

Springer High School

Student Handbook

2019-2020



Springer High School

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WELCOME

Springer High School has an excellent tradition of student scholarship and citizenship. Our students have initiative and a sense of responsibility, along with a knowledgeable, caring staff and a supportive community. SHS provides many opportunities for learning in academic, extra-curricular, and athletic areas.

Success will come when students make the commitment to attend all classes regularly, prepare for classes, become actively engaged in school work, and become involved in activities and athletics.

We hope that students will take every advantage of this school year and the opportunities available to make the high school years here both meaningful and enjoyable.

VISITORS

All visitors must report to the front office. Parents, community members, college and university representatives and guest speakers are welcome. **Unregistered students will NOT be allowed to attend regular classes.** All visitors must have an educational purpose for their request to visit. Students will not be allowed to bring visitors to school. Having a visitor, even a well-behaved and respectful one, disrupts the learning atmosphere of the classroom. All other visitors to the campus must check in by signing in at the SHS Office.

INTRODUCTORY STATEMENT

The purpose of this document is to assist students, parents, and school personnel in understanding that the school community exists to help all students develop their full potential for learning, and also to acquire the necessary self-discipline to enable them to become productive, responsible members of a democratic society.

The quality of the school community, both socially and academically, depends in a significant way on the choices made by the student population. Upon entering a school, students assume part of the responsibility for creating a stimulating academic and social environment in which everyone is free to grow and learn.

Maintaining a school climate free of disruption enables all participants to learn and grow. Students, teachers, parents, and administrators working together create an environment which fosters a common opportunity to learn. Certain student behaviors and attitudes foster the desirable, healthy, learning environment to which schools endeavor.

Among these are the following:

1. Friendliness and acceptance of people of different political, economic, social, religious, sexual orientation, racial background and abilities.
2. Eagerness to participate in both academic and nonacademic activities.
3. A spirit of cooperation and willingness to share abilities, time and skills, not only to further one's own goals but also to help others succeed.
4. Prompt and regular attendance in classes and activities of school sponsored organizations.

5. Willingness to adhere to school rules and make positive contributions to the academic and social climate.

STATEMENT OF POLICY

A primary responsibility of Springer Municipal Schools and their professional staff shall be to instill in students an appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought about.

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

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

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

The schools have the authority and responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established. The rules and standards outlined in this handbook have been developed to protect the rights of everyone, to insure that all students and staff are treated with respect, and to assure that our school operates in a safe and orderly manner.

Please read this document carefully and note particularly the changes in policy from the past. Your acknowledgement of school policy during the registration process attests to the fact that you have read the 2017-2018 handbook and policies, understand your responsibilities as a student, and agree to follow all of the guidelines listed within this handbook.

OUR MISSION

The Springer Municipal School District is committed to working cooperatively to ensure that every child is provided an opportunity for a quality education.

We will provide effective instructional leadership, responsible fiscal management, and quality learning environments that improve student outcomes.

SPRINGER HIGH SCHOOL—SCHOOL COLORS

Red and Black—**THE RED DEVILS**

SPRINGER MUNICIPAL SCHOOLS BOARD OF EDUCATION

President	Robert Tafoya
Vice President	Monica Burton
Secretary	Ronnie Gurule
Member	Joe Apodaca
Member	Zita Lopez

GOALS

- To promote active community participation
- To address students' needs through effective strategies that emphasize intellectual growth, self-esteem, and personal development to provide an atmosphere for innovation and creativity to use open, positive communication between parents, the faculty, the administration and the Board of Education to assist in the growth of the individual student

PHILOSOPHY

It is the philosophy of Springer High School faculty and staff to provide an atmosphere where students can learn and participate in activities that will prepare them for life after high school. We value the work of each individual and commit to the provision of a supportive, stimulating, and creative environment. We desire a cooperative venture by encouraging positive experiences in academics, vocational areas, activities, athletics and behavior.

ACCREDITATION

Springer High School is accredited by the New Mexico Public Education Department. This certification means that the Springer Municipal School District has met and must maintain strict standards pertaining to curriculum, teacher preparation, physical facilities and equipment.

ACADEMICS

Students at Springer High School must meet graduation standards established by the New Mexico Legislature Section 22-2-8.4, NMSA 1978. As of the school year 1999-2000, the number of credits required to graduate=**26 credits**.

GRADE LEVEL CLASSIFICATION:

Freshman through Seniors are classified based on the number of credits earned per school year.

[0-6 Freshman] [7-13 Sophomore] [14-19 Junior] [20-26 Senior]

Requirements are as follows:

Successful completion of a minimum of **26 units**. Outlined below. Final examinations are administered to all students in all classes offered for credit.

GRADUATION REQUIREMENTS

Effective for students entering 2018-2019 academic year and beyond.

Credit Requirement for Graduation at SHS=26 credits

- 4 units** English/Language Arts
- 4 units** Mathematics: one of which shall be equivalent to or higher than the equivalent of Algebra 2
- 3 units** Science: 2 units of which shall have a laboratory component
- 3 ½ units** Social Science including: US & World History and Geography, Government, Economics, and ½ unit in NM History
- 1 unit** Physical Education: (Athletics/dual credit coursework does not meet the PE requirement—as per NM PED)
- 1 unit** Communications Skills or a course approved by administration as a substitute
- 1 unit** in one of the following: a career cluster course, workplace readiness or a language other than English (career technical education coursework, courses designed specifically to address entry-level career skill requirements)
- 1 unit** in one of the following: an advanced placement course, an honors course, a dual credit course or a distance learning course

8 Elective units

Students who graduate from Springer High School will graduate in the school colors Red and Black.

Policies Governing Virtual/Digital Access and Coursework Virtual Coursework—Application

All students enrolled in virtual/digital coursework will be financially responsible for all failed virtual coursework.

Credit Recovery: Student is financially responsible for credit recovery virtual/digital coursework.

Further graduation requirements include the Following (as of Spring 2018):

In order to graduate from high school, students are required by state law, NMSA 22-13-1.1, to demonstrate academic competency in five areas: mathematics, reading, writing, science and social studies. Students primarily meet this requirement by scoring proficiently on the statewide annual assessments. However, students who remain

unable to demonstrate competency in this way and who have exhausted multiple attempts on these tests have the opportunity to meet the assessment requirement for graduation through an Alternate Demonstration of Competency (ADC).

Students at Springer High School may use state-developed End-of-Course (EoC) exams or standardized college and career readiness (CCR) assessments to demonstrate their academic competency. Students may take the following assessments to demonstrate competency: COMPASS, ACCUPLACER, SAT, ACT, AP and the PSAT. These exams and passing scores are made available by the NM PED.

- Students must complete Next Step Plan
- Student must take and pass the Science – SBA Science Grade 11 with a score of 1138+
- Student must take and pass the Mathematics – PARCC Algebra II with a score of 725+ (PL 3+) *Or* Geometry with a score of 725+ (PL 3+) *Or* Integrated Mathematics II or III* with a score of 725+ (PL 3+)
- Student must take and pass the Reading – PARCC ELA Grade 11 with a score of 725+ (PL 3+) *Or* ELA Grade 11 Reading subscore* of 42+ Writing – PARCC ELA Grade 11 with a score of 725+ (PL 3+) *Or* ELA Grade 11 Writing subscore* of 31+
- Social Studies - Student must take and pass the NM EoC. One state-developed Social Studies End-of-Course (EoC) exam with the state-established passing score.
- Mathematics coursework approved to meet credit requirements include: Algebra 1, Algebra 2, Geometry, IMP I, IMP II, IMP III, Probability & Statistics, Pre-Calculus, AP Calculus AB
- Other acceptable exam scores can be substituted for PARCC / SBA / EoC exam scores such as SAT, ACT, or College Board ACCUPLACER College Placement scores. Check with administration for current NMPED regulations.

GUIDELINES FOR ALTERNATIVE CREDITS (not to be used for early graduation)

THE COUNSELOR AND PRINCIPAL AND/OR DESIGNEE MUST APPROVE ANY WORK DONE OUTSIDE OF SPRINGER HIGH SCHOOL, which may include but not be limited to the following areas:

CREDIT RECOVERY/DISTANCE LEARNING/CORRESPONDENCE/ONLINE COURSES

Students must request prior approval from the school counselor, Principal or designee. All students are eligible to take correspondence courses and earn credit toward graduation. However, students must receive approval by the counselor or principal or designee before enrollment. Seniors who are enrolled in correspondence courses to earn credit toward graduation must pass the course and submit the grade to the counselor/administration by the first week in May of the graduating year. No more than four (4) classes (2 credits) earned by correspondence may count toward the diploma award. The local School Board at the request of the principal or his/her designee will consider exceptional circumstances. Transportation and all fees are the responsibility of the student/parent to attend the courses. Springer High School must receive an official transcript for the course to meet graduation requirements. Institutions charge a fee for this service.

UPWARD BOUND CREDITS

Only Sophomores through Seniors who qualify may be eligible to participate in the Upward Bound Program at New Mexico Highlands University OR Trinidad State Jr. College. Courses are scheduled twice a month and typically take place on weekends.

Credits received for Upward Bound will be determined by the counselor and principal or designee based on the number of contact hours the student has obtained. This determination of credits will be at the discretion of the Springer High School Administration and not Upward Bound Officials. A student may obtain seventy-two (72) contact hours in order to receive one-half (1/2) credit. A grade of pass/fail will be recorded on the transcript for Summer Upward Bound participation only. Fall and Spring Upward Bound will be given ½ credit for the entire school year based on attendance. Credit received cannot take the place of required courses.

A MAXIMUM OF THREE (3) CREDITS FROM UPWARD BOUND WILL BE ACCEPTED TOWARD GRADUATION REQUIREMENTS.

NATIONAL GUARD CREDIT

A maximum of two (2) credits may be earned by joining the National Guard and attending the Guard's Summer Program. These credits are elective credits and are placed on the transcript. The National Guard usually grades the course Pass/Fail. The Counselor/Administrator must receive written verification of completion directly from the National Guard.

SUMMER SCHOOL CREDITS

Summer school credits will be accepted from a legitimate summer school program outside of New Mexico as elective credit only. These credits cannot be used in place of required graduation courses. A grade of Pass/Fail will be recorded on the transcript.

In order to obtain credit for required courses in Math, Science, History, or English, a student must attend a legitimate New Mexico Summer School Program. Before a

student enrolls in Summer School, he/she must obtain the approval of the Principal and/or designee or Counselor. Grades are placed on transcripts and averaged into the student's cumulative grade point average.

SUMMER SCHOOL GRADES DO NOT REPLACE THE GRADE DURING THE REGULAR YEAR. THEY WILL BE AVERAGED IN WITH OTHER GRADES. Students are responsible to pay Summer School tuition and fees.

DUAL CREDIT COURSEWORK

SHS has dual enrollment agreements with the following institutions: Luna Community College, Clovis Community College, ENMU, NMSU and UNM. Dual enrollment is available to students who qualify and provides an opportunity for high school students to take college level courses while still attending high school. Dual enrollment courses may only be taken for elective credit. Administration may approve courses be taken for credit based on an individual basis and consideration for such must be approved prior to registration. College grades are also reflected on a college transcript. In accordance with our agreements with these institutions, students may not take a dual enrollment course to meet a core graduation requirement or take a course that is already offered at the high school. Three college credits earned at one of these institutions results in 1 high school elective credit being awarded toward graduation. Tuition at these colleges is waived. Distance learning fees and course/lab fees including textbooks are provided with the availability of funding sources at the district. Transportation costs are the responsibility of the student. Students are eligible for dual enrollment beginning as sophomores. Eligibility requirements to enroll in dual credit courses are established by the post-secondary institution and vary with the institution and the desired course. Students must see the school counselor/administration to obtain approval prior to enrolling in any dual enrollment course.

SERVICE LEARNING

Students may participate in the Service Learning Program, which consists of seventy-two (72) hours of service learning, resulting in .5 hours of elective credit. This course is considered pass/fail and will not be used to calculate grade point average. Paperwork must be kept and signed for approval including timesheets approved by a supervisor—who is of no relation to the student.

HOME SCHOOLING

Home schools are operated by a parent or legal guardian of a school-age person who instructs a home study program, including, but not limited to, reading, language arts, mathematics, social studies, and science. Students who are home schooled are not considered public school students. However, students who reside within the Springer Municipal Schools District are allowed to participate in Red Devil Athletics.

Parents/legal guardians must notify the state of the establishment of a home school electronically, **or** send written notification to the Secretary of Education within thirty (30)

days of establishment of a home school and re-notify the state on or before **August 1st** of each year thereafter.

Please remember that **state law requires all students ages 5–18 to attend school**—either public, private, parochial, state institution, or home school—and provides criminal penalties for parents who refuse to comply with the law. (Subsection A of 22-12-2 NMSA 1978) More information regarding Home School can be obtained from the New Mexico Public Education Department.

Parents/Guardians of home school students must provide Progress Reports, Report Cards and Semester Grade Reports to SHS for monitoring eligibility requirements for participation in Red Devil Athletics.

SCHEDULE CHANGES AND DROPPING CLASSES

During the first week of the school year you may ask the counselor or school administrator for a schedule change for an elective class. Your request will be considered if it is for a legitimate reason. If the change is approved, the counselor/administrator will notify the teachers of the change in the schedule. Administration reserves the right to make changes to the student course schedules.

No schedule changes will be considered after the first week of each semester.

The administration reserves the right to transfer or place students in particular classes if the change is of benefit to the student or is necessary to balance class size. You will be placed in classes that will challenge you to the best of your ability.

REPORT CARDS

Parents are encouraged to attend Open House, which is scheduled at the end of the 1st grading period also at the end of the 3rd grading period to obtain student report cards. Dates and times will be announced prior to Parent/Teacher Conferences and are also noted on the school calendar. Reports may be distributed or mailed directly to parents/students at the end of the second and fourth grading periods.

PROGRESS REPORTS

Students are able to obtain weekly progress reports every Tuesday from their teachers. The purpose of progress reports is to keep students on track for improved performance throughout each grading period.

GRADING

Springer High School students will earn grades in classes according to the scale below:
A 90-100 B 80-89 C 70-79 D 60-69 F 59 or below

In regular courses, student grade points are based on the numerical value of grades of follows:

A=4.0 B=3.0 C=2.0 D=1.0 F=0

Grades earned in honors and advance placement courses* will have the numerical value as follows:

A=5.0 B=4.0 C=3.0 D=2.0 F=0

*Advanced placement courses refer to courses, which use a college level syllabus or textbook as the course content and which are intended to prepare students to take an advanced placement test offered by the College Board. Courses that qualify as advanced placements will be determined by the SHS Administration.

SEMESTER EXAMS AND INCOMPLETES

NO SEMESTER EXAMS WILL BE ADMINISTERED PRIOR TO THE ADOPTED EXAM SCHEDULE. AN "INCOMPLETE" MAY BE GIVEN ACCORDING TO POLICY GUIDELINES. NO EXCEPTIONS!

Incompletes are permitted only with the principal or designee's prior permission and will be allowed only in cases of extreme emergency. An "Incomplete" grade must be made up within a specified time frame to be determined by the instructor and the principal or designee.

Final semester grades for each semester will be made up as follows:

- 4/5 of the final semester grade will consist of the grades in each of the two nine-week grading periods.
- 1/5 of the final semester grade will consist of the grade earned on the semester test.

EARLY GRADUATION REQUESTS

The duty of the Graduation Review Board is to consider requests from junior and senior students for early graduation. The Review Board shall include the high school principal or his/her designee, counselor and two teachers appointed by the principal or his/her designee.

PROCEDURE FOR EARLY GRADUATION REQUESTS

1. The student and parent/guardian must file a written request for early graduation with the high school principal or his/her designee at least one semester before the planned graduation.
2. The student must arrange with the counselor to take summer school, night school or correspondence courses that meet school and state requirements for graduation, and must provide evidence of completion of it to the Review Board for their approval. Upon completion of requirements, the student will be permitted to participate in graduation ceremonies.

SUGGESTIONS TO ACHIEVE BETTER GRADES

Make sure you know and understand the grading policy for each class you are enrolled. Be actively involved in classroom activities and discussion, study for tests, and

complete your class assignments and homework on time. Set aside sufficient time each night to complete your homework assignments. If you have no homework, review your notes from classes. Remember that your responsibility is to learn as much as you can from your teachers. Don't be afraid to seek extra help from your teachers by making the effort to meet with them individually. Often, one of your classmates may also be able to help you gain a better understanding of a subject with which you are having difficulty. The point is that help is available, but you must make the effort in asking for it.

PROCEDURES FOR WITHDRAWING FROM SCHOOL DURING THE YEAR

Students cannot officially withdraw from school without official notification from parent/guardians. Contact the school secretary in the office for information on procedures for withdrawing from school. Records of transferring students are released to receiving schools upon written request from the parent or student of legal age, or from appropriate authorities at the receiving school.

HONOR ROLLS OF MERIT

Springer High School recognizes students who have attained academic excellence. There are three rolls of distinction:

- Highest Honor Roll of Merit: Grade point average of 4.0 in academic subjects
- B Honor Roll of Merit: Grade point average of 3.5 to 3.9 in academic subjects
- Honor Roll: Grade point average of 3.0 to 3.4 in academic subjects

Each year an Academic Banquet is held to honor students who have been on the Honor Roll for three grading periods (The average grade from 1st, 2nd, and 3rd grading periods will establish the roll of merit award received at the banquet).

NATIONAL HONOR SOCIETY

Springer High School sponsors the National Honor Society for honor students. Membership is both an honor and a responsibility. Students must demonstrate a cumulative grade point average of 3.5 after the 2nd semester. Students meeting the national requirements of the National Honor Society and the local by-laws will be inducted each spring semester.

CLASS RANKING

Rank in class shall be determined for each full-time student. Rank in class will be based on a student's grade point average. Rank in class will be cumulative for grade 9, 10, 11, and 12. Numerical rank for the top five will be reported after the first semester of senior year. Numerical rank is available to students and parents/guardians after each semester, upon request.

STUDENT ASSISTANCE TEAM (S.A.T.)

The Student Assistance Team is comprised of the school counselor, principal or designee, and all of the student's teachers. Any staff member or parent may refer students. The purpose of S.A.T. is to assist students who are experiencing difficulty in

school. S.A.T. meetings are regularly scheduled each week. During the meetings, specific problems are identified and the team adopts an appropriate plan of action. Students who continue to experience lack of academic success may be referred for special education screening.

GENERAL POLICIES & GUIDELINES FOR STUDENTS AT SPRINGER HIGH SCHOOL

ATTENDANCE POLICY AND PROCEDURES

Students cannot learn the presented curriculum if they are not in school, and make-up work is a poor substitute for the verbal information and explanation they miss when they are not in class.

There is a direct relationship between regular attendance and good grades, so a student should attend school regularly each day unless prevented from doing so by illness or other emergencies.

Personal business and medical/dental appointments should be scheduled on Fridays or Saturdays when there is no school. You are at school approximately 143 days during the year, so it is important to schedule all other activities on non-school days.

The Springer Municipal Board of Education believes that regular attendance is necessary for optimal learning. In accordance with that philosophy, the following attendance guidelines are established:

1. Students will be allowed to accumulate 8 excused/unexcused absences per semester per class. Any student, who has more than eight (8) absences **per class, MAY** lose credit for that class;
2. Parents will be notified **by the office** after the **4th absence** (per student's respective class) that the student is in danger of losing credit for that particular class. A copy of notification will be sent to the parent, teacher, and a copy for student's file. After the student has obtained **6 absences**, a certified letter will be mailed to parents requiring a mandatory parent conference;
3. The principal or his/her designee of each campus will establish an Appeals Committee to listen to appeals from parents when their son/daughter has lost credit in class;
4. When the student reaches eight (8) absences, a certified letter will be mailed to parent/guardian. Appeals by parent and/or student must be done **in** person within five working days from receipt of letter to the Appeals Committee, which will consist of: Principal, Counselor, and two teachers. Decision of the committee is **FINAL**. Absences will be reviewed and the committee may consider the following in order to allow credit:

EXCUSED ABSENCES (FOR THE PURPOSE OF MAKING UP COURSE WORK)

1. Illness of student, doctor's appointment (must be verified with an official excuse from the doctor), or death in the family.
2. Personal Business, as pre-approved by administration.
3. Extended Illness (three (3) days or more)—If you are sick or injured and under a doctor's care, you will be allowed to make up your class work provided the doctor sends a note verifying treatment.
4. Any school-sponsored activity will not count as part of the eight (8) absences.

MAKE-UP WORK

1. It is **YOUR RESPONSIBILITY** to obtain from teachers all class work missed because of an absence, and it is **YOUR RESPONSIBILITY** to properly complete all work and turn in at a time mutually agreed upon by you and your teacher.
2. Failure to turn in make-up work will affect your grade in class.

Students must bring a written note to the school office when returning from any absence. The note must be signed and dated by the parent/guardian and must explain the reason for the absence. Notes from parents not stating a reason will not be considered excused. An admit slip must be obtained from the office before the student will be allowed to re-enter class. There is ample time to obtain an admit slip before school, between classes, and during lunch.

The admit slip must be signed by teachers and missed assignments will be given to the student upon return and noted on admit slip.

UNEXCUSED ABSENCES/TRUANCY

Students who choose to skip school or miss a class without an excuse will receive a "0" for any work missed and will be subject to disciplinary measures. Springer High School expects its students to attend class regularly. Failure to check out of school properly through the High School Office will be considered truancy. A student's unauthorized absences in excess of ten (10) days will be referred to the Social Services Division of the Children, Youth and Families Department. Parents will be notified when their son/daughter has an unexcused absence or truancy.

RETURNING TO SCHOOL AFTER AN ABSENCE

You must bring a written note to the school office before first period of the day following the absence. It must be signed and dated by your parent/guardian, and must explain the reason for the absence. Students who do not bring their note to the office will be considered truant and will receive no credit for the absent day.

CHECK-OUT PROCEDURES ARE AS FOLLOWS:

1. If you become ill and wish to go home, you must first report to the office so we may contact your parent/guardian.
2. If you wish to leave school for **ANY** other reason, you must bring a note to the office **IN ADVANCE** from your parent/guardian. The note must state the time you

are to leave, purpose for the absence, and when you are expected to return to school.

3. No person, outside the legal guardian, shall be allowed to take a student from the classroom or building at any time during the school day unless expressly authorized to do so by written permission from the student's parent or legal guardian. Should there be any doubt as to the legal relationship of a person attempting to take a student from the school, the principal or designee will verify by telephone parent/guardian approval. Parent/Guardian should list on enrollment card any individuals who are authorized to check out/pick up their student from school.
4. Under no circumstances will students be permitted to leave school grounds to run errands for staff or themselves.

LEAVING CAMPUS DURING SCHOOL HOURS

The school has responsibility for students from the time they get to campus until school is dismissed, and also when they are involved in school sponsored extra-curricular activities outside regular school hours. Students are expected to check out of school in the office when they need to leave the campus for appointments or other legitimate reasons. Telephone calls to parent/guardian to check out of school will not be allowed except in the rare case of an emergency or otherwise approved by administration. Students will not be allowed to leave without verification or at the discretion of the administration. Students who leave campus without permission will be considered **truant** and will be subject to disciplinary action.

TARDIES

A student is considered tardy to class if he/she enters the classroom after the tardy bell. Tardy students will report directly to their teacher, as the classroom teachers manage tardiness. **A student tardy for more than five (5) minutes** will be considered truant. All tardies are considered **unexcused** unless excused by a member of the staff.

STUDENT DRESS

A student's appearance will be governed by standards that are comparable with decency, cleanliness, safety, and an atmosphere of learning. Dress which disrupts the educational process will not be allowed. The school has the right and responsibility to intervene anytime it feels that the appearance of a student does not meet these standards. Students violating these standards will be sent home to change clothes. This absence will not be excused.

Red Devil Days--Red and Black—On Thursday's students, staff, faculty and the community are highly encouraged to exhibit their red and black attire in support of our Red Devil athletes. Go Red Devils!

STUDENT DRESS CODE

In the interest of encouraging positive school spirit, disciplined and focused educational environment, and promoting student safety, Springer Municipal Schools establishes the following Dress Code and Standard of Decency governing student dress at school and while participating in school-sponsored activities. Administrators shall have the discretion to determine the appropriateness of attire and grooming, and may make special exceptions for students in certain grades/subjects, such as vocational courses, physical education, for medical necessities.

Enforcement of this policy shall be in accordance with District disciplinary procedures for students. Enforcement of this policy shall not infringe on any individual's religious beliefs or protected free speech.

Dress Code and Standard of Decency

Students are expected to demonstrate personal grooming standards of cleanliness and to wear appropriate clothing while on campus, on field trips, and during off-campus events at which students represent Springer Municipal Schools for athletics or activities. Any personal grooming or clothing that disrupts the educational process or is provocative in nature is in violation of the dress code and standard of decency.

Not allowed:

- Insignias can be no larger than 3 inches x 3 inches. **[No graphics, pictures, or writing on clothing shall be permitted except as part of an insignia.]**
- Revealing or see-through clothing
- Exposed underwear including boxers, sports bras, and bras
- Saggy pants revealing underwear or any portion of the body below the naval.
- Dresses, skirts, shorts, and skirts, including slits, shorter three (3) inches above the bend of the knee.
- Sleeveless tops: all tops (male and female) are to have a sleeve
- Pajamas (tops or bottoms), unless it is a sanctioned school function, i.e., pajama day
- Ripped or torn clothing
- Bandanas, 'do-rags', shower caps, and hairnets
- Spiked jewelry and jewelry that is obscene, disruptive to the educational process or that could endanger students
- Belt loop chains, wallet chains, and extended belts
- Trench coats
- Heelys
- Flip-flops (elementary school)
- Clothing and/or articles worn or carried by the student (includes face painting) displaying words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature
- Clothing and/or articles in violation of Policy 346, Gang Activity, which states that students shall not "wear . . . any clothing, jewelry, emblem, badge, symbol,

sign or other items that evidences or reflects membership in or affiliation with any gang”

- Visible cleavage, navels, and/or midriffs. No skin should be shown between the bottom of the shirt / blouse and the top of the pants/skirt when arms are stretched upward
- Tube tops, spaghetti strap tops, halter tops, translucent blouses, midriff shirts/blouses
- Footwear that is safe and appropriate for weather and other conditions must be worn at all times on campus and in buildings
- Hair shall be groomed so that it is clean and safe for participation in any school activity
- Hats and sunglasses may not be worn inside buildings, but are allowed outside
- Spandex, yoga pants, leggings, skinny jeans are only allowed under approved shirts, shorts, skirts, and dresses
- Approved school spirit wear for all SMS schools, Scout uniforms, and JROTC uniforms are permitted
- Approved special event day dress is permitted
- Mid-School and high school students’ school-issued ID badges must be available or presented at request at all times and may not be defaced in any way

Consequences for Violation of the Student Dress Code/Standard of Decency

First offense: Students who violate the Dress Code will be issued a Dress Code referral and will be required to:

- 1) change into other clothing they may have with them if it conforms to this policy, or
- 2) change into clothing provided by the school, or
- 3) be sent home

The time missed from class will be considered “unexcused.” Clothing that is “borrowed” must be returned clean to the main office on the day following the incident.

Second and subsequent offenses: Students will face disciplinary consequences as defined in the Student Code of Conduct and outlined in the Student Handbook, which may include penalties up to out-of-school suspension.

Waivers

Waivers may be granted by the principal or site administrator subject to the following criteria:

1. Religious Freedom: Families whose religious beliefs require wearing attire that does not conform to the dress code and whose membership or affiliation with that denomination or sect can be verified
2. Health or Physical Disability: A health or disability issue documented by a medical professional or through an IEP which would preclude the student from being able to wear regular clothes to school for a specified period of time
3. Financial Hardship: Families who for a period of time meet one of the following criteria and who can document this situation:
 - a. homelessness;
 - b. head of family is unemployed or on disability;

- c. families with children who receive general public assistance or some other form of documented financial aid.

The portions of the Dress Code and Standard of Decency pertaining to insignia size, the prohibition of pictures or writing on clothing, the display of words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature, and to violations of Policy 346 are not subject to waiver. All students will be expected to comply with these provisions of the standard of decency.

Except as described in the previous paragraph, no student shall be denied attendance at school, penalized or otherwise subject to compliance measures for failing to obey the dress code if a waiver of this policy has been obtained.

Application process for waivers

Parents of students who qualify for a waiver must fill out a waiver request form at the student's school site during the two weeks prior to the opening of school. Parents of students new to the district must apply for a waiver within two weeks of the date of the student's enrollment. During the two-week period students must meet the district's dress code expectations.

Parents requesting temporary waivers for health reasons must apply for a waiver at the student's school site prior to the student's return to school.

Appeal of denial of waiver

The decision of the principal or school site administrator may be appealed to the Superintendent or designee whose decision shall be final. Any parent requesting review by the Superintendent must submit a request in writing to the Office of the Superintendent within three (3) working days of the principal or administrators' denial. The Superintendent shall issue a final determination within three (3) working days of receipt of the request for review.

Annual policy review

This policy will be subject to annual evaluation and review in a manner to be determined by the Springer Board of Education.

STUDENT ACTIVITIES

1. Any school class or club wishing to hold an activity must initially obtain a "Student Activity Request" form from the school office.
2. The form must be completed and signed by the class/club president and sponsor, and approved by the school principal or his/her designee at least TWO WEEKS before the date of the planned activity.
3. Purchases by classes or clubs must be written on a requisition, signed by the class/club president and sponsor, and approved by the administration BEFORE an order is placed. The class/club MUST have funds for the purchase in their account BEFORE items are ordered.

SCHOOL DANCES

As with other student activities, dances must be approved in advance by the school principal or his/her designee. School dances are only for Springer High School students, except for Homecoming and prom.

1. All dances must have sponsors approved by the school principal or designee.
2. Students entering the dance must remain at the dance. If students leave the dance, they cannot re-enter and must immediately leave the area.
3. All school rules regarding student conduct apply at school sponsored dances.
4. Names of unregistered students as guests for Homecoming and Prom must be placed on the front office list NO LATER THAN ONE WEEK prior to the date of the dance. Freshmen-Seniors are allowed one guest each for Prom. Any SHS student may invite one guest or date for the event.
5. Homecoming guests must be attending, or be a graduate of a high school, GED program, or post-secondary school, college, vocational school, or be enrolled in an approved university sponsored correspondence course. If you invite an unregistered student, it is YOUR responsibility to inform the guest that he/she must present proof of enrollment or graduation to the sponsors prior to the dance. Without proper verification, your guest will NOT be allowed to attend the school sponsored event.

HEALTH

Under state law, school personnel are not permitted to administer any type of medication to students, including Aspirin, Tylenol, or any other “over the counter” drug. Parents are not encouraged to send medication(s) to school with their children; however, the school recognizes that there are occasions when the student must take medication during school hours. The medication must be turned over to the school nurse or principal or his/her designee’s office with instruction for its use unless, with written notification from parent and/or doctor and Principal or his/her designee approval may remain with the student. No medicine, either prescription or over the counter, may be carried by the student on campus. Exceptions will be determined only if we have appropriate documentation on file from the doctor and parent.

Parents who wish to have over the counter medications available for their student during the school year must notify the school nurse and administration for procedures for doing so.

Students who become ill during the school day are to report to the school office. If there is a necessity for the student to return home, the school will inform the parent/guardian prior to dismissing the student. If a medical emergency arises, the student’s parent/guardian will be notified immediately. If the parent/guardian is unable to be contacted, professional medical personnel will be called for emergency situations. **It is vital to have the form for student emergency information in the school office**

updated as necessary in the event of an emergency. These forms provide for a contact if the parent/guardian cannot be reached. This information is to be completed on the enrollment card at the time of registration.

Student health records are maintained by the District Nurse and are on file in the school office. Parent/guardian will be notified regarding immunizations and updating of the same. SHS follows the state guidelines regarding immunizations. Students must be up to date with their immunizations in order to register for school and to remain at school. If you have questions regarding this, please contact the school nurse.

IMMUNIZATION/MEDICAL RELEASE

New Mexico law requires students to be properly immunized before they are allowed to enroll in any public school. Students must provide proof of immunization or proof of medical or religious exemption.

FEES

Students may be charged a materials fee depending upon the requirements of individual courses. Every attempt will be made to hold special charges to a minimum. Students who owe fees at the end of the academic year will not be allowed to register for classes the following semester until all bills have been paid in full.

LIBRARY

The library is a place where books, magazines, and newspapers may be used for information and enjoyment. Current replacement price is imposed on any lost or excessively damaged material.

Refunds may be made if the lost and paid for item is returned in good condition within the same school year. Fines may be charged for overdue materials. Grades or Transcripts may be withheld for any delinquent accounts. When using the library, please respect the rights of others by remaining courteous and quiet.

LOCKERS

Lockers are considered school property and are furnished as a convenience to students. Any contents issued to students for use during the school year are that student's responsibility. Lockers will be issued to each student enrolled in school. Any changes in locker assignments must be cleared through the office. Do not keep anything of value in your locker. The school is not responsible for any valuables or books lost.

Springer High School does not supply its students with lockers for illicit use in harboring pilfered property or harmful substances as enumerated under the Controlled Substance Act of the State of New Mexico approved on February 29, 1972, by the Legislature. Pursuant to the above, the principal or designated representative has the inherent authority vested by the school administration to inspect any locker.

TEXTBOOKS

All textbooks are loaned to students free of charge. However, students are responsible for lost or damaged books and will be expected to pay for them. Students are urged to take good care of books to avoid an assessment at the end of the school year. Any damage to school property, i.e., desks, books, lockers, etc. resulting from willful or malicious acts, is not permitted. Expenses for the damages will be recovered by the school district by any legal procedure available.

SCHOOL PROPERTY

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

An authorized person may conduct a search when he/she has a reasonable suspicion that a crime or other breach of disciplinary rules are occurring or has occurred. An administrator may direct or conduct a search under the same conditions and also when he/she has reasonable cause to believe that a search is necessary to help maintain school discipline.

Springer Municipal Schools have a contract with NARC of New Mexico. Their service provides the use of dogs for Search and Seizure on school campuses across the State of New Mexico. For more information contact the Central Administration Office.

School property, including lockers and school buses, may be searched with or without students present. Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities, for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open it or circumstances otherwise render such action necessary in the judgment of the administrator.

Authorized persons may seize illegal items or legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process. Seized items shall be released to appropriate authorities or a student's parent/guardian or returned to the student when and if the administrator deems appropriate.

The administrator shall have the discretion to notify the local juvenile probation officer, district attorney or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

MOTOR VEHICLES

Students are required to park and lock their cars upon arrival on campus and **are prohibited from loitering in cars or in the parking lot at any time during the school day.** STUDENT VEHICLES MUST BE PARKED INSIDE THE CAMPUS AND ONLY

ALONG THE FENCE OF SIM BROWN GYM. **ONLY STUDENTS WITH A VALID DRIVER'S LICENSE AND VALID CAR INSURANCE WILL BE ALLOWED TO BRING CARS ON CAMPUS.** STUDENT VEHICLES, WHEN ON CAMPUS, ARE UNDER SCHOOL CONTROL AND MAY BE SEARCHED IN ACCORDANCE WITH SCHOOL POLICY.

The parking area directly in front of the school is for parent/visitor/Senior class parking, and the area behind the kitchen/shop area is for delivery trucks only. PLEASE DO NOT PARK BEHIND THE SCHOOL BUILDINGS.

Students who choose to park in these areas blocking gates from being opened and closed properly will run the risk of their vehicle being towed at their own expense. Also speeding, reckless, or careless driving on campus will not be tolerated. First offense will be loss of driving to school for four (4) days. Second offense will result in loss of vehicle privileges at school.

In an effort to minimize automobile accidents please do not use the bus exit or entrance to campus at any time. In addition, please utilize the entrance nearest to the Springer Municipal School's Administration building as the proper entrance to campus. We thank you for your cooperation in helping ease the flow of parking and parent drop offs to SHS.

BEVERAGES/FOOD

Food or beverages may be allowed in the classroom at the discretion of the teacher. (Teacher's Classroom Rules). No food or beverages will be allowed in the Science Lab or Computer Labs.

SMOKING/TOBACCO USE

As required by law, Springer Municipal Schools is a smoke-free facility. Smoking is prohibited on all campus facilities at all times. Students are prohibited from possessing, smoking, carrying, or holding a lighted pipe, cigar, or cigarette, or using tobacco in any form, on school campuses, in school buildings, in school vehicles, including buses, or at any school sponsored functions/activities. E-cigarettes and vape pens, regardless of smoking fluid, are prohibited. Violation by student will result in disciplinary action.

POLICIES AND GUIDELINES FOR STUDENT CONDUCT AT SPRINGER HIGH SCHOOL

Discipline at Springer High School is meant to be both educational and positive rather than merely punitive and negative. This aspect of student life stems from a professional and genuine concern for the welfare of both the individual and the community. As such, the school views discipline as a learning experience designed to enhance the development of an individual's growth towards maturity, self-discipline, and the fostering of an internal set of controls, which allows one to efficiently function as a contributing member of society. Thus, the individual's own good, as well as the common good is promoted.

The school administration hopes that discipline measures will not be needed. It is our desire that students will make every effort to act as responsible youth at all times; they will treat fellow students, teachers and administration as they would like to be treated. If this is done, then discipline will not be a problem. However, if some type of discipline is needed, the administration will take action. It is the responsibility of the teacher to handle the classroom situation. Please abide by the rules and regulations set by your teachers. If your behavior does not conform to these requests, then administrative action will be taken. We hope this will not be needed. Definition of school penalties may include, but are not limited to:

1. Parent Conferences.
2. Loss of athletic and/or activity privileges; loss of driving privileges on school parking lot
3. Detention-Student sent to office out of a classroom for any reason will be assigned detention by the principal or his/her designee. "Detention" means requiring a student to remain inside or otherwise restricting his or her liberty at times when other students are free (i.e. Noon Detention).
4. In-School Suspension/Detention-In-School Suspension/Detention (ISSD) means suspending a student from one or more regular classes while requiring the student to spend time in a designated area at the same school.
5. Out-Of-School Suspension (OSS)- Any period of time spent for out-of-school suspension will be considered NO CREDIT for classes missed.
6. Expulsion

Parental Notification

In cases involving recommended suspension, an attempt will first be made to notify parent/guardian by telephone. In addition to the phone call attempt, parent/guardian will be notified in writing. In cases involving other disciplinary actions, an initial attempt will be made to contact the parent/guardian by phone. If unsuccessful, parents will be notified in writing by mail, student delivery or by messenger. In the case of homes where a phone call is impossible and communication by mail is doubtful, a home school/liaison officer will make a personal contact. The option of scheduling a hearing or accepting suspension will be discussed with the family.

School Personnel shall make a conscientious effort to keep a student in school; however, a student may be suspended under the following conditions:

1. Students may be suspended by the principal or his/her designee after conferences and/or other corrective measures have been used without success.
2. Suspension may be initiated at the discretion of the principal or his/her designee after a student poses a threat to property, students, teachers, or other school officials.
3. A student suspended for the first time, under one or two above, may be suspended pending a parent conference.
4. Anytime it becomes necessary for a student to be sent home, the parents or guardian of the student will be contacted. If neither parent nor guardian can be

contacted, the student will be required to remain at school under supervision for the remainder of the school day.

5. Should a student become hostile, physically and/or verbally abusive to school officials, the police will be called and that student removed from school premises immediately.
6. Immediate removal (remanding to the Police) may be required in cases of physical violence, possession or suspected use of drugs and/or alcohol.
7. Students will not be allowed to return to school after a suspension until a parent/guardian and school administrator conference is held.
8. Students are not allowed to attend and/or participate in any extra-curricular activities during time of suspension.

DICIPLINE MATRIX

The following HS / JH school code of conduct has been adopted to protect and foster respect for the rights of SHS students and staff. Infractions of this Code of Conduct are grouped into three levels based on the severity of the infraction, and each violation of the code may have from one to three levels of consequences.

These represent the recommended guidelines in the disposition of discipline situations for the Junior High / High School. Therefore, depending on the circumstances of the behavior or education status of the student, responses may vary from situation to situation.

In all cases administrative discretion will be exercised.

Level 1			
Behavior	1st Offense	2nd Offense	3rd Offense
Dress Code Violation	Parent Notification and Warning Options: Change into other clothing they may have Clothing provided by school Be sent home	Parent Notification and Warning Same as 1 st offense 1 Day ISS	Parent Notification 2 Days ISS Same as 1 st Offense 4 th Offense could result in OSS
General Disruptive Conduct (profanity, rudeness, dishonesty, etc.)	Teacher Interventions Parent Notification	Teacher Interventions Parent Notification Possible Lunch Detention	1 Day ISS Teacher Interventions Parent Notification Possible Lunch Detention
Gossip, Passing Rumors, Instigating	Teacher Intervention Parent Notification	Teacher Notification Parent Notification	1 Day ISS Parent Notification
Public Display of Affection	Verbal Warning	Parent Notification Detention or 1 Day ISS	Detention or 1 Day ISS
Tardy	Verbal warning	Written warning mailed or sent home	parent notification and a week (4 days) of lunch detention

Level 2			
Behavior	1st Offense	2nd Offense	3rd Offense
Bullying/Threats/Harassment	1 Day ISS Parent Notification	3 Days ISS Parent Notification	3 Days OSS Parent Conference Behavior Contract
Aggressive/Hostile Behavior	2 Days ISS Parent Notification	3 Days ISS Parent Notification	1 Day OSS Parent Conference Behavior Contract
Cheating or Plagiarism	Loss of Assignment Credit Parent Notification Friday school	Loss of semester credit in class	
Chronic Disruptive Conduct	1 Day ISS Parent Notification	2 Days ISS Parent Notification	3 Days ISS Behavior Contract Parent Notification
Disrupting a School Activity	Removal from Event Parent Notification	Removal from Event 1 Day ISS Parent Notification	Removal from Event Loss of Privileges for the Remainder of the Year 2 Day ISS Parent Notification
Ditching (out of class without permission)	1 Day ISS Teacher Interventions Parent Notification Possible ASD	2 Days ISS Teacher Interventions Parent Notification Possible ASD	3 Days ISS Parent Notification Teacher Interventions Behavior Contract
Electronic Devices	Device returned at end of the day	parent/guardian must pick up the device from a school administrator	parent/guardian must pick up the device from an administrator and a contract must be signed
Truancy	2 Days ISS Parent Notification	4 Days ISS Parent Notification	2 Days OSS Parent Notification Behavior Contract
Failure to Comply with Disciplinary Consequences (including skipped detention)	Twice the Previous Consequences	Administrative Referral	Administrative Referral
Falsifying or Misuse of any Official Document or Communication (including passes, ID, progress report, call to excuse absence, parent signature, etc.)	Teacher Interventions and/or 1 Day ISS	2 Days ISS Parent Notification	1 Day OSS Parent Notification Behavior Contract
Rough Housing	1 Day ISS Parent Notification	2 Days ISS Parent Notification	3 Days ISS Parent Notification Behavior Contract
Fighting (including instigating, pushing, physical contact)	2 Days ISS Parent Notification	4 Days ISS Parent Notification	See Level III Assault/Bullying
Inappropriate Use/ Possession of Technology – unauthorized access to District software, telephones, accounts/files, unauthorized access or use of video recording via electronic device, posting of inappropriate material on websites including video taping of activities violating school policy such as fights, bullying, hazing or other misconduct.)	2 Days ISS Parent Notification	3 Days ISS, Loss of computer privileges for remainder of the school year and restitution Parent Notification	Level III Harassment/Bullying
Insubordination, Defiance of Authority or Showing Disrespect; Failure to Report	1 Day ISS Parent Notification	2 Days ISS Parent Notification	1 Day OSS Parent Notification Behavior Contract
Possession of Inappropriate Material	1 Day ISS Parent Notification	2 Days ISS Parent Notification	1 Day OSS Parent Notification
Possession/Use of Tobacco, Rolling Papers, or Incendiary Devices at School or School Sponsored Event	1 Day ISS Parent Notification	2 Days ISS Parent Notification	1 Day OSS Parent Notification Behavior Contract

Level 3 - SPD referral may be filed on all Level III Infractions			
Behavior	1st Offense	2nd Offense	3rd Offense
Arson	10 Days OSS Pending Hearing		
Assault/Battery (Physical) of a Staff Member	10 Days OSS Pending Hearing		
Assault (Verbal) of a Staff Member (including intimidating or threatening remarks and/or directed profanity)	3 Days OSS Behavior Contract	5 Days OSS	10 Days OSS Possible Hearing
False Alarm	1-3 Days OSS	1-3 Days OSS	
Bomb Threats/Explosives/ or (possession of)	10 days OSS Pending Hearing		
Assault/Battery (physical) of a student or students by one or more students	3 Days OSS Mediation	5 Days OSS Mediation Behavior Contract	10 Days OSS Possible Hearing
Fighting (including instigating, pushing, physical contact)	3 Days OSS	5 Days OSS	10 Days OSS Pending Hearing
Gang Related Activity	2 Days OSS, Behavior Contract	5 Days OSS Pending Hearing	10 Days OSS Pending Hearing
Habitually Disruptive Conduct	3 Days OSS	5 Days OSS Pending Hearing	10 Days OSS Pending Hearing
Harassment / Bullying (Physical, racial, verbal, disability, electronic, intimidation toward another student-bullying)	3 Days OSS	5 Days OSS Pending Hearing	10 Days OSS Pending Hearing
Inappropriate Use or Possession of Technology (tampering/damage to computers/network)	5 Days OSS, Loss of Computer Privileges for the Remainder of the Year and Restitution, Behavior Contract	10 Days OSS Pending Hearing	
Making a False 911 Call	5-10 Days OSS, Possible Hearing		
Personal Substance Abuse (consuming, solicitation, in possession, or under the influence of; alcohol, drugs, look-a-likes or other controlled substances, e-cigarettes and/or paraphernalia including OTC drugs and prescription drugs)	5 Days OSS and Behavior Contract	10 Days OSS Pending Hearing	
Selling or Distributing Alcohol, Drugs, Look-a-likes, or Other Controlled Substances Including OTC Drugs or Prescription Drugs	5-10 Days OSS Pending Hearing		
Sexual Harassment/Misconduct	3 Days OSS Pending Investigation, Behavior Contract	5 Days OSS Pending Investigation and Continued Behavior Contract	10 Days OSS Pending Hearing
Theft/Extortion	3-5 Days OSS, Behavior Contract, Possible Restitution	10 Days OSS Pending Hearing, Possible Restitution	
Using Incendiary Devices	5 Days OSS, Counseling and Possible Restitution	10 Days OSS Pending Hearing and Possible Restitution	
Vandalism (involved in altering, defacing or destroying school or private property, including technology)	5 Days OSS, Loss of Privileges, and Possible Restitution	10 Days OSS Pending Hearing, Possible Restitution, Loss of Privileges	
Possession of Weapons	5 -10 Days OSS Pending Hearing SPD may be contacted		

Any school detention takes precedence over activities and athletics. The student may only report to an event or practice after detention is over. While in Out-of-School suspension, the student may not attend any school events on or off campus.

ACADEMIC CHEATING/PLAGIARISM

Students commit plagiarism when they use someone else's words, ideas, or creative productions as if they were their own. In publications, plagiarism is illegal, and in scholarly work it is unethical. Assignments are plagiarized if they are completed in whole or part by anyone other than the student who claims credit.

Copying homework, computer work, test answers, or creative productions of any kind is plagiarism. Submitting a paper or signing a name to a creative project that has been originated in any way by another is plagiarism. Claiming credit for a draft that contains rewording or handwriting by anyone other than the student is plagiarism. Although teachers often encourage students to seek help from friends or family in completing assignments, that help must be limited to suggesting ways students could correct or edit their own work. Plagiarism can occur from printed material, the Internet, as well as from people, but students can avoid plagiarism by precisely quoting borrowed material and carefully crediting the source.

Students must submit their own work for credit. Anyone who allows someone else to copy his or her work will receive the same consequences as the plagiarizer. Students who engage in either cheating or plagiarism will suffer the following: On the **FIRST** offense, the student will lose credit for the assignment, do 1 (one) Friday detention and the parents will be called in for a conference with the teacher and principal or his/her designee. A **SECOND** offense of cheating/plagiarizing will result in the loss of credit for that semester in the class that the student was caught (regardless of which class the 1st offense occurred).

Any student who is absent during a **FINAL** exam without prior administrative approval will receive a grade of zero on that exam.

SCHOOL SPONSORED ACTIVITIES

1. Parental permission is required in writing before a student may take part in a school-sponsored activity that involves travel away from the school campus. Special forms are available from the office for this purpose and must be signed by your parent/guardian.
2. Students must travel on school transportation to all out-of-town activities and return the same way, unless parents are present at the activity and arrange with the sponsor or coach to take charge of their child. SHS will not release students to travel to or from a school activity with a person other than the student's parent/legal guardian unless previous arrangements have been made with the administration.

STUDENT INSURANCE

The school district makes insurance available to parents for their child. This insurance is voluntary and information will be available in the High School Office anytime during the school year. All student athletes must have some type of insurance coverage, either personal through their parents or school insurance. Proof of coverage must be provided in order to participate.

EMERGENCY DRILLS

Emergency drills are conducted at regular intervals as required by law, and are an important safety precaution. Students and Personnel shall follow correct procedures.

Each classroom will have a schematic posted depicting suggested school crowd movement. Teachers must stress to the students the serious nature of these drills. Procedures will be according to current Fire Drill Standards.

REGULAR SCHOOL DAY SCHEDULE

School begins promptly at 8:00 AM and ends at 4:00 PM. Seven class periods are held during the school day with four minutes between each class period.

First Bell	7:55 AM		
		<i>JH Breakfast</i>	<i>8:00 AM – 8:15 AM</i>
First Period HS	8:00 AM - 8:57 AM		
		<i>First Period JH</i>	<i>8:19 AM – 9:17 AM</i>
HS Breakfast	9:02 AM – 9:17 AM		
Second Period	9:21 AM - 10:18 AM		
Third Period	10:22 AM - 11:19 AM		
		<i>JH Lunch</i>	<i>11:19 – 11:49 AM</i>
HS Fourth Period	11:22 AM - 12:19 PM		
		<i>JH Fourth Period</i>	<i>11:52 AM – 12:48PM</i>
HS Lunch	12:19 PM - 12:48 PM		
Fifth Period	12:53 PM - 1:53 PM		
Sixth Period	1:57 PM - 2:57 PM		
Seventh Period	3:01 PM – 4:00PM		

INCLEMENT WEATHER

When it becomes necessary to cancel or delay school because of inclement weather, local radio stations (92.5 FM KCRT & 93.9 FM KRTN), local television stations (KOAT, KRQE & KOB) will be notified prior to 7:00 AM. to inform you of specific school changes.

STUDENT EXTRACURRICULAR ACTIVITIES

Participating in extracurricular activities is an important aspect of life in school. The responsibilities, which are assumed by holding office, and the friendships, which are encouraged by students working together toward common goals, provide lasting

satisfaction and many rewarding memories. You are encouraged to become involved in school activities in which you have a special interest. Eligibility requirements apply toward student council officers, class representatives, athletic/club competitions/practices, and club leadership positions.

Extracurricular activities are defined as those related to clubs/organizations, student council officers, class representatives, and athletic competitions/practices. Academic and code of conduct requirements must be met in order to participate in the aforementioned.

ELIGIBILITY

In order for students to participate in any of Springer High School's extracurricular activities, students must meet standards established by the State Board of Education and the New Mexico Activities Association. Students must be enrolled in at least five (5) classes per semester in order to participate.

In addition to the New Mexico Activities Association eligibility policy, local policy also will ensure eligibility to participate based on student attendance where a participant must be in attendance full time the day of or the last day prior to a non-school scheduled event, unless an excused absence has been approved through an administrator. In order to participate at practice, students must be in attendance full time that day, unless an excused absence has been approved through an administrator.

CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES

In order to participate in extracurricular activities at Springer High School, students are expected to abide by the rules set herein. Consequences will be determined by the administrator /sponsor/coach.

- 1. STUDENTS WILL CONDUCT THEMSELVES WITH CLASS AND SPORTSMANSHIP.** Misbehavior will not be tolerated at any time or place during school hours or extracurricular activities *including enforcement of Electronic Devices Policy*. The first offense may result in your temporary suspension from the team/extracurricular activity.
- 2. STUDENTS WILL STRIVE FOR ACADEMIC EXCELLENCE.** Involvement in extracurricular activities requires a devotion to academics. The eligibility standard of the NMAA and the Springer Schools is as follows: Students must maintain a 2.0 GPA and may have no more than one (F) in all of their classes to participate in any extracurricular activity. Eligibility is determined at the end of each grading period. In addition, Springer High eligibility requirements are as follows: If a student's GPA falls below 2.0 or if he/she has more than one (2) failing grades at the midway point of a nine week grading period, the student will be ineligible for a minimum of one (1) week.

- 3. STUDENTS THAT QUIT THE TEAM OR EXTRACURRICULAR ACTIVITY DURING THE COURSE OF YEAR WILL NOT BE REINSTATED THAT SAME SEASON IN THE SAME OR ANOTHER SPORT – i.e. STUDENTS MAY NOT QUIT VOLLEYBALL AND JOIN CHEER LEADING.**
- 4. STUDENTS WILL NOT POSSESS OR USE ALCOHOL, TOBACCO, E-CIGS OR VAPOR CIGARETTES OR DRUGS AT ANY TIME.**
Students will be dropped from the team and suspended from other extracurricular activities for 36 school days on the **FIRST** offense and for 365 days on the **SECOND** offense. Students will be suspended from all extracurricular activities for the remainder of their junior/senior high school career on the **THIRD** offense
- 5. STUDENTS ARE EXPECTED TO BE LAW ABIDING CITIZENS.**
Students committing a delinquent act *or who have been convicted of a crime, misdemeanor or felony* may be dropped from the team/extracurricular activity and consequences will be determined by the administration.
- 6. FIGHTING AND TRUANCY WILL NOT BE TOLERATED.**
Students who are guilty of provoking/engaging in a fight and/or truancy will be suspended and/or terminated from team/extracurricular activity. *Students with multiple tardies (3 or more) can face a 1 game suspension.*
- 7. STUDENTS WILL NOT RECEIVE A LETTER OR AWARDS UNTIL ALL EQUIPMENT HAS BEEN RETURNED OR PAID FOR.**
- 8. STUDENTS MUST RIDE THE BUS TO AND FROM AN OFF CAMPUS EVENT UNLESS SIGNED OUT ON AN SMS FORM BY A PARENT AND THE ATTENDING STAFF MEMBER RESPONSIBLE FOR THE STUDENT ON THE TRIP – NO EXCEPTIONS.**

SUSPENSION OF EXTRACURRICULAR ACTIVITIES

Removal from any part or all of extracurricular privileges for time periods of up to one calendar year is at the discretion of the administration or his/her designee. Participation in extracurricular activities is a privilege, offered to, and earned, by students.

Because participants are serving as representatives of their school and community, their conduct is expected to exemplify high standards at all times.

Participating in extracurricular activities is not a student right, and suspension of such privileges does not require a due process hearing.

**CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES AND SUSPENSION
OF EXTRACURRICULAR ACTIVITIES ACKNOWLEDGMENT**

PLEASE SIGN AND RETURN THIS PAGE TO YOUR
SCHOOL AFTER READING THE CODE OF CONDUCT FOR
EXTRACURRICULAR ACTIVITIES AND SUSPENSION OF
EXTRACURRICULAR ACTIVITIES.

I agree to obey/follow Springer Municipal Schools Board policy regarding CODE OF
CONDUCT FOR EXTRACURRICULAR ACTIVITIES AND SUSPENSION OF
EXTRACURRICULAR ACTIVITIES.

Student Signature

Date

I have read and helped my child understand his/her expectations outlined in the CODE
OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES AND SUSPENSION OF
EXTRACURRICULAR ACTIVITIES.

Parent Signature

Date

SPRINGER HIGH SCHOOL **2019-2020 SHS WEEKLY ELGIBILITY POLICY**

What does scholastic eligibility mean? In order to enjoy the privilege of participating in interscholastic athletics, students must meet the academic standards established by the New Mexico Activities Association (NMAA) and the Springer Municipal Schools District. This academic eligibility includes not only the students involved in athletics, but also those students participating in FFA, Student Council, National Honor Society, MESA, etc.

It is an honor to participate in interscholastic athletics and activities. SHS students must meet academic standards established by **both** Springer High School and the NMAA. Springer High School students are required to hold a minimum **2.8 GPA** and no grades below 60% to participate in extracurricular activities. In addition, no disciplinary suspensions and no more than two referrals within the entire academic year shall be accumulated.

Eligibility reports for students in grades 6-12 will be reported on a weekly basis—every Tuesday. If a student has a grade below 60%, the student will have until the following Tuesday to meet eligibility requirements.

Students who do not meet the eligibility requirement will not be allowed to participate in any extracurricular activity until the student meets all eligibility requirements until the following Tuesday.

Eligibility for Student Activity Trips

All students must abide by rules of the Springer High School Handbook and Code of Conduct in order to participate in field/activity trips. The coach/sponsor/administration will make the final determination of discipline in response to serious code infractions.

- Students must be eligible for participation and passing all classes.
- No disciplinary suspensions and no more than two referrals within the entire academic year.
- Students must have signed permission slips from parents prior to trip.
- Students may be removed from valedictorian or salutatorian status if it is determined by the administration that the student does not meet requirements.

Valedictorian and Salutatorian Graduation Academic Honors

The title of valedictorian and salutatorian are academic honors or awards. The use of class ranking, GPA and college admission test scores are mainly used by universities for admission placing students in course work and awarding financial aid. Since most universities have established minimum course requirements that should be taken in high school in order to enter their institutions and in the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and a salutatorian will be selected for each graduating class at Springer High School.

The district's valedictorian and salutatorian may be permitted to speak as part of their high school's graduation program at the discretion of the building administrator or designee. Titles and privileges granted to students designated as valedictorian or salutatorian may be denied and/or revoked for violation of Springer Municipal Schools Board Policy, administrative regulation or school rule. The valedictorian and salutatorian will be selected according to the guidelines established herein.

Foreign exchange students will not be considered in computing class rank and therefore, will not be eligible for valedictorian or salutatorian academic honors. Furthermore, early graduates or seven semester graduates and part time students (students taking less than five classes during the senior year) will not be considered for these academic honors. To be eligible for valedictorian or salutatorian honors, a student must have been enrolled at Springer High School for three years and prior to and continuously following the first school day of the student's senior year.

The **valedictorian** is the student with the highest overall GPA computed to the 100th decimal place and rounded to the 100th decimal place in all courses where credit given at the end of six semesters and after the first quarter report card is issued in the fall of the senior year AND that meet the valedictorian course requirements. Students may use the title Class Valedictorian during the last three quarters of the senior year unless they no longer meet the requirements. Furthermore, Valedictorian candidates are confirmed with each report card review.

The **salutatorian** is the student with the second highest overall GPA computed to the 100th decimal place and rounded to the 100th decimal place in all courses where credit is given at the end of six semesters in the high school AND that meet the salutatorian course requirements.

In the event of a tie for valedictorian or salutatorian, the highest composite score from an eligible student's ACT test will be used as the tie-breaker. If a tie remains, then more than one valedictorian or salutatorian will be selected. In the event of a tie for the valedictorian, there will be no salutatorian. The top score on the ACT test shall be determined by the December test date.

General Guidelines

The Valedictorian Selection Committee

A Valedictorian Selection Committee of one administrator, a cross-section of three faculty members from different subject areas selected by the school administrator or designee and the School Counselor will review student records and make the selections according to the criteria outlined for such academic honors.

In no cases shall a member be allowed to sit on the committee if that member has a conflict of interest that could adversely affect their ability to make an impartial selection. The goal of the committee is to select a single Valedictorian. However, in cases where two or more candidates are, in the sole opinion of the committee, equally qualified to represent the graduating class as Valedictorian, the committee may name Co-Valedictorians. If there is more than one valedictorian, there will be no salutatorian.

The district Superintendent sits on the Valedictorian Selection Committee as a non-voting, ex officio member. However, the Superintendent may be called upon to break a deadlock should one occur regarding a particular issue in front of the committee.

Qualifications for the selection of Valedictorian and Salutatorian shall be determined by the following criteria outlined herein:

Qualifications for selection of class Valedictorian and Salutatorian

At the time of selection, a candidate must:

1. Be enrolled and in attendance at Springer High School a minimum of 3 years to qualify to be named class valedictorian or salutatorian.
2. Be senior level status with regard to credits earned toward graduation.
3. Have maintained at least a minimum 3.5 overall GPA on a 4.0 weighted grading scale or the highest ranking grade point average after the student's six semester transcript and first quarter grades of fall semester of senior year for all credits applicable toward graduation.
4. Have no grades lower than a C on the student's transcript.
5. Have a minimum of 4 dual credit classes and/or 12 credit hours from a post-secondary institution.
6. Have no "U" or unsatisfactory grades in any course.
7. Have a disciplinary record that is free from major transgressions, particularly transgressions involving academic dishonesty.
8. Have a school attendance record that is, in the sole judgment of the Valedictorian Selection Committee, free from excessive unexcused absences or tardies.
9. Have high school level core courses taken during junior high be included in the grade point average calculation.
10. Have, in the sole judgment of the members of the Valedictorian Selection Committee, maintained satisfactory citizenship and a disciplinary record.

11. Agree to allow their complete academic, attendance and disciplinary records to be reviewed by the Valedictorian Selection Committee.
12. Have taken and passed all state-mandated assessments (PARCC and SBA Science) for graduation including End of Course Exam cut scores for all required for graduation assessment requirements.

In selecting the class Valedictorian and Salutatorian, the selection committee will consider:

1. First and foremost, a candidate's grades in all courses.
2. The overall academic rigor of the coursework that the candidate has completed and the academic rigor of the candidate's senior year schedule of classes.
3. The candidate's current grades at the time of the selection process, typically following the first quarter grade report of the senior year.
4. The candidate's dual credit coursework to include 4 courses or 12 credit hours completed at the post-secondary level.
5. The candidate's disciplinary and attendance records.
6. Activities both on and off campus in which the candidate has participated.
7. Any awards, honors, positions of leadership or special interests of the candidate.
8. Any work history or volunteer history of the candidate.
9. The valedictorian(s) will typically be the student(s) with the highest grade point average in the graduating class. Salutatorian(s) have the second highest GPA.
10. If a candidate is moved out of the selection process during the senior year, the student will no longer be eligible for valedictorian or salutatorian status.

Final Grade Checks (Spring Semester)

1. The final grades, disciplinary records, and attendance records of all candidates will be reviewed by the Valedictorian Selection Committee.
2. Final class rank is based on eight semesters.
3. In order to be recognized as a Valedictorian or Salutatorian at the Commencement Ceremony, a candidate must:
 - a. Meet all the requirements to be named Class Valedictorian or Salutatorian.
 - b. Have earned all credits and requirements of Springer High School and the State of New Mexico Public Education Department.

Honor Graduates

Springer High School Honor Graduates are those who are members of the National Honor Society or have a cumulative GPA of 3.5 at the end of the seven semester transcript.

SPORTSMANSHIP/SPECTATORS

Attendance at any athletic event or school activity is a privilege, regardless of location of event. Students are expected to conduct themselves in an appropriate manner that displays proper sportsmanship. Sportsmanship behavior is defined as a person who is fair, generous, a good loser, and a gracious winner.

Springer Schools promote good sportsmanship behavior and expect all students and athletes to do the same. Students displaying good sportsmanship develop and exhibit pride in themselves, their school, and their community. Inappropriate sportsmanship behavior will result in disciplinary action and possible loss of attendance/participation privileges. All school rules regarding student conduct apply at school sporting events.

Springer High School and the New Mexico Activities Association would like to remind you of the Compete with Class Sportsmanship Initiative, which promotes the core values of RESPECT, INTEGRITY and RESPONSIBILITY. Do your part, stay in your lane, and always remember to ***Compete with Class***.

TRANSPORTATION GUIDELINES

To the Parents/Guardians of children using school transportation: The rules and regulations listed below are the result of careful study based upon the experience we have had in the operation of a school bus system. Cooperation and courtesy in following these suggestions will permit us to better serve your child. Please go over the rules with your children so they will know what is expected of them when they ride the bus. The uniform code of discipline for the school will be utilized in all discipline reports.

Office of the Director of Transportation

Student transportation is a privilege, not a right, extended to qualified students. Students who do not obey regulations **as set forth in the Department of Education, Transportation Division, School Bus Driver Manual 1977 Revised**, may have their transportation privileges revoked by school officials.

BUS RULES

1. The bus driver may assign seats.
2. Be courteous.
3. No profanity.
4. No eating or beverages of any kind; no gum-chewing on the bus; keep the bus clean.
5. Violence is prohibited. No fighting, pushing, or shoving allowed.
6. No smoking.
7. Keep your arms, hands and head inside the bus.
8. For you own safety, do not distract the driver through misbehavior.
9. Be on time at designated bus stops. **Buses cannot wait for tardy pupils.**

10. Cross in front of bus when crossing road or highway, not in the back of bus.
11. Wait until bus has come to a complete stop before attempting to enter or leave the bus.
12. Remain seated while bus is in motion.
13. Do not leave the bus without the driver's consent, except at home or school. No unauthorized stops will be made.
14. Be considerate of small children.
15. Do not open windows without permission from the bus driver.
16. Do not sit on bus driver's seat.
17. Do not destroy property. Report any damage you observe to the driver. Damage to the interior or exterior of the bus will result in the responsible party paying for damages and suspended bus privileges.

Misbehavior on Bus: Penalty at discretion of principal or designee depending on circumstances (May include removal from bus for 1 to 10 days or permanent removal from bus by a formal hearing). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.