS

SAN JON MIDDLE & HIGH SCHOOL



SAN JON HIGH SCHOOL STUDENT HANDBOOK

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SAN JON HIGH SCHOOL

Phone Number (575) 576-2466 / FAX (575) 576-2772

Website: www.sanjonschools.com

BOARD OF EDUCATION

Frank Gibson, President
Tommy Evans, Vice President
Cynthia Lee, Secretary
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ADMINISTRATION

Dr. Janet Gladu, Superintendent

DISTRICT MISSION STATEMENT

Build a proud community, motivate our children to succeed, and ensure learning for all.

FOREWARD TO PARENTS / STUDENTS

This handbook has been prepared for the students, parents, and staff of San Jon Schools in order that all may become better acquainted with the academics, activities, regulations, and policies of the school district. We hope that parents and students will discuss and study the information contained in this handbook. We hope this handbook will help you get off to a good start and answer your questions. Please become aware of the specific policies relating to attendance, athletics, and other items, as they will be strictly enforced. You are responsible to know and understand the policies and rules in this handbook and to follow them. Should you have questions concerning any rule or policy contained herein, please seek clarification from your teachers or the Superintendent. When the word "Parent" is used in this document, it stands for parent or legal guardian.

AUTHORITY OF THE DISTRICT (in Loco Parentis)

All San Jon Municipal authorities, school board members, administrators, teachers, and others, in positions where supervision of public school students is part of their responsibility shall stand "in Loco Parentis" with regard to those students during such times that they have the responsibility of supervising, instructing, or otherwise controlling such students. During such periods, authorities shall have the right of supervision and control over the conduct of such student.

PARENTS' RIGHT TO KNOW

The federal, and the state, Public School Code permits you as a parent, the right to request information about the licensure and other qualifications, teaching assignment, and training of your child's teacher, instructional support providers, including paraprofessionals, and the Superintendent who may work with your child.

If you are interested in requesting this information, please contact:

San Jon Municipal Schools
Attn: Stacy Kent
PO Box 5
San Jon, NM 88434

SECTION I: GENERAL SCHOOL INFORMATION

SAN JON MIDDLE & HIGH SCHOOL BELL SCHEDULES:

REGULAR:

7:55	First Bell
8:00-8:55	First Period
8:59-9:54	Second Period
9:58-10:53	Third Period
10:57-11:52	Fourth Period
11:52-12:25	Lunch (HS)
12:00-12:25	Lunch (MS)
12:26-1:21	Fifth Period
1:25-2:20	Sixth Period
2:24-2:56	Intervention & Enrichment
3:00-3:55	Seventh Period

ADMISSION (ITEMS NEEDED TO ENROLL) IN DISTRICT:

Students enrolling for the first time at San Jon School must provide:

- Birth Certificate
- Immunization Record, approved by District Nurse
- Social Security card or number
- High School Transcript (if applicable)
- Latest Report Card
- Attendance Record

A release-of-records form will be required so that an official transcript can be requested from the student's former school. Students will not be enrolled without this information. Homeless students need to contact the Superintendent for assistance with enrollment.

Out of District students will be considered for enrollment per the San Jon Municipal School Board Policy.

WITHDRAWAL FROM SCHOOL

If a student transfers to another school, the parent or guardian must come to the office and withdraw the student. A withdrawal form must be signed by all of the student's teachers. All books, materials, and equipment must be returned and all bills paid. Students who have 10 consecutive unexcused absences can be automatically withdrawn from school.

GRADES FOR LATE ENROLLING STUDENTS

Students who have transferred from another school will be given credit from the date of transfer, based on grades from the previous school. These grades are to be averaged on a ratio with the present grades to determine the grade for the grading period. Students who transfer from another school must enroll in San Jon Schools as soon as possible. Failure to do so will result in the student's grades being lowered to equal the time missed in instructional activities.

PARENT COMMUNICATION

Parent Teacher Conferences are held at the first and third progress report dates (September 16, 2019 and February 3, 2020). Parents may make appointments for conferences with teachers or the Superintendent by phoning the Office. The mid/high school staff welcomes and encourages parent involvement in their student's education. The school telephone number is 576-2466.

PROGRESS REPORTS / REPORT CARDS

Midway in each grading period, after 4 1/2 weeks, a progress report is completed school-wide to keep students and parents up-to-date with student progress. Report cards will be distributed within the week after the end of each nine weeks grading period. Report cards will be held for students owing the following fines or fees: library, athletic uniforms, cafeteria, and textbooks.

GRADE REPORTING

The following grade scale will be used consistently unless otherwise noted: Grade Point Average (GPA) is calculated by averaging all courses that meet the requirements for graduation. The following scale is used for calculation:

Grades	Average Range	Grade Points	Honor Points
A	90-100	4	5
B	80-89	3	4
C	70-79	2	3
D	60-69	1	2
F	59 & Below	0	0

Grades will be reported on the report card as a percentage. The average for each nine weeks plus the semester test will be used to determine the student's average. Each nine week's grade will count (40) forty percent and the semester test will count (20) twenty percent of the semester average.

SEMESTER EXAMS

Semester Examinations shall be administered to all students in all classes offered for credit, each semester.

HONOR ROLL

The following guidelines will be used for determining the honor roll:

A Honor Roll---for a student to be on the A honor roll, he/she must have an A in each class.

A/B Honor Roll---for a student to be on the A/B honor roll, he/she must have at least one A and B's or better in each class.

Students must be on the 'A' honor roll all four (4) nine-weeks grading periods in order to qualify for the end of the year 'A' Honor Award. The above applies to the 'AB' honor roll also. The Honor Roll will be compiled at the end of each grading period and proper recognition given those students earning the honor.

Withholding any/or all of the Above Honors-

Honors listed above may be withheld for the following reasons:

1. Character or behavior unbecoming to a San Jon student
2. Discipline
3. Failure to return school property including, but not limited to, textbooks, uniforms, etc.

INCOMPLETE GRADES

Incomplete grades assigned on a student's report card will change to 'F' if that work is not completed within two weeks of the grading period.

VALEDICTORIAN / SALUTATORIAN STATUS

High School: These honors will be selected on the basis of the highest and next highest grade point average from students who have been members of the San Jon Senior Class who have attended their entire Junior and Senior years at San Jon School.

Grades will be computed for four (4) years (grades 9th-12th). The accumulation of grades will be cut off at the end of the 3rd nine week grading period of the Senior year. Any student whose GPA is better than either of the two students who do qualify, but does not meet the residency requirement will be designated as a "Special Honor Student" and given appropriate recognition. In case of identical GPA of either the Valedictorian or Salutatorian, co-honors will be awarded and both will be designated as "Honor Students." Student aide classes will earn an 'P'

or “F” but will not be figured into the GPA; although credit will be awarded for a grade of ‘P.’ Home school courses will be recorded on the student’s transcript but will not be used to determine GPA or class rank.

HIGH SCHOOL ACADEMIC LETTER

San Jon High School offers students in grades 9-12 the opportunity to earn an Academic Letter. The letter is to encourage students to excel scholastically and reward students for outstanding scholastic performance. To earn a letter a student must meet the following criteria:

- Students shall be enrolled in at least 5 classes. Four of these classes must be core academic (Mathematics, English, Science and Social Studies).
- Students in grades 9-11 shall have a 3.5 GPA for one full year (fall and previous spring semesters). A student in grade 12 must have a 3.5 GPA for the fall semester.
- Transfer students in grade 12 must be enrolled 1 full semester prior to consideration. Transfer students in grades 10-11 must be enrolled for 1 full year prior to consideration.
- Eligibility shall be determined by the Guidance Department using student records. Eligibility shall be determined in April for grades 9-12.
- Students meeting the requirements will be awarded an Academic Letter for the first eligibility and a pin for each year of eligibility thereafter.
- Students will receive their awards at the annual Academic Awards Ceremony in the spring.

TESTING PROGRAM & APPROXIMATE DATES

ASVAB-October-Sophomore, Juniors, or any Senior wanting to enter military service

State Summative Assessment-Grades 6-8, 9-11

ACT-Is given-October, December, February, April or June (This test is recommended for any student entering college. Sophomore through Seniors)

OPEN CAMPUS – HIGH SCHOOL LUNCH

Open campus is in effect for high school students on Thursdays. **Parents who do not wish their children to participate in the open campus policy should contact the office in writing as soon as possible.** We will make every reasonable attempt to see that your child stays on campus throughout the lunch period. Students need to be aware that their conduct during lunch is a reflection upon the values of our school and community; therefore, the privilege of leaving campus for lunch can be revoked for individuals and /or groups at anytime by school administration for disruptive and unlawful behaviors, or for poor academic performance. During this open lunch period a student’s behavior is still subject to the discipline matrix of the school, the laws of the community, and the lawful authorities and directives of both institutions.

SUBSTITUTE TEACHERS & STUDENT TEACHERS

During the course of the school year, many individuals will be working temporarily or visiting. These people are to be treated with utmost respect and consideration.

VISITORS

All visitors to the school will check-in at the front office to state the nature of their business and obtain permission for further actions on school campus. Visitors will be assigned a visitor pass and must have in your possession and visible during the duration of the visit. Students are not allowed to bring visitors during regular school hours.

DISTRIBUTION OF PRINTED MATERIALS/POSTERS

The distribution of printed materials and posters must be approved by the Superintendent before distributed to students or displayed upon school grounds.

DELAY, CANCELLATION, OR EARLY DISMISSAL DUE TO INCLEMENT WEATHER

On days when it appears that there may be hazardous road conditions due to inclement weather, the Superintendent may declare either a 2-hour delay or cancellation of school for the day. In some cases, a 2-hour delay may be called, and if conditions do not improve, cancellation may be declared. Local radio and TV stations will be notified by 6:00 a.m. of the delay or cancellations. The same local broadcast stations will be notified by 8:00 a.m. if a delay is changed to cancellation. The broadcast stations that will be notified are as follows:

RADIO STATIONS:

KTNM 1400 AM

KQAY 92.7 FM

TV STATIONS:

ALBUQUERQUE/AMARILLO

Cancellation/delays will be posted on the school website www.sanjonschools.com, and a text messaging system for those who sign up. **Students and parents must use one of the communication methods to inform themselves as to delays or cancellations of school.**

SECTION II: GENERAL STUDENT INFORMATION

STUDENT GRADES & PRIVILEGES: At San Jon School, we believe first and foremost in the quality of academics and achievement. Therefore, all student privileges are directly contingent on student academic performance. Privileges such as electronic devices, off campus lunch, attendance at extracurricular activities, and other student privileges can be limited at our discretion due to poor academic performance. In contrast, we also believe in providing enhanced privileges and rewards for good academic performance. Our goal is for students to do their work, take care of their responsibilities, and enjoy their time in school.

DRESS CODE / RATIONALE- Section JICA-p.J-2350 (School Board Policy Manual)

The San Jon Municipal School Board of Education Policies and Procedures manual recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to the others in the school.
- Materially interfere with school work, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent students from achieving their educational objectives.
- Represent membership in a gang.

Obscene language or symbols, symbols of sex, drugs, or alcohol on clothing, or any clothing in the judgment of administration is deemed to be inappropriate or disruptive to the educational process, are expressly prohibited.

It also states that School officials will reserve the right to use their discretion regarding appropriate appearance, and also reserve the right to send students home. Therefore, the following student dress code has been established.

Shirts/Blouses/Tops/T-shirts

- Shirts and pants or skirts must overlap at the waistline at all times, and pants should ride no lower than the student's natural waistline.
- No midriff may show at any time.
- Students shall not wear clothing with extremely low-cut necklines (hand from collarbone) or which are too tight or strapless.
- Sleeveless shirts will not be allowed (Shirts must have a sleeve as intended by the manufacturer)
- Shirts for both boys and girls must be no longer than mid-thigh.
- Shirts cannot be see-through.
- No part of the bra should show, regardless of shirt being worn.

(Dress Code, cont.)

Shorts

- No cut off or spandex shorts.
- Shorts must reach mid thigh on the person wearing them.
- No swim trunks may be worn to school.
- Shorts may be disallowed at certain school functions/events as inappropriate attire.

Skirts/Dresses

- No spandex skirts or dresses.
- Skirts/Dresses must be mid-thigh length on the person wearing them

Pants/Overalls

- Pants should ride no lower than the student's natural waistline.
- Pant legs cannot drag the floor.
- Overall straps must be kept up and buttoned.
- No holes excessively large that reveal parts of the body will be allowed.

General

- Students who choose not to comply with this standard will be required to change immediately and any absence in classes as a result will be unexcused; a discipline referral will also be issued.
- Students cannot wear, possess, use, distribute, display, or sell any clothing, jewelry, chains, bandanas, emblems, badges, symbols, signs or other items that evidences or reflects membership in, or affiliation with any gang.
- Chains cannot be worn as belts, connect wallets or purses to clothing.
- No caps/hats or sunglasses may be worn inside any building by either boys or girls, except on designated dress-up days. Prescription sunglasses will require a doctor's note advising that dark/color lenses are necessary indoors to improve student vision and/or learning.
- No house shoes or pajamas, unless it is a school specified dress-up day.
- Hair Color and Styling
 - There will be reasonable flexibility to address today's hair fashions.
- Tattooing/Piercing
 - Students with tattooing or piercing disruptive to the educational environment will be removed from school environment per / subject to the district's discipline matrix. Offending jewelry will have to be removed. Offending tattoos will have to be covered. Body piercing will be allowed under the following conditions:
 - They are not large and gaudy
 - They do not become a distraction to others due to "fiddling with or clicking on teeth"
 - In the case of tongue piercing, they do not hinder speech

(Teachers and administration will decide when and if a piercing becomes a distraction. When they do, the teacher has the right to ask the student to remove the article after a first warning.)
- Facial hair is not allowed.

Exceptions to dress code-

Tank tops may be worn in P.E. at the discretion of the P.E. instructor, they may not be worn outside of the P.E. area. All extracurricular and athletic teams or clubs may set a higher standard of dress if they so desire. Students wishing to participate in these activities must abide by the dress code for that organization.

Because fashions are very diverse in today's society, not all contingencies could possibly be covered in this handbook. Therefore, the administration reserves the right to make determinations as to the proper dress attire on an individual basis. This will be inclusive of piercing and other dress code concerns.

LOCKER ASSIGNMENTS

Lockers are assigned by the office personnel. Students will need to keep lockers neat and clean. Students will be provided with a school issued combination lock if a lock is needed. Students are not to share lockers and are solely responsible for their locker contents. If a student feels the security of their locker has been compromised, they need to notify the office/ administration immediately. **If a lock is damaged or lost the student will responsible for the replacement cost of \$5.00.**

TEXTBOOKS

State-adopted textbooks are furnished to students through the textbook division of the New Mexico State Department of Education. Textbooks are expected to last six years. Students are held accountable for damage, such as writing, marking, torn pages, and lost books. Students will be assessed for damage to, or loss of, the books assigned to them at full replacement cost. **Teachers issuing books will write student names in ink in all books.**

ATTENDANCE POLICY

All students are expected to attend school regularly in order to benefit from the instructional program and to develop habits of punctuality, self discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally learn more, enjoy school, and become productive citizens.

NEW MEXICO COMPULSORY ATTENDANCE LAWS:

New Mexico's Children's Code provides that if a student with five (5) unexcused absences within a school year is a student in need of early intervention and one with ten (10) or more unexcused absences within a school year is "habitually truant." N.M.Stat.Ann. 32-A-3A-2(A)(1) and 32A-3R-2(A). A child who is permitted by his or her parents to be chronically truant may also be a "neglected child." Id. 32A-4-2(C)(2). State law requires the schools to report violations of the compulsory school attendance laws to the juvenile probation office. Violations of the compulsory school attendance laws can subject parents to criminal sanctions as provided by New Mexico law. The intention of the San Jon Public School District is to eliminate the truancy problem; therefore, the attendance secretary will file all truanancies with Magistrate Court, Juvenile Probation Office, Children Youth & Families Department, and the Parole Office as allowable under the New Mexico Compulsory Attendance Law and the Habitual Truancy Law, HB 106. Habitual truancy and excessive absences may result in loss of credits.

1. Notification to school:
 - a. Phone calls and emails will be accepted; however, when a pattern of absences occurs additional documentation may be required
 - b. Parent written notes shall be brought to school the first day back after an absence.
 - c. Absences will remain unexcused unless the office is provided with parent notification within one day of the student's return to school.
 - d. All parent written notes shall include the following:
 - Name of student
 - Date(s) of absences
 - Explanation of absence
 - Parent signature and date
 - Medical documentation when applicable
2. Parent written notice will apply to one of the conditions below for a student absence to be considered excused:
 - a. Personal Illness
 - b. Family Illness
 - c. Death of a relative; friend
 - d. Observance of religious holiday
 - e. Emergency
3. General Guidelines (Truancy)
 - a. A student may have no more than ten unexcused absences per year
 - b. On the third unexcused absence, written notification will be mailed to parents.
 - c. On the fifth unexcused absence, written notification will be mailed to parents.
 - d. On the tenth unexcused absence within a school year written notice of the habitual truancy shall be given by regular mail to the parent or guardian of the student for a mandatory meeting to discuss

(Attendance Policy, cont.)

- e. intervention strategies. Any ensuing unexcused absences after written notice of habitual truancy will be referred to the Juvenile Probation Office and Children Youth & Families Department.
 - f. Loss of credit may result.
4. Extended Illness- Parent shall contact the Superintendent immediately to discuss individual situations and appropriate plans. Extended illness is defined as 3 or more consecutive days and must be verified by a HealthCare Provider.
5. School Specific Considerations
 - a. Tardies and absences are treated separately.
 - b. Absences due to school sponsored or school approved, and subpoenaed court appearances are counted as days of school attendance; however, students are limited to 15 days of extracurricular activities per semester.
 - c. A student who is absent for ten consecutive days without parent notification will be dropped from the attendance records.

MAKE UP WORK

Students are allowed a minimum of one day and/or teacher's discretion to make up work for each day that they miss. The student must assume the responsibility of contacting the teacher about the work missed on the first day back to school. Pre-assigned work is not considered as make up work and is due on the designated date.

The most important event that takes place at an institution of education is student learning. Therefore, students are not allowed to have missing assignments. Failure to turn in work can result in restriction of privileges, required attendance at lunch study hall, and restriction in the participation of athletic and extra-curricular activities.

RECORD KEEPING-Students and their parents are responsible for keeping track of their absences. If at any time a student feels that the attendance record is in error, then he/she may request a review.

TARDINESS

Students are expected to be on time for all classes in order to benefit from the instructional program and to develop habits of punctuality, self discipline, and responsibility. To achieve the goals, promptness is considered a learning objective in every class. **TARDY: MORE THAN 10 MINUTES LATE TO CLASS:** All tardies of more than ten minutes will count as an absence to class.

CHECK-OUT DURING SCHOOL

Do not leave school without checking out! If students are to leave school during the school day, their parent(s)/guardian(s) must give permission to do so by a phone call or personal contact coming to sign them out. Signing students out does not excuse them. Students will need a written letter turned in to the attendance office upon returning to school. This includes all eighteen (18) year olds who are not emancipated or who do not have parental permission to sign out themselves. An unverifiable signature on the sign-out sheet is not acceptable for leaving campus. If parent(s)/guardian(s) are going to be out of town, they should give their consent for students to check out of school prior to leaving town. However, a parent may not give permission to a student to check out if the student has reached the ten (10) day limit in any of his/her classes without verification of a doctor's appointment. Failure to comply with this policy will make the student(s) truant and a referral to the Magistrate Court of Juvenile Probation and Parole Office will be filed.

FOOD/DRINK IN BUILDINGS and LUNCH PERIODS

Food and drink, with the exception of water, are not allowed in any classrooms, the school library, or gymnasiums. The only exception will be prior approved special events.

Students will not be allowed to bring food into classrooms from the cafeteria for any reason during the lunch period. Tables will be set up in the old cafeteria area to accommodate class or club meetings during the lunch period.

Lunch Periods-

- Elementary students will eat in the cafeteria and then be on the playground, or in the Old Gym for noon recess.

(Food/Drink in Buildings and Lunch Periods, cont.)

- Middle and High School students will eat in the cafeteria and then be in the Old Gym for the remainder of the lunch period and remain there until the end of lunch.
- **Students will not be allowed to wander the halls or campus during the lunch period.**

Open campus is still in effect for Senior High students on Thursdays, as long as tardiness to class after lunch does not become a habit. Open campus is a privilege, not a right. If you leave campus on a non-open campus day, expect to have your privileges revoked.

MESSAGES

We will deliver messages to students in class only when it is **an emergency** and only messages from parents or guardians.

CAMPUS BEHAVIOR

Students will not be permitted in the building before 7:30 a.m. Students are to be in their proper rooms by 7:55 a.m. Proper conduct is expected of every student at all times. This means that students should not loiter, be loud and boisterous, or run in the halls. Students will not be permitted in the halls during classes. During the noon break, students may be outside or in the gym.

After 4:00 p.m., hallways will be closed to all students unless an extra-curricular activity is being conducted. If books or personal items are needed from your locker, they must be retrieved before 4:00.

SCHOOL DANCE POLICY

All dances sponsored by school organizations will be held on school property or a location approved in advance by the school administrator.

School Dances on School Property-

1. No one will be admitted who has been determined to be consuming alcoholic beverages or who is under the influence of drugs.
2. The use of tobacco products will not be permitted.
3. No student will be allowed to re-enter once he/she leaves the building.
4. At least two sponsors are required, preferably, a man and a woman. Parents are welcome.
5. There must be sufficient lighting to enable recognition of persons across the room.
6. Dances must end no later than 12:00 a.m.
7. The sponsoring organization must have one set of parents to assist the faculty sponsors.
8. All exit doors are to be monitored by a sponsor.
9. All clean-up arrangements must be made in advance.
10. Any guest who does not attend San Jon School must have **prior** written permission from the administration to attend; admission will be based on character reference check.

SCHOOL FUNCTIONS

All school events, whether during regular or after school hours, or during summer breaks or holidays, must be authorized through the Superintendent and written on the school calendar. Examples are club meetings, bake sales, dances, parties, car washes, etc.

Scheduling of events:

1. Each organization or grade may not have more than one (1) party, mixer, or picnic each year. These activities **may not be held during school hours.**
2. Parties must be scheduled with the Office one (1) week in advance. The organizations must show proof of sponsor approval for the Administration to approve the request.
3. Upon arrival at the party, the student is expected to stay until he/she is ready to leave the party. Once the student leaves the party, he/she will not be allowed to return.

School Sponsored Trips:

1. School trips of any nature are planned and approved by group sponsors and the school administrator.
2. Extra sponsors, in addition to regular sponsors, are assigned or selected and approved by the regular sponsor and the school administrator.

(School Functions, cont.)

3. Sponsors will be in complete charge of all students on school trips.
4. Transportation will be provided or approved by the sponsor and the school administrator. Arrangements to cover costs are determined prior to approval of the trip by the school administrator.
5. Prior to departure, a list of students on a given trip will be prepared by the sponsor in charge and made available to the office, all teachers, other sponsors, all drivers, and **the school administrator**. Sponsors are responsible for verifying student participation eligibility.
6. Departure time: a time schedule of anticipated stops and trip interruptions (eating, rest stops, etc.) will be planned in advance when possible by the sponsor of the trip, and a written trip agenda will be supplied to the school administrator for distribution and/or reference. The agenda will include the name, address, and phone numbers of the motel(s) where the group will stay.
7. Students making a school sponsored trip will travel in the transportation provided or approved by the school administrator. Should a student find it necessary to make any part of the trip different, he/she must have prior written permission from their parent(s) and the parent(s) must contact the sponsor in person prior to the change and make arrangements. The school administrator must give prior written approval. All changes must be approved by a school administrator prior to becoming effective.
8. Housing arrangements, room assignments, curfew time, and all other trip arrangements and regulations will be determined by the sponsor in charge of the trip.
9. Students who are disciplinary problems in school, or who, in the opinion of the sponsors or the school administrator, would not represent the school well, may be excluded.
10. Possession and/or use of tobacco products, narcotics, or alcoholic beverages will not be permitted.

Infractions of any of the preceding regulations may result in expulsion from future trips, being sent home from any one trip at the expense of the student, and/or suspension or expulsion from school.

Fundraising: All proceeds from school sponsored fund raising must be used to fund school sponsored activities. Monies raised from school sponsored fund raising may not be used for non-school activities, i.e. Senior week, individual summer camps, etc. All school sponsored fund raising must flow through the School Business Office.

AUTOMOBILES AND CYCLE PARKING POLICY

1. Vehicles are not to be moved until after all busses leave.
2. All vehicles will be parked in the parking area south of the Gym.
3. No driving, riding, or sitting in cars at lunch.
4. Students who drive vehicles on the campus must abide with the following:
 - No speeding. Campus speed limit is 10 miles per hour.
 - No reckless driving.
 - Do not violate State and/or other local traffic regulations.
 - No unbecoming behavior in either a parked or moving vehicle while on school property.
 - Do not have alcohol or drugs in the vehicle while on school property.
 - Do not sit in vehicles before school when there is an opportunity to enter the school, or during lunch.
 - Violation of the above rules subjects violator to vehicle suspension.

While reckless driving and other irresponsible actions in cars are not condoned by the San Jon Schools, such activities after school are the responsibilities of the parents.

SCHOOL NURSE / STUDENT MEDICATIONS

All students are required to have current immunization records on file with the school nurse. Students may be denied school attendance for failure to show proof of current immunization records, or may be dis-enrolled from school. The school nurse will notify students when needed immunizations are due and may administer the immunization with written permission from parent(s) or guardian(s). A current Medication Administration and Emergency Procedure Form must be on file for all students enrolled.

Non-prescription medications, including over the counter medications like Tylenol, may not be administered without prior consent of parent(s) or guardian(s). Any medication either prescription or over the counter brought to school by a student must be reported to the school nurse and determination will be made for safe administration at school. Failure to follow policy may result in disciplinary actions under the drug and alcohol policy.

LIBRARY / MEDIA CENTER

STUDENT INFORMATION: Hours are from 8:00 to 4:00 Monday through Thursday.

Library Use Rules

1. Teachers will allow no more than (3) students from any one class to go to the library unless accompanied by the teacher.
2. Food or drink will not be permitted.
3. You are asked to be considerate of your fellow students who require a quiet place to work.
4. You must check out materials if you are taking them out of the library. (see Check-Out Procedures). Please return all materials on time.

Library Check-out Procedures

BOOKS: Books can be checked out for a two-week period of time with the option to renew.

REFERENCE BOOKS: Reference books may be checked out for five days.

AUDIOVISUAL MATERIALS: These items may be checked out to be used in the library/media center or for special projects in the classroom and must be returned by the end of the same day the item was checked out.

FINES: When an item has been **lost**, the person responsible will pay for the replacement of that item.

When an item is **damaged**, the person responsible will pay for the cost of the repair or replacement if item cannot be repaired.

SCHOOL BUS POLICY

Students are required to conduct themselves on the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.

When a student fails to practice proper conduct, the bus driver will inform the Superintendent of the misconduct, which may then be brought to the attention of the parents.

Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely. The Superintendent is the only person authorized to suspend riding privileges.

Students riding on special activity busses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special activity busses.

School Bus Regulations-

1. Student transportation is a privilege extended to students who qualify for transportation pursuant to State and Local Board of Education regulations.
2. Students who do not obey state and local regulations governing student transportation may have their privileges revoked by the San Jon Municipal School District.
3. Students must be at their assigned bus stop several minutes before their pick up time. The driver will not wait unless an attempt by the student to meet the bus is observed.
4. The driver is in full charge of students when they are riding the bus. Students must obey the driver's instructions.
5. Students must remain seated at all times while the bus is in motion. They must keep the aisles and exits clear and cannot change seats without driver permission.
6. Students will not be permitted to change busses or ride busses not assigned to them without written permission from the Superintendent who will obtain information from the parents. Permission will only be granted under unusual and emergency type situations.
7. Students will be assigned seats and may not change seats without permission.
8. No rough or otherwise questionable physical contact will be permitted on the bus. Students must converse in such a manner as not to distract the driver.
9. Students must not use profane language or obscene gestures at any time.
10. Students are not allowed to eat or drink while on the bus.
11. Students must not extend their arms, heads, or objects out of the window.
12. Animals, firearms, knives, explosives, glass items or other dangerous objects are not allowed on the bus. No items may block the aisle or take up seating space.

(School Bus Regulations, cont.)

13. Students may not throw any item inside or outside the bus while boarding, riding or leaving the bus.
14. Use of tobacco, drugs, alcohol, or controlled substances shall not be permitted.
15. Students and their parents shall be held responsible for any malicious destruction. Students shall obey the driver's instructions in loading and unloading at the bus stop.
16. A student's consequences for misbehavior shall carry over to another bus or activity bus.
17. Discipline for rule infractions will be followed as stated in board policy below.

School Bus Discipline Violations-

Step One – On the first occurrence, the driver will make every attempt to correct the situation and issue a verbal warning.

Step Two – On the second occurrence, the driver will refer the student to the Superintendent who will impose appropriate punishment. Riding privilege may be suspended for two or more days.

Step Three – When the student's behavior is a threat to the safety of other passengers, the driver may call for immediate removal, with reinstatement pending a hearing with the Superintendent and parents. Driver will notify the Superintendent and parents that evening.

FIRE AND DISASTER DRILL PROCEDURES

When the Fire Alarm sounds, the building should be evacuated immediately. Please follow the steps listed below:

1. Students and teachers should turn off lights and close windows and doors as the room is evacuated.
2. The teacher must take his/her grade book and check roll once he/she has reached his/her designated location outdoors.
3. Leave books and supplies in the classrooms.
4. Each class should form a single line to avoid hall congestion.
5. Proceed to the nearest exit in an orderly manner.
6. Return to class when the alarm sounds to return.

In the event of an emergency of a violent storm or tornado, the safest place in the building is in the hallways, away from windows, with all doors open, and not in the foyer or gymnasium.

Teachers should escort students to the safest nearby place. Everyone should sit with backs to the wall and cover his/her head and neck. A large book may be used for this purpose. Everyone should stay in his/her assigned area until instructed to leave.

Extra Curricular Activities / Student Athletic - Activity Code

This Athletic/Activity code is to be read and discussed with the parents and student prior to beginning of any sports season or activity program each school year. A signature from the parent/guardian and student is required to acknowledge that the student and the parent/guardian understands the code. **The student/athlete will not participate in any practices until this document is signed by the student and parent(s)/guardian(s). All students wishing to participate in athletics or activities must sign the Athletic/ Activity Code before the first day of practice for that particular sport/activity. If they do not sign, they do not participate. The only exception will be students entering the district as a transfer.**

It is understood that it is impossible to have a regulation for every possible circumstance. Discretionary judgment will be used by the Administration in situations not covered by a specific written rule or guideline. A student or his/her parent/guardian may obtain an explanation of any part of this Code from the Administration.

Activities Philosophy

Students who are involved in Athletics/Activities are held to a higher standard of behavior because they are representatives of their schools. These students represent the best in Activities/Athletics that the San Jon Public Schools have to offer. It is up to each educational staff members, parents, and students to make sure that the effort that we put forth is worthy of respect, pride, and regard.

(Extra Curricular Activities / Student Athletic-Activity Code, cont.)

Participation in Athletics/Activities

Participation in all activities is a privilege offered to students: Students must EARN the privilege to participate by adhering to high standards of personal conduct and ethical behavior. Students in the United States are given UNIQUE opportunities not available in many countries. Therefore, they have a responsibility to reach for high standards for themselves, their parents, their school and their community. Students/Athletes are required to attend and perform in practice sessions before they are able to participate.

(Extra Curricular Activities / Student Athletic-Activity Code, cont.)

Participation is not a right. Participation in any program demands a major commitment, not just during practice or competition, but at all times in order to be prepared mentally and physically for the student to do his/her best. Any person involved in school programs is expected to conduct themselves in an exemplary manner at all times. We expect the best effort from our students at all times.

All School sponsored Activities that include NMAA Sanctions and Athletic programs Sanctioned by the NMAA are subject to the Athletic/Activities Code:

IT IS THE RESPONSIBILITY OF THE COACH, THE STUDENT, AND HIS/HER PARENT(S) OR LEGAL GUARDIAN TO BE FAMILIAR WITH THE STANDARDS OF STUDENT CONDUCT AND ELIGIBILITY GUIDELINES.

Goals of San Jon Municipal Schools Athletics/Activities

It shall be the goal of San Jon Municipal Schools to provide and to teach each participant the following:

1. Positive self-worth and the attitude of self-discipline.
2. The opportunity to develop the participant's physical, mental, social and emotional potential.
3. The opportunity to compete with and against others in preparation for a competitive society.
4. A sense of responsibility to the organization, school, and community.
5. A high standard of character values and ethics, which demonstrate sportsmanship, leadership and positive representation of school and community.

Coach/Sponsor Philosophy

The Athletic/Activity programs in the San Jon Public Schools are designed to provide an essential part of the total educational process. Athletics/Activities are an integral part of our Academic program. Coaches/sponsors will strive to promote the welfare of the student and provide further means of education by helping our students to develop and improve teamwork, unselfishness, loyalty, dedication, self-discipline, self respect, respect and compassion for others. Our students will also learn sportsmanship and dignity no matter the outcome of the competitions in which they engage. Our staff will work to **positively** inspire our students to improve themselves at every opportunity. This valuable educational concept is accomplished by involving as many students as possible in our extra-curricular and co-curricular programs, understanding individual needs of students, and having an open line of communication with the student. The Staff will ensure the following:

1. Place high priority on the individual welfare of our students as long as it is compatible with the "team" concept.
2. Teach our students the benefit of teamwork as a primary goal in preparation for a productive life in our Democratic society.
3. Respect and recognize the different ideals, beliefs, and goals of each student.
4. Create a positive atmosphere among all individuals.
5. Motivate and inspire each individual to perform to the best of his/her ability.
6. Make the programs as fun as possible. Staff will also make the programs worthwhile for all players, sponsors, coaches, parents, staff, and supporters in the community.
7. Encourage our students to participate in as many activities as possible.
8. Maintain the high expectation that no matter whom we compete against, we will strive to succeed.
9. Coaches, sponsors, and teachers are not to counsel, demand, or in any way encourage a student to "specialize" in a given sport or activity.

New Mexico Activities Association

The New Mexico Activities Association (NMAA) is the governing body of all interscholastic student athletic-activities for the state. If there are questions concerning the ethics, rules, regulations and policies of the NMAA, the Administration Office personnel will be glad to help you in any way we can. There is a copy of the NMAA Handbook in the Athletic Coordinator's office.

(Extra Curricular Activities / Student Athletic-Activity Code, cont.)

Eligibility and Participation

San Jon Municipal Schools follow the NMAA regulations and policies. (NMAA Handbook 4.11.2) "Participation in interscholastic activities is a privilege granted to those students who meet the minimum standards of eligibility adopted cooperatively by the member schools through the Association and those additional standards of eligibility established by each school for its own students."

According to the NMAA rules, YOU ARE ELIGIBLE if you meet EACH of the following standards:

1. Your parents have signed the parent's consent form stating there are no objections to your participating in athletic contests.
2. You have filed a form with the school indicating you have passed a current physical examination, including a medical history form, and have the appropriate insurance coverage as required by NMAA rules.
3. You are a regularly enrolled student in the 9th, 10th, 11th, 12th grade.
4. You have attended high school, grades 9-12 less than eight (8) semesters.
5. You do not become nineteen (19) years of age before September 1 of the fall semester (September 2001)
6. You have not participated in more than four (4) seasons, including the current season, in any sport during grades 9-12. Note: A ninth grade student entering a four-year high school for the first time may compete without reference to his/her scholastic record in the eighth grade.
7. Your school has an NMAA approved block scheduling program; you must have passed three of four (4) subjects, not failing any class and must have had a 2.0 GPA or better during the most immediate grading period.
8. You are an amateur and have never received directly or indirectly pay or financial benefit for participating in any athletic contest. You have never signed a contract or competed under a false name. In addition, you have not accepted any cash or merchandise awards. All awards must be symbolic in nature with no intrinsic value.
9. You have not participated as an individual or as a member of a team on a team other than your school team, without the written permission of your Superintendent/coach.
10. You have not transferred to or from a private, parochial or boarding school within one semester. (Always check with your Superintendent before you transfer to determine whether it will affect your eligibility.)
11. You and your parents have a bona fide residence in the district attendance area where you are attending school.
12. You are in good standing or eligible at the previous school (in state, or coming from out-of-state) and are in bona fide residence with your parents. (Or have petitioned the NMAA if not living with parents.)

NMAA Hand book Section 4 rule 4.15.5 states: "If the parent or student gives false information to the school on matters affecting eligibility, the student shall be ineligible in all sports for 365 days of 24 hours each from the date of the discovery of the false information."

Attendance

Students involved in Activities are expected to be in each class the day of the competition and are expected to be positive academic leaders and attend class with a minimum of absences. No student, especially persons representing the school programs are to have unexcused absences. It is essential that students communicate with coaches/sponsors if it becomes necessary to miss practices/meetings. It is also essential that coaches/sponsors communicate their expectations to students and parents before-hand to ensure everyone understands what happens if practices/meetings are missed.

Definitions: **Excused Absence:** Absence due to confirmed medical appointment. Other professional appointments that cannot be scheduled outside the school day will be considered. School sanctioned absences are considered excused absences, and no penalty will be assessed to the student.

Unexcused Absence: Known truancy or absences lacking validity.

School Attendance

1. A student is expected to attend a full day of school the day of the competition. If a dental or doctor appointment is unavoidable on the day of an activity, a doctor slip must be presented in order to participate.
2. Participation in evening activities or competitions should not affect school attendance the next day. When performing or competing during the school day, students are expected to return to classes immediately after the event.

(Extra Curricular Activities / Student Athletic-Activity Code, cont.)

3. Students placed on suspension will not be allowed to practice or compete in contests during the suspension period.
4. STUDENTS WHO ARE TRUANT FROM SCHOOL WILL BE SUSPENDED FROM THE NEXT ACTIVITY following the discovery of the truancy.
5. The coaching staff and administration will consider extenuating circumstances concerning absences. Students who miss practices/meetings for any reason may have competition time either curtailed or suspended depending on the nature of the violation of Athletic/Activities Code. Chronic absences (excused or unexcused) may be cause for playing time being limited to further sanctions such as dismissal from the team/activity.
6. Each Student is responsible for communicating with his/her coach/sponsor before missing any class or practice to make sure he/she will be excused. Parents may call staff if the situation dictates, but we strongly encourage each student to take the responsibility on his/her own to take care of these types of situations. The student must provide documentation from the professional appointment. (I.e. professional stationary). Student will use the Medical Information Form (see addendum) to notify coaching and training staff concerning treatment and rehabilitation of the student.
7. Students who have failing grades, discipline problems, or poor progress reports will be subject to sanctions by the activity staff or activities office. These sanctions may include extra physical training, curtailment or suspension of participation, or dismissal from the team/organization.
8. If a student has a legitimate excuse such as a doctor/dental appointment, he or she may still have competition time curtailed or suspended because of missed practice time. (Someone has had to step in and replace that student in practice). Practices/meetings must be made up as the coaching staff dictates.
9. An unexcused tardy may result in extra physical training, competition time being curtailed, or suspension from the activity. Chronic tardiness (excused or unexcused) may be cause for playing time being limited or further sanctions such as dismissal from the team/activity.
10. Participation in Non-school sanctioned events, especially those that are a violation of state attendance laws and other laws are unexcused absences and will result in suspension of playing time. (I.e. "senior skip day," buying clothing for prom, etc.)
11. If a student defies the authority of a coach when admonished not to participate in non-school sanctioned activities such as "senior skip day," he or she may be suspended or dismissed from the team by the coach.
12. All activity students must have a 2.0 grade average to participate in games, performances, and activities.

Quitting a sport/activity or being removed from a team/activity

A student who quits or is dismissed from a team by a coach will not be allowed to participate in any sport/activity until the season of the team he/she originally participated in has ended unless the Head Coach/Sponsor releases the student. The student may not participate in a concurrent sport unless both head coaches agree that this is the best for both programs. The Head coach/sponsor, the student, and the student's parents will have a meeting to discuss the reasons for the unsuccessful completion of the activity. (Non-Participation Agreement)

End Season requirements

1. All students involved in athletics/activities are responsible for returning school equipment to the proper staff members in the week following the completion of a competitive season.
2. Should the student refuse to return equipment or if the equipment is damaged, the student will be responsible for reimbursing the San Jon Municipal School District the full amount required to replace the equipment.

Travel

On school sponsored trips all school rules and regulations apply to students. The venues of our competitions are viewed as a classroom situation. Infractions will be dealt with as prescribed in the student handbook and may result in further sanction by the coaching/activity staff.

1. **Any student involved in Athletics/Activities must travel to and from events with the school-sponsored vehicle.** Any student not traveling to the competition with the team/activity will not participate in the competition or activity. (Emergencies are at the discretion of the coach after consulting with the AC or Administration when possible). Any athlete returning with parents must have a written consent before hand with the signature of the AC or Administration. **Students are discouraged from absenting themselves from the team or group.** At no time are coaches/sponsors to release an athlete to a friend, brother, another student's parents etc. Exceptions to this rule are at the sole discretion of the AC or Administration.
2. Players will exhibit exemplary behavior in any public setting (restaurants, motels, malls, etc.) The staff will monitor students at all times while on school sponsored activities. Students whose activities bring discredit to their team, school, and community may be sent home (at the parent's expense) on the first available

(Extra Curricular Activities / Student Athletic-Activity Code, cont.)

transportation after consultation with administration and parent/guardian. Other disciplinary actions are also possible if staff is unable to send the student home.

3. Motels/Hotels: Students are to be assigned to rooms by coaching staff. Students will not allow any persons not connected with the team in their rooms for any reason. No persons of the opposite sex are to be in the room for any reason. The exception is male/female staff carrying out their duties and responsibilities. Violation of curfew and other team rules as cited in Athletic/Activities Code, team regulations, or SJS student handbooks may result in various types of suspensions or expulsion from the team/activity. The persons who caused the damage will pay for damages occurring in rooms.
4. Locker rooms will be left clean and in working order both home and away.

Use of Prohibited Substances

If the substance abuse policy is violated during a school trip/activity, the student is also subject to the rules and regulations of the school district.

The use or possession of alcoholic beverages or illegal drugs is prohibited. Violation of this policy will result in the immediate removal from the activity or school. This includes illegal performance enhancing substances.

First Offense: Stage I: Misdemeanor Activities will result in the following consequences.

Suspended for the Season from the date of the infractions

1. The athlete will be supervised by coaching staff and will complete physical training before being allowed participation any other programs.
2. The physical training will be completed within a period of six weeks at the discretion of the coaching staff.
3. The student will also complete the steps of the substance abuse program successfully. (See form)

First Offense: Stage II: Felony Activities

Intent to distribute (sales) or possession of prohibited substances on or off campus. Persons involved/convicted of felony possession of substances or felonious behavior on or off campus.

Second offense sanctions include:

1. Suspension from all activities for one calendar year. This includes athletic class participation, off-season practice sessions, and summer sessions.
2. If the student is not convicted but was still involved in the illegal activity, the Administration has the authority to move to Stage I sanctions.

Activities that do not include athletic physical training will complete the following:

(I.e. BPA, FFA, etc.)

Six extra weeks of Community Service based upon the recommendation of the Administration and the Sponsor.

All students violating the Athletic/Activities substance abuse policy will complete the following:

1. The student will be placed on a substance abuse contract.
2. The student will complete an onsite school SASSI. (Recommended, may be required.)
3. The student will complete the drug awareness course (counseling component)
4. The student will complete drug awareness program with the District Attorney's office.
5. The student will complete community service as assigned by the Administration.

Tobacco

The use or possession of tobacco in any form will result in a two-week suspension from all contests. Extra physical training will be assigned. This training must be completed within the two-week suspension before the athlete returns to practice.

Failure to complete the requirements set by the Athletic Code, Administration, and Coaching staff will result in removal from all activities.

Parents will sign release of information, drug/alcohol testing consent form, and student contract forms.

Should the student violate the Athletic Code at the end of a season:

(Extra Curricular Activities / Student Athletic-Activity Code, cont.)

If a student violates this policy and wishes to join the next activity or sport, he/she must sit out 1/3 of the next sport season or 6 weeks. (Whichever is a longer duration). Example: If a student violates the prohibited substance policy during the 9th week of football season, and he wishes to play basketball, he would have to sit out the first 6 weeks or 1/3 of the basketball season. The student could practice with the basketball team after the football season is over contingent on the approval and agreement of the coaching staff and AC. The student also might not be allowed to practice until the suspension is over depending on the severity of the offense.

1. The substance abuse program and sanctions will be implemented immediately.
2. If an underclassman violates the Substance Abuse Policy at the end of the school year, the sanctions and time frame will carry over to the next school year and the next sport.
3. Seniors who violate the Substance Abuse Policy at the end of the school year may not be allowed to participate in the graduation ceremony and/or may have other consequences/sanctions depending upon the circumstances.
4. If the substance abuse policy is violated during a school trip/activity, the student is also subject to the rules and regulations of the school district.

Second Offense: Violation of the substance abuse policy will result in the immediate removal from all activities for one calendar year. The student will successfully complete 12 weeks of the substance abuse program before he/she may return to activities. Second offense sanctions include removal from athletic class participation, off-season practice sessions, and summer sessions.

Third Offense: Permanent removal from all activities for the remainder of the student's attendance at San Jon Municipal Schools. There also may be other sanctions stemming from violation of the policies of the San Jon Municipal School District.

Each offense stays on the student's record. If a student violates the substance abuse policy as a seventh grader, then violates the policy again as a senior, that violation will be the second offense and will result in the consequences of the second offense.

Prohibited acts by students representing the San Jon Municipal Schools:

Students, who have made the choice to be involved in any activities that bring discredit to themselves, their parents, the team, or the schools, may be suspended from athletic events or school activities. These activities include but are not exclusive to:

1. Trespassing or vandalism.
2. Fighting.
3. Lying, cheating, or stealing.
4. Presence anywhere/anyplace where illegal substances are being used or where illegal activities are occurring.
5. Drinking illegal substances, sniffing inhalants, or using other illegal substances.
6. Other illegal activities or activities that discredit the school, the team, etc.
 - a. Students who participate in or who are present during activities where illegal or prohibited behavior is prevalent are subject to suspension from school athletic events or activities. The duration of that suspension will depend upon the severity of the violation and will be the decision of the coaching staff and administration.
 - b. Students involved in the participation of prohibited activities may be suspended from all athletic activities/school activities until an investigation is complete.

Unlawful acts against the community:

If a student's activities cause him/her to be arrested, he/she will be suspended from the activity until an inquiry/investigation by the administration is completed and a determination made as to whether the student should be permitted to continue participation.

Lettering:

The individual coach or sponsor will set forth written requirements for lettering in their respective activities upon approval of the AC.

(Extra Curricular Activities / Student Athletic-Activity Code, cont.)

Rules and Regulations as set forth by the Coaching/Activity staff.

1. Coaches may establish rules and regulations that exceed the Athletic/Activities Code requirements if the Athletic Coordinator grants prior approval.
2. Due to safety considerations, No Jewelry will be worn during athletic events. This includes earrings, tongue rings, or any other part of the body that is pierced.
3. Coaches may establish curfews for athletes in order to enhance preparation for competitions.
4. Students who violate team rules and regulations may have playing time curtailed, face game suspensions, or may even be suspended from teams or activities.
5. Students whose activities are a detriment to team cohesiveness and whose actions exhibit lack of concern for the team may have playing time curtailed, face game suspensions, or may even be suspended from teams or activities.
6. Coaches may require study hall for any or all of their athletes in order to improve the student's academic performance.

Hazing

The Board of Education finds that the practice known as "hazing" is dangerous to the physical and psychological welfare of students and should be prohibited in all school activities.

A. Definition

Hazing includes, but is not limited to

- engaging in any offensive or dangerous physical contact, restraint, abduction, or isolation of a student, or
- requiring or encouraging a student to perform any dangerous, painful, offensive, or demeaning physical or verbal act, including the ingestion of any substance, exposure to the elements, deprivation of sleep or rest, or extensive isolation, or
- subjecting a student to any dangerous, painful, offensive, or demeaning conduct, or conduct likely to create extreme mental distress,
- for any purpose, including as a condition of membership or initiation into any class, team, group, or organization, sponsored by, or permitted to operate under the auspices of, a school of the District.

Such contact, restraint, requirement, encouragement, or subjection shall not be considered hazing when it is a recognized part of the particular sport or activity of the class, team, group, or organization.

B. Prohibition: Hazing is prohibited in all schools of the San Jon Municipal School District, whether on or off school property, and whether during or outside school hours.

C. Enforcement and Reporting

1. School officials, employees, and volunteers:
 - shall not permit or tolerate hazing, and
 - shall intervene to stop hazing that is threatened, found, or reasonably known or suspected to be occurring, and
 - shall report known or suspected hazing to the Superintendent.
2. Any student who believes he or she has been the victim of hazing shall report the matter to the Superintendent.
3. If the Superintendent receives a report of hazing under this section he/she shall provide a proposed plan of investigation.

D. Investigation

1. All reports of hazing shall be investigated by the Superintendent or his/her designee. Where violations of criminal law may have occurred, the Superintendent shall notify the appropriate law enforcement agency.
2. Upon completion of the investigation, the Superintendent shall submit a written report on the investigation.

E. Discipline

1. Students found to have engaged in hazing shall be subject to discipline by school or district authorities according to applicable procedural requirements. Such discipline may include suspension or expulsion.
2. Employees who fail to enforce the prohibition against hazing, as set forth in paragraph C, shall be subject to discipline according to applicable procedural requirements. Such discipline may include reprimand, suspension, discharge, or termination.

(Extra Curricular Activities / Student Athletic-Activity Code, cont.)

Complaint procedure: It is the San Jon Municipal Schools Policy that concerns by parents, athletes, or others should not be addressed during or immediately following any practice or contest. If a situation arises where a parent/guardian wishes to meet with a coach/sponsor, or address a specific issue or complaint, the following steps should be followed:

- a) Request a meeting at school with the coach.
- b) If problem is unresolved, arrange an appointment with the athletic coordinator.
- c) If problem is still unresolved, an appeal can be made to the administration.

If a coach has a complaint about a parent:

- a) The coach needs to afford the parent the same respect the coach requires in relation to complaint procedures. After a practice contest is not the time to solve an issue.
- b) Should another party be needed to mediate a complaint, the AC/Administration will be available to set up a meeting.

Athletic / Activity Transportation Regulation

1. Federal and State regulations are the overriding policies and will be strictly adhered to. San Jon Board of Education policies for regular route transportation and discipline will govern activity trips.
2. A properly executed activity trip ticket shall be carried in school vehicles or busses on all activity trips. Sponsors are responsible for requesting a trip ticket and approval from the Superintendent. Notification to Administration of any changes in times, dates, or destination shall be done no later than the prior day.
3. Non-students and parents shall not be permitted to ride on activity busses without the prior written consent of the Superintendent.
4. The sponsor(s) are primarily responsible for the discipline of the students on and off the bus. If the conduct of the students becomes a safety issue the driver will ask the sponsor and/or students to correct the behavior immediately.
5. If, during transport, the behavior of the students and/or sponsors endangers the safety of the bus and its passengers, the driver will park the bus until the behavior(s) is corrected. If the behavior is not corrected the driver will contact school authorities and/or bus contractor.
6. Any problems which arise during a trip should be reported to administration.
7. No track cleats are to be worn on the bus.
8. Busses will be "locked down" at all events. If a sponsor requests the bus be opened the driver will open it and immediately lock it down again. If the weather requires students to remain on the bus such as at track meets they shall be adequately supervised. If students are still uncooperative they will be asked to remain off the bus.
9. Students shall use the front entrance only. Side and rear doors are for emergency use only.
10. Students are to remain in their seats and not move around while bus is in motion.
11. Nothing shall block the aisle, or exits.
12. Sponsor shall maintain a student roster and keep the driver informed of any changes.
13. If a student rides the bus to an activity they must ride home on the bus unless signed written permission is granted by the parent and Superintendent prior to the trip.
14. Students will not be allowed off the bus at any place other than the parking lot unless prior arrangements are made with the bus driver to check the safety of drop off location and compliance with State regulations for bus stops.
15. It is up to the sponsor to set itinerary, route and stops with driver input as to potential problems. Sponsors should keep in mind that some locations are difficult for busses to negotiate.
16. Items, i.e., ice chests, athletic equipment, etc, that has potential either directly or indirectly to cause injury to passengers on the bus must be secured (tied). No items can block aisles or exits or take up needed seating.
17. Students are allowed to eat and drink on the bus at the discretion of the sponsor. However, no glass containers are allowed.
18. **It is the responsibility of the students and sponsors to conduct a post trip inspection of the bus to pick up trash and make sure no items are left on the bus.**

Student Extra-Curricular Activity Drug / Alcohol Testing Policy

The San Jon Municipal School Board of Education, in order to

- *Help prevent student athletes from using illegal drugs and alcohol;
- *Protect the health and safety of its students involved in activities from the use and abuse of illegal drugs, alcohol, and performance-enhancing drugs;
- *Ensure that students involved in activities set an appropriate example for their fellow students, for whom they are often role models;
- *Give students an additional incentive for declining to use drugs;
- *Provide any student involved in activities found to be using or abusing drugs or alcohol with assistance in overcoming this use or abuse;

hereby adopts this Student Extra-curricular Activity Drug and Alcohol Testing Policy.

Statement of Purpose and Intent

It is the intent and desire of the San Jon Municipal Schools Board of Education, administration, and staff that every student involved in activities in the San Jon Municipal Schools refrains from using or possessing illegal drugs/alcohol. Members of the Board of Education, administration, San Jon Municipal School Athletic Department, community, parents, and staff have long been concerned about the prevalent alcohol/substance abuse problem that has become evident in San Jon during the preceding months and years. Evidence of a problem with experimentation and use of drugs/alcohol comes from anecdotal evidence, from student/administration discussions, discussions with parents, athlete/coach discussions, law enforcement information, the increasing number of discipline referrals, violations of the SJS Athletic Code, and observations of changing behavior patterns in student athletes. With a great number of violent crimes being committed in the nation's school districts, and the direct link between drug use and violent crimes. This policy is intended to supplement and complement all other policies and regulations of the San Jon Municipal Schools and the New Mexico State board of Education regarding possession or use of illegal drugs/alcohol.

Conclusion: The board believes these incidents are just the tip of the iceberg. The District receives letters and phone calls constantly about the activities of our students. Credible incidents are investigated. Some allegations are merely rumors. Other incidents have been investigated and have resulted in disciplinary sanctions for students that have carried over into the following school year.

With all of the information the Board has concerning illicit/illegal drug use by students, it's the Board's strong opinion that the random drug testing policy for all students involved in extra-curricular activities be used as a prevention tool.

Participation in school-sponsored extra-curricular activities is a privilege. Students who participate in activities are looked to as positive examples and are held to a higher standard of behavior and discipline by the student body and community. They are expected to hold themselves as good examples of conduct, sportsmanship, and self-discipline. Accordingly, as part of the privilege of participation, 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 or alcohol.

The purpose of this Policy is to prevent drug/alcohol use. Some goals are

1. To educate students as to the serious physical, mental and emotional harm caused by illegal drug/alcohol use;
2. To alert parent and student athletes with possible substance abuse problems to the potential harm of illegal drug/alcohol use, to prevent injury, illness and harm as a result of illegal drug/alcohol use;
3. To strive for an environment free of illegal drug/alcohol use and abuse;
4. To provide students the ability to say no to peer pressure when dealing with substance abuse situations;
5. To foster school/parent/student communication and teamwork for the benefit of each student;
6. To encourage students to make proper, informed, decisions that positively affect their lives.

This policy is not intended to be disciplinary or punitive in nature. The sanctions of the policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any Student Extra-Curricular

(Student Extra-Curricular Activity Drug / Alcohol Testing Policy, cont.)

Activities programs. There will be no academic sanction for violation of this policy unless the student violates student handbook policies.

Illegal substance abuse of any kind is incompatible with participation in **any activities** program offered by San Jon Municipal Schools. For the safety and well being of the students involved in such programs, the San Jon Board of Education has adopted this policy for use by all students involved in such programs.

Based upon the foregoing statement of purpose and intent, consent to this drug/alcohol testing Policy is a mandatory prerequisite for all students to participate in any extra-curricular program.

Definitions

1. "Extra curricular activities" are school sponsored non-academic activities in which students generally are invited to participate as a supplement to the curricular aspect of their education.
2. "Drug/Alcohol use test" means a scientifically substantiated method to test for the presence of illegal drugs, alcohol, performance-enhancing drugs, or the metabolites thereof, in a person's urine, blood, or saliva.
3. "Random selection basis" means a mechanism for selecting student athletes for drug/alcohol testing. The District will use a random selection process to select student athletes for testing.
4. "Illegal drugs/alcohol" is defined as the following: Alcohol: Any liquor, wine, beer, or other beverage containing alcohol. Drugs: Any drug, including illegal drugs, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, including, but not limited to marijuana, cocaine, opiates, amphetamines, methaqualone, benzodiazepines, phencyclidine (PCP) methadone, barbiturates, and propoxyphene.
5. "Performance enhancing drugs" includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drug" does not include dietary or nutrition supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the counter transactions.
6. "Positive" when referring to a drug/alcohol test administered under this policy means a toxicological test result that demonstrates the presence of 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.
7. "Substance Use Violation" refers to a positive urinalysis, blood test, or saliva test. The District will not test for substances or purposes other than drug or alcohol use prohibited by this policy.

Procedures

1. All students who wish to participate in Extra-curricular Activities will be subject to the random testing program for the entire school year or for as long as they participate in the program. Also included are Cheer Squads, BPA, Student Council, Robotic, Science Olympiad, and FFA as per SJS Athletics/Activities Code.
2. Each student shall be provided with a copy of the "Student Extra-Curricular Activity" Drug/Alcohol Testing Policy" and "Student Extra-Curricular Activity" Drug/Alcohol Testing Consent" which shall be read, signed, and dated by the student and parents before that student shall be eligible to practice or participate in any activities programs.
3. The consent form provides permission for a student's urine or saliva sample, as chosen by the random selection basis. A student may be tested upon reasonable suspicion based on specific observations concerning the appearance, speech, or behavior that indicate the effects of drug/alcohol use/abuse.
4. No student shall be allowed to practice or participate in any Extra-Curricular Activities program unless the student has returned the properly signed Student Extra-Curricular Activity Drug/Alcohol Testing Consent Form. The student must also have met all other eligibility requirements as set forth by San Jon Municipal Schools.

Selection for Testing

1. Administration will determine selection dates based upon the school calendar. Administration may also select more than one testing date per month based upon information provided by student interviews, law enforcement information, or other pertinent information provided to the Administration detailing student drug usage or abuse problems.

(Student Extra-Curricular Activity Drug / Alcohol Testing Policy, cont.)

2. The number of students tested will be determined by the administration. The number of students selected for random testing will be approximately 10. This number may be increased due to special circumstances after consultation with the Superintendent.
3. All students who sign the Student Extra-Curricular Activities Drug Testing Policy will be eligible for testing the entire school year. A random selection process will select students for the testing date. The selection process will consist of all eligible students' and will be conducted by the contracted agency that performs the test. Each student will be assigned a confidential number.
4. Students who are selected to be tested during one test period will be eligible for future tests and if selected may be tested in successive tests.
5. Students will be notified the day of the testing at school and will be escorted to the designated drug testing areas to be processed. There will be no prior warning or notice.
6. A refusal to provide a sample will be treated as resignation from all **Extra-Curricular Activity** programs for the remainder of the current school year. In addition, if the student refuses to provide a sample, the student must have a drug/alcohol test prior to participation in any future activity.
7. SJS will follow the Federal Department of Transportation (DOT) Title 49: Part 382, and Part 40 regulations as a guide for each student selected for testing:
 - If a student provides a specimen that is not adequate for testing, allow a specimen-collector (of the same gender) to observe while the student provides another specimen.
 - If the testing laboratory determines that an adulterant has been added to the student's specimen, the student will be subject to rule 3.2.6.
8. A certified drug testing company contracted by the District, chosen 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.
9. All students, regardless of country of domicile, are required to have prescriptions by medical doctors or dentists as a basis for explaining positive test results on the basis of medications necessary to health.
10. The drug testing company will contact the Superintendent or designee with the test results. If a test result is positive, the Superintendent or designee will immediately contact the student and the student's parents or legal guardians and schedule a conference at which time the student, parents, or legal guardians may explain the positive result. Parents or legal guardians may provide doctor's prescriptions and documentation in the form of prescription containers (These prescriptions must be properly dated and must be verified by pharmacy records.) of any drugs that the student athlete was taking that might have affected the outcome of the drug/alcohol use test.
11. Parents/Guardians, at their cost, may request that the school send a second sample of the urine or saliva test to another certified lab for a second opinion.
12. San Jon Municipal Schools reserve the right to investigate anomalies in the timing and documentation of prescription labels.
13. No student shall receive an academic penalty solely as the result of a positive test result.

Violations: A student found to have been in violation of this policy shall be subject to the following consequences:

1. A parent or legal guardian/Superintendent or designee conference will be required when a student commits a first violation. The student will also be subject to the sanctions of the Activities Code.
2. The student will be suspended from participation in any Extra-Curricular Activities program as per The San Jon Municipal Schools Activities Code.
3. The student will be required to fulfill the requirements of his/her class schedule including participation in the activities class during the suspension period. There also may be a forthcoming schedule change should the circumstances of the suspension from the activity dictate a student be removed from the activities class.
4. The student will be required to successfully complete the SJS substance abuse contract as a condition of any further participation in school activities.
5. The student will be subject to a monthly drug use test for each month school is in session for the remainder of the school year and the school year to follow. The student will sign a statement acknowledging the consequences of a second offense and will be responsible for payment of subsequent tests.

Second Violation

1. The student will be suspended from participation any activities for one calendar year as per Activities Code.

(Student Extra-Curricular Activity Drug / Alcohol Testing Policy, cont.)

2. The student will be required to successfully complete the SJS substance abuse contract as a condition of any further participation in school activities.

Third and Subsequent Violations

1. The student will be suspended from participating in activities for the remainder of his/her tenure at San Jon Municipal Schools.
2. The student will be required to complete the substance abuse contract.

Appeals Process

1. *A student may appeal a suspension under this policy by providing a written notice of appeal with the Superintendent and a copy to the Superintendent whose decision is being appealed within five (5) school days of the Superintendent's decision.*
2. *The notice shall state the reasons the suspension should be reversed. The Superintendent shall provide the Superintendent the reasons the suspension should be sustained.*
3. *A student may appeal the Superintendent's decision to the Board of Education by providing a notice of appeal to the Superintendent within five school days of the date of the Superintendent's decision. The Superintendent may provide the Board with the reasons the suspension should be sustained.*
4. *The Board's decision shall be final. Student athletes will remain **eligible** pending appeals.*

SECTION III: INSTRUCTIONAL PROGRAMS / REQUIREMENTS

COURSE DESCRIPTION BOOKLET

Information on courses offered at San Jon Middle/High School are available in the Guidance Office.

CREDIT

One-half (.5) credit is assigned to each course where a passing grade of 60% has been earned for each semester. One unit of credit (1.0) is earned when a course is completed with a passing grade each year. Courses meet for one period daily Monday through Thursday eighteen weeks for .5 credits.

TRANSCRIPTS

A transcript is an official record of a student's cumulative grade point average, tests scores, social security number, absences per year, etc. Any student transferring to another school or attending college can request a transcript.

CLASS LOAD

All students, 9-11, are required to take a full (on-campus) class load. Seniors may request an abbreviated schedule form from the counselor if all graduation requirements are met.

SCHEDULE CHANGES

Classes will be changed only at the beginning of a semester. Students will have one week to change classes at the beginning of each semester.

EARLY GRADUATION REQUIREMENTS

Students who choose to meet graduation requirements ahead of their scheduled date of graduation, and who pass all portions of the New Mexico High School Competency Exam, will be eligible to graduate early. However, they must meet the same core requirements that other San Jon graduates meet. If a student who is eligible for early graduation transfers in during his/her junior or senior year, he/she must meet minimal State requirements for graduation. ITV classes (refer to Concurrent Enrollment policy) and correspondence courses, which must be accredited, may be utilized in meeting credit requirements, based upon prior approval from the Superintendent.

A student must have attended San Jon High School his/her entire last two years prior to graduation in order to be a candidate for Salutatorian or Valedictorian.

GRADE LEVEL CLASSIFICATIONS

Students must attain the required number of credits to be considered for participation as a member of that class. Classification is done at the end of the second semester only.

To be classified as a:

Sophomore: 6 credits Junior: 13 credits Senior: 19 ½ credits

Students will only be allowed to participate within the classifications they will attain for each upcoming year.

PROMOTION /RETENTION

Students at San Jon High School must have at least 26 credits to graduate and have passed the New Mexico Standards Based Assessment. If a student exits San Jon Municipal Schools without having passed the NMSBA, he/she will receive an appropriate state certificate indicating the number of credits earned and the grade completed.

HONORS CREDIT

Weighted Credit: Credit on a five (5) point scale (A=5, B=4, C=3, D=2, F=0) will be awarded for courses which are accelerated and exceed regular course demands. Specific courses which will be awarded weighted credit include, but are not limited to: Honors English classes; Pre-Calculus classes; and academic college classes taken from Clovis Community College. Other courses, including electives or vocational classes taken from a college, do not qualify for weighted credit. Weighted credit will be applied to the student's transcript, based upon accelerated curriculum and assessment.

DUAL CREDIT COURSES

Dual credit outside of the school year may be accepted for up to two credits if **prior approval** is given in writing by the Superintendent.

CONCURRENT ENROLLMENT

All approved high school correspondence course credits that correlate to respective San Jon High School credits may be counted at the rate of ½ credits for each ½ correspondence credit earned. College credit hours earned from Mesalands Community College or Clovis Community College articulate for respective San Jon High School credits at the rate of 3 college credit hours are equivalent to 1 high school credit in all core courses being offered for dual credit. Elective courses will be articulated at a ratio of 3 college credit hours to 1 high school credit when no comparable elective courses are offered at the high school level.

However, Spanish 101 and Spanish 102 courses taken from Clovis Community College at a rate of 4 college credit hours each are equivalent to 1 high school credit of foreign language per Spanish class. (i.e. Spanish 101 is equivalent to Spanish I, and Spanish 102 is equivalent to Spanish II).

ITV courses are restricted to Juniors and Seniors with a minimum GPA of 3.5. Online honors courses are only for Seniors with a minimum GPA of 3.5. Seniors requiring credit recovery may also take online classes. The Superintendent may waive restrictions under certain circumstances.

REQUIREMENTS FOR GRADUATING CLASS

(Notice: These requirements are subject to change as information is received from the state board of education and adopted by the local board of education. Please see the school counselor for any update on these requirements.)

English	- 4 Credits	Mathematics	- 4 Credits
Science (two units must be lab)	- 3 Credits	Social Studies	- 3.5 Credits
Physical Education	- 1 Credit	Health	- 1 Credit
Career Cluster Course, Workplace Readiness, or Language	- 1 Credit	Electives	- 8.5 Credits

TOTAL – 26 CREDITS

(Graduation Requirements, cont.)

SPECIAL NOTES ON GRADUATION:

- Seniors who choose to work in the afternoon during school hours must have prior permission from the administration.
- Seniors who do not meet the graduation requirements as set forth by the state department of education and the school board of San Jon Municipal schools will not be allowed to walk or participate in any way in the graduation ceremonies.
- Any senior student who is enrolled in an approved correspondence course must provide the counselor with a final grade of such course no later than the first of May. If a student fails to provide such, they will not be allowed to participate in any way with commencement exercise.
- Students who choose to participate in the Early Childhood Education class (when offered) or as a Student Aide will earn an elective credit and will receive a grade of "S" (satisfactory) or "U" (unsatisfactory) for the class, but the grade will not be averaged in to the student's GPA.
- Students may transfer courses from private, church, or home schools at face value, not to exceed seven credits per year. Grades from home schooling will not be considered in figuring GPA for class rank or for the honor of Valedictorian or Salutatorian.
- The Superintendent may waive **local** requirements for graduation if a student transfers into the district his/her junior or senior year and meets State requirements.
- Awarding a high school diploma or a certificate of completion to students in a special education program shall be in accordance with the Educational Standards of New Mexico and 6NMAC 3.2.9.18.9:

SECTION IV: DISCIPLINE

PHILOSOPHY

A punishment or penalty may be imposed to reinforce the teaching of student self discipline. Discipline will be fair, consistent, and immediate. The procedure should be known to all parties involved: *Administrators, Teachers, Students, and Parents*. It should be administered with due process. Refer to San Jon Board Policy JK, JKA, JKD, JIC and NMAC 6.11.2.7-12.

NON-DISCRIMINATORY ENFORCEMENT

San Jon Municipal Schools will not enforce school rules or impose disciplinary punishment in a manner which discriminates against students on the basis of race, culture, ancestry, color, national origin, sex or handicap, except to the extent otherwise permitted or required by law or regulation.

DISRUPTIVE BEHAVIOR

Disruptive behavior is that which creates a willful interference with the educational process and which is so serious in nature as to be referred to the Superintendent for disciplinary action. This type of behavior may occur on any school property, school bus or at any school sponsored activity, athletic or social event. Punishments (sanctions) for disruptive behavior may include, but ARE not limited to immediate removal, detention, Community Service, ISS (In School Suspension), OSS (Out of School Suspension), Short Term suspensions, Long-Term suspension, expulsion, or referral to counseling.

Oral and/or written notice of the charges of disruptive behavior against the student, and a rudimentary hearing on such charges will follow as soon as practical. Parents shall be given either oral or written notice of the charges against the student as soon as possible.

PERMISSABLE PENALTIES

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following (refer to Board Regulation, JK-R):

(Discipline, cont.)

IMMEDIATE REMOVAL

"Immediate Removal" means the removal of a student from the class for a period of one day or less. Regardless of what other disciplinary actions may be considered appropriate, or what other disciplinary actions are implemented, students whose presence pose a danger to persons or property or a threat of disrupting the educational process may be immediately removed from school or school sponsored event(s) by any school personnel.

DETENTION

Reasonable detention during break-time, noon, or at the close of the school day is permitted following appropriate minimal due process. Students may be kept after school hours only if prior notice has been given to their parents. Detention outside of school time may be invoked with appropriate consideration given to student transportation, weather, and other extenuative circumstances. However, a student shall not be denied the privilege of eating or use of the rest room during detention periods.

ISS (In School Suspension)

A student may be suspended and kept on campus in lieu of out-of-school suspension. The student will be allowed to receive grades for work the day(s) of in-school suspension. In this manner the student, who may already be in trouble academically, will not get any further behind. The student will have no interaction with other students during the suspension period. The suspension period may last from one to ten days.

OSS (Out of School Suspension)

Out of School Suspension means that a student is sent home and denied the privilege of attending school for a specified period of time, up to ten (10) in-session school days, for specific offenses. Parents or guardians will be given oral notice by the end of the day. Additionally, written notice of the OSS and the reason for assignment will be mailed to the parent/guardian within one (1) working day.

Students who are assigned OSS:

- **Will not be allowed on the school campus during the period of OSS**
- **Will not be allowed to participate in any athletic event or extracurricular activity**
- **Will be allowed to make up all work missed, including semester tests if applicable**
- **The student and his/her parent/guardian are required to attend a conference with the Superintendent before the student will be allowed to return to school after OSS has been served.**
Parents should
contact the school office to arrange a time for such a conference in advance of the date that the student is allowed to return to school.

COUNSELING SERVICES

Counseling may occur after three offenses in ISS, OSS, or detention (can be a combination of any three.) The Student Assistance Team (SAT) will be informed of repeated infractions, and the student's name will be given to the SAT Leader to provide for additional counseling which will include a plan of remediation to change the student's behavior pattern.

LONG-TERM SUSPENSION/EXPULSION

"Long-Term suspension" is removal from school for ten days or more. "Expulsion" means the removal of a student from San Jon Schools. (The right to a public education is not absolute; it may be taken away, temporarily, or permanently, for violation of school rules). Parents /guardians and the student must have a reinstatement conference with the Superintendent before a student is allowed back in school. The student will receive partial credit for homework, assignments, or tests while in long term suspension at the rate of 60% for the first OSS infraction; 30% for the second OSS infraction; and 0% for the third OSS infraction. The student will be placed on long term suspension or recommended for expulsion for the following reasons:

WEAPONS IN SCHOOL - The San Jon Municipal School Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board that no student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator.

(Discipline, cont.)

WEAPON / SIMULATED WEAPON DEFINED – A weapon / simulated weapon is a firearm, knife, a destructive device, or any dangerous instrument. Simulated weapon means an instrument displayed or represented as a weapon.

FIREARM DEFINED - A firearm is any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such firearm; any firearm muffler or silencer; any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or similar device; any combination of parts that could be readily assembled to form a firearm.

DESTRUCTIVE DEVICE - Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow; any collection of parts that could be readily assembled to form a destructive device.

DANGEROUS INSTRUMENT - Anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose being used or being available for use to cause death or inflict serious physical injury.

ENFORCEMENT / PENALTIES FOR VIOLATIONS

Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the State Board of Education Regulation No. 81-3, as amended, and the policies of San Jon Municipal Schools. Any student who brings a firearm, fireworks, or weapon to school or a school sponsored activity shall, if penalties are imposed under this policy, be referred to appropriate law enforcement authorities for prosecution. Any student found to be in violation of this policy will be subject to long-term suspension and expulsion for at least one year. In compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a firearm, as defined in this policy, shall, at a minimum, be expelled from school for a period not less than one year, provided, that the Superintendent or the Board of Education may modify such penalty in appropriate cases in their discretion. This policy shall be interpreted in a manner consistent with the Individuals With Disabilities Education Act (IDEA). In accordance with the provisions of 20 U.S.C. Section 1415 e(3)(B) of the IDEA, a child with a disability who is determined to have brought a weapon to a school while under this jurisdiction of the School Board may be placed in an interim alternative educational setting as specified by the IEP team. If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting during the pendency of such proceedings, unless the parents and school officials agree otherwise.

DISCIPLINE MATRIX

The following matrix has been constructed to clearly show school community members the consequences for violations of expected behaviors within the San Jon Municipal Schools grades 6 – 12. It lists the normal consequences that students will face if and when their behavior falls within one of the given levels (1-5). It is an attempt to be fair, concise and all-inclusive. Adjustments will be made for misbehaviors falling outside these listings or in cases of extreme or unusual actions. It should be stated that the school administration reserves the right to exercise their discretionary rights to adjust punishment in any case, as conditions require.

SAN JON SCHOOL – DISCIPLINE MATRIX for GRADES 6-12

OFFENSE	FIRST INFRACTION	SECOND INFRACTION	THIRD INFRACTION
LEVEL 1			
Class preparation Disruptive behavior Profanity Public Display of Affection	Staff warning and/or classroom detention	1 day ISS / parent notification	2-3 days ISS / parent conference
Prohibitive Items	Confiscation of item for 1 day	Confiscation of item for 3 days	Confiscation of item until parent conference
Tardiness	Staff warning and/or Classroom Detention (1-4 tardies)	After 5 tardies / lunch detention for each tardy accrued – parent notification	
LEVEL 2			
Dress code	Staff warning / alternative dress. In infraction cannot be corrected, student will be sent home	Alternative dress / parent contact. If infraction cannot be corrected, student will be sent home	Alternative dress, parent conference. If infraction cannot be corrected, student will be sent home.
Driving Violation	Loss of school parking privileges for 1 week	Loss of school parking privileges for 4 weeks	Loss of school parking privileges for remainder of school year
Theft / damage to property	Detention or ISS / full restitution / parent contact. *Possible referral to law enforcement	1-3 days ISS / full restitution / parent contact. *Possible referral to law enforcement	OSS / full restitution / parent conference. *Possible referral to law enforcement
Truancy to Class or School Insubordination	Detention	1 day ISS / parent contact	1-3 days ISS / parent conference
LEVEL 3			
Bullying / harassment / hazing Dangerous and reckless behavior Directed profanity Drug paraphernalia Gang related behavior / indicators Threat / verbal use (includes verbal assault on staff) Tobacco	1-3 days ISS / parent notification	1-3 days OSS / parent conference	5 days OSS / parent conference. <i>*Possible alternative education program or long term suspension</i>
LEVEL 4			
False alarms Fighting or physical battery Knife possession Sexual harassment	1-3 days OSS / parent notification and conference. *Possible referral to law enforcement	3-5 days OSS / parent notification and conference. *Possible referral to law enforcement	10 days OSS / parent notification and conference*Possible referral to law enforcement <i>*Possible alternative education program or long term suspension</i>
LEVEL 5			
Alcohol / drug: distribution, possession, or influence Bomb / security threat	3-5 days OSS / parent conference / Possible notification of law enforcement	10 days OSS or long term suspension / possible expulsion	Recommendation for long term suspension or expulsion
Knife as weapon Weapons	Meet Federal Law requirements and pursuant to Weapon Policy JICI-SJMCB		
OTHER ISSUES PER SAN JON SCHOOL BOARD POLICY			
Academic dishonesty	No credit for assignment, teacher will document and report offense to administration	No credit for assignment / 1 day ISS	No credit for assignment / 3 days ISS. Student will be disqualified for consideration for any academic awards during the school year.
Bus / Transportation violation	Per Transportation policy – see “School Bus Policy”		
Technology violation	Warning / semester ban	Semester ban	Remainder of school year ban

DEFINITION OF TERMS IN THE DISCIPLINE MATRIX

LEVEL 1

CLASS PREPARATION - Going to class unprepared, i.e. no books, paper, or pencil.

DISRUPTIVE BEHAVIOR - Behaviors (wrestling, play fighting, offensive noises, etc.) that are causing disruption to the educational process, and that teachers have attempted to deal with in the regular section prior to office referral.

PROFANITY - Using language that is crude, offensive, insulting, or irreverent. Use of coarse words to show contempt or disrespect, and swearing. This includes words that are intended to be “sound-a-likes” and are disruptive to the educational setting.

PROHIBITED ITEMS – Cell phones, MP3 players, (to include iPods, iPads, or any other devices that can connect to the internet) and gaming devices may be used before school, during lunch, and after school (unless prior approval has been given from classroom teacher/administration.) Any other time during the day these items are considered prohibited items. Personal headphones are only allowed before school, during lunch, and after school.

PUBLIC DISPLAY OF AFFECTION – During school hours or at a school activity any affectionate contact between students will not be permitted. (Holding hands will be permitted.)

TARDIES - LATE TO CLASS UP TO TEN MINUTES: *All tardies of more than ten minutes will count as an absence to class.*

LEVEL 2

DRESS CODE - Non-compliance with the dress code rules as outlined in the Parent/Student Handbook. If violation cannot be corrected, student will be sent home.

DRIVING VIOLATION - Careless and reckless driving on or around school property at any time. Refer to “Automobiles and Cycle Parking Policy” on page 12 of this handbook.

INSUBORDINATION - Complete failure to follow the directions of school staff and to exhibit a total lack of cooperation with school staff.

THEFT/DAMAGE TO PROPERTY - The theft or damage/vandalism of any personal belongings or school property.

TRUANCY TO CLASS OR SCHOOL - Absent from class or school, without permission.

LEVEL 3

BULLYING/HARASSMENT - The act of troubling, worrying, or tormenting as with careless or repeated words, actions or attacks. Comments, gossip, gestures and actions of physical or verbal nature are harassment. This includes any behavior that causes mental or physical distress for another, although the original intent may have been in jest.

DANGEROUS AND RECKLESS BEHAVIOR - Any behavior that places others at risk.

DIRECTED PROFANITY - The use of offensive, abusive or profane language and gestures or threats toward the school community.

DRUG PARAPHERNALIA - Equipment or apparatus designed for the purpose of measuring, packaging, distributing, or facilitating the use of drugs.

GANG-RELATED BEHAVIOR/INDICATORS - Wearing clothing, jewelry, symbols, and other indicators determined by the administration to be evidence of or reference to gang membership. Use of speech, gestures, symbolism, and noises as a means of communication, determined to be evidence of gang affiliation. The solicitation for membership through direct recruitment and subtle means of other students.

HAZING – The act of subjecting a student to a dangerous, painful, offensive or demeaning conduct for any purpose, including condition of membership, or initiation into any class, team, group or organization operating under the auspices of the District.

THREATS / VERBAL ABUSE (includes verbal assault on staff) - Using threats and gestures of physical harm and/or causing a present fear of danger through verbal assaults to another student. The use of insulting and/or threatening language toward staff.

TOBACCO - Federal law prohibits use or possession of tobacco in any form on the school campus.

TRUANCY TO SCHOOL - Non-compliance with the New Mexico Compulsory School Attendance Law. Students who are absent during a regular academic day without consent of their parents/guardians. This includes students 18 years or older.

LEVEL 4

FALSE ALARMS - Interfering with the proper functioning of a fire alarm system or giving a false alarm using the fire alarm system or other means.

FIGHTING or PHYSICAL BATTERY - Employing hostile contact in which at least one party has contributed to a situation by verbal or bodily means.

KNIFE AS POSSESSION - Possession of a knife (other than a folding pocket knife with a blade length of not more than two and one-half inches [2 ½"] that cannot be locked in an open position).

SEXUAL HARASSMENT - It is sexual harassment for a student to subject another student to unwelcome conduct of a sexual nature.

LEVEL 5

ALCOHOL / DRUG DISTRIBUTION / POSSESSION / INFLUENCE - The use or possession of alcohol or narcotics on a public school campus is forbidden by New Mexico State Law. By statute, minors may not use or possess alcohol or narcotics at any time.

BOMB/SECURITY THREAT - Falsely and maliciously stating that a bomb or other explosive / substance / condition exists or has been placed in such a position that persons or property are likely to be injured, threatened or destroyed.

KNIFE AS WEAPON - Any knife, if the purpose of keeping or carrying the object is for use, or threat of use as a weapon. Showing, flashing, or presenting a knife will be considered threat and intent to use as a weapon.

WEAPONS - A "weapon" is any firearm, knife, explosive, cigarette lighter or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any "look-a-like" object that resembles an object that has a potentially violent use, if, under the surrounding circumstances the purpose of keeping or carrying the object is for use, or threat of use as a weapon.

OTHER ISSUES

ACADEMIC DISHONESTY/MISCONDUCT - Per San Jon Municipal Schools Board Policy Manual, JK-R.

BUS VIOLATION – Per San Jon School Board Policy/Regulation, p. 13 of this handbook.

TECHNOLOGY VIOLATION - Per San Jon Municipal Schools Board Policy Manual, IJNDB-R.

ALTERNATIVE DISCIPLINARY ACTIONS

NOTICE: *In certain circumstances community service or physical conditioning may be substituted for ISS with parent and administrative agreement and approval.*

SECTION V - OTHER POLICIES RELATED TO STUDENTS

STUDENT ASSISTANCE TEAM

The purpose of the Student Assistance Team (SAT) is to assist students, teachers and parents in dealing with the following areas: Remedial Plans; Learning problems; Drug/Alcohol Problems; Curriculum adaptations; Home School Communications; Retention; Homebound/hospital instruction; Instructional Support programs-Bilingual Education, Special Education and 504's*; Health related issues.

- a student who may need special services or programs within the intent of Section 504 is one who: Has a physical or mental impairment that substantially limits one or more major life activities, including learning; or has a record of such impairment; or is regarded as having such impairment.

NOTICE OF PROHIBITION AGAINST BULLYING AND ANTI BULLYING INTERVENTIONS

"Bullying behavior by any student in San Jon Municipal Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property; or
- Physically harming a student or damaging a student's property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion." Complete policy adopted June 2007. Please refer to San Jon Board Policy JII.

DRUG POLICY OF SAN JON SCHOOLS

PROHIBITION Students are prohibited from using, possessing, distributing or being under the Influence of drugs alcohol, or tobacco, and from possessing, using or distributing drug paraphernalia while on school property or at school-sponsored activities, including transit and lodging. San Jon Schools will enforce all federal and state laws regarding controlled substances, alcohol, and tobacco. Should any student violate those laws, the violation will be reported to the appropriate law enforcement agency. San Jon Schools does not allow drugs, alcohol or tobacco on its campus nor use thereof by its students. San Jon Schools will comply within the rights and limits of federal and state laws and with due regard for the student. San Jon Schools may conduct searches of students and students' effects while on campus to find violations of the law.

DEFINITIONS: The terms used in this policy are defined as follows:

ALCOHOL: Any liquor, wine, beer, or other beverage / fluid containing alcohol.

DISTRIBUTION: Selling, passing on, or giving away any controlled substance.

DRUGS: Any drug including illegal drugs, legal prescriptions, marijuana or inhalants that are used, possessed or distributed for unauthorized purposes including counterfeit (look-alike) substances.

DRUG PARAPHERNALIA: Equipment or apparatus designed for the purpose of measuring, packaging, distributing, or facilitating the use of drugs.

SUBSTANCE ABUSE: The use of drugs or alcohol in violation of state or federal law, or in violation of school policy.

TOBACCO: Any product containing tobacco which can be smoked or used in non smoking form, i.e. "snuff," chewing tobacco, etc.

ENFORCEMENT OF DISTRICT POLICIES – SEARCHES

Any certified school personnel or school bus driver may conduct a search of a student's person, and/or his/her personal effects if they have reasonable cause. Automobiles on campus will be searched by certified personnel and only with reasonable cause. School property issued to students, such as lockers, desks, etc., may be searched at any time with or without student notification. For further information, refer to the San Jon School Board Search and Seizure Policy.

Acceptable Use Policy

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Availability of Access

Access to the District's electronic communications system(s), including the Internet, shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.

Access to the District's electronic communications system(s) is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system(s) and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations will result in disciplinary action consistent with District policies and regulations. Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright. Refer to form "Use of Technology Resources in Instruction" in Appendix.

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the Superintendent (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the San Jon Municipal District to amend a record that they believe is inaccurate or misleading. They should write the Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the requested amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent. One exception which permits disclosures without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The District classifies the following as Directory Information: student's name, parents name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, student's photograph, and the most recent previous school attended by the student. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the Superintendent of the school where the records are kept by five (5) working days following enrollment or re-enrollment, information designated above will be classified as Directory Information until the beginning of the next school year.
5. Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Superintendent's Office of each school within the District.
6. The right of complaint with the U.S. Department of Education concerning alleged failures by the San Jon Municipal School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D. C. 20202-4

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY POLICY STATEMENT

In accordance with Title VI of the Civil Rights Act of 1964, it shall be the policy of the San Jon Municipal School District (District) to assure that no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Further, in accordance with Title VII of the Civil Rights Act of 1964, it shall be the policy of the District to prohibit job discrimination because of race, color, religion, sex, or national origin.

Further, in accordance with the Age Discrimination Act of 1975, it shall be the policy of the District to prohibit discrimination based on a person's age.

Further, in accordance with Title IX of the Education Amendments of 1972, it shall be the policy of the District to provide equal educational opportunities for students and equal employment opportunities for staff, thus prohibiting discrimination in education based on sex.

Further, in accordance with the Section 504 of PL 92-112, the Rehabilitation Act of 1973, it shall be the policy of the District to provide equal education opportunities for students with disabilities and equal employment opportunities for applicants with disabilities and staff, thus prohibiting discrimination in education or employment based on disabling condition(s).

The District has designated the Superintendent as the person for the District's compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendment of 1972, and Section 504 of PL 912-112, the Rehabilitation Act of 1973. The responsibility of this *(Equal Educational and Employment Opportunity Policy Statement, cont.)*

position shall be directed toward the assurance that no barriers exist in equal educational opportunities, in programs and activities for students, nor in equal employment, development, advancement or treatment of employees on the basis of sex or disability. Concerns, complaints, and requests for information should be directed to the Superintendent, P.O. Box 5, San Jon, NM 88434, phone # (575)576-2466.

Further, in accordance with the Americans with Disabilities Act (ADA), the District does not discriminate on the basis of disability in the admission or access to, or treatment of employment in its programs or activities. The

District has designated the Superintendent, P.O. Box 5, San Jon, NM 88434, phone #575-576-2466, as coordinator for the District's compliance with the non-discrimination requirements of ADA. Information concerning the provisions of the Americans with Disabilities Act (ADA), and the rights provided there under (including grievance procedures) is available from the District coordinator.

GRIEVANCE PROCEDURE FOR ADA, SECTION 504, AND TITLE IX

The San Jon Municipal School District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the United States Department of Justice regulations implementing Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C 794). Section 504 and Title II state, in part, that "no otherwise qualified of his/her disability/handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..."

ADA complaints should be addressed to the Superintendent, P.O. Box 5, San Jon, NM 88434, phone # (575) 576-2466, who has been designated to coordinate ADA compliance efforts.

Section 504 complaints should be addressed to the 504 Coordinator, P.O. Box 5, San Jon, NM 88434, phone # (575) 576-2466, who has been designated to coordinate Section 504 compliance.

STUDENTS CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one (1) or more of the following:

- Denial of an equal opportunity to participate in any program or activity for which the student qualifies 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 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.
- Concern for the student's personal safety.
- Violation of the student's constitutional rights.

Provided that:

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

The guidelines to be followed:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint 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.

(Grievance Procedure for ADA, Section 504, and Title IX, cont.)

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 who wishes to complain (other than an elementary student's parent) should do so by completing the forms 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 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.

Knowingly submitting a false report 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 shall be followed.