

# TATUM JUNIOR HIGH SCHOOL

## STUDENT HANDBOOK

**(Tatum Municipal School's Reentry Guidelines and content will supersede all information and related Guidance in this Handbook until Full Reentry is Established by NMPED and NMDOH)**



**2020 – 2021**

# BELL SCHEDULES

## 2019-2020

### REGULAR & EARLY RELEASE DAYS

#### REGULAR DAY

First Bell	8:00
1 <sup>st</sup> Period	8:05 – 9:05
2 <sup>nd</sup> Period	9:10 – 10:07
3 <sup>rd</sup> Period	10:12 – 11:09
4 <sup>th</sup> Period	11:14 – 12:11
Lunch	12:11 – 12:41
5 <sup>th</sup> Period	12:46 – 1:43
6 <sup>th</sup> Period	1:48 – 2:45
7 <sup>th</sup> Period	2:50 – 3:47

#### EARLY RELEASE (11/22)

First Bell	8:00
1 <sup>st</sup> Period	8:05 – 8:35
2 <sup>nd</sup> Period	8:40 – 9:10
3 <sup>rd</sup> Period	9:15 – 9:45
4 <sup>th</sup> Period	9:50 – 10:20
5 <sup>th</sup> Period	10:25 - 10:55
Lunch	10:55 – 11:25
6 <sup>th</sup> Period	11:30 – 12:00
7 <sup>th</sup> Period	12:05 – 12:35

### SEMESTER TEST DAYS

#### DAY 1 (12/19 & 5/23)

1 <sup>st</sup> Bell	8:00
1 <sup>st</sup> Period*	8:05 – 9:20
2 <sup>nd</sup> Period	9:25 – 10:05
3 <sup>rd</sup> Period*	10:10 – 11:20
4 <sup>th</sup> Period	11:25 – 12:05
Lunch	12:05 – 12:35
5 <sup>th</sup> Period*	12:40 – 1:50
6 <sup>th</sup> Period	1:55 – 2:35
7 <sup>th</sup> Period*	2:40 – 3:47

#### DAY 2 (FALL – 12/20)

1 <sup>st</sup> Bell	8:00
2 <sup>nd</sup> Period*	8:05 – 9:25
4 <sup>th</sup> Period*	9:30 – 10:45
6 <sup>th</sup> Period*	10:50 – 12:00
Lunch	12:00 – 12:30

#### DAY 2 (SPRING – 5/24)

1 <sup>st</sup> Bell	8:00
2 <sup>nd</sup> Period*	8:05 – 9:10
4 <sup>th</sup> Period*	9:15 – 10:15
Yearbook	10:20 – 10:55
Lunch	10:55 – 11:25
6 <sup>th</sup> Period*	11:30 – 12:30

# TATUM MUNICIPAL SCHOOLS MISSION STATEMENT

*The mission of Tatum Municipal Schools is to provide each student a superior traditional education enhanced by technological advances in a safe, supportive environment that promotes self discipline, motivation and excellence in learning. The Tatum Municipal Schools team joins the parents and community in assisting the students in developing skills to become independent and self sufficient adults who will succeed and contribute responsibly in a global community.*



## TABLE OF CONTENTS

Bell Schedule	2
Mission Statement	3
Administrative Personnel	6
Secondary Staff Roster	7
School Calendar	8
Family Educational Rights and Privacy Act	9-10
Non-Discrimination and Equal Employment and Educational Opportunity Policy	10
No Child Left Behind	11
Title I District-wide Parental Involvement Policy	11-14
Title I School-wide Parental Involvement Policy	14-16
<b>GENERAL INFORMATION</b>	<b>17 - 30</b>
Welcome	19
Pledge of Allegiance	19
Accreditation	19
Lockers	19
Textbooks and Library Books	19
Visitors	20
Student Insurance	20
Medication	20
Authorization to Administer Medication	20-21
Before School	21
Lunch	21
Attendance and Truancy Policy	21-23
Additional Attendance Guidelines	23-24
Schedule Changes	24
Non-College Bound Students	24-25
College Bound Students	25
Semester Examinations	25
Student Load	25
Student Withdrawal	26
Grading System and Report Cards	26
Incomplete Work	27
Co-curricular Activities	27
Eligibility for Interscholastic Athletics and Activities	27
Lettering Policy	27
Athletic Awards Ceremony	27
Academic Awards Ceremony	27
Student Council	28
<b>DISCIPLINARY MANAGEMENT PLAN</b>	<b>29 - 41</b>
Student Behavior and Disciplinary Actions Policy	30
Educational Opportunities	30
Application and Enforcement	30
Discipline Action Levels	31
Disciplinary Actions for Violations of Rules	32-34
General School Policies	35
Dress Code	36-37
Tardy Policy	37
Tobacco Free Regulation	37
Coming to and Leaving School	37
Bus Conduct	38-39
Discipline Management Techniques	39
Out of School Suspension, Exclusion, and Expulsion	40
Due Process	40
Search and Seizure	41
Drugs and Alcohol Testing Policy	42
School District Computer and Internet Code of Conduct	42
Students' Concerns, Complaints, and Grievance Policy	43
Signature Page	45

# **ADMINISTRATIVE PERSONNEL**

## **BOARD OF EDUCATION**

Travis Glenn  
Rusty Henard  
Dan Partin

President  
Vice-President  
Secretary

## **MEMBERS**

Daniel Palacios  
Chris Stewart

## **ADMINISTRATION**

Buddy Little  
Greg Slover  
Greg Slover

Superintendent  
Principal, Tatum Junior School  
Principal, Tatum High School

## **BUILDING ADDRESSES**

Superintendent's Office  
306 W. 3<sup>rd</sup> Street  
Tatum, New Mexico 88267

Tatum High School  
307 W. 3<sup>rd</sup> Street  
Tatum, New Mexico 88267

Tatum Elementary  
S. 3<sup>rd</sup> Street and Avenue B  
Tatum, New Mexico 88267

## **ASSISTANCE WITH TATUM SECONDARY SCHOOL HANDBOOK**

**If you need assistance in understanding or interpreting this handbook, please contact the Tatum High School Principal's Office. We will provide interpretation services for you. Our phone number is 398-4555.**

**Si necesita asistencia en comprender o traducir este libro, por favor llame a la oficina del director de la escuela Tatum High. Le proporcionamos servicios de traduccion. El número de telefono es 398-4555.**

## TATUM SECONDARY SCHOOL STAFF ROSTER

Bilbrey, Aubrey	Math	<a href="mailto:abilbrey@tatumschools.org">abilbrey@tatumschools.org</a>
Brown, Gail	Language Arts	<a href="mailto:gbrown@tatumschools.org">gbrown@tatumschools.org</a>
Brown, Royce	PE/Science/Coach	<a href="mailto:rbrown@tatumschools.org">rbrown@tatumschools.org</a>
Daugherty, Mark	Vocational Agriculture	<a href="mailto:mداughterty@tatumschools.org">mداughterty@tatumschools.org</a>
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Fulce, Robin	6 <sup>th</sup> Grade/PE/Coach	<a href="mailto:rfulce@tatumschools.org">rfulce@tatumschools.org</a>
Graham, Casey	Science/Social Studies/6 <sup>th</sup> Grade	<a href="mailto:cgraham@tatumschools.org">cgraham@tatumschools.org</a>
Hernandez, Melissa	Nurse	<a href="mailto:mhernandez@tatumschools.org">mhernandez@tatumschools.org</a>
Hess, Geoff	Drama/Language Arts/History	<a href="mailto:gghess@tatumschools.org">gghess@tatumschools.org</a>
Hinojosa, Gracie	Secretary	<a href="mailto:ghinojosa@tatumschools.org">ghinojosa@tatumschools.org</a>
Homer, Vince	PE/Science/Coach	<a href="mailto:vhomer@tatumschools.org">vhomer@tatumschools.org</a>
Howe, Kristi	Business/Yearbook/Counselor/Cyber	<a href="mailto:khowe@tatumschools.org">khowe@tatumschools.org</a>
Little, Buddy	Superintendent	<a href="mailto:blittle@tatumschools.org">blittle@tatumschools.org</a>
Medlin, Lisa	Cyber Academy	<a href="mailto:lmedlin@tatumschools.org">lmedlin@tatumschools.org</a>
Mendenhall, Larry	Campus Tech./Computer System Repair	<a href="mailto:lemendenhall@tatumschools.org">lemendenhall@tatumschools.org</a>
Mendoza, Magaret	Instructional Aide/Sped	<a href="mailto:mmendoza@tatumschools.org">mmendoza@tatumschools.org</a>
Rios, Ezau	Math	<a href="mailto:erios@tatumschools.org">erios@tatumschools.org</a>
Satterwhite, Brent	Social Studies/PE/Coach	<a href="mailto:bsatterwhite@tatumschools.org">bsatterwhite@tatumschools.org</a>
Slover, Greg	LA/Athletic Director/Coach	<a href="mailto:gslover@tatumschools.org">gslover@tatumschools.org</a>
Stephens, Curt	Math	<a href="mailto:curtstephens@tatumschools.org">curtstephens@tatumschools.org</a>
West, Kelly	Science	<a href="mailto:kwest@tatumschools.org">kwest@tatumschools.org</a>
White, Kim	Art	<a href="mailto:kwhite@tatumschools.org">kwhite@tatumschools.org</a>

Greg Slover's email is: [gslover@tatumschools.org](mailto:gslover@tatumschools.org)

**Tatum Municipal Schools  
4-Day Week Calendar  
2020-2021**

		<b>Jul-20</b>							<b>Jan-21</b>								
		S	M	T	W	T	F	S	S	M	T	W	T	F	S		
13	Board Mtg.				1	2	3	4						1	2	1-2	New Year's Break
		5	6	7	8	9	10	11	3	4	5	6	7	8	9	4	2nd Semester Begins
		12	13	14	15	16	17	18	10	11	12	13	14	15	16	11	Board Meeting
		19	20	21	22	23	24	25	17	18	19	20	21	22	23		
		26	27	28	29	30	31		24	25	26	27	28	29	30		
									31								
		<b>August</b>							<b>February</b>								
		S	M	T	W	T	F	S	S	M	T	W	T	F	S		
								1		1	2	3	4	5	6	8	Board Mtg
		2	3	4	5	6	7	8	7	8	9	10	11	12	13	11	End of 4th 6-weeks
6-7	Teacher In-Service	9	10	11	12	13	14	15	14	15	16	17	18	19	20	19	Teacher In-Service
10	Board Mtg.	16	17	18	19	20	21	22	21	22	23	24	25	26	27		
10	First Day of School	23	24	25	26	27	28	29	28								
		30	31														
		<b>September</b>							<b>March</b>								
		S	M	T	W	T	F	S	S	M	T	W	T	F	S		
7	Labor Day			1	2	3	4	5		1	2	3	4	5	6	8	Board Mtg
14	Board Mtg	6	7	8	9	10	11	12	7	8	9	10	11	12	13	24-25	Spring Holiday
18	End of 1st 6-weeks	13	14	15	16	17	18	19	14	15	16	17	18	19	20		
21	Parent-Teacher Conf.	20	21	22	23	24	25	26	21	22	23	24	25	26	27		
25	FB Homecoming	27	28	29	30				28	29	30	31					
		<b>October</b>							<b>April</b>								
		S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1	2	3					1	2	3	1	End of 5th 6-weeks
		4	5	6	7	8	9	10	4	5	6	7	8	9	10	5	Parent-Teacher Conf
12	Board Mtg	11	12	13	14	15	16	17	11	12	13	14	15	16	17	12	Board Mtg
29	End of 2nd 6-weeks	18	19	20	21	22	23	24	18	19	20	21	22	23	24		
		25	26	27	28	29	30	31	25	26	27	28	29	30			
		<b>November</b>							<b>May</b>								
		S	M	T	W	T	F	S	S	M	T	W	T	F	S		
		1	2	3	4	5	6	7						1		10	Board Mtg
9	Board Mtg	8	9	10	11	12	13	14	2	3	4	5	6	7	8	15	Graduation
26	Thanksgiving Break	15	16	17	18	19	20	21	9	10	11	12	13	14	15	20	Last day of school
		22	23	24	25	26	27	28	16	17	18	19	20	21	22	21	Teacher In-Service
		29	30						23	24	25	26	27	28	29		
									30	31							
		<b>December</b>							<b>June</b>								
		S	M	T	W	T	F	S	S	M	T	W	T	F	S		
14	Board Mtg			1	2	3	4	5			1	2	3	4	5	14	Board Mtg
17	End of 1st Semester	6	7	8	9	10	11	12	6	7	8	9	10	11	12		
18	Teacher In-Service	13	14	15	16	17	18	19	13	14	15	16	17	18	19		
19-31	Christmas Break	20	21	22	23	24	25	26	20	21	22	23	24	25	26		
		27	28	29	30	31			27	28	29	30					
82 Student Days		Holidays							Parent-Teacher Conf.							78 Student Days	
		Regular Student Days							Inservice Day								



## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- The right to inspect and review the student’s education records within 45 days of the day the school receives a request for records. Parents or eligible students should submit to the School principal (or appropriate School official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate School official), clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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 School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to have all third parties desiring access to a student’s file, sign a written form indicating specifically the legitimate interest the party has in seeking the information. Only the parents, the student and the school official responsible for record maintenance may inspect that form.
- It is the policy of the Tatum Schools to forward education records on request to a school in which a student seeks or intends to enroll. This will be done without written consent or notification of the parents or student providing the student’s record in all classes, the library and office at Tatum Schools is clear., at
- The right to prevent the release of directory information. The Tatum School plans to release the following types of information unless parents or student oppose the release: Birth date; Grade level; Height, weight, etc. that appear in athletic programs; Place of birth; Date of enrollment; Honor rolls; extra curricular participation; Picture in yearbook; Address; Previous school attended; Sex; Rank in class; and Membership and organization lists.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

The Tatum Schools maintain permanent records for each student. These records contain levels of attainment, attendance, health records, results of standardized tests, results of available interest tests or inventories, and information required by the local district that is consistent with students' rights legislation. Students' permanent records, both active and inactive, beginning with 1970, are in fireproof, locked file cabinets in the outer office of Tatum High School. Records dated before 1970 and student immunization and physical information are in a fireproof, locked closet between the two inner offices of Tatum High School. There is unlimited access to permanent records, current teacher/therapist, principal, superintendent, counselor, special education director, and the records clerk. There is a sign-in sheet at the front of each record that records who was looking at the file and the reason. There is limited access (permission and record required) is given to other teachers/therapists, parents/students (if eligible – 18 or older), and officials of local/state/federal agencies with bonafide need. Special education records are kept in the Administration Building in fireproof, locked cabinets. These records are kept five (5) years after graduation and then are destroyed.

**NON-DISCRIMINATION AND EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY  
POLICY**

1. The Tatum Board of Education is committed to providing equal employment and educationally opportunity regardless of sex, marital or parental status, race, color, religion, age, or national origin. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. Title VI of the Civil Rights Act of 1964 is similar in its prohibition of discrimination on the basis of race, color, or national origin. The Tatum Board of Education is also committed to equal opportunity for the physically or mentally handicapped, in compliance with federal regulations.
2. To ensure compliance with this policy, the superintendent shall designate a member of the administrative staff:
  - a. To coordinate efforts of the district to comply with this policy.
  - b. To develop, and ensure the maintenance of a filing system to keep all records required under this policy.
  - c. To investigate any complaints of violations of this policy.
  - d. To administer the grievance procedures established in this policy.
  - e. To develop affirmative action programs as appropriate.
3. Grievance Procedures – Any student or employee of this district who believes he or she has been discriminated against may file a written complaint with the compliance administrator. The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of written complaint. A copy of the written complaint and the compliance administrator's response shall be provided each member of the Board of Education. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating with particularity the nature of disagreement with the response and his or her reasons underlying such disagreement. The Board of Education shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response.
4. The compliance administrator for the Tatum Schools will be the High School Principal.

Tatum High School	575-398-4555	Office Phone
Greg Slover, Principal	575-398-4450	Office Fax
P.O. Box 685		
307 W. 3rd Street		
Tatum, NM 88267		

## NO CHILD LEFT BEHIND

New Mexico Public Code (22-10A-16, NMSA 1979) and NCLB requires that parents are aware of their right to request information regarding the professional qualifications of their child's classroom teacher, instructional support providers, and principal. This information can be requested and obtained from the Business Office located at 306 W. 3<sup>rd</sup> Street, Tatum, NM 88267.

### APPENDIX C

#### District Wide Parental Involvement Policy

##### **PART I. GENERAL EXPECTATIONS**

[NOTE: Each district in its District-wide Parental Involvement Policy must establish the district's expectations for parental involvement. *[Section 1118(a)(2), ESEA.]*

**Tatum Municipal Schools** agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its DISTRICT plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the DISTRICT plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

*(A) that parents play an integral role in assisting their child's learning;*

- (B) that parents are encouraged to be actively involved in their child's education at school;
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

- [For States where a Parental Information and Resource Center is established] The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

**PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. **Tatum Municipal Schools** will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:  
*Title I meetings will be held annually to review the plan and propose changes if necessary.*
2. **Tatum Municipal Schools** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:  
*Title I meetings will be held annually to evaluate the Title I Schoolwide program and set goals for the upcoming year.*
3. **Tatum Municipal Schools** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:  
*Tatum Municipal Schools works cooperatively with the Regional Educational Resource VII in training all staff that works with Title I Part A students.*
4. **Tatum Municipal Schools** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:  
*Tatum Municipal Schools offers an Early Childhood Program under Section 619 and also has students in the NM Pre-School Program grant.*
  - A **Tatum Municipal Schools** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.  
*Title I meetings will be held annually to review the plan and propose changes if necessary. The Quality of Education Survey will go out in the Spring and the survey data will be evaluated and discussed at the beginning of year Title I parent meeting. The Title I coordinator will convey the results to the parents.*
6. **Tatum Municipal Schools** will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
  - A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph-
    - the State's academic content standards,

- the State’s student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child’s progress, and
- how to work with educators:

***The Title I coordinator will attend Title I conferences and workshops. The coordinator will convey relevant information to the superintendent and staff. Pertinent information will be released to parents at board meetings, school website and Title I parent meetings.***

- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

***Parents of students attending the Pre-School programs have monthly meetings with the staff. In these trainings, the staff relates student progress to the parents and provides recommendations to the parents to ensure successful student outcomes. The school provides the use of computer technology for parents to complete school surveys. School staff is on hand to assist parents. Parents are encouraged to come and partake in their child’s learning during school hours. The school allows NMJC their facilities to provide continuing education classes, GED and ESL classes for the community.***

- C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

***Meetings are held where parents and school staff are invited to make recommendations and decisions to ensure quality education for students. These meetings may be PTO, NHS, FFA, and/or student council meetings. Victory with Honor is put in practice for athletic events and all school-related activities.***

- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

***The REC VII provides monthly mandatory training for the staff working with pre-school children. In these trainings, the staff relates student progress to the parents and provides recommendations to the parents to ensure successful student outcomes. Home visits are done to accommodate parents. Parents are encouraged and invited to participate in school activities during the school year.***

- E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

***Notices of school activities and functions are sent out in both languages. When there is a mandatory meeting, phone calls are made to ensure communication. Announcements are posted on the school marquee, school website and community marquee.***

## **DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

**NOTE:** The District wide Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school and school system to support their

children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.]

**The District is not required to, but may:**

1. The district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I programs. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children. [Section 1118 ( a)(1)]
  - a. The district will work with its schools to ensure that the required school-level parent involvement policy meets the Title I requirements, and include, as a component, a school-parent compact. [Section 1118 ( b)]
  - b. The district will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parent involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools. (Only applicable for districts with Title I allocations greater than \$500,000.) [Section 1118 ( a)(3)(A,B)]
  - c. The district will inform parents and parent organizations of the purpose and existence of the Parent Information and Resource Center (PIRC) in New Mexico (i.e., **New Mexico Parent Information and Resource Center**, Albuquerque, NM). <http://www.parentsreachingout.org/nmpirc.php> [Section 1118 ( g)]

### **ADOPTION**

This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the **Title I meeting on April 18, 2020**. The Parental Involvement Policy will be reviewed at a follow-up meeting to be held in September, 2017.

**Approved by Board of Education on June 8<sup>th</sup>, 2020 with approved application.**

### **TITLE I SCHOOL PARENTAL INVOLVEMENT POLICY**

In order to ensure that parents of children being served have adequate opportunity to participate in the design and implementation of the Title I program, Tatum Municipal Schools has established the following policies under The Title I Parent Involvement section of the No Child Left Behind Act (NCLB), section 1118.

1. Will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved
2. Will offer a flexible number of meetings, such as meetings in the morning or evening.

3. Will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and
  - a. will jointly develop the school-wide program plan under section 1114(b) (2), including representation of parents of participating children.
4. Will provide parents of participating children
  - a. timely information about programs under this part
  - b. description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet
  - c. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the school wide program plan under section 1114(b) (2) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.
6. Shall jointly develop with parents for all children served under this part a *school-parent compact* that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. **The Compact Shall-**
  - a. Describe the schools responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the State's student academic achievement standards.
    - i. Ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and the television watching; volunteering in their child's classroom.
    - ii. Ways in which parents will participate, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.
  - b. Address the importance of communication between teachers and parents on an ongoing basis through:
    - i. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement.
    - ii. Frequent reports to parents on their children's progress.
    - iii. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.
7. To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part — [*Section 1118 (e) (1) - (5), (14)*]
  - a. will assist parents of the children being served in understanding state standards, district and school assessments, and how to monitor a child's progress.
  - b. will provide materials and training to help parents work with their children.
  - c. will educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build *ties between* parents and the school;
  - d. will to the extent feasible and appropriate, coordinate and integrate parental involvement strategies under this part with parental involvement strategies under other programs, such as the Head Start program, Reading First program, Early Reading First program, Even Start program, State-run preschool programs, etc.

- e. will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and to the extent practicable in a language the parents can understand
  - f. will provide reasonable support for parental involvement activities
8. The district will inform parents and parent organizations of the purpose and existence of the Parent Information and Resource Center (PIRC) in New Mexico (i.e., **New Mexico Parent Information and Resource Center**, Albuquerque, NM). <http://www.parentsreachingout.org/nmpirc.php> [Section 1118 (g)].

Documentation to be available regarding:

1. Copy of notice sent to all parents
2. Record of opportunities provided to parents
3. Sample of written reports sent to parents
4. Copy of invitations to Title I meetings
5. Copy of Title I meeting agendas
6. Record of conferences between teacher and parents

Tatum Municipal Schools shall jointly develop, with parents, a plan that outlines how parents, the entire school staff, and students will share the responsibility for improved student achievement. The School District will share in the responsibility by providing opportunities for technical assistance and the necessary support for success of the effort. The School District will also provide for a high quality curriculum and instruction and will require a supportive and effective learning environment.

The importance of communication between the schools and parents will be supported through District scheduled parent/teacher conferences, weekly progress reports, providing reasonable access to staff and activities during the school day, and other formal and informal activities that support development of mutual advocacy for student learning.

**The School is not required to, but may:**

1. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of parent involvement training.
2. Provide necessary literacy training from Title I funds, if the District has exhausted all other reasonably available sources of funding for such training.
3. Pay reasonable and necessary expenses associated with district's parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
4. Train parents to enhance the involvement of other parents.
5. Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
6. Adopt and implement model approaches to improving parental involvement.

#### **ADOPTION**

This School wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the **Title I meeting on April 18, 2020**. The Parental Involvement Policy will be reviewed at a follow-up meeting to be held in September, 2017.

**Approved by Board of Education on June 8<sup>th</sup>, 2020 with approved application.**



# **TATUM JUNIOR HIGH**

## **GENERAL INFORMATION**

**2020 - 2021**



Welcome to Tatum Municipal Schools!! We look forward to working with you to have a super year.

## **ABOUT TATUM SCHOOLS**

### **School Colors**

The Tatum Schools' colors are RED and WHITE. Black may be used for accent.

### **School Emblem**

The Tatum High School emblem is the COYOTE. The Tatum Junior High School emblem is the PUPPY.

### **School Song**

T-A-T-U-M - T-U-M  
THE FLOWER OF THE WEST  
T-A-T-U-M – T-U-M  
THE SCHOOL I LOVE THE BEST –  
RAH-RAH-RAH-RAH  
T-A-T-U-M – T-U-M  
THAT'S WHERE I'LL ALWAYS BE  
T-A-T-U-M – T-U-M  
SPELLS HOME SWEET HOME TO ME!

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the United States Flag and the New Mexico Flag will be recited in the classrooms and at some school activities. If students or their parent/guardians have a religious or conscientious objection to recitation of the Pledge of Allegiance, an exemption form may be obtained in the office and these students will be excused from reciting the Pledge(s).

## **ACCREDITATION**

Tatum High School is accredited by the Public Education Department that establishes regulations for the school to follow. The Public Education Department has certified Tatum High School as Exemplary and having met their regulations and requirements. Credits earned in Tatum High School can be transferred anywhere in the United States.

The Tatum Schools consist of an elementary school, grades K-6, a junior high school, grades 7-8, and a high school, grades 9-12.

## **LOCKERS**

Each student is assigned a locker in which he/she will keep books and personal belongings. Students are requested to not leave money or other valuables in their lockers, as the school will not be responsible for items stolen or damaged. The only locks permitted on lockers are the ones issued by the school. It is the student's responsibility to keep his/her locker clean. Locker assignments may not be changed without permission from the office. Students please do not use your vehicle for your locker; you will not be able to go to your vehicle between classes.

## **TEXTBOOKS AND LIBRARY BOOKS**

The fee for a lost textbook depends on the age of the book. The fee for a lost library book is based on the replacement cost of the book.

## **VISITORS**

Tatum Municipal Schools encourages parents/guardians to visit their child's school. The Tatum Board of Education adopts the following policy for the safety and security of students and staff and to insure the privacy and confidentiality of student records.

All visitors must report to the office, sign in, and state the purpose of their visit. All visitors will be required to wear a 'Visitor' badge.

Parents/guardians may visit their child's classroom. Parents/guardians may visit classrooms in which their child is not in attendance only with the prior approval of the classroom teacher and the building principal.

Any visitor that becomes a disruption, or through their actions or presence detracts from the educational process, will be asked to leave the building and may not be allowed to return.

## **STUDENT INSURANCE**

Student insurance is available to any student who would like to purchase it. Information is in the administration office and must be purchased before he/she participates in any practice. It is recommended that this insurance be purchased before September 30 so that all premiums can be sent to the insurance company together and the student will have full benefit time of the insurance purchased. Coverage is effective the date the insurance company receives the completed application and premium. School-time or twenty-four hour insurance covers all junior high and high school activities except for high school football. High school football players must have their own coverage or have the student football insurance, which is separate from school-time or twenty-four hour insurance. The Tatum Schools pay part of the football insurance premium.

## **MEDICATION**

Tatum Municipal Schools adheres to the following guidelines in regard to medication. These guidelines follow Tatum Municipal School District policy.

- 1) The physician **must** submit in writing his/her recommendations by completing a Physician Order and Medication Authorization Form for all medications. This Authorization Form applies to both prescription and non-prescription (OTC-over the counter) medications/drugs. These forms are provided by the school district and available at all school offices.
- 2) The parents also need to provide their consent for administration of the medication by school personnel. In addition, the parents must provide a telephone number that either parent may be reached in the event of an adverse reaction to the drug.
- 3) Older students may be allowed to assume responsibility for administration of their own medications, provided that self-administration is recommended, in writing, by the prescribing physician and the parent/guardian. Students who are authorized to self-administer their own medication must still have a Physician Order/Medication Authorization form completed and on file with the school office. The exception to this is if the prescribed medication is classified as a controlled substance (i.e. ADHD medication or Tylenol #3). In this case, the daily dosage of medication must be checked into the school office.
- 4) The Parents/Guardians must provide the school with a pharmacy-labeled container or original manufacturer's/provider's container that holds the appropriate medication to be administered in the school setting.
- 5) All medications must be kept in a central location within a locked closet or cabinet.

## **AUTHORIZATION TO ADMINISTER MEDICATION**

The Tatum Schools has adopted a policy that no employee, other than a licensed nurse or a school employee with appropriate training may administer medication to the students. The school system is not legally obligated to administer medicine to any student and nurses will do so only when a Physician Order/Medication Authorization Form has been completed. This policy and its guidelines were developed in accordance with recommendations made by the American Academy of Pediatrics, the New Mexico State Department of Education, and its School Nurse Advisory Committee, in coordination with the New Mexico Health Services Division and the New Mexico Pediatrics Society. The purpose of this policy is to ensure that students do receive necessary medications according to their physician's orders and to ensure maximum safety for all concerned. Should you be asked to complete one of these forms, please respond to all items. Feel free to contact the school nurse if you have questions. Your cooperation is appreciated.

### **BEFORE SCHOOL**

The building will be opened at 7:45am to accommodate students who come early. If you come early, go directly to the foyer and stay until the bell rings, then go to your locker and first period classrooms. Students must be in their 1<sup>st</sup> period classroom by 8:05am.

### **LUNCH**

- 1) Tatum Junior High and High School is a closed campus. Students may only leave campus for lunch under the conditions listed in statement #4.
- 2) **All** students will go to the cafeteria and remain there until 12:20pm.
- 3) Students may eat lunch at their home, the school cafeteria, or bring a lunch and eat in the cafeteria. Those students who bring lunches are responsible for cleaning up their trash when they finish eating.
- 4) Students who eat at home must either walk, have their parents pick them up, or ride their bicycles. Students must eat at their own homes. (Parent note is required) **STUDENTS CAN ONLY BE SIGNED OUT BY A PARENT OR LEGAL GUARDIAN.**
- 5) The west side of the buildings, south of the gym, south of the vocational building, and near the DEPCO classroom doors is off limits during the noontime.
- 6) Students are not to sit in vehicles during the noontime or any other time during the school day.
- 7) Students may purchase lunch credits in the office before classes begin.
- 8) A student cannot borrow from another student's lunch credits.
- 9) Students having too many charges will be referred to the office.
- 10) Students are to enter the cafeteria by the entrances on the east end of the cafeteria.
- 11) Students are to stay out of the main high school, junior high building, and vocational building during the noon time. Students will be allowed in the lobby and main hallway of the main building during inclement weather.
- 12) Visitors will have to eat/visit in the cafeteria with student.

### **ATTENDANCE AND TRUANCY POLICIES**

More students have failed high school and college courses because of poor attendance than for any other reason. Most students would at least pass courses if they did nothing more than minimum required work and were present every time the class was held. It is impossible to make up most classes! Students who must miss a class suffer regardless of how much "outside work" is done! When one misses the vital oral discussion of a class, there is no way this can be repeated, therefore, there is no logical way the class can be made up. Be at school everyday; be at class, take part in every class! When you get up in the morning and "don't feel good", make yourself get up and get to school. Very few people, including adults, feel "good" when they first get up. Many people get to classes and to work every day when they are not "feeling good". Remember that there is a vast difference in "not feeling good" and being "ill"! Please make all efforts to schedule doctor and dental appointments after the school day. Most doctors and

dentists give priority to school students! Ask them to schedule you after school so that you are not missing classes! Remember, once missed, there is not any way to totally “make up” for a class missed.

Every effort will be made to assist students in making up missed assignments when they are absent. **Students are given one day for each day absent to make up missed work due to excused absences or School Sponsored Activities/Athletics.** If parents wish to request that their child’s assignments be gathered during the day while their child is absent, they should notify the office by 8:30am. Those assignments will be available for parents to pick up by 3:15pm the day of the request. **Students are responsible for asking teachers for their missed assignments and for getting work in during the time allowed.**

Students absent from school must secure an admit slip from the principal or secretary upon the first day he/she returns to school. Students failing to obtain an admit slip **will not** receive their makeup assignments. Admit slips must be obtained from the principal or secretary prior to the first bell in the morning. If the admit is not ready at the beginning of the class, it can be picked up after 1<sup>st</sup> period. Students must have a note from a parent [or phone call], doctor, or other adult verifying the student’s absence.

### **Age and Eligibility for Attendance**

The age and eligibility for entrance into school shall meet all requirements of the New Mexico Public Education Department as prescribed in the current Public School Code.

### **Regular Attendance**

Regular, uninterrupted classroom instruction, classroom participation, and interaction with classmates are essential to the educational process. Preparation and training for subsequent study or employment includes the development of self-discipline through regular class attendance. For these reasons and other, state law requires that all children of appropriate age and condition attend classes regularly. See Compulsory School Attendance Law, 22-12-1 et seq. This policy implements state law.

### **Definitions**

“Attendance” means students who are in class or in a school approved activity. If a student is in attendance up to one-half the total instructional time during a school day, the student will be counted as having attended one-half of a school day. If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for the full day.

“Early Identification” means the process by which school districts promptly determine and identify students who have excessive absences and tardiness from an instructional day. Early identification includes the school district’s, individual school’s defined system for recording, reporting, and summarizing daily attendance of its students and then providing that data to the district’s central administration.

“Habitual Truant” means a student who has accumulated the equivalent of ten or more unexcused absences within a school year.

“Home School” means the operation by the parent of a school-age person of a home study program or instruction that provides basic academic educational program, including reading, language arts, mathematics, social studies, and science.

“Home School Truant” means a school-age child whose parent(s)/guardian(s) have filed a home school notification about that child with the department but the child has failed or refused to participate in, or is no longer being offered, any home-study program of instruction.

“Intervention” means the partnering that schools engage in with other agencies to implement administrative remedies, provide services and provide support programs that aggressively reduce if not eliminate truancy in a school district or charter school.

“Prevention” means school-based innovative or proven successful programs, including alternative programs whether school-based or non-school-based, that encourage regular and on-time attendance for students.

“School-Age Person” means a person who is at least five years of age prior to 12:01 a.m. on September 1 of the school year and who has not received a high school diploma or its equivalent. A maximum age of twenty-one shall be used for a person who is classified as special education membership as defined in Section 22-8-21 NMSA 1978 or as a resident of a state institution.

“Students in Need of Early Intervention” means a student who has accumulated five unexcused absences within a school year.

“Tribe” means an Indian nation, tribe, or pueblo located within New Mexico.

“Unexcused Absence” means an absence for which no appropriate excuse has been provided by the student’s parent or legal guardian within the time limits provided by this policy. Special family situations may be considered appropriate for excused absences when prior approval is received from the principal or his/her designee.

### **Attendance Requirements**

1. Tatum Elementary and Secondary School will take and maintain class attendance by class period for every instructional day for each student.

2. Tatum Elementary and Secondary School will report unexcused absences of two or more classes up to fifty percent of an instructional day as one-half day absence, and the unexcused absence of more than fifty percent of an instructional day to be counted as one full-day absence.

3. Tatum Municipal Schools will not use out-of-school suspension or expulsion as a punishment for unexcused absences and habitual truancy.

4. Tatum Municipal School students shall be withdrawn as provided in Section 22-8-2 NMSA 1978 only after exhausting intervention efforts to keep students in educational settings.

5. Tatum Municipal Schools will identify students with unexcused absences, students in need of early intervention, and habitual truants.

6. Tatum Municipal Schools will provide intervention strategies that focus on keeping the student in need of early intervention in an educational setting.

a. If a student is in need of early intervention, the building principal or his/her designee will contact the student’s parent(s)/guardian(s) to inform them that the student has unexcused absences from school and to discuss possible interventions unless the parent(s)/guardian(s) has contacted the school to explain the absence and the excuse complies with the school district attendance policy.

b. The building principal or his/her designee will meet with the student in need of early intervention and his/her parent(s)/guardian(s) to identify the causes for the student’s unexcused absences, identify what actions can be taken that might prevent the student’s unexcused absences, identify possible school district and community resources to address the causes for the student’s unexcused absences, and establish a corrective action plan to address the student’s unexcused absences.

c. The notification to the student’s parent(s)/guardian(s) and the meeting with the parent(s)/guardian(s) will be respectful and in a language and in a manner that is understandable to the student and the parent(s)/guardian(s).

d. The corrective action plan will contain follow-up procedures to ensure that the causes for the student’s unexcused absences are being addressed.

e. In the event the student is a habitual truant, the building principal or his/her designee will, in addition, give written notice of the habitual truancy by mail or by personal service on the student’s parent(s)/guardian(s); the notice shall include a date, time, and place for the parent(s)/guardian(s) to meet with the building principal to develop intervention strategies that focus on keeping the student in an educational setting.

- f. In the event there is another unexcused absence after delivery of written notice of habitual truancy, the student shall within seven (7) days of this unexcused absence be reported to the probation services office of the Lea County judicial district.
- g. The building principal or his/her designee will document the following for each student identified as a habitual truant;
- i. Attempts of the school to notify the parent that the student has unexcused absences;
  - ii. Attempts of the school to meet with the parent to discuss intervention strategies;
  - iii. And intervention strategies implemented to support keeping the student in school.
- h. If the habitual truant is not referred to the children's court by the juvenile probation office for appropriate disposition, including consideration of initial or renewed suspension of his/her driving privileges, the school district may contact the children's court attorney directly to determine what action will be taken.
- i. If a determination and finding has been made by the juvenile probation office that the habitual truancy by a student may have been caused by the parent(s)/guardian(s) of the student, and no charges have been filed against the parent(s)/guardian(s), the school district may contact the district attorney's office to determine what action will be taken.

There are times when a student might miss school for family or personal reasons. Although these absences may be unexcused, the student may get their work prior to the planned absence and receive credit for the completed work upon their return.

#### **ADDITIONAL ATTENDANCE GUIDELINES**

Students absent from school must secure an admit slip from the office upon the first day he/she returns to school. Students failing to obtain an admit slip **will not** receive make-up assignments. Admit slips must be obtained from the office prior to the first bell in the morning. If the admit slip is not ready at the beginning of the class, it can be picked up after 1<sup>st</sup> hour. Students must have a note from a doctor, parent, or other adult verifying the student's absence. Parents may also call or email to verify an absence. Furthermore, it is the parent's/guardian's responsibility to call or email the school if a student will be absent. If a student arrives more than 15 minutes late to a class and the tardy is unexcused, then that tardy converts to an absence (toward the 10%). In addition, every 3 tardies to a class will convert into 1 absence.

Students must not be absent from any class more than 10% of the days (90% attendance) per semester, or they risk losing credit in that class. After the 5<sup>th</sup> absence, the student will be advised that he/she will be attending Friday School for an assigned number of days to make up absences. Friday School will be held at least once per month as necessary and each day of Friday School attendance will make up 1/2 day of absence. 8 absences that count toward the 10% as noted below will result in loss of credit if not made up by attending Friday School.

#### **Absences that will NOT count toward the 10%:**

1. School sponsored (NMAA) activities or athletics
2. Illness with a doctor's note
3. Illness/appointment of a child if the student is the primary caregiver
4. Quarantine or sent home by the school nurse
5. Medical appointments with proper documentation
6. Funeral of a family member
7. Appearance in court with proper documentation
8. College visit (2) with proper documentation



**Absences the DO count toward the 10%:**

These absences can become excessive. Students who reach 5 will meet with the Attendance Council. Students who reach 7 will risk losing credit.

1. Illness with a parent note (If these absences become excessive, as determined by the Attendance Council, the Council may require Doctor's notes.)
2. Work with a parent note
3. Family business with a parent note
4. Out of town with a parent note
5. Hunting with a parent note

**Consequences:**

1. When a student reaches the 5 absences mark, he/she will attend the assigned number of Friday Schools.
2. Students may be required to attend Friday School for other academic or disciplinary reasons.
3. If a student does not show for their assigned Friday School, the student will be placed in ISS for the following (2) School Days.

**Other Attendance Matters:**

1. Attendance (during the 9<sup>th</sup> and 10<sup>th</sup> grade years) will be a factor in determining placement in ITV classes for the junior year.
2. Attendance will be a factor in determining placement as a student aide.
3. Attendance will be a factor in determining continuance of student work study.
4. Attendance will be a factor in determining continuance of a student who is allowed to have a partial day schedule and then work off campus. After the student has exceeded the 10% in absences, their full day schedule will be reinstated. Students that have a partial day schedule for off campus work purposes will have to provide proof of employment, pay stubs, etc. If the student quits their job they will come back to school on a full day schedule.

**Administration reserves the right to handle each student on a case by case basis.**

**SCHEDULE CHANGES**

Students **may not** change their schedule after the 5<sup>th</sup> day of school. If a student wishes to change his/her schedule the first week, a "Change of Schedule" form must be secured from the office and approved by the principal and the teacher(s) involved before such a change can be made. Emergency situations will be handled through the office by the principal and staff.

**NON-COLLEGE BOUND STUDENTS**

All students are urged to select their field of study early and use long range planning whether they plan to go to college or not. It is important that students who definitely do not plan to attend college use long-range planning. This will give them assurance that they will more likely be able to take the courses they desire during their high school career. The non-college bound student should take a sufficient number of courses in his/her field of interest to develop skills and talents that will be useful in the future. All students entering high school will fill out a *Next Step Plan*.

## COLLEGE BOUND STUDENTS

Students planning to enter college should study the college catalog of their choice. They should select their college as early as possible and make sure that all requirements for admission will be met. All students entering high school will fill out a *Next Step Plan*.

## SEMESTER EXAMINATIONS

All students are required to take semester examinations. If a student is absent on the day he or she is to take a semester examination, he or she will be given a zero and not be allowed to make up the examination unless he or she has a doctor's excuse or special permission from the principal.

## STUDENT WITHDRAWAL

Any student withdrawing from school is to come to the office and secure a withdrawal sheet. This sheet is to be taken to each of the student's teachers and the librarian. When you have seen these people, bring the sheet back to the office and secure a final approval from the principal. **No final exams will be given early.** Extreme cases will be considered on a case by case basis by the building principal.

## GRADING SYSTEM AND REPORT CARDS

Grade reports are issued following the close of each six weeks grading period. The following system is used: (Policy Advisory Committee with Board Approval 7/98)

A = 95 – 100	A- = 90 – 94	
B+ = 87 – 89	B = 84 – 86	B- = 80 – 83
C+ = 77 – 79	C = 74 – 76	C- = 70 – 73
D+ = 65 – 69	D = 60 – 64	
F = 59 and below		
I = Incomplete		

A 4.0 grading scale is used. This scale is as follows:

A = 4.00	A- = 3.67	
B+ = 3.33	B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67
D+ = 1.33	D = 1.00	
F = 0.00		

For a student to be eligible for the Honor Roll, a Scholarship Award, or the National Honor Society, he/she must have a minimum of four (4) letter grades. To qualify for the Honor Roll, a student must have a 3.33 (B+) grade point average. To be eligible for the Superintendent's Honor Roll a student must have an all A report card. The Principal's Honor Roll will be A's and B's only.

The following courses will be rated on a 3.0 scale:

- Work Study
- Community Living
- Adaptive Physical Education

### **INCOMPLETE WORK**

In cases of unavoidable incomplete work, students will be given one week from the time report cards are issued to finish this work. If the work is not completed within the week the student will be given a grade of “F”. Extreme cases may be presented to the principal. The student shall be responsible for making up work missed due to absences as stated in the Attendance section.

### **CO-CURRICULAR ACTIVITIES**

All clubs must have a constitution subject to approval of the Student Council and Principal. All activities must be cleared through the Principal’s office.

Each organization has regularly scheduled meetings. Officers of each organization should meet before and prepare an agenda for the regular meeting.

### **ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS AND ACTIVITIES**

All secondary students (7<sup>th</sup> – 12<sup>th</sup>) grades shall be subject to the requirements as set forth by the New Mexico Activities Association (NMAA). To be eligible to participate in interscholastic sports, a student must have a physical form completed by parents and a doctor and school insurance or an insurance waiver on file in the Principal’s office. Proof of insurance is required by the state.

Students must maintain a grade point average of 2.0 and must not have an “F” in any class. Tatum Junior High and High School also reviews grades on a weekly basis. Grades will be submitted by teachers each Thursday. If a student has an “F” in any class, he/she is ineligible to participate in any game the following week and until all grades are passing.

### **LETTERING POLICY**

Students will only be allowed to letter in the sports listed under “Athletics” according to the New Mexico Activities Association. The coaches, with the approval of the Athletic Director, will determine the guidelines and requirements necessary for a student to letter in a particular sport. Those guidelines and requirements will be posted prior to the beginning of each sport’s season.

### **ATHLETIC AWARDS CEREMONY**

Awards will be presented to student-athletes at the annual athletic awards ceremony. Awards will be presented to students participating in sports recognized under “Athletics” according to the New Mexico Activities Association.

Though cheerleading is not recognized as an athletic event, the cheerleaders will be invited to participate in the Athletic Awards Ceremony because of their support of all athletic events.

For a list of “Athletics” you can refer to the New Mexico Activities Association website:  
[www.nmact.org/](http://www.nmact.org/)

### **ACADEMIC AWARDS CEREMONY**

Students will be recognized for their accomplishments in academic activities both in and out of the classroom. Those students participating in “Activities” according to the New Mexico Activities Association will be recognized for their efforts as well.

Students participating in “Activities” that have their own awards program or banquet will not be recognized during the Academic Awards Ceremony.

For a list of “Activities” you can refer to the New Mexico Activities Association website: [www.nmact.org/](http://www.nmact.org/)

### **STUDENT COUNCIL**

The government of the student body is in the hands of the Student Council whose membership is made up of the representatives of various classes and clubs. The student body elects officers each spring that must qualify scholastically as well as in citizenship and leadership. Students in junior high are represented in the Student Council by the presidents of the seventh and eighth grade classes.

# **TATUM JUNIOR HIGH**

## **DISCIPLINARY MANAGEMENT PLAN**

**2020 - 2021**

# **DISCIPLINARY MANAGEMENT PLAN**

## **STUDENT BEHAVIOR & DISCIPLINARY ACTIONS POLICY**

The purpose of the policy is to assist students, parents, teachers, staff, and school administrators in understanding that the school community exists to help all students develop their full potential for learning and 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.

Students may exercise their constitutional rights of free speech, press assembly and privacy. The exercise of such rights, however, must be conducted in a manner that does not disrupt the learning of others in the educational process.

Maintaining a school climate free of disruptions enables all participants to learn and grow. Students, teachers, parents, and administrators must work to create a common willingness to learn

Certain student behavior and attitudes foster the desirable and healthy learning environment schools encourage. Among these are the following:

- Friendliness and acceptance of people in academic and non-academic environments;
- Eagerness to participate in both academic and non-academic activities;
- A spirit of cooperation and willingness to share abilities, time, and skills, not only to further one's goals, but also to help others succeed.
- Prompt and regular attendance in classes and at activities of school-sponsored organizations; and
- Adherence to school rules and positively contributing to the academic and social climate.

### **Educational Opportunity**

Every student has the right to an education relevant to his/her needs and ability and a corresponding responsibility not to deny this right to any other student.

No individual shall be subjected to prejudicial treatment, nor to abridgment of his/her right to attend and benefit from public school on the basis of any of the following: ethnic identity, religion, color, sex, political belief, mental or physical handicap, or for the exercise of his/her rights within this policy.

### **Applicability and Enforcement**

The provisions of this policy, including disciplinary actions, are applicable:

- Anytime the student is on school property;
- During the transportation of students; and
- During school-related activities

## **Disciplinary Action Levels**

### **Action Level 1**

- General Requirements -- Action Level 1 includes one or more of the actions listed below taken by the administrator or other designated person.
- Specific Options
  1. Conference between teacher and student(s)
  2. Contract with the student
  3. Communication to parent or guardian
  4. Conference with staff, parent or guardian and student
  5. Other school-authorized actions

### **Action Level 2**

- General Requirements -- Action Level 2 includes all options under Level 1 and one or more of the actions listed below taken by the administrator or other designated person.
- Specific Options
  1. Referral to auxiliary and/or support services within the school
  2. Time-out system
  3. Exclusion from extracurricular activities
  4. Class exclusion
  5. Referral to outside agency
  6. Before or after school detention
  7. In-school suspension (1-4 days)
  8. Restitution for damages
  9. Friday School

### **Action Level 3**

- General Requirements -- Action Level 3 includes all options under Levels 1 & 2 and one or more of the actions listed below taken by the administrator or other designated person.
- Specific Options
  1. Law enforcement referral
  2. Restitution for damages
  3. In-school suspension (1-4 days)
  4. Immediate removal
  5. Two (2) day to four (4) day suspension
  6. Probation
  7. Friday School

### **Action Level 4**

- General Requirements -- Action Level 4 includes all actions under Levels 1, 2, & 3 and one or more of the actions listed below taken by the administrator or other designated person.
- Specific Options
  1. Law enforcement referral
  2. In-school suspension (6-10 days)
  3. Six (6) day to (10) suspension
  4. Restitution for damages

### **Action Level 5**

- General Requirements -- Action Level 5 includes all actions under Levels 1, 2, 3, & 4 and one or more of the actions listed below taken by the administrator or other designated person.
- Specific Options
  1. Ten (10) day suspension or in-school suspension
  2. Long-term suspension
  3. Expulsion

**DISCIPLINARY ACTIONS FOR VIOLATION OF RULES**

<b>CONDUCT THAT VIOLATES RULES</b>	<b>DEFINITION</b>	<b>OCCURRENCE</b>	<b>ACTION LEVEL RANGE</b>
Insubordination	Failing to comply with a proper and authorized direction or instruction of a staff member	Minor	1-3
		Serious/Repeat	3-5
Indecent gestures and/or leering	Making gestures which convey a seemingly or explicitly offensive, obscene or sexually suggestive message.	Minor	1-3
		Serious/Repeat	3-5
Abusive/profane language	Writing or saying anything which ridicules another on account of ethnic origin, gender, religion, disability, etc. or has sexually demeaning implications; any use of abusive or obscene, language on school property, at school activities, etc.	Minor	1-3
		Serious/Repeat	3-5
Cheating	Cheating of any nature will not be tolerated. A student who willfully allows another to copy is as guilty of cheating as the student doing the copying. Credit is not allowed for work done by those caught cheating.	Minor	1-3
		Serious/Repeat	3-5
Threatening and/or interfering with school personnel	+ Preventing or attempting to prevent school personnel from engaging in their responsibilities through threats, violence or harassment.	Serious	3-5
Inappropriate attire	Dressing or grooming in a manner which disrupts the educational process or interferes with teaching and learning, such as attire with sexually explicit messages, alcohol advertisement, narcotics logo, etc.	Minor	1-3
		Serious/Repeat	3-5
Disruptive conduct	Behaving in a manner which disrupts the educational process or interferes with teaching and learning.	Minor	1-3
		Serious/Repeat	3-5
Sexual harassment	+ Unwelcome or unwanted sexual advances, request for sexual favors, and other verbal, non-verbal, or physical contact of a sexual nature.	Serious/Repeat	3-5
Extortion	+ Forcing another person to act against his/her will in order to demand money, property, personal possessions, etc.	Serious	3-5
Forgery	Providing a false signature or altering school documents – falsifying signatures or dates on notes from parents (without permission) or school personnel, hall passes, medical excuses, student request forms, or other official records.	Minor	1-3
		Serious/Repeat	3-5
Gang identifying items	+Displaying materials that identify a student as a member of a gang in a manner which disrupts the orderly operation of the class or school.	Serious/Repeat	3-5
Prohibited device	+Use or deliver of beepers or pagers, cellular phones, music headsets, walkman, CD players, electronic games, gaming devices, etc., during school hours on school property.	Minor	1-3
		Serious/Repeat	3-5
Theft	+Taking property belonging to school, an individual, or group without prior permission	Serious/Repeat	3-5
Gambling	Playing any unauthorized game of skill or chance for money or other items of value.	Minor	1-3
		Serious/Repeat	3-5



<b>CONDUCT THAT VIOLATES RULES</b>	<b>DEFINITION</b>	<b>OCCURRENCE</b>	<b>ACTION LEVEL RANGE</b>
Bomb threats*	++Reporting to school, police, or fire officials the presence of a bomb with the intention to pose a threat or disrupt school activity.	Serious	5
False fire reporting*	+Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.	Serious	5
Fighting	+Involves the exchange of mutual physical contact, such as pushing, horseplay, shoving, hitting, etc., with or without injury.	Minor	1-3
Battery/fighting	+ <u>Mutual Contact</u> – in which both parties have contributed to the situation by verbal and/or physical action.	Serious/Repeat	3-5
Verbal assault/bullying	+Threatening physical harm to another, causing a resent fear or imminent danger to the person; included are threats, gestures, and verbal abuse which might result in mutual contact.	Minor	1-3
		Serious/Repeat	3-5
Aggravated assault	++Unlawfully assaulting or striking another person	Serious	5
Aggravated battery	++Inflicting an injury to another person in which injury constitutes bodily harm and is done with a deadly weapon	Serious	5
Robbery	++Taking property from a person by force or threat of force	Serious	5
Burglary	++Entering, without authorization, a school district building, vehicle, or other structure with the intent to commit any crime or misconduct when the building is closed to students and the public.	Serious	5
Inappropriate conduct by a student driver or passenger	<u>C</u> onduct that disrupts the educational process, including loud car music, vulgar language or gestures	<u>M</u> inor	<u>1</u> -3
Reckless use of vehicle	+Using any motorized or self-propelled vehicle on school grounds or adjacent roads in a reckless manner, or as to threaten health or safety, or to disrupt the educational process, including loud music and/or vulgar language.	Serious/Repeat	4-5
Possession of any type of weapons	++Students in possession of a dangerous weapon/firearm including, but not limited to, dagger, knife, iron bar, brass knuckles, any weapon having an explosive or incendiary charge.	Serious	5
Use of a weapon or threats with a weapon	++Using a weapon to cause injury or to force another person to act against his/her will or to threaten another person with bodily injury	Serious	5
Deliberate misuse of property	Intentionally using, without proper permission, property belonging to the school or an individual, for a purpose other than that for which it was intended or in a manner likely to damage the property.	Minor	1-3
		Serious	3-5
Arson (arsonist's parents/guardians must pay for damages)*	++Maliciously or willfully starting a fire or causing an explosion with the purpose of destroying or damaging property	Serious	5
Intimidation (considered gang-related criminal activity)	++Using physical or verbal force or threat to prevent another from moving or acting in accordance with personal choice or school policies, such as pressure for sexual activity; cornering, staring down, blocking or stalking another person.	Serious/Repeat	4-5

<b>CONDUCT THAT VIOLATES RULES</b>	<b>DEFINITION</b>	<b>OCCURRENCE</b>	<b>ACTION LEVEL RANGE</b>
Trespassing (unauthorized presence)	+Entering or being on school grounds or in a school building without authorization. Students on suspension will be considered to be trespassing if found on school grounds.	Serious/Repeat	4-5
Vandalism/malicious destruction of property/graffiti	++Causing damage to or defacing school property or the property of others; situations in which it will cost the school district to repair or replace the damage, or the damage involves substantial disruption of school activities.	Serious	5
Use and/or possession of tobacco products, E-Cigarettes of any form, or Vapes.	+Use or possession by any student of any form of tobacco at any school-sponsored or related activity.	Serious/Repeat	3-5
Alcohol or any controlled substance	++Selling, giving or delivering to another person, possessing, using, or being under the influence of any controlled substance.	Serious	5
Assaulting a district employee	++Verbal or physical abuse of a teacher, education assistant, or any other school personnel	Serious	5
Fireworks/stink bombs*	++Possession of fireworks or the lighting of fireworks/stink bombs on campus, in any school vehicle, or at any school-sponsored activity	Serious	5
Inappropriate or obscene displays, decorations, or images	+Displaying material or drawing of obscene, sexist, racist, nasty, vulgar, and/or indecent illustrations or images which might disrupt the educational process.	Serious/Repeat	3-5
Violation of suspension	+Being physically present on campus or at a school activity while on suspension. Students are restrained from campus for the duration of the suspension.	Serious/Repeat	4-5
False identification	Refusal to give or giving false identification when requested by any staff member, including security guards, custodians, substitute teachers, duty aides, etc.	Serious/Repeat	4-5
Bus disruption	Deliberately or inadvertently interfering with the safe operation of a school bus which is stopped or moving; behaving in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops, or at pick-up areas.	Suspension of bus privileges.	
Parking violation	Parking in an unauthorized area on school property or parking a vehicle that has not been registered; vehicle will be towed.	Suspension of parking/driving privileges.	

A copy of the Tatum Municipal Schools discipline policy is available in each classroom. Teachers are advised to keep written records of student misconduct. The record will include the type of misconduct, the date of the misconduct, and the type of discipline employed by the teacher. The principal will keep written record of all disciplinary action that comes through the administrator's office.

The information contained in this portion of the student handbook is not exhaustive of all Tatum Municipal School policies regarding student discipline. A copy of the Tatum Schools Policy and a copy of the Procedures Manual are available in the principal's office. This manual contains the policies concerning schools employees and students. The Tatum Schools Policy concerning student discipline is also available on the Tatum Municipal Schools website: [www.tatumschools.org](http://www.tatumschools.org).

## GENERAL SCHOOL POLICIES

- 1) Students should be courteous and considerate of others and their property at all times.
- 2) Students should treat all visiting teachers (substitutes and others) with respect and courtesy.
- 3) Students are to conduct themselves in a courteous manner while in the cafeteria, including the waiting line. Habitual violators will not be allowed to continue eating in the cafeteria.
- 4) During assemblies, students are to show respect for the speaker, sit up straight in their seats, and refrain from making unnecessary noises or comments. Be courteous and respectful to others.
- 5) Where possible at school events involving another school, students are to remain with their school group away from the other school. Regardless of the circumstances, you are to refrain from making derogatory and; /or discriminating remarks to other schools' students or patrons.
- 6) Students are not to sit in a car at football games unless at least one of the students' parents is in the car. At ball games and school dances, remain inside the designated area. If you leave, don't return.
- 7) Students are not permitted to smoke or use tobacco in any form anywhere on the school grounds, in building, or at school events.
- 8) Profanity will not be tolerated on the school grounds, trips, or school events.
- 9) Unnecessary familiarity (PDA) will not be tolerated.
- 10) Students are to help keep the building and grounds as clean as possible. Place paper and other trash in containers provided.
- 11) Five minutes are allowed between bells for dismissing and convening classes. Students are to be counted tardy if they are not in their seats on the sounding of the second bell. Habitual violators are to be brought or reported to the principal. Students, do your visiting before school, at noon, or after school.
- 12) Students may use the phone before school, at noon or after school only.
- 13) Students and their parents or guardians shall be responsible for damage done to the school property or school buildings.
- 14) A student must be in attendance at school all class periods of the day to participate in any extracurricular activity of the school. The school principal will handle emergency cases.
- 15) Each student in physical education class is required to have a current physical examination unless the student's parent or guardian wishes to sign a waiver for the examination. Any student participating in interscholastic sports must have a current physical examination form on file in the office before he or she begins practice in a sport.
- 16) Proper footwear must be worn on gym floors. **NO SHOES THAT HAVE BEEN WORN OUTSIDE WILL BE ALLOWED ON THE GYM FLOORS!**
- 17) Students should not use their cellular phones during school hours. Cellular phones must be turned off during school. Students found using a cellular phone during school hours will have to turn in their phone to the office and it can be picked up after school. Repeat offenders may lose their phones for longer periods of time.
- 18) Portable music/game players and/or headphones are not allowed during school hours.
- 19) Students are not permitted to bring knives to school.

## **DRESS CODE**

Students are to be personally clean, neat, and dressed appropriately. Your wearing apparel, hair-do, haircut, make-up or appearance should be of the type that will not bring criticism on you, the school, or district and not detract from the educational process.

Principals may make decisions pertaining to dress and grooming that are not covered by these regulations.

### **General Guidelines**

1. Shorts and skirts may be worn, with the proper length being determined by hands at the sides and the fingertips being able to touch fabric and not bare skin.
2. No biker shorts, any type of extremely tight shorts, or cut-offs may be worn.
3. Leggings and spandex may only be worn under shorts or skirts that are the proper length.
4. P.E. clothing that is appropriate in the gym may not be suitable for the classroom.
5. Attire with words, slogans, or emblems will not be permitted if the words, slogans, or emblems in question are lewd, vulgar or profane, advertise or promote gang affiliation or the use of alcoholic beverages, tobacco or dangerous drugs and/or narcotics or are suggestive of any of the preceding.
6. The midriff, front and back, must be covered at all times: sitting or standing.
7. Pants or shorts with holes in them should have no holes that are above fingertip length when the arms are hanging at the sides.
8. Students shall not wear pajama pants to school.
9. Appropriate shoes shall be worn at all times. Shoes designed to be worn as house shoes are not permitted.
10. Pants should be appropriately sized at the waistband and should be worn above the hipbones. Sagging pants or shorts worn below the waist will not be permitted.
11. Any visible piercing should be limited to the ears with a maximum of two piercings per ear.
12. Colored glasses will not be permitted to be worn inside the building unless prescribed by a doctor.
13. No hats, caps, bandanas, stocking caps, hoodies, or beanies will be worn inside the classroom.
14. No conspicuous or ridiculous costume, attire, or appearance can be displayed that will distract other student's attention and/or distract from a learning environment.
15. The neck opening on any type shirt may not exceed the equivalent of the second button below the collar of a dress shirt. Undershirts, tank tops, see through shirts, and sleeveless shirts/sweaters are not acceptable without a sleeved t-shirt underneath.
16. No spaghetti straps or tank tops will be worn. There will be a minimum width of fabric covering the shoulder area so that undergarments shall not be visible.

### **Boy's Grooming**

1. Cleanliness shall be expected at all times.
2. Hair color must be non-distractive.
3. No beards or mustaches of any style are allowed.
4. Sideburns must not extend below the bottom of the ear and must be cut and trimmed.
5. Hair shall not extend beyond the following limits:
  - a. Must not obstruct vision.
  - b. Side – not below the bottom of the ear.
  - c. Back – not below the bottom of a regular shirt collar.

### **Girl's Grooming**

1. Cleanliness shall be expected at all times.
2. Girls should wear their hair in a neat, clean, and well-groomed manner.
3. Hair color must be non-distractive.

4. Hair must not obstruct vision.

### **Consequences**

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | <ol style="list-style-type: none"><li>1. Referral to office</li><li>2. Student will be given the opportunity to correct the issue.</li></ol>   |
| 2 <sup>nd</sup> Offense | <ol style="list-style-type: none"><li>1. Referral to office.</li><li>2. Parent/guardian will be contacted.</li><li>3. Student will be given the opportunity to correct the issue.</li></ol>  |
| 3 <sup>rd</sup> Offense | <ol style="list-style-type: none"><li>1. Referral to office.</li><li>2. Parent/guardian will be contacted.</li><li>3. Student will be sent home for the remainder of the day and will correct the issue before returning.</li><li>4. Student may be assigned to the next Friday School.</li></ol>              |
| Subsequent Offenses     | <ol style="list-style-type: none"><li>1. Referral to office.</li><li>2. Parent/guardian will be contacted.</li><li>3. Student will be sent home for the remainder of the day plus one day and will correct the issue before returning.</li><li>4. Student may be assigned to the next Friday School.</li></ol> |

### **TARDY POLICY**

Students tardy to any class three (3) times during a grading period will receive an unexcused absence in that class. On the 4<sup>th</sup> tardy to a class, the student will be sent to the office and will receive a detention. A student who would be tardy to 1<sup>st</sup> period and chooses to not check in until 2<sup>nd</sup> period will still be given an absence to 1<sup>st</sup> period.

### **TOBACCO FREE REGULATION**

Tatum Schools prohibit the use of tobacco products by students on school property and at school functions away from school. Adult use of tobacco products is prohibited in school building. Tobacco free signs are posted at various locations on school property. Violators will be reported to the school administrators and situations will be handled on an individual basis.

### **COMING TO AND LEAVING SCHOOL**

Students are under the mandate of the school from the time they leave home until they return to their homes after school

- 1) Students driving vehicles to school:
  - a) Are not to sit in their vehicles during the noon time, or use their vehicle as their locker.
  - b) Must park the vehicles in front of the high school building or north of the lunchroom. Students may not park on the west side of the campus. Students may not park on the south side of WD Caster gym until the end of the day.
  - c) May not drive the vehicles during school hours without permission. The exception to this would be athletes going to and from practice.
  - d) Exit the campus at the end of the day using a route that does not go in front of the elementary school.
  - e) Will be asked to leave the vehicle at home if the above rules are violated. The student may also be asked to leave his/her keys in the office during the day and pick them up at the end of the school day.
- 2) Any student becoming ill should report to the high school office. If it is necessary for the student to go home, parents will be notified and arrangements made through the office.

- 3) Tatum Junior High and High School are closed campuses, therefore, students are not to leave the school at any time during school hours without permission from the principal and to do so will be considered truancy.

### **BUS CONDUCT**

Tatum Municipal School District provides bus transportation for qualified students. Students have a right to ride school buses provided they adhere to the regulations. Those students who do not obey the District's rules may have their transportation rights revoked by school officials. Regulations applying to every student riding Tatum school buses and activity buses during the school year are:

- 1) The driver is in full charge of students when they are riding the bus. The student must obey the driver promptly. In cases where a teacher, coach, or school administrator is on the bus, he/she is authorized to enforce student discipline.
- 2) Students should never stand in the roadway while waiting for the school bus.
- 3) Students who are compelled to walk a distance to meet the bus must walk on the side of the road to their left, facing traffic, except on divided highways.
- 4) Students are not to carry on unnecessary conversation with the driver while the bus is in motion.
- 5) The use of tobacco, drugs, alcoholic beverages or any mind-altering substances will not be permitted.
- 6) Students shall not get on or off the bus or move about within the bus while it is in motion.
- 7) Students must occupy the seats assigned to them by school officials or the bus driver. Students in less desirable seats may move into more desirable ones when the students assigned to the latter are not on the bus; however, any such moving will be done only when the bus is stopped and with the driver's approval.
- 8) Students will not ride on the outside of the bus at any time.
- 9) Students must not extend their hands, arms, heads, or bodies through bus windows.
- 10) Students must not open or close the windows without permission of the bus driver.
- 11) Students shall not throw any item inside or outside the bus while boarding, riding, or leaving the bus.
- 12) Rough or boisterous conduct will not be permitted in the bus; however, students are permitted to converse in a normal tone of voice while in the bus. Students should keep absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
- 13) Students will stay out of the driver's seat and will not tamper with any equipment.
- 14) Any damage in the bus from any cause will be reported to the driver, and the driver will in turn report it to the proper school officials.
- 15) Students will not be permitted to leave the bus on the way to and from school, except at their regular assigned stop, without the advance permission of a school official.
- 16) Students who must cross the road after leaving the bus must pass far enough in front of the bus (approximately 8 to 10 feet) so that the driver can see them. Students will cross the road only when the driver signals all is clear.
- 17) Students should look both ways before crossing to the opposite side of the road.
- 18) Students must cooperate with the bus driver in keeping the bus clean.
- 19) Students must be on time at their assigned bus stop. The bus driver will not wait for late students at the loading area.
- 20) Animals, firearms, knives, explosives, breakable glass items or other dangerous objects are not permitted on the bus. No item that will block the aisle or that will be tossed around in an accident shall be carried on the bus.
- 21) Students shall not be permitted in front of passenger seating areas while the bus is in motion.
- 22) Students shall be courteous and obedient to the driver.
- 23) Parents or guardians shall be held responsible for malicious destruction on the bus.
- 24) Students should remember that being careless or taking a chance not only endangers their safety but also the safety of the other students on the bus.

## **CONSEQUENCES**

When, in the opinion of the driver, a student's behavior is especially serious, unsafe, offensive, defiant, deviant, and/or illegal, the driver will automatically refer the student directly to the principal as a Severe Violation. The principal will treat such misbehavior as a Severe Violation and take appropriate action which may result in immediate and/or long term suspension of transportation privileges.

After the first offense and any subsequent offense a discipline referral will be made to the principal. The principal will notify the parents of the student and a conference with the parents may be necessary. The principal may assign additional consequences to the student which may include detention or the denial of transportation privileges.

### **First Offense:**

- Warning from the driver
- Review of the violation and a reminder of the expectations for behavior
- Written documentation by the driver

### **Second Offense:**

- Review of the violation and a reminder of the expectations for behavior
- Driver assigned consequence such as assigned seating

### **Third Offense:**

- The principal will hold a conference with the student and parents
- The principal may issue a denial of transportation for up to 5 days

### **Fourth Offense:**

- The principal will hold a conference with the student and parents
- The principal may issue a denial of transportation for up to 10 days

### **Fifth Offense:**

- The fifth offense will be considered a severe violation
- The principal will hold a conference with the student and parents
- The offense may result in an immediate denial of transportation services
- The principal may issue a denial of transportation services for up to one year

## **DISCIPLINE MANAGEMENT TECHNIQUES**

The following techniques may be used in managing violations of the student code of conduct;

- 1) Verbal reprimand
- 2) Conference with student
- 3) Change seat assignment
- 4) Parent conference
- 5) Withdrawal of privileges
- 6) Counselor referral
- 7) Detention
  - a) Students shall not be detained after school for disciplinary purposes later than 4:00pm. Parents will be informed by notices sent home with the student, or by phone, or by mail. Bus students will not be kept unless prior arrangements have been made with parents.
- 8) Withdrawal of privileges
- 9) In-school suspension

- a) The student will be confined continuously from the beginning to the end of the school day.
  - b) The student will not be allowed contact with other students but will be given short breaks throughout the day.
  - c) The principal may place a student in ISS for up to ten (10) days; board approval is required for a longer duration.
  - d) The parents will be notified by phone, in person, or by letter stating the events that led up to the suspension.
  - e) The student will be given the class assignments for the duration of the suspension.
  - f) A student who is tardy for ISS will spend an additional day in ISS.
- 10) Work time
- 11) Supervised study
- 12) Friday School
- a) The student will report to the school on the day assigned by the building principal.
  - b) They will report by 8:00am and will remain in school until 12:00pm.
  - c) During this time, the student will work on homework or work assigned by supervising staff members.
  - d) Not attending detention will result in attending In-School Suspension the following two (2) School Days.
- 13) Out-of-School Suspension
- a) The student is removed from school for a specified number of school days, one (1) to ten (10) days to be determined by the principal; board approval is required for longer duration.
  - b) The parents will be notified immediately by phone, by person, or by letter stating the events that led up to the suspension.
  - c) The student will be given the class assignments for the time of the suspension and no credit will be given.
- 14) Expulsion
- a) This is the removal of a student from school either permanently or for an indefinite time exceeding ten (10) school days.
  - b) Expulsion requires board action.

### **OUT-OF-SCHOOL SUSPENSION, EXCLUSION, AND EXPULSION**

Students shall be governed by procedures as prescribed in State Board of Education Regulation 81-3 published May 22, 1981. The superintendent is designated as the hearing authority for purposes of conducting a hearing as outlined in the regulations referred to above. Any disciplinary action taken by school officials must conform to the above-cited State Department regulations. A complete copy of the Rights and Responsibilities of the Public Schools and Public School Students (SBE Regulation No. 81-3) may be obtained in the high school or elementary principal's office or at the office of the superintendent of Tatum Schools.

### **DUE PROCESS PROCEDURES**

In keeping with the due process rights of students, Tatum Secondary Schools has adopted the following procedural rules and regulations for students with disciplinary problems.

- 1) It will be the aim of the administration to observe fairness in all controversial situations.
- 2) Every effort shall be made by faculty members and administrators to resolve student problems in cooperation with the student and his/her parent/guardian.
- 3) In case of suspension for more than ten (10) days, a student will be given an opportunity to have a hearing if the student or the parent/guardian indicates the desire for one in writing within a reasonable time.



- 4) If it is possible to work out a student's disciplinary problem without going through the process of a hearing, this procedure will be followed, but if the student or parent/guardian does not agree to cooperate in this request, then the hearing will be scheduled as soon as possible.
- 5) In the event that a hearing is to be held the following conditions are to be observed:
  - a) Written notice of charges against a student will be presented to the student and the parent/guardian.
  - b) The parent/guardian will be requested to be present at the hearing.
  - c) Legal counsel at his/her option may represent the student.
  - d) The student will be given an opportunity to present his/her facts leading to the suspension and their implications. The student will be allowed to offer testimony of other witnesses and evidence if he/she desires to do so.
  - e) The student will be allowed to present when evidence is offered against him/her. The student will also be allowed to question any witness of he/she desires to do so.
  - f) The hearing authority, which will be designated by the local Board of Education, will make the every effort to conduct a fair hearing with the final determination based upon evidence presented at the hearing.
  - g) Written minutes will be kept of the hearing for the school's records and if the student or parent/guardian wishes to have a record of the hearing, they may do so at their own expense.
  - h) The hearing authority will state within a reasonable time after the hearing his/her findings as to whether or not the student charged is guilty of the conduct as presented against him/her. Also, the decision will be given as to disciplinary action if any is to be observed.
  - i) The findings of the hearing authority will be reduced to writing and copies sent to the student, parent/guardian, and the local Board of Education.
  - j) The student and the parent/guardian have the right to appeal the decision of the hearing authority to the local Board of Education for review of the record and the findings of the hearing if they are not in agreement with the hearing authority's decision.

### **SEARCH AND SEIZURE**

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

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

\*Parts a) and b) will be adhered to by school personnel where possible and practical. In extenuating circumstances, school employees are hereby authorized by the Board to carry out their lawful responsibilities as the situation dictates.

Legal Reference: Section 6.11.2.10.B NMAC.

### **DRUG AND ALCOHOL TESTING POLICY**

Please refer to the Tatum Municipal Schools Board Policy Manual for a complete copy of this policy.

### **SCHOOL DISTRICT COMPUTER AND INTERNET CODE OF CONDUCT**

Use of the school district computer system and access to the Internet by students and staff of Tatum Municipal School District shall be in support of education and research that is consistent with the mission and curriculum of the district. Internet use is limited to those persons who have been issued district-approved accounts. Use will be in accordance with the district's Acceptable Use Procedures and this Code of Conduct.

1. Keep confidential and protect all computer and Internet passwords, access codes or logon information from disclosure to others.
2. Respect the privacy of other users. Do not use other users' passwords. Unauthorized use of passwords, access codes or other confidential account information may subject the user(s) to discipline, and to both civil and criminal liability.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, and discriminatory remarks or demonstrate other antisocial behavior. State law prohibits the use of electronic communication facilities to send fraudulent, harassing, or obscene, indecent, profane, intimidating, or other unlawful messages. See NMSA 1979, & 39-45-1 ET seq.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others in the private property of the creator. Respect copyrights. Software protected by copyright shall not be copied except as licensed and stipulated by the copyright owner.
6. Use the network in a way that does not disrupt its use by others. Do not use the Internet for commercial purposes. Transmission of commercial or personal advertisements, solicitations, promotions, destructive programs or other unauthorized use unrelated to the mission or curriculum of the School District is prohibited.
7. Do not destroy, modify or abuse the hardware or software in any way. Users shall report any suspected abuse, damage to equipment or tampering with files to the School District system operators.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, global mailings, ResEdit, etc. Do not "hack" the system. Attempts to gain unauthorized access to confidential information or private directories maintained by the School District or to circumvent privacy protection on internal files or non-public restricted files, accounts or directories of any external source is a violation of this code of conduct, and may subject the user to civil or criminal liability.
9. Do not use the Internet to view, access, and download, or process pornographic, obscene, indecent, profane or otherwise inappropriate material.
10. Use of the system to access games and use of computer time for game playing during school shall be restricted solely to instances directed and monitored by instructional staff and is limited to games which address educational goals.

11. **No chat rooms will be accessed by students.** Students may use goggle accounts during school hours for educational purposes only. All other email may be checked only before or after school hours.

In addition to disciplinary sanctions which the School District may impose upon students or staff under applicable policies, codes of conduct or administrative regulations, the District reserves the right to remove the user's account and deny use and access of the computer system if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

### **STUDENTS' CONCERNS, COMPLAINTS, AND GRIEVANCE POLICY**

Bullying behavior by any student in the Tatum Municipal School District 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 a 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 to 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.

### **Reporting Intimidation, Harassment, or Bullying Behavior**

1. Any student who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a student or school personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward a student should immediately report the alleged acts.
2. The report may be made to any staff member. The staff member will assist the student in reporting to the principal or other district personnel.
3. Teachers and other school staff who witness acts of bullying or receive student reports of bullying are **required** to promptly notify designated staff.
4. Reports should be done in writing using the Harassment, Intimidation, Bullying, or Hazing Complaint Form. A copy of this form will be submitted to the School Principal.
5. The School Principal and/or the school grievance committee are **required** to accept and investigate all reports of intimidation, harassment, or bullying.
6. The School Principal or Counselor is **required** to notify the parent or guardian of a student who commits a verified act of intimidation, harassment, or bullying of the response of the school staff, the consequences of this act and consequences that may result from further acts of bullying.
7. Nothing in this policy shall prevent any person from reporting directly to the office of the Superintendent.
8. Retaliation against an individual who either orally reports or files a written complaint regarding harassment, intimidation, bullying, or hazing or who participates in or cooperates with an investigation is prohibited.
9. The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws.

10. If harassment or bullying continues, the perpetrator will be immediately suspended and removed from the school, pending a long-term hearing.
11. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA) School staff is **required** to notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying.
12. The ***Harassment, Intimidation, Bullying, or Hazing Complaint Form*** is available in the principal's office.

**TATUM JUNIOR and SENIOR HIGH SCHOOL**  
**P.O. BOX 685**  
**TATUM, NM 88267**

Dear Parent/ Guardian of a Tatum Junior and/or Senior High School Student:

This handbook is intended as a general guide describing the expectations for our students and how Tatum Junior/Senior High School will generally respond to various issues. Please take time to read the entire handbook and go over the procedures, policies, and rules with your child.

Please sign your name and the student his/her name at the bottom of this letter indicating that you have received a copy of the handbook and have read it and understood the procedures, policies, and rules. Please have your son/daughter return the signed portion as soon as possible. If you have any questions about the handbook or need additional copies, please contact the principal's office.

Sincerely,

Greg Slover, Principal  
Tatum Junior and Senior High School

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Please complete this form and have your son/daughter return it to school.

Student Signature	Student Printed Name	Date
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Parent/Guardian Signature	Parent/Guardian Printed Name	Date
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Comments: \_\_\_\_\_

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