



TULAROSA MIDDLE SCHOOL STUDENT/FAMILY HANDBOOK 2016-2017

**TULAROSA MIDDLE SCHOOL WILL PROVIDE A LEARNING ENVIRONMENT
THAT FOSTERS THE SUCCESS AND SUPPORT OF ALL STUDENTS.**

**APPROVED BY TULAROSA BOARD OF EDUCATION ON MAY 11, 2016
TULAROSA MIDDLE SCHOOL
504 FIRST STREET
TULAROSA, NEW MEXICO 88352
PHONE: 585-8803**

**SCHOOL OFFICE HOURS - 7:45 - 3:30
LIBRARY MEDIA CENTER HOURS - 8:00 - 3:10
SCHOOL NURSE HOURS - 11:30 - 3:10**

Educational Information

Vision: All students will be responsible, independent learners and citizens. **Mission:** The Tularosa Middle School will provide a learning environment that fosters the success and support for all students.

Tularosa Middle School is a Closed Campus. This means that students are not permitted to leave the school campus during the school day, unless checked out by parents/guardians in the office.

Agendas:

Each student is provided with an agenda, free of charge, as a tool for communication between school and home and as a tool for organization and time management. This should be considered as a textbook and treated accordingly. Lost agendas can be replaced for \$6.00, if available, or a copy made by student on student's own time without cost to student. Each student is responsible for writing daily lessons for each class period into their agenda and this will be checked at the beginning of the day in RISE Class. We encourage to check agendas daily and to stay informed.

Agendas are also used as hall passes. Students must have a note from their teacher in their agenda to leave class to go to the restroom, library, education office or nurse's office. School personnel will check agendas.

Athletic and Activity Programs:

All students are encouraged to participate in athletics and activities as part of their educational program. Athletes are expected to follow rules established by the Athletic Department and each coach. Athletes must maintain a 2.0 grade point average with one F to participate in sports. **Athletics and extracurricular activities are an extension of the school day. School rules and consequences still apply to students participating in or attending extracurricular school activities. Consequences may be incurred for misbehavior that occurs during an athletic and/or extracurricular school activity.**

Attendance:

Compulsory Attendance Law: All students shall be expected to attend school for as many days as school is in session and in accordance with the Compulsory Attendance Laws as found in the New Mexico Statutes Annotated 22-12-2 and 22-12-7 NMSA 1978 and in accordance with Tribal Law: 10-4-4.

- Regular attendance is of the utmost importance in providing students with the best educational opportunities possible and for the teaching of the skills and of responsibility that are necessary for success in all areas of today's world. Parents who fail to ensure the attendance of their children may be subject to legal sanctions under state and tribal law.
 - All absences (excluding absences for school sponsored activities) must be documented by a phone call or written note from parent/guardian on the day that the student returns to school. The note must include: Student's name, the date of absence and the parent/ guardian's signature.
 - School sponsored or official activities are those monitored by certified personnel or for which transportation is provided or those sanctioned and approved by the school administration. **On the day of a school-sponsored activity, a student MUST attend ALL classes.**
 - Parents will be notified of non-notified absences by phone.
 - After the 5th absence during the current semester, parents/guardian will be notified by mail stating the dates of absences. After the tenth absence during a semester, parents will be contacted by letter and a conference will be scheduled. The conference will be to review absences and discuss possible consequences for future absences. At this time the student may be reported to the probation services office of the judicial district in which they reside.
 - Consequences for excessive absences may include failing the class and possible recommendation for retention.
 - Early Checkout - Parents are urged to make dental, medical and other appointments after school hours. If it becomes necessary to check out students during the day, parents must report to the

office to sign their child out. No student will be allowed to check himself out, walk home, or leave the school grounds with a friend or relative without confirmed parental permission. Checkout between 10:30 and 2:30 will count as a half-day absence.

Tardies

- At the beginning of the day, any student who arrives after the tardy bell must report to the office. If a teacher or staff member detains a student, it is the student's responsibility to get it noted in his/her agenda for the next class period teacher.
- Continued tardies will result in classroom discipline and/or referral to counselor or principal. On the fourth tardy, students will be assigned one day of in-school suspension/before or after school detention/or school community service.(See Offenses and Disciplinary Actions, p. 12)

Make-up work

- Students are responsible for requesting make-up work from their teachers the FIRST DAY after an absence.
- Make-up work must be completed within a maximum of 2 days for each day's absence unless other arrangements have been made.
- Parental request for makeup work for absences of 2 days or longer, should be made prior to 10:00 AM and picked up after 3:10 PM. Requests made after 10:00 will be available the next day. If not picked up on day requested, then maximum credit for assignment is limited to 75%.
- Make-up work may be requested for out-of-school suspensions: 75% credit will be given.

W-2 Drop: Ten consecutive full-day absences will result in a student being dropped from the rolls with a W-2. This is in compliance with New Mexico regulations and Children's Court or Tribal Court will be notified.

Bus Transportation:

Regulations Governing Bus Students: Student transportation is a privilege extended to qualified students. The buses are privately owned and do not belong to the Tularosa Municipal School District. The bus is considered an extension of the classroom; therefore, school rules, regulations and disciplinary actions as stated in this handbook apply. Students are expected to ride their assigned bus unless parent notice is given. The bus driver is responsible for maintaining safety & order on the bus. Should students lose their bus privilege, then parents are responsible.

Computer/Smartboard Usage Guidelines

- Tularosa Middle School students have the opportunity to access the library resources, various references and databases and the Internet.
- In accordance with the Child Privacy Act of 1998, for a student to gain access to the Internet, he/she must obtain parental permission as verified by signatures on the accompanying Contract for Student Computer Use. These copies will be on file at the school.
- The student will treat each computer/smartboard like he'd treat his own - with respect. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school campus. It is expected that users will comply with district standards and the specific rules set forth in the contract. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.
- The school computers will be used only for school related activities; homework, research, multimedia projects, etc. The student will work only in those areas of information that have been approved by his supervising teacher(s).
- The students will use only socially acceptable language at all times for writing assignments or for communication purposes. No inappropriate materials or profane, abusive or impolite language should be

used to communicate nor should materials be accessed which are not in line with the rules of school behavior. The student will transmit only information that is truthful and factual at all times.

- Students will be expected to notify an adult immediately, if by accident, he encounters materials that violate the rules of appropriate use.
- The student will respect other people's files on the computers. He/she will not change, copy, delete, read, or otherwise access files that are not his/hers. The student will not install, download, or remove any illegal software, share ware, or free ware. All software installed on the school computers is copyrighted. Students are asked not to copy, distribute or alter it in any way. Only school-approved software will be used on the computers. Students may not bring in personal software. Viruses on the network and possible errors may be costly and adversely affect computer use by the rest of the school population. Copyright laws will be honored.
- Vandalism in any form will not be tolerated. Vandalism will result in cancellation of computer use privileges. Vandalism can be defined, but is not limited to any attempt to modify, harm, or destroy computer hardware/software, data of another user, or any interference with the network, Internet, or basic operating system. This also includes the disassembling and rough or careless treatment of parts such as the theft of mouse balls, twisting, and breaking of cords including headphone cords, using too much force on the keyboard, pounding the monitor, constantly clicking and moving the mouse, etc.
- Students need to be aware that others need to use computers and are asked not to monopolize the computers. If a classroom teacher has a schedule, it is to be observed.
- Students are not allowed to use e-mail or instant messaging on the school computers.

Counseling:

Counseling services are available to all students on an individual or small group basis. The counselor is available for working with students in all grades as well as teachers, parents, administrators and other persons to assist in making effective use of all available school and community resources. Student contact with the school counselor may be for academic problems, social or personal problems, conflicts, guidance and testing. Students should make an appointment with the counselor so that teachers can be notified that an appointment exists. Students need not tell the teacher why he or she wants to see a counselor. Class time can be made available to students required to visit a counselor.

Dress Code:

Proper dress is an extension of home and school. Students are expected to be clean and neat. Dress and grooming within the bounds of propriety, decency, and social acceptability is part of each student's education. Parents have the primary responsibility for teaching this and for establishing moral values and attitudes toward public appearance and conduct. However, the school has the right to regulate any student's dress that creates a problem. Clothing may not be a distraction from learning, create a health or safety hazard, or be a disruption that interferes with the educational process.

As a guide, the following are not acceptable:

1. Bare midriffs, halter tops, tank tops, (must be 3" across the shoulder), razor back, short muscle shirts, see-through garments that show underwear or bra, fishnet-type clothing or enlarged armholes without a sleeved undergarment, spaghetti straps, no extremely low cut blouses/tops, excessively short or tight shorts, leggings, and skirts (must be mid-thigh in length);
2. Any items of apparel that may represent gang affiliation or identification;
3. Clothes bearing phrases, graphics, or slogans which are sexually suggestive, promote the use of drugs, alcohol, tobacco products, violence, guns, weapons, gambling, or contain vulgar language or ethnic slurs;
4. Hats or headgear in the buildings (pertains to both boys & girls);
5. Sunglasses (in the building, unless prescribed)
6. Bare feet;
7. Excessive baggy pants and shorts (underclothing or bare skin cannot be visible), other clothing and/or belt maybe provided by staff to address this situation.
8. Belts, lanyards or chains extending into the mid-thigh area hooked on to pants or any other parts of clothing

9. Pajamas, nightshirts, or slippers.
10. Inappropriate symbols, designs, or language shaved in the hair

Violations of the dress code are subject to disciplinary actions. (See Statement of Student Misconduct, p.9)

Evacuation Drill Procedure:

All students and staff should familiarize themselves with the evacuation plan for every room & building they use. Fire drills for school safety are practiced every week for the first month and once a month thereafter. Evacuation and shelter in-place drills will be practiced each semester.

Gang Policy:

The following Gang Policy No.5.28 was adopted/approved by the Tularosa Board of Education on July 19, 1994 and will be strictly enforced at Tularosa Middle School.

POLICY ON GANG ACTIVITY

The Tularosa Board of Education recognized that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of such activities as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities.

It is, therefore, the policy of the Tularosa Board of Education that gangs and gang activities are prohibited in the Tularosa Municipal Schools, according to the following:

A. DEFINITION

For the purposes of this policy, a ‘gang’ is any group of three or more persons whose purposes include the commission of illegal acts or acts in violation of disciplinary rules of the Tularosa Municipal Schools.

B. PROHIBITION

No Student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in, or affiliation with any gang;
2. Engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang;
3. Engage in any act in furtherance of the interests of any gang or gang activity, including but not limited to:
 - a. Soliciting membership in, or affiliation with, any gang;
 - b. Soliciting any person to pay for protection, or threatening any person, explicitly or implicitly, with any violence or with any other illegal or prohibited act;
 - c. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property;
 - d. Engaging in violence, extortion, or any other illegal act or other violation of school policy;
 - e. Soliciting any person to engage in physical violence against any other person.

Minimum Discipline: Parent Conference and three days ISS.

Grading/Honor Roll/Report Cards:

A single A to F-system of grading is used. Grades are computed at progress report & at the end of every nine weeks grading period when report cards are issued. A grade point average (GPA) will be maintained for each student and is based on the scale that is outlined below. The GPA is an important criteria for athletic & activity eligibility and awards for all students.

Percentage (%)	Letter Grade	Point Value
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
0-59	F	0.0

After each nine weeks, an honor roll will be published from the counselor’s office. Students must have a “B” (3.0) average and are allowed only one “C” in the average of their six subjects. Honor roll students will be treated to a special activity.

Students of the week and month are also recognized for their achievements. Letters are sent to their Parents and the students are presented with coupons and certificates from various merchants.

Library Media Center:

- Students will be encouraged to read for pleasure, information and knowledge as well as to develop an appreciation for libraries and the resources available to them. We have a reading program in which students will participate to achieve these objectives. It is the ACCELERATED READING PROGRAM. There is several “Accelerated Reader” testing stations in the LMC, which students may use to take tests.
- Along with everyone’s “Right to Read” and access to and use of the LMC’s resources and facilities are certain responsibilities: The LMC is a center for everyone’s use. Therefore we must follow certain guidelines and required procedures that students are expected to follow. There are general rules and policies of conduct and behavior, which are expected of them throughout the Tularosa Middle School handbook.
- Students may check out ONE item, including audio books for a period of three weeks. If students need more materials for special assignments or projects they may request special permission by explaining the need to the Library Media Specialist and or presenting a written request from a teacher or parent.
- Books are checked out by scanning the bar code on the back of the book. The due date is stamped on the due date slip which is usually located in the back cover of the book.
- A copy machine is available to students to make copies of articles, assignments etc. The cost per copy is \$.05. Friends and parents of Tularosa Middle School may also use this copy machine.
- If a book and or other LMC resource which includes computer hardware and software is lost or damaged the student is responsible for that item and will be asked to pay for the damage or cost of replacing the item.
- A fine of \$.05 per day excluding weekends is charged for each overdue book. The replacement cost for tapes from audio books, which are lost or damaged, will be \$5.00 each. If materials are overdue because of a student’s excused absence from school no fine will be charged.
- The LMC is open for student use from 8:20 am – 3:00 pm each weekday. Students are asked to leave schoolbags, backpacks, and jackets etc. in their classroom or the designated school bag area in the library.
 - Students must have permission from the classroom teacher to use the library during class time. The teacher will initial the student’s agenda under the appropriate date and class period. The student and teacher will also indicate the purpose for coming to the LMC.
 - Upon arriving in the LMC the student will show the agenda to the Library Aid and then sign in on the clipboards on the circulation desk.

Lockers:

Lockers will be issued to students enrolled to all students at the beginning of the school year. All students are expected to use their lockers everyday to store their personal items. Students are expected to memorize their locker combinations. Student backpacks and other personal items should be stored in their lockers. Backpacks and other personal items are not allowed to be left in the hallways or around the school. Lockers are school property & may be inspected for cleanliness, safety, illegal substances, etc. at the discretion of the administration. The school is not responsible for valuables or books that disappear from lockers. Students are not to share lockers or give out their combinations. Students may lose locker privileges for violations. Any backpacks that are found

lying around the hallways will be brought to the office. Students may receive a consequence for not being responsible for their backpacks.

Parent Access to PowerSchool:

- Every student has a user name and password assigned to him/her for the purpose of accessing information in PowerSchool. PowerSchool is an Internet based school management program, which allows parents and students access to attendance, grades, and easy e-mail to teachers.
- It is the parent's responsibility to check PowerSchool. If there is no computer and/or Internet access in the home, they may come to school to use our computers or go to the Village Library. This can be a very powerful tool for parents to monitor their student's academic progress.

Personal Property Restrictions at School:

- Any personal property that will cause disruption in school or on the bus will not be permitted. Radios, tape recorders, tapes, electronic games, lasers, CD & DVD players, I-pods, and all other toys are not allowed during the school day.
- Cell Phones or beepers are not allowed to be used during the instructional day and must be kept in backpacks. Any student not using their cell phone in a responsible manner will lose the privilege of bringing a cell phone to school. This includes, but is not limited to cyber bullying, using a cell phone for cheating, and using a cell phone to transmit inappropriate messages or pictures.
- Should these items be brought to school and create a disruption, they will be confiscated. The first time item is confiscated, it will be returned to the student after school. The second time, it will only be returned to parents. The school is not responsible for personal property; this includes items brought for instructional projects.
- Students are not permitted to take photos and/or video-tape of other students and/or adults without permission from the said individual. Any such video cannot be posted to social media and/or other websites during school hours or without permission from said individual.

Promotion, Retention & Adequate Yearly Progress:

- All students who attend TMS are encouraged to do their very best. State and Federal laws require that each student acquire adequate progress in all their classes. Parents will be notified by the end of the first semester if their child has failed to make adequate academic progress. Principal and school counselor will conference with student to develop a plan for improvement.
- Promotion to the next grade level is based upon passing grades in core subject classes and good attendance (See Attendance Policy, pp. 2-3)

School Nurse:

- Parents/Guardians are required to fill out a TMS Medical Referral Card annually. Any Changes of address, telephone number (including unlisted numbers), doctor/dentist, or friend/neighbor who can be contacted in the event of parent/guardian absence during an emergency should be sent to the school office immediately.
- The school nurse will send letters to parents through their children when boosters are needed. Parents/guardians must provide written documentation of same when received or their child will not be allowed to attend classes.
- It is the responsibility of the parent/ guardian to provide the school with information to carry out proper medical procedures required by their child.
- Students are required to check with the nurse/office when they are ill. Students should not call or text home requesting parents to pick them up when they are sick. Contact about student illness should come directly from the school nurse or school personnel. Student's texting/calling home to be picked up without going through the nurse/office will have their phones taken away as stated in Inappropriate Personal Items on page 12 of the handbook.

- The school nurse maintains an open-door policy at all times and is available as a reference/resource person regarding any area of health. She can be contacted at TMS 585-8803 during the morning and at THS during the afternoons.

1. Non-prescription Medications:

- a. If in the school nurse’s professional opinion, an over-the-counter commercially packaged medication is indicated in the treatment of a child at school AND the medication meets all Tularosa School Board criteria, then the school nurse may administer a single dose of the appropriate non-prescription medication such as:
 - i. Antipyretics - generic or brand name acetaminophen
 - ii. Non-steroid anti-inflammatory drug – generic or brand name ibuprofen.
 - iii. Antacids - Roloids, Tums, etc.
 - iv. Cough/cold medications - cough syrup, lozenges, etc.
 - v. Topical first aid cream/spray or anti-bacterial ointment.

2. Prescription Medications

- a. Middle school students may carry and administer their own medication under most circumstances although the student MUST see the school nurse to determine if medication meets all School Board Policy requirements.
- b. Any students requiring supervision must deposit their medication with the school nurse or the office and adhere to all Board policies and procedures.

- Head Lice Policy - If the school nurse determines that a student has an active case of head lice, as evidenced by live lice or nits, contact with the parents will be made, either by phone or written notice. Parents will be informed about treatment that is necessary before returning to school. As recommended by the state, children will remain in class until the end of the school day. Upon return to school, the student and parent will meet with the school nurse prior to the admittance of the student to class and school grounds. The parent and nurse will discuss the treatment used and the child will be reevaluated. If it is determined that adequate management of the condition has not been performed, the student will be sent home with the parents for treatment. When returning to school, the same criteria will apply. Upon adequate management of condition, a pass will be issued to the student to return to class.

Search and Seizure:

- School lockers and desks are the property of the Tularosa Municipal Schools. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant in accordance SBE Regulation No.81-3,III.C
- Students possess the right of privacy of person as well as freedom from unreasonable search & seizure of property as guaranteed by the Fourth Amendment. However, this right is balanced by the school’s responsibility to protect the health, safety & welfare of all its students. A search maybe conducted when “reasonable suspicion that a crime or breach of disciplinary rules exist. Items which threaten the safety or security of others or which disrupt or interfere with the educational process are subject to seizure with disciplinary action implemented.

Sexual Harassment:

Students will receive training about what sexual harassment is and what can be done about it. It is against the law and will not be tolerated at TMS. Refer to disciplinary section of handbook for more details.

Withdrawal from School:

The parent/guardian must initiate the withdrawal from school in person. A withdrawal slip may be obtained from the education office. This slip must be signed by each teacher and a grade issued at the time of withdrawal. Textbooks must be returned to teachers and check out from the library media center is required to return books, materials and pay fines. Report cards will be issued when withdrawal process is completed.

Visitors on Campus:

The 32nd Legislature of the State of New Mexico has passed a very strict law regarding trespassing on school property. This law makes unwarranted trespassing a criminal offense; therefore, all visitors will be required to have a pass from the office before visiting the middle school area. Adults wishing to visit classes or individuals

while school is in session must have permission issued from the principal's office (in accordance with the Tularosa School Board Policy). Students from other schools (friends or relatives) are not permitted to spend time visiting classes at TMS.

Disciplinary Practices:

Discipline Philosophy

- The purpose of discipline is to foster responsibility, independence, positive attitudes, and self-discipline. The best discipline is self-control that is based upon understanding the limits of one's freedom and actions as they relate to others.
- A major goal of Tularosa Middle School is to help students develop self-discipline and self-control. Although discipline is not taught as a separate subject, it is one of the most important factors in the achievement of students at TMS. Students who develop and maintain self-discipline will be more successful and more appreciative of the rights and responsibilities of him/her and of others.

Parents should:

- Keep in regular communication with the school concerning their student's conduct and progress.
- Insure that their student is in daily attendance and properly report and explain absences.
- Bring to the attention of school authorities any problem or condition that affects their student or the school community.
- Discuss report cards and work assignments with their student.
- Maintain up-to-date telephone numbers & addresses.

Students will:

- Attend all classes daily and be on time.
- Be prepared to come to class with appropriate work materials.
- Refrain from profane and inflammatory statements.
- Be respectful to all individuals and property.
- Conduct themselves in a safe and reasonable manner.
- Be well groomed and clean.
- Abide by the rules and regulations of the school and individual teachers.

Educators will:

- Use good guidance procedures.
- Promote good self-esteem.
- Maintain an atmosphere conducive to good behavior.
- Plan a curriculum to meet the needs of students according to State Standards and Benchmarks.
- Promote effective discipline based fair and impartial treatment of all.
- Develop good working relationships among staff and students.
- Encourage parents to keep in regular communication with the school by keeping in regular communication with them.
- Endeavor to involve the entire community in the improvement of the quality of life within the school and the community.

Statement of Student Misconduct:

These rules are designed to notify students as to the types and ranges of behaviors that are unacceptable; nevertheless, every specific variation of prohibited conduct may not have been included. Consequently, students should expect to be disciplined for misconduct that is so obviously inappropriate, particularly in light of societal expectations and the scope of these rules that a specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school.

Consequences: (not in order of severity)

Guidelines for classroom conduct and consequences will be established by each teacher or grade level teams of teachers. The progressive consequences for persistent or escalating infractions will include, but are not limited to, the following sequence. The severity and frequency of the misconduct can affect the sequence as listed.

1. Verbal reminders
2. Verbal reprimands
3. Change of seat
4. Isolation within the classroom
5. Loss of privileges
6. Lunch or Breakfast detention
7. In-class suspension (ICS)
8. Parent conference (can occur at any time)
9. Restitution/on-campus community service
10. In-School suspension (ISS)
11. Out-of-School suspension (OSS)
12. Referral to Student Assistance Team (SAT) for assessment, long-term suspension, and/or expulsion
13. Probationary enrollment
15. Referral to law enforcement officials
16. Before/After School Detention
17. School Community Service

Corporal punishment is not practiced at TMS.

Offenses & Disciplinary Actions:

- Disciplinary referrals will include an incident report and student conference. Students are responsible for obtaining parent signature and returning referral to the office.
- Referral to guidance, mediation, community resources, the police, and/or Juvenile Probation may also be included in any action taken. Parents will be contacted by phone.
- Any situation not specifically covered by the following will be dealt with on an individual basis and penalty will be determined by the administration to fit the offense.
- Prohibited by State Regulation: State Board Regulation SBE 81-3 sets forth certain prohibited acts in all New Mexico Public Schools and for students whenever they are subject to school control and include: criminal or delinquent acts, disruptive conduct, refusal to identify self, and refusal to cooperate with school personnel. Regulation SBE 81-3 is made a part of this policy by reference as if set forth in full. (Copies of this regulation are on file in the Administrative Office.)
- The following categories give a description of the types of behavior for which a student may receive a conduct referral. These situations can be subject to police referral or criminal prosecution.

Inappropriate Conduct: (1-22)

1. Disruptive Behavior: Any behavior that creates a willful interference or interruption of the educational process or operation of buses. Disruptive behavior includes, but is not restricted to, the following behaviors:

- Water balloons, egg throwing, graffiti, etc., are prohibited within the school grounds.
- Any conduct that disrupts the educational process or constitutes a health or safety hazard is considered disrupting class. Students disrupting class to the extent that it affects other student learning will not be tolerated.

2. Cheating and Plagiarism: Whenever a student is found to be guilty of cheating, the teacher will collect the student's paper and mark a zero for the work. Students will receive a zero for any plagiarized work. The parent shall be notified of any offenses.

3. Insubordination: Insubordination is the refusal to obey a direct and lawful order given by any member of the Tularosa Middle School staff (includes all teachers, teaching assistants, custodians, food service staff, & office).

4. Public Display of Affection: Public display of affection is in poor taste and prohibited. Students who violate the norms of good taste such as, full-body contact, indiscreet behavior/gestures, etc. will be counseled and parents will be contacted. If inappropriate behavior continues, discipline at the discretion of the administration will be initiated.

5. Regulations Governing Bus Students: Student transportation is a privilege extended to qualified students. The busses are privately owned. They do not belong to the Tularosa Municipal School District. The bus is considered an extension of the classroom. Students must obey the rules and regulations or these privileges may be revoked and/or subject to disciplinary actions, as indicated by the student handbook. Complaints regarding bus services should be reported to the Transportation Director.

6. Theft/stealing: Police referral may be made depending upon value of item.

7. Profane or Abusive Language: includes: written, graphic or oral language which is considered offensive or derogatory in nature.

8. Disrespect: Verbal abuse or use of obscene/offensive language or gestures toward a teacher or other school personnel will not be tolerated.

9. Student-to-Student disrespect/ harassment: Verbal abuse or use of obscene/offensive language or gestures toward another student will not be tolerated.

10. Throwing or shooting objects: includes but not limited to: rocks, spit wads, pencils, sticks, rubber bands, and paper.

11. Bullying: Bullying may be direct (teasing, taunting, threatening, hitting, name calling, and stealing) or indirect (intentionally isolating students, making faces, sneering, or spreading rumors). This includes Bullying, Cyber bullying, Intimidation and Hostile or Offensive Conduct outlined in policy 4.34

12. Dress Code: (See Dress Code Violations pp. 4-5)

13. Threats: Any type of violent threat will not be tolerated. Students must notify staff, teachers, the counselor, or principal if they hear of a threat. Threats will be investigated and action will be taken.

14. Forgery: Forgery is defined as the writing or using the signature or initials of another person, of parents, teachers or any staff.

15. Inappropriate Communications: Students are strongly discouraged from posting inappropriate communications on any Social Network Website, including, but not limited to:

- Confidential, personally identifiable, and sensitive district information about other students, employees, and guests
- Child pornography or sexual exploitation
- Harassment in any form
- Bullying or cyber bullying as provided in Policy 4.34
- Defamatory or discriminatory statements and images; and threats of harm, damage, or injury to persons or property

16. Physical Injury to another: Students are not permitted to harm another individual whether it is intentional or not. Horseplay or any behavior that results in harm to another student will not be tolerated. This includes incidents that leave marks, welts, scratches, or cuts on another individual or any behavior that results in more serious physical injury of another student.

Consequences for Inappropriate Behaviors 1-15 (per semester)

- **1st offense - Warning and Parent Notification or Parent Notification and IS**
(minimum of one period / maximum of 1 day)
- **2nd offense - 1 day ISS**
- **3rd offense - 2 days ISS**
- **4th offense - 1 day OSS**
- **5th offense - 2 days OSS**
- **6th offense - 5 days OSS**
- **7th offense - 10 days OSS pending a hearing before the superintendent**

- *School community service, before school detention or after school detention may be applied in lieu of in-school suspension for truancy issues. This would be dependent upon administrator and parent agreement.*

16. Inappropriate Personal Items:

Use of portable radios, boom boxes, HEAD PHONES, CD'S, CELL PHONES, I-PODS, and digital games are only allowed during free time in a designated outside area and cafeteria and/or utilized at teacher/administrator's discretion.

- **1st offense** - Violation will result in confiscation for the day.
- **2nd offense** - Confiscation with return to parent.
- **3rd offense** - confiscation for the day and one day ISS.
- **4th offense** - loss of privileges.

Students are not permitted to use skateboards or skates on the school grounds.

- **1st offense** - Violation will result in confiscation for the day.
- **2nd offense** - confiscation with return to parent.

17. Tardies:

Excuses for being late to school must be brought to the office upon checking into school. The **4th tardy** (to school or to class) will result in 1 day ISS or school community service. Additional tardies will result in additional days of ISS or additional school community service.

18. Truancy:

A student considered truant or "ditching" would be given:

- **1st offense** - 1 day ISS & parent notification
- **2nd offense** - 2 days ISS & parent notification
- **3rd offense** - 3 days ISS & parent notification

19. Sexual Harassment:

Between students, sexual harassment is unwelcome conduct of a sexual nature. This conduct should be reported to a staff member who in turn must report the incident to the principal. Appropriate measures will be taken to eliminate this type of behavior.

- **1st offense** - 1 day ISS / Mandatory counseling session with school counselor
- **2nd offense** - 2 days OSS
- **3rd offense** - 5 days OSS
- **4th offense** - 10 days OSS pending a hearing

20. Fighting:

Fighting means mutual combat and includes self-defense. Any student involved in a fight will be suspended. The principal, the counselor, a teacher or TA will be glad to assist in working through problems.

- **1st offense** -2 days OSS; parent conference, behavior contract
- **2nd offense** - 4 days OSS
- **3rd offense** -10 day OSS
- **4th offense** - Recommendation for suspension for the remainder of the semester.

Students who instigate or promote the start or continuation of a fight by spreading rumors, carrying messages, crowding around, cheering, or other means are also subject to disciplinary consequences.

21. Tobacco:

TMS is a tobacco free campus. Students are prohibited from the use of tobacco in any form, in the school buildings, or school grounds. This includes e-cigarettes, cigarette lighters and matches. This covers all school activities such as athletics, dances, concerts, etc.

- **1st offense** - Automatic 2 days OSS
- **2nd offense** - 4 days OSS
- **3rd offense** - 10 days OSS pending a hearing with the superintendent

Criminal Conduct

1. Weapons in School: It is the Board Policy No. 5.27 that no student shall bring a weapon in to a school zone, nor carry or keep any weapon in a school zone or while attending or participating in any school activity, including transportation to and from such activity.

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

Violation is an automatic 10-day OSS with Superintendent hearing and possible long-term suspension or expulsion.

2. Disruptive and Dangerous Behavior: Any activity or behavior that is disruptive to the learning environment and is considered both dangerous and disruptive.

Violation is an automatic 10-day OSS with Superintendent hearing and possible long-term suspension or expulsion.

3. Bomb Threats/Fire Alarms: Any student caught making a bomb threat will face immediate suspension and will be turned over to the proper authorities for prosecution. Any student found tampering with or setting off fire alarms or fire extinguishers will be turned over to the police for possible prosecution (THIS IS A FEDERAL OFFENSE).

Violation is an automatic 10 OSS with a superintendent hearing and possible long-term suspension or expulsion.

4. Distribution, Possession or Use of Drugs or Alcoholic Substances: The use or possession of illegal substances such as alcohol, marijuana or other drugs will not be tolerated. Any substance, which is harmful to a student’s health or welfare, may be included in this category.

Anyone caught having used or in possession of alcohol, other controlled substances, or illegal items on the grounds or during any school-sponsored activity are subject to **5 days OSS** and school counseling and/or intervention with return to school. Police will be notified. Any additional infractions will result in 10 days OSS with a superintendent hearing for possible expulsion.

Any student in possession of drugs & alcoholic substances with the intent to distribute is subject to an **automatic 10 days OSS** with a superintendent hearing for expulsion and a police referral.

5. Illegal Entry and Larceny: Illegal entry consists of unauthorized entering of any school building or any vehicle parked on the school premises. Stealing is taking property that belongs to the school, school personnel, or other individuals on school property. **Punishment** will include an automatic 10-day OSS, police referral and superintendent's hearing.

6. Criminal Damage: Consists of damaging school or others personal possessions while on school property. Students who destroy or vandalize school property will be required to pay for losses or damages. The restitution or arrangement must be made before the student is readmitted to school. **Punishment** will include a minimum 5-day OSS. A police referral may be made.

7. Sexual Harassment: Between an employee and a student, sexual harassment is any conduct of a sexual nature. Between students, sexual harassment is unwelcome conduct of a sexual nature. This conduct must be reported to a staff member who in turn must report the incident to the principal. Appropriate measures will be taken to eliminate this type of behavior. (See Consequences, p. 11)

8. Extortion:

The illegal taking of money or property by using threats or force - the solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.

- **1st offense** -2 days OSS; parent conference, behavior contract
- **2nd offense** - 4 days OSS -
- **3rd offense** -10 day OSS -
- **4th offense** - Recommendation for suspension for the remainder of the semester.

9. Arson:

Arson is defined as the burning of any property on school campus. **Violation:** An automatic police referral will be filed and the student will receive 10-day OSS pending an expulsion hearing.

10. Physical Attack:

A physical attack is an attack on another person with obvious intent to harm another person. The victim did not wish to engage in the conflict and did not provoke the attack.

- **1st offense** - Minimum of 5 days OSS
- **2nd offense** - Minimum of 10 days OSS

Any offense considered being a physical attack might result in a police referral and a superintendent's hearing.

Suspensions:

There are two forms of suspension:

- ISS = In-School Suspension
- OSS = Out-of-School Suspension

ISS constitutes time away from the classroom for a class period or the entire day.

OSS constitutes time away from the school due to the results of a disciplinary action. Students also will not be permitted to attend or participate in any school related activities at any school and police will be notified if students attempt to come on school grounds. Students are not permitted on any school district property during any out-of-school suspension.

School community service is defined by doing work on school campus that results in the improvement of the school grounds or building. This could include, but is not limited to: picking up trash, cleaning windows, doors, furniture or other items within the school, pulling weeds, painting, doing laundry, organizing, etc.

Complaints and Grievances Procedures: Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of TMS resources in cooperation with the student and parent or guardian. In the event that a problem is not resolved, students and parents or guardians will follow the following complaint procedure:

1. Principal,
2. Superintendent,
3. Tularosa Board of Education
4. State Board of Education.

Students Due Process Procedure

Students at TMS have rights. They also have the responsibility to respect the rights and property of others. If students make bad decisions and fail to do this, disciplinary action will be taken in accordance with this Tularosa Board Approved Policy or Behavior Plans contained in student's IEP. In disciplinary cases, students are entitled to due process. This means students:

- Must be informed of accusations against them,
- Must have the opportunity to accept or deny the accusations,
- Must have explained to them the factual basis for the accusations
- Must have a chance to present an alternative factual position if the accusation is denied.

In cases of long-term Suspension and Expulsion, the procedures described in SBE Regulation No. 81-3 will be implemented. SBE Regulation No. 81-3 is made a part of this policy by reference as if set forth in full. Copies of this regulation are on file in the Principal's Office and are available upon request.

The Principal has full discretion on any disciplinary matters.

School Advisory Council

In Compliance with HB212 of 2003, Tularosa Municipal Schools sets forth the following guidelines for School Advisory Council:

- Each school shall have School Advisory Council.
- Each School Advisory Council shall consist of six members plus the principal.
The Principal shall be the chairperson of the council.
- The Council shall be made up of the following individuals:
 - 2 staff members (re-submit name each year for re-appointment)
 - 2 Parents who are not employed by the District (term to be for the duration of time that the children are in that school).
 - 1 business person (re-submit name each year for re-appointment)

Plus:

- 1 community member in schools with grades K-5 or 1 student in grades 6-12
- Selection: The Principal shall solicit volunteers. From this group of volunteers, the Council will be elected.
- If a person resigns from the Council, the Principal shall appoint the next available volunteer that meets the vacancy criteria.
- The council will work in compliance with HB212 and are advisory only.
- The council shall meet a minimum of three times per year.
- **Parent Resource:** <http://www.parentsreachingout.org/>