

Mountainair Middle/High School

901 West 3rd Street Mountainair, NM 87036

PH # 505-847-2333 FAX # 505-505-2298

Student Handbook 2024-2025



Administration

Superintendent
Principal
Special Ed Director
Administrative Assistant
Administrative Assistant
Certified Clinical Medical Assistant
Gear-Up Coordinator
Counselor
Athletic/Activities Coordinator

Dr. Pedro "Pete" Vallejo
Jennifer Vigil
Veronica Barela
Consuelo Brazil
Zenda Vigil
Alicia Kayser
Denise Smythe
Loretta O'Donnell
Consuelo Brazil

Board of Education

President
Vice-President
Secretary
Member
Member

Darrell Roberts
Victor Romero
Kristin Oliver
Ray Sharbutt
Kaisa Jones

Mountainair High School

2024-2025 Student/Parent Handbook Table of Contents

- I. Vision and Mission Statements** **Pages 3-6**
 - a. Motto
 - b. Mission Statement
 - c. Staff Directory
 - d. School Song
 - e. Mustang Pride

- II. Calendar and Campus Schedules** **Pages 7-8**
 - a. Bell Schedule: Regular
 - b. Bell Schedule: 2-Hour Delay
 - c. Report Card Schedule

- III. Medical Guidelines** **Pages 9-12**
 - a. Health Services
 - b. Health Concerns
 - c. Sick Day Guidelines
 - d. Medication at School
 - e. Immunizations/Exemptions
 - f. Diabetes Management
 - g. Medical Cannabis

- IV. General Information** **Pages 13-24**
 - a. School Wellness Program
 - b. School Breakfast and Lunch Program
 - c. Josten's Renaissance Formula
 - d. Fees and Fines
 - e. Visitors
 - f. Activity/Field Trips
 - g. Care of School Equipment and Facilities
 - h. Eligibility of NMAA Activities
 - i. Eligibility Process/Drug Testing
 - j. Title IX
 - k. Social Functions
 - l. Activity/Athletic School Sponsors
 - m. Fire Drills, Hazard Drills, Evacuation Drills, Active Shooter Drills
 - n. School Closing in Unusual Situation
 - o. Transportation Other Than by School Bus
 - p. School Bus Transportation
 - q. Lost and Found Items
 - r. Fundraising and Selling Items on Campus
 - s. AHERA Notification
 - t. Parents Right to Know
 - u. Equal Opportunity
 - v. Students Rights Under Section 504
 - w. Equal Opportunity-FERPA
 - x. Student Withdrawals and Transfers
 - y. Search and Seizure
 - z. Student Concerns, Complaints, and Grievances

V. Open/Out of District Enrollment **Pages 25-26**

VI. Attendance Policy **Pages 27-31**
a. Student Attendance
b. Tardy Policy

VII. Discipline Policy **Pages 32-44**
a. Policy
b. Teacher Discipline Action Plan
c. In-School Suspension/Matrix
d. Out-of-School Suspension/Expulsion
e. Discipline Matrix - Computer Infractions
f. Dress Code
g. Public Display of Affection
h. Sexual Harassment
i. Bullying Prevention Rule
j. Cell phones & electronic devices
k. Tobacco/Smoking
l. Vaping/E-Cigarettes/Juuls

VIII. Guidance Information **Pages 45-50**
a. Guidance Services
b. Graduation Requirements
c. Standard Sequence of Classes
d. Course Requests
e. Schedule Changes
f. Classification of Students
g. Grading
h. Testing/Interim Assessments
i. Early Release
j. College/Dual Credit Courses
k. Distance Learning
l. Honor Roll
m. National Honor Society
n. Gear-Up

APPENDIX

A. School Calendar **Page 51**
B. Tobacco Matrix **Page 52**

VISION AND MISSION STATEMENTS

MOTTO

Every Student, Every Day, Learning for Life

MISSION STATEMENT

Mountainair Public Schools Engages, Equips, and Empowers Our Learning Community to Lead Successful and Fulfilling Lives.

MOUNTAINAIR MIDDLE/HIGH SCHOOL OFFICE STAFF

<i>Position</i>	<i>Name</i>	<i>Email</i>	<i>Phone Extension</i>
Principal	Jennifer Chavez-Vigil	jennifer.vigil@mpschoools.net	1012
SpEd Director	Veronica Barela	veronica.barela@mpschoools.net	1006
Administrative Assistant	Consuelo Brazil	cbrazil@mpschoools.net	1010
Administrative Assistant	Zenda Vigil	zenda.vigil@mpschoools.net	1011
Certified Clinical MA	Alicia Kayser	alicia.kayser@mpschoools.net	1016
Gear-Up Coordinator	Denise Smythe	denise.smythe@mpschoools.net	1013
Counselor	Loretta O'Donnell	loretta.odonnell@mpschoools.net	1014
Athletics/ Activities Coordinator	Consuelo Brazil	cbrazil@mpschoools.net	1010

MOUTAINAIR MIDDLE/HIGH SCHOOL TEACHING STAFF

<i>Grade</i>	<i>Name</i>	<i>Email</i>	<i>Phone Extension</i>
MS ELA	Adrienne Bargas	adrienne.bargas@mpschoools.net	1024
MS History/ BPA	Jeremy Oliver	jeremyoliver@mpschoools.net	1009 1053 (lab)
MS Math	Chris Silva	chris.silva@mpschoools.net	1029
MS Science	Vanessa Chavez	vanessa.chavez@mpschoools.net	1033
Physical Education	Shayna McCurdy	shayna.nazario@mpschoools.net	1054
AG/CTE/FFA	Eric Encinias	ericencinias@mpschoools.net	1027
SpEd	Lynna Barnes	lynna.barnes@mpschoools.net	1030
HS History	Kyle McGraw	kyle.mcgraw@mpschoools.net	1042
HS Math	Mary Gustin	mary.gustin@mpschoools.net	1023
CTE/Careers/ Drivers Ed	Joanna Kayser	joanna.kayser@mpschoools.net	1028
HS Science	Lynnelle Chavez	lchavez@mpschoools.net	1032
HS Math	Crystal Sisneros	crystal.sisneros@mpschoools.net	1045
AVID/Math Interventions/ STEM	Heather Aday	heather.aday@mpschoools.net	1043

Tech/Gear-Up Data Coordin.	Kimber Sanchez	kimber.sanchez@mpschools.net	1040
Library Assistant	Patricia Padilla	patricia.padilla@mpschoools.net	1015
Educational Assistant	Blanka Rodriguez	blanka.rodriguez@mpschoools.net	
Educational Assistant	Stan Sorrells	stan.sorrells@mpschoools.net	
Educational Assistant	Audrey Smith	taylor.smith@mpschoools.net	
Security Guard	Ruben Sisneros	ruben.sisneros@mpschoools.net	1046
Custodial Manager/Maintenance	Chris Rubi	chris.rubi@mpschoools.net	1018
Custodial Crew	Michael Chavez	michael.chavez@mpschoools.net	
Custodial Crew	Ben Padilla	ben.padilla@mpschoools.net	
Cafeteria Cook	Lisa Sanchez	lisa.sanchez@mpschoools.net	1041
SLP	Lindsey Benjamin	lbenjamin@crecnm.org	2024
School Psychologist	Joe Diraddo	jdiraddo@crecnm.org	1044
GenEd Social Worker	Angie Young	ayoung@crecnm.org	1044
Sped Social Worker	Mariah		1044
OT	Donald Borrego	donald.borrego@mpschoools.net	1044
Diagnostician	Amy McCall	amaccall@crecnm.org	1044



Mountainair Mustangs...

**Believe in
Excellence,
Accountability,
Respect and
Safety for ALL**

Being a “Mustang” Means having Mustang PRIDE

Preparation: To make ready for a specific purpose.

Respect: To show consideration and courtesy towards another.

Integrity: To firmly adhere to a code of values.

Dedication: To be devoted to a particular purpose.

Excellence: To be outstanding.

SCHOOL SONG

**Mustangs, Go Mustangs
Go On To Victory
Let Her Rip, We've Got The Grip
To Raise Our Colors High
Mustangs, Go Mustangs
We're With You Too, Our Man
We've Got the Spirit
Can't You Hear It
M.H.S**

REGULAR BELL SCHEDULE

MIDDLE/HIGH SCHOOL

The building will be locked from 7:30 am to 4:00 pm

Entrance through main Admin office only

First Bell at 7:40 am/ Tardy Bell at 7:45 am/Dismissal 3:45

Classes and Lunch

Period	Tardy Bell	End of Class	Class Length	Minutes Between
Advisory/ Breakfast	7:40	8:20	40	4
1st	8:24	9:14	50	4
2nd	9:18	10:08	50	4
3rd	10:12	11:02	50	4
MS Lunch	11:02	11:32	30	4
HS 4th	11:06	11:56	50	4
HS Lunch	11:56	12:26	30	4
MS 4th	11:36	12:26	50	4
5th	12:30	1:20	50	4
6th	1:24	2:14	50	4
7th	2:18	3:08	50	4
8th	3:12	3:45	33	

TWO HOUR DELAY SCHEDULE

First Bell 9:40, Tardy Bell 9:45

1	9:45 - 10:25
2	10:29 - 11:04
MS Lunch	11:04 - 11:34
3rd (HS)	11:07 - 11:47
HS Lunch	11:47 - 12:17
3rd (MS)	11:37 - 12:17
4th	12:21 - 1:01
5th	1:05 - 1:45
6th	1:49 - 2:29
7th	2:33 - 3:13
8th	3:17 - 3:45

REPORT CARD SCHEDULE

1st Nine Weeks Report Card	10/18/24
2nd Nine Weeks Report Card - Semester I	1/07/25
3rd Nine Weeks Report Card	03/21/25
4th Nine Weeks Report Card - Semester II	05/22/25

Health Services

The Mountainair Public School District is staffed with a certified clinical medical assistant to provide medical services while at school. The health office staff is available if the student becomes ill, has an injury, or requires other medical services. If the illness or injury is minor, the health office visit should wait until the last 10 minutes of class to minimize disruption of the class.

If your child becomes ill or obtains an injury that will need further medical evaluation, you will be called to pick your child up from school. Parents/guardians are expected to promptly make arrangements to pick the student up from school. Please ensure we have current phone numbers for parents, guardians and emergency contacts. In the event that the parent/guardian cannot be reached, the school will call emergency medical services if deemed necessary.

Health Concerns

You will be asked to complete a health concerns questionnaire for your child. This information will be used to plan the health care needs of your child during school. We must have an accurate record of any medical problems, allergies, previous illnesses, or any health concerns. A physical exam before starting school is a good idea, but not required. When registering your child for school, there is a section to check on your child's health concerns. The school nurse will review their concerns and may send a follow up letter to get more information as needed to develop a health care plan. It is imperative that you give us the most updated information in order for us to provide the best services possible for your child. If your child has a potentially life-threatening condition, we encourage you to speak directly to the health office personnel at registration. Another requirement is proof of a dental exam. Please provide proof of a dental exam or an upcoming dental appointment at the time of registration.

Sick Day Guidelines

If your student becomes ill and doesn't feel well enough to participate in school, parents/guardians should keep your student home until the symptoms improve. This will help prevent the spread of the illness and infection to others at school.

Unsure if your student should stay home? Please refer to the Sick Day Guidelines below and keep your student at home if they exhibit any of the following symptoms. These are only some of the examples of when your child should be kept home, if not sure- please consult your healthcare provider:

When to stay home	When to return to school
Fever: temperature greater than 100	Fever free for 24 hours without the use of fever reducing medication
Vomiting within the last 24 hours	Free from vomiting for 24 hours or at least 2 solid meals
Diarrhea within the last 24 hours	Free from diarrhea for at least 24 hours
Rash: body rash with itching or fever	Free from rash, itching, or fever, evaluation from medical provider as needed
Head lice: active head lice, itchy head	Treated with appropriate lice treatment at home and proof is provided to nurse
Eye infection: redness, itching, and/or thick/crusty drainage from eye	Evaluated by medical provider and have note to return to school
Hospital stay and/or ER visit	Released by medical provider to return to school

*Parents/Guardians will provide a doctor's note for illness that persists longer than 3 days.

If antibiotic treatment is needed, your student should remain home for the first full 24 hours of medication (e.g., if your student has three doses per day ordered, then three doses must be given before the child returns to school). If any symptoms change, worsen or don't get better please call your healthcare provider. If medication administration will be required at school, please follow the guidelines above.

For those who have symptoms of COVID-19, it is recommended to test as soon as possible. These symptoms include, but are not limited to fever, cough, shortness of breath, fatigue, headache, muscle and/or body aches, new loss of taste or smell, sore throat, nasal congestion, vomiting or diarrhea. Should the student test positive for COVID-19, they will need to stay home until the student has been fever free for 24 hours without the use of fever reducing medications, the student may return to school at this time. As COVID-19 is a highly contagious respiratory illness, we appreciate your cooperation to help limit the spread of this, and other viral/bacterial illnesses in our school.

Medications at School

At times certain circumstances may make it necessary to administer prescription or over the counter (Tylenol, cough drops, ect.) medications at school. If this is required, the student must have a Medication Consent Form signed by the parent/guardian and a written order from a licensed medical provider. This form is available from the school nurse as well as on the district website. NO medication will be allowed at school or administered by school staff until the necessary forms are completed by the parent/ guardian and health care provider. All medications will be securely stored in the health office, except the emergency medications that are approved to be carried by the student. Students are not permitted to leave the school building to retrieve or self-administer medication from their vehicles.

Prescription medications (including samples from Healthcare Providers) shall be labeled by the Healthcare Provider or by the pharmacist to include the child's name, name of prescribing Healthcare Provider and name of medication, dosage, and time of administration. Please ask the Pharmacist for a separate medicine bottle to keep at school. **Non-prescription medications** (over-the-counter) must be in their original container, labeled with the student's name, and accompanied by written order from Healthcare Provider and written parent permission as described above.

A parent may visit the school to dispense the medications. Please do not send medications in backpacks, pockets, etc. This is a dangerous practice that could harm another student if the medication was accidentally ingested by another student. Student medication/inhalers are for individual use only. Sharing or lending to others may result in disciplinary action.

Immunizations

New Mexico Immunization Law requires that all students be immunized against certain vaccine preventable diseases. These requirements are determined by the New Mexico Department of Health in collaboration

with the New Mexico Vaccine Advisory Committee using recommendations from the National Advisory Committee on Immunization Practices. Therefore, it is a State requirement that the school has an up to date and complete immunization record for all students. Up to date immunization requirements can be found on the [New Mexico Department of Health](#) website.

Students shall not be enrolled in school unless satisfactory evidence of their completed immunizations, or proper exemption, can be presented. It is unlawful for any parent to refuse or neglect to have his/her child immunized, as required by state law, unless the child is properly exempted. NMAC 6.12.2.8 requires that schools start the disenrollment proceedings for students who are unable to provide satisfactory evidence of commencement or completion of immunization or a valid and current Certificate of Exemption Form. Information regarding immunization exemptions can be found on the [New Mexico Department of Health](#) web page.

STUDENT DIABETES MANAGEMENT

The parent/guardian of each student with diabetes who seeks diabetes care while the student is in attendance at school shall submit to the school a diabetes medical management plan. The school in which each child attends will supply/allow/comply with the following for each student with a diabetes management plan:

Medical Cannabis

It is recommended that the student with a medical cannabis card be administered the prescribed medical cannabis at home. In the instance that the qualified student requests administration of this complementary alternative medicine during school hours, the school will strictly follow the requirements outlined in Section 22-33-5 NMSA 1978, 6.12.10 NMAC, the Lynn and Erin Compassionate Use Act.

Any student requiring administration of medical cannabis during the school day **MUST** schedule a meeting with the building principal, nurse and counselor to be approved. Simply carrying a medical cannabis card does not allow the student to have medical cannabis on school grounds or school sponsored events. Students with approved medical cannabis must comply with all rules and stipulations put forth by the Lynn and Erin Compassionate Use act and Mountainair Public Schools.

Student Medical Health Care

Mountainair Public Schools is committed to ensuring the well-being and academic success of all students, including those who have chronic illnesses. As part of our comprehensive approach to student healthcare, we offer specialized health plans tailored to meet the unique needs of these students.

Our health plans for students with chronic illnesses prioritize their safety, comfort, and access to education. They outline strategies for managing medical conditions, including medication administration, dietary considerations, and any necessary equipment or assistive devices. We also incorporate communication protocols to facilitate seamless information sharing between parents/guardians, healthcare providers, and school personnel.

GENERAL INFORMATION

SCHOOL WELLNESS POLICY

The School Wellness policy and State Law 6.12.5 NMAC and 6.12.6 NMAC state that the district will strive to make significant contributions to the general well being, mental and physical capacity, and learning ability of each student will afford them the opportunity to fully participate in the educational process. Food that is brought into the school for snacks or parties must follow the following guidelines:

School Snacks: A Guide

The face of school snacks is changing. With the new USDA regulations, healthful foods are replacing cookies and candy as the snacks available to kids. But how will this impact your school event? Let's take a look...

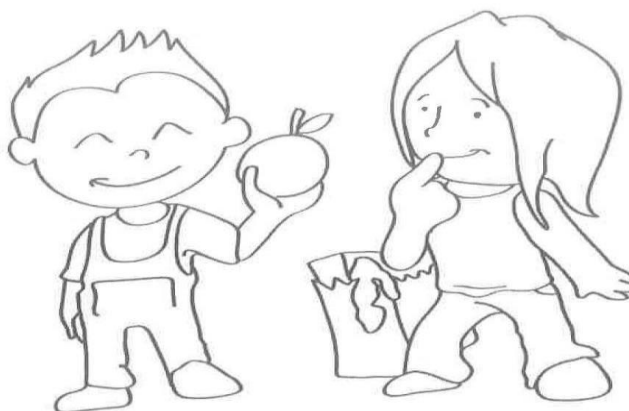
The Guidelines:

School snacks must conform to the USDA guidelines, which include calorie limits, sugar caps, and nutrient requirements.

- **Calorie Limits:** All snacks, including accompaniments like butter and cream cheese, must have no more than 200 calories per serving.
- **Fat Ceilings:** Fat must make up no more than 35% of the total calorie count, with saturated fat content at less than 10% and trans fat content at 0. Shoot for less than 35 calories of fat per 100 calories of food.
- **Sugar Caps:** Only 35% (or less) of the weight in any snack food may come from sugar.
- **Nutrient Requirements:** In order to meet the USDA's guidelines, snacks must either be rich in whole grains, contain at least a quarter cup of fruit and/or vegetables, have a fruit, vegetable, protein food, or dairy product as the first ingredient, or contain 10% or more of the percent daily value of potassium, dietary fiber, vitamin D, or calcium.

The Guidelines and YOU:

Technically these guidelines are only required for food items sold at the school. They do not apply to off-site fundraisers or events that take place during non-



school hours. However, we encourage everyone to follow the guidelines above.

Make It Yourself Snack Inspiration:

Looking for great ideas that conform to the new requirements? Try some of these snacks...

- **Grapes, apples and pears** are the perfect portable fruit treat.
- **Popcorn trail mix:** 5 cups lowfat popcorn, 1/4 cup peanuts, 1 cup raisins - put in 6 bags.
- **Strawberry crunchies** are always a hit. Have kids dip whole strawberries into yogurt, then roll the dipped berries in whole grain cereal.
- **Yogurt** - "lite" yogurt is low in sugar. Or top plain yogurt with fresh fruit.
- You can't go wrong with an assortment of sliced **veggies** and a flavorful plain yogurt dip mixed with a little chopped onion or herbs!

For More Information:

For more details and inspiration, visit <http://foodandhealth.com/usda-snack-foods-schools/>.

SCHOOL BREAKFAST AND LUNCH PROGRAM

Balanced, nutritious meals are served in the school cafeteria daily. Senate Bill 4 (SB 4) has been signed into law, providing all students with free meals. Students are encouraged to take advantage of this service.

We have open campus for 11th and 12th grades only based on an earned merit criteria, some 9th and 10th graders may earn open campus each 9 weeks based on the Renaissance Merit Cards. When leaving campus for lunch, all students must exit out the front door checking out on the ident-a-kid and after lunch re-enter through the front doors checking in on the ident-a-kid. This is for security measures in the event of an emergency to account for students on campus. Unless arrangements have been made with the principal, all other students are NOT to leave the school campus during lunchtime.

Mountainair Public Schools qualifies for the Community Eligibility Program which states that ALL students will receive a breakfast and lunch at no cost.

Breakfast

Students will report to advisory and then as a class proceed to the cafeteria for breakfast.

Prices:

K-12	FREE
Adult	\$2.75
Milk only	\$1.00

Lunch

Students may bring lunch from home or eat school lunch at the middle/high school cafeteria.

Prices:

K-12	FREE
Adult	\$4.75
Milk only	\$1.00
A la carte	\$3.00

To promote proper nutrition and in accordance with federal school lunch program guidelines, we do not allow students to purchase sodas for lunch.

“In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.”

JOSTEN'S RENAISSANCE FORMULA

Respect + Recognition + Reward + Reinforcement + Relationships = Results

Mountainair Public Schools Mustang Cards are based on the Jostens Renaissance Philosophy to renew the school's climate and culture aimed to:

- Increase attendance and graduation rates
- Increase academic and behavior performance
- Higher retention rates
- A boost in overall school spirit

Mustang Cards are distributed based on points earned for academic, citizenship, attendance, and discipline.

FEE/FINES

Any fees, library fines, payment for lost or damaged books, lost uniform payments, equipment damage, or other monies owed to the school must be cleared before any transcripts, report cards or diplomas will be released.

Due to the increasing cost of material and supplies, some elective courses may require a fee be paid to cover the cost of these materials. Students may choose to pay half the fee each semester. This fee is non-refundable should a course be dropped after the 2 weeks of the semester. Fees should be paid at the beginning of the semester in the middle/high school office.

SCHOOL VISITORS

We are always happy to have parents visit our classrooms, but we do ask that arrangements for these visits be made with the principal. In the interest of safety for ALL students, and to keep interruptions to a minimum, ALL visitors to our school must sign in at the school office to pick up a visitor pass using the ident-a-kid. Mountainair Public Schools does not allow students from other schools to attend classes when visiting the Mountainair area as this can be disruptive to the learning environment. **Lunch time visits will be allowed only with the Principal's prior approval with 24 hour notice.**

ACTIVITY/FIELD TRIPS

Field Trips will be based on educational objectives and will ensure that the care, welfare, and safety of students are in place. Students are required to travel to and from the activities with the team or club they represent unless a travel release form has been submitted by parent/guardian and approved by the principal 24 hours prior to the event. Students that have behavior issues, on the ineligibility list (student(s) with 1 or more "Fs") may not be permitted to attend trips. Good conduct and appropriate dress is expected while on the entire trip and should reflect the values of Mountainair Schools.

CARE OF SCHOOL EQUIPMENT AND FACILITIES

Respect our school facilities by taking care of them. Students are to demonstrate respect for the school facilities and equipment through proper treatment of all school property. The school is public property for which each of us is responsible. Anyone who intentionally damages, misuses, or defaces school property will be responsible for the cost of repair or replacement and will face disciplinary action (See Discipline Matrix).

All basic textbooks, library books, Chromebooks/Laptops and supplemental materials are loaned to students during the school year. All assigned texts and related materials are the responsibility of the student. Lost or damaged textbooks and other assigned materials are to be paid for by the student at replacement cost.

A locker and lock will be assigned to the student upon enrollment. The school-issued lock is the only allowed lock on locker(s). Any personal lock will be destroyed. Any abuse or misuse of the locker will be paid for by the student assigned to the locker. Students are not to use any locker other than the one assigned to them. A \$5.00 replacement fee will be charged for any lost or damaged school lock.

School property assigned to a student and a student's person or property, while under the authority of the public schools, is subject to search. Items found are subject to seizure in accordance with New Mexico state law.

To access computers at the school, students and parents must have an acceptable use policy signed and on file. Students in grades 6 -12 must also read and sign the Mountainair Public Schools 1:1 Chromebook/Laptop Electronic Information Services, Procedures, and Information Guide prior to being issued a Chromebook/Laptop. Please refer to the Discipline Matrix regarding consequences for violating the Acceptable Use Policy or not caring for the computers.

ELIGIBILITY OF NMAA ACTIVITIES

NMAA Policy as of May 2018

- 1). Use of Semester Grades Only – Scholastic Eligibility will be determined by semester grades (9 week marking period grades will be used to regain eligibility).
- 2). NO F's – A student must have a 2.0 GPA and NO F's in order to be eligible to participate in activities/athletics. This is a change from the past where a student was allowed one F.
- 3). Summer Courses – Beginning in the summer of 2024, students may make-up multiple courses to attempt to gain eligibility.
- 4). Changing Districts–"The transfer/residency requirement is implemented as a means to discourage recruitment and reduce the opportunity for undue influence." [NMAA Handbook Section VI Eligibility \(Bylaws\)](#)

Mountainair Public Schools Policy

- 1) Use of Semester Grades Only – Scholastic Eligibility will be determined by semester grades (9 week marking period grades will be used to regain eligibility)
- 2) NO F's – A student must have a 2.5 GPA and NO F's in order to be eligible to participate in activities/athletics. This is a change from the past where a student was allowed one F.
- 3) Summer Courses – Beginning in the summer of 2024, students may make-up multiple courses to attempt to gain eligibility.

Eligibility Process

Extra-curricular activities play a vital role in the educational process. Our main priority is to ensure students reach their highest academic potential.

We will use the following process to determine each individual student's eligibility to participate in ANY extracurricular activity. (Extracurricular activities include all NMAA sanctioned activities as well as other school sponsored activities, clubs, and organizations.)

In order to keep students and parents well informed concerning their grades Mountainair Public Schools will provide an online student management system that is available at all times on PowerSchool. In addition, each week on Thursdays advisory teachers will conduct grade checks and communicate with any parents for grade concerns.

*Once a student is officially declared "ineligible" by the school administration, the student will not be allowed to participate in any extracurricular activities for a 9-week period.

Eligibility Process-Random Drug Testing

Students involved in extracurricular activities will be subject to random drug testing throughout the entire school year, not just in-season.

First Offense

The student will be suspended from participation in all extracurricular activities for 38 consecutive school days beginning from the date following the day of verification of a positive test. The term will be reduced to 19 consecutive school days if the student completes a drug education program at the expense of the student or his/her parent/guardian. The student will not be allowed to attend or participate in practices during this time.

Second Offense

The student will be suspended from participation in all extracurricular activities for 77 consecutive school days beginning from the date following the day of verification of a positive test. The term will be reduced to 38 consecutive school days if the student completes a drug education program at the expense of the student or his/her parent/guardian. The student will not be allowed to attend or participate in practices during this time.

Third Offense

The student will be suspended from participation in all extracurricular activities for 155 consecutive school days beginning from the date following the day of verification of a positive test. The student will not be allowed to attend or participate in practices during this time.

TITLE IX

Overview

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs or activities which receive federal financial assistance. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Point of Contact

Dr. Pedro "Pete" Vallejo
(505) 847-2333, ext. 3002

Definition of Sexual Harassment

The Department of Education Office for Civil Rights (OCR) has defined sexual harassment as: Conduct on the basis of sex that satisfies one or more of the following:

- An employee conditioning the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education programs or activity; or
- Sexual assault, dating violence, domestic violence, or stalking as defined by the Violence Against Women Act. (VAWA)

SOCIAL FUNCTIONS

Students are to demonstrate respect for each other and school policy by observing the same rules that apply during the school day at all school functions. In addition to following school day policies, students are required to register any out-of-school dates for all school sponsored dances and parties 48 hours prior to the event. Guests must arrive and depart with their student-sponsor.

Signing up a guest does not mean they will be approved to attend. The student/guest must be in good standing at his/her own school in the areas of attendance, discipline, grades and community. Students attending parties and dances must remain in the building in which the function is being held. No one leaving a function will be allowed to return. All guests must be in high school (grades 9-12) or no older than 20 years of age. Proof of age must be shown at time of sign up (ie: driver's license, student ID, etc...)

ACTIVITY/ATHLETIC SCHOOL SPONSORS

Clubs and Extracurricular Activities	
FFA	Mr. Eric Encinias
BPA	Mr. Jeremy Oliver
National Honor Society	Mrs. Heather Aday
Junior National Honor Society	Mr. Chris Silva
Yearbook	Mrs. Joanna Kayser
HS Leadership/Ren Crew	Mrs. Lynnelle Chavez
MS Leadership/Ren Crew	Mrs. Shayna McCurdy
HS Leadership/Ren Crew	Mrs. Adrienne Bargas
MS Leadership/Ren Crew	Mrs. Crystal Sisneros
Athletics	
Athletics-AC	Mrs. Consuelo Brazil
Cheer	Mrs. Tracy Silva
Track (Girls)	Mrs. Lynnelle Chavez
Track (Boys)	Mrs. Crystal Sisneros
Track (Jr High)	Vacant
Lady Mustangs Basketball	Mrs. Adrienne Bargas
Lady Mustang Junior High Basketball	Mrs. Joanna Kayser
Volleyball	Mrs. Lynnelle Chavez
Junior High Volleyball	Mrs. Vanessa Chavez
Football	Mr. Robert Zamora and Mr. Daniel Sisneros
Junior High Football	Mr. Chris Silva and Mr. Stan Sorrells
Mustang Basketball	Mr. Azan Chavez
Mustang Junior High Basketball	Mr. Jeremy Oliver

Class Sponsors

6th Grade – Mrs. Adrienne Bargas and Mr. Stan Sorrells

7th Grade – Mrs. Vanessa Chavez and Mr. Eric Encinias

8th Grade – Mr. Chris Silva and Mr. Jeremy Oliver

9th Grade – Mr. Kyle McGraw and Mrs. Lynna Barnes

10th Grade – Mrs. Joanna Kayser and Mrs. Crystal Sisneros

11th Grade – Mrs. Heather Aday and Mrs. Shayna McCurdy

12th Grade – Mrs. Lynnelle Chavez and Mrs. Mary Gustin

FIRE DRILLS, HAZARD DRILLS, EVACUATION DRILLS

Due to legislation, emergency drills are conducted eight times throughout the school year. During the first four weeks of the school year, each school will be required to conduct a shelter-in-place drill that includes preparation to respond to an active shooter, one evacuation drill, and two fire drills. During the remainder of the school year, each school will conduct at least four additional emergency drills, including two fire drills. MPS District reserves the right to offer more than eight drills during the school year to ensure all staff, faculty and students are prepared for a crisis situation.

SCHOOL CLOSING IN UNUSUAL SITUATION

In the event that school has to be closed because of an unusual circumstance, the official announcement of school closing will be given over television stations, school Facebook page and School Messenger.

TRANSPORTATION OTHER THAN BY SCHOOL BUS

In the interest of safety for ALL students, no cars will be allowed to drop off or pick up students in ANY of the paved parking areas before and after school. Parents, please use the Pull through Drop off /Pick up lane for this purpose. At no time before and after school are vehicles to be in the BUS LANE or CROSSWALK areas.

If a bicycle is ridden to school, it must be placed in the bicycle rack immediately upon arrival at school and remain there until dismissal. Students riding bicycles to school should observe all traffic regulations. They should WALK bikes when on the sidewalks, in the parking lots, and when crossing the highway. In the interest of safety for students riding bicycles to school, if the highway is to be crossed on the way to or from school, please cross the highway at the crosswalk.

Students walking to school should observe safety regulations at all times and be alert to traffic. If the highway has to be crossed, this should be done at the designated crosswalks. Assistance is provided before and after school at the crosswalk in front of the school.

All students who drive to and from school are required to park in the front of the school in the designated student parking areas during school hours. Students must have a parking permit for the school year.

Driving to school is considered a privilege, and rules will be strictly enforced. It is the student's responsibility to be aware of the following regulations and abide by them. Students will forfeit their permit due to rule infractions.

Parking permit applications may be denied due to attendance or discipline issues.

PARKING/DRIVING REGULATIONS:

- Permits must be present and displayed in the front window.
- Students will park in the front of the school (south lot) designated parking spots.
- Drive safely and obey all parking lot rules.
- Stay out of the parking lot during school hours unless a valid office pass has been issued.
- Secure a valid Mustang Card to leaving during the school day such as lunch.
- Do not display inappropriate symbols or messages in or outside vehicles.
- Do not park in handicapped or otherwise marked spaces.
- Follow school behavior rules.
- **STUDENTS ARE NOT ALLOWED TO TRANSFER PARKING PASSES TO OTHER STUDENTS.**

DISCLAIMER:

Mountainair High School is not responsible for vandalism, theft, or injury of items in the school parking lots. Drivers should lock vehicles when leaving them parked in the school lot. Valuables should not be left in cars. Any vehicle on campus is subject to search by school personnel in instances where the school official determines there is reasonable suspicion that a school regulation, a city law or a state law has been violated. This includes but is not limited to illegal drugs, alcohol, stolen property, weapons or other contraband that might be present in the vehicle.

PARKING RESTRICTIONS:

At no time are students allowed to park in the staff parking lot.

LOSS OF PERMIT AND PARKING PRIVILEGES:

The parking permit can be revoked either temporarily or permanently if a student has violated school rules. Continued violations could result in revocation of the parking permit until the end of the semester, and/or result in the loss of opportunity to receive permits in the future.

VIOLATION CONSEQUENCES:

Violation consequences will be progressive. Each violation will result in additional penalties ranging in severity, from warnings to temporary loss of permits, to application of wheel locks and/or towing at the owner's expense, to permanent revocation of permit.

SCHOOL BUS TRANSPORTATION

Safety of all students riding a school bus is a must. Students who ride a school bus are under the authority of the school bus driver. Behavior of students on a school bus must be exemplary. All rules and regulations of the driver must be followed. State of New Mexico "Standards for School Bus Operation," State Board of Education Regulation No. 83-3, states (section 6.1.1), "Students transportation is a PRIVILEGE extended to students who qualify for transportation pursuant to statutes 22-16-2 and 22-16-4, N.M.S.A., 1978 compilation. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district." Section 6.1.5 states, "The driver is in full charge of students when they are riding on the bus. The student must obey the driver promptly." All involved parties working together will help make the transportation of our students safer and more enjoyable. (See Discipline Matrix)

If your student will be riding a bus other than their regularly scheduled bus, they will have to have a written parent/guardian note giving them permission to do so. This permission note will also need to be signed in the office before permission can be given to the student to ride the bus. It is helpful if these arrangements are made with the bus driver in advance.

LOST AND FOUND ITEMS

All items brought to school by a student are the responsibility of that student. The student is also responsible for all assigned school materials. In the interest of aiding the return of lost and found items, **please** put your student's name on everything brought to school. Lost items will be placed in lost and found" table near the high school office doors. Lost items will be disposed of at the end of each semester.

FUNDRAISING AND SELLING ITEMS ON CAMPUS

Any club or organization affiliated with the school must get approval from the principal at least 2 weeks prior to engaging in any collecting or raising of money.

Students are prohibited from bringing products on campus for the purpose of selling to other students without the express permission of the principal.

AHERA NOTIFICATION

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This required schools to be inspected to identify any asbestos containing building materials. All Mountainair Public School buildings were inspected and suspected materials were sampled to be tested and rated according to conditions and potential hazard. Every three years, MPS is required to be re-inspected to determine if any known or suspected asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM.

The law further requires an asbestos management plan be developed to monitor any known or suspected ACBM. The plan has several ongoing requirements: This notification letter announcing the availability of the management plans for anyone to review upon request, training of the support staff about asbestos and how to deal with it, notifying short term workers such as subcontractors of the locations of any known or suspected ACBM. The designated asbestos coordinator conducts a six-month inspection of areas of the buildings where known or suspected ACBM are located to assure they remain in good condition.

It is the intention of Mountainair Public Schools to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work.

*You are welcome to review a copy of the asbestos management plan upon request: Dr. Pedro Vallejo 505-847-2333

PARENTS RIGHT TO KNOW

Our district is required to inform you of certain information that, according to the No Child Left Behind Act of 2001 (Public Law 107-110), you have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. Whether your child is provided service by paraprofessionals and, if so, their qualifications.
4. What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

EQUAL OPPORTUNITY

It is the express policy and purpose of the Mountainair Public Schools to provide educational opportunities, without regard to race, color, sex, ethnicity, national origin, religion, age, disability, handicap, sexual orientation, gender identity, or marital status, or any other prohibited basis, in conformity with the laws of the United States and the State of New Mexico.

STUDENT RIGHTS UNDER SECTION 504

It is the policy of the Mountainair Public School District to provide a free and appropriate public education to all students with disabilities/handicaps within its jurisdiction, regardless of the type of disability/handicap or its severity.

Students who are disabled/handicapped consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973 will be identified, evaluated and provided with appropriate instruction and educational services. Persons who are thought to be handicapped shall have the following rights in accordance with Section 504:

1. Right to file a grievance with the District concerning allegations of violations of Section 504 regulations;
2. Right to an evaluation drawing upon different sources;
3. Right to be informed of any actions pertaining to eligibility and any proposed service plans;
4. Right to review any personal information in an understandable mode;
5. Right to periodic evaluations;
6. Right to evaluation prior to any significant change in services;
7. Right to contest the District's proposed actions through an impartial hearing;
8. Right to be represented by counsel in the impartial hearing; and
9. Right to appeal the decision from any hearing.

The Section 504 Coordinator for the MPS is Loretta O'Donnell. She can be reached at 505-847-2333.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FOR THE MOUNTAINAIR PUBLIC SCHOOLS

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

- (1) The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access.
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 principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
Parents or eligible students may ask Mountainair Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the 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.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an

administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

STUDENT WITHDRAWALS AND TRANSFERS

Withdrawal and transfer forms should be picked up from the school office. Only a parent or guardian can complete a student withdrawal or transfer form.

SEARCH AND SEIZURE

Mountainair Public Schools reserves the right to conduct “search and seizure” protocol: “School property assigned to a student and a student’s person or property while under the authority of the public schools are subject to search, and items found are subject to seizure” (NMAC 6.11.2.10).

“The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred.” Lockers, desks, school buses, et cetera, are subject to inspection at any time or without reason or notice by school personnel.

Before all school sponsored trips, students will be subject to their belongings being searched.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

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

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

Provided that:

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

The guidelines to be followed are:

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

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

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

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

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

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

OPEN/OUT OF DISTRICT POLICY

OPEN /OUT OF DISTRICT ENROLLMENT

While any school-age person who is a resident of New Mexico, and is entitled to a free public school education as set forth in state law, the educational responsibility of Mountainair Public Schools is first and foremost to those students who reside within the boundaries of the Mountainair Public School district. Therefore, priorities for enrollment of students are set forth below.

RESIDENT STUDENTS

Resident students are those whose parent/legal guardian provides acceptable evidence of residency within the Mountainair Public District. A residence of a person is that place in which his or her habitation is fixed, and to which, whenever that person is absent, he or she has the intention to return. A parent/guardian can have only one residence for the purposes of District residency. Each school year, a parent/legal guardian or student shall provide evidence of residency within the Mountainair Public Schools District.

Students who must relocate outside the District's geographical boundaries for custodial care due to a parent/legal guardian's active duty in the armed forces or national guard shall be enrolled in accordance with applicable law, or are otherwise eligible for District in enrollment under federal or state law, shall be considered resident students for purposes of enrollment.

NONRESIDENT STUDENTS

Where the maximum allowable class size, as established by law or the District, will not be exceeded, the Mountainair Public School District will enroll nonresident students, as prioritized below.

Like resident students, nonresident students and their parent/legal guardian shall sign and adhere to the Mountainair Public Schools behavior policy/contract and the Mountainair Public Schools attendance policy/contract. Failure to comply with those policies and contracts, or any other policies of the District shall subject the student to disciplinary consequences, as set forth in state law.

The Superintendent shall annually prepare and make available the District's application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment of nonresident students. The packet will be made available to everyone who requests it.

For non-Title I schools, notice provided to parents must incorporate the open enrollment provision that students from schools identified for improvement are considered to have high priority when considering transfer requests. If funding from non-federal (state or local sources) is not available, parents should also be notified that funding of transportation is not possible.

Any eligible New Mexico resident may seek open enrollment by completing and submitting an enrollment application form as set forth above. Nonresident applicants may be selected or may receive notice of early placement on the waiting list for enrollment if their applications are received between March 1 and April 30 prior to the beginning of each school year. Those applications received after this period will be added to a waiting list in the order that they are received and may be considered following the placement of students already on waiting lists by grade and enrollment priority categories. All pupils seeking enrollment must reapply yearly.

Nothing in this open enrollment policy shall prevent the District from placing a pupil at any time in a school based upon the best interest of the student and school provided capacity is available.

Applications will be considered in the priority ranking order the date and time they are received. Parents will be notified by their preferred method of contact (e.g., phone, email or text), if their child is accepted to attend Mountainair Public Schools.

Open enrollment is based on student performance, attendance, and discipline. If at any point in time the district deems that an open enrollment student is not longer meeting the expectations of the district, open enrollment may be revoked.

A student who has been expelled during the last twelve (12) months by any district or private school in the United States or who has exhibited behavior detrimental to the welfare or safety of other students or school employees in another school or school district in the United States within the last twelve (12) months shall not be admitted. Acceptance for enrollment may be revoked or re-enrollment denied upon finding the existence of any of these conditions.

The estimate of capacity shall be made for each school and grade level and shall be based upon 22-10A-20 NMSA 1978.

DISENROLLMENT

If a nonresident student voluntarily disenroll or is lawfully disenrolled for any reason (e.g., expulsion, withdrawal for nonattendance as permitted by NMSA 1978, § 22-8-2 (B) (2009), enrollment in another district, private school, or homeschool, the student must reapply for transfer. The student's status as a Priority Two student shall be determined at the time the student seeks to re-enroll.

TRANSPORTATION

Parents must provide transportation for nonresident students.

EQUAL OPPORTUNITY

Mountainair Public Schools will not discriminate against any student on the basis of race, ethnicity, color, national origin, sexual orientation, gender identity, religion, age, marital status, disability, or handicap in the provision of or access to services and programs.

ATTENDANCE POLICY

The regular school attendance of a child of school age is required by state law. Regular, uninterrupted classroom instruction, classroom participation, and interaction with classmates are essential to the educational process and are integral to the learning process. Preparation and training for subsequent study or employment includes the development of self-discipline through regular class attendance.

The presence or absence of each student must be recorded each school day. Teachers follow MPS directives and state requirements in coding unexcused/excused absences and tardiness.

The New Mexico Attendance for Success Act requires that all school-age children attend school until the age of eighteen, or until they graduate from high school or receive a GED certificate. Maintaining regular school attendance is the joint responsibility of parents and educators. In keeping with that obligation, the following rules for school attendance shall be observed and enforced for all students.

I. Absences

- A. "Absence" – A child not at school for a class or school day, whether excused or not.
 1. Interscholastic extracurricular activity absences are exempt as they are not considered an absence from school. NMAA regulations allow for a student to accumulate 15 activity absences per semester. **The student is expected to make arrangements with the teacher prior to being gone for the school activity concerning any missed classwork and/or homework.**
- B. "Excused Absence"--An absence from a class or school day (half of the students approved program) for which the student has an allowable excuse, one for necessary and important reasons only.
 1. Types of allowable excused absences: illness (including appointments with mental health care providers), injury, bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith or religious instruction and tribal obligations.
 2. At MPS's discretion, a written confirmation may be required by the school when the student returns to school. The letter must be provided by a medical practitioner, a funeral service provider, a provider of religious education, or tribal official.
 - a) Excused Absence due to Religious Instruction: A student may, subject to prior written notice from parents/guardians and the prior approval of the Principal, be absent from school to participate in religious instruction for not more than **one** class period of the school day with the written consent of the parent/guardian, at a time that is not in conflict with the academic program of the school. MPS does not assume responsibility for the religious instruction for any student, nor does it permit religious instruction to be conducted on school property. The student is expected to make arrangements with the teacher(s) prior to being gone for the school activity concerning any missed classwork and/or homework.
 - b) Excused Absence due to Tribal Obligations: A student will, subject to prior written notice from parents/guardians and the prior approval of the Principal, be absent from school to participate in tribal obligations with the written consent of the parent/guardian. MPS shall provide time for the student to make up the school work missed during the absence.

3. Special family situations may be considered appropriate for excused absence when subject to **prior** written notice from the parents/guardians and **prior** approval is received from the Principal. The Principal's decision on the request shall be considered final.
- C. Pregnant Students: If a student becomes pregnant, a plan will be devised to support the student's educational needs throughout her pregnancy. The recommendations may require a 504 plan and shall be on a case-by-case basis, but would fully support her education through homebound or in school education. Decisions about excused and unexcused absences would be discussed and agreed upon in the meeting.
- D. Partial Day Absences
 1. High School/Middle School: Students will be considered absent from each class period after 15 minutes.
 2. Elementary Students: Students Who arrive 30 minutes or more late to school, will be counted absent for half a day for the morning absent report. If a student leaves early 30 minutes or more, they will be counted as absent for the afternoon report.
- E. Appointments: If a student must leave school early for an appointment, the parent *must* notify the school secretary or principal either by phone or written notice. It is highly recommended that all appointments (doctor/dentist) be made on Fridays to avoid unnecessary absences from school. Students must sign-in/out in the school office when leaving and/or returning.
- F. Early Release: Students with early release must sign-out in the school office.
- G. Truancy policy to apply to all grades: Students will be considered truant if they leave school without permission, or stay out of class without permission. Students are not to miss a class in order to complete work for another class without written permission from the teacher whose class is being missed. Failure to be in class is considered truancy even if the student is on campus. Refer to the Discipline Matrix.
- H. "Unexcused Absence:" An absence from a class or school day (half of the student's approved program) for which the student does not have an allowable excuse.
- I. Homework Policy
 1. Homework– Excused Absence: Following an **excused** absence, parents or guardians shall arrange make-up work with the student's teacher. A student shall be given a *reasonable* time as set forth by the teacher in their class syllabus to make- up the work the student missed during the absence.
 2. Homework-Unexcused Absence: Following an **unexcused** absence, make-up work is at the discretion of the teacher.

II. Attendance for Success Act

A. Understanding the Law

1. The New Mexico Attendance for Success Act requires that all persons between the ages of five and eighteen attend a public, private, or home school, or a state institution, unless that person has graduated from high school or has received a general education development certificate, or that person's parent or guardian provides written, signed permission for that person to leave school for health reasons or in case of hardship, and that permission is approved by the Principal.
2. Parents are expected to notify the school for **each** day of a student's absence by calling the school or by sending a written explanation to the school upon the student's return. In the case of an emergency, the parent may send a note or call the school upon the student's return.
3. Students enrolled in MPS shall attend school for the length of time of the school year as established by the school district.

4. Students are expected to have no more than 5% absentee rate per school year, which includes both excused and unexcused absences.
5. Students are expected to arrive on time to school each day and to remain in school until the scheduled dismissal.

B. Definitions

1. "Chronically absent"/"Chronic absenteeism" means a student who has been absent for ten percent or more of classes or school days for any reason, whether excused or not, when enrolled for more than ten days."
2. "Excessively absent" / "Excessive absenteeism"--" means a student needing intensive support and has not responded to intervention efforts implemented by the public school."
3. "Educationally Neglected Child" means a child who is permitted by his or her parents to be chronically truant may be considered a child of educational neglect. State law requires the schools to report children believed to be educationally neglected for investigation to the Probation Services Office and/or the judicial district in which the student resides .
4. "Whole school prevention" means universal, whole-school prevention strategies for all students, including students who have missed less than five percent of classes or school days for any reason;
5. "Individualized prevention" means targeted prevention strategies for individual students who are missing five percent or more but less than ten percent of classes or school days for any reason;
6. "Early intervention" means interventions for students who are missing ten percent or more but less than twenty percent of classes or school days for any reason; and
7. "Intensive support" means interventions for students who are missing twenty percent or more of classes or school days for any reason.

C. Policy

1. Whole school interventions will be provided to all students with less than 5% absences.
2. An **Individualized Attendance Plan** will be provided to students who have 5%-10% (when enrolled for more than ten days). A school designate shall talk to the parent/guardian (either in writing or in person) and inform them of the student's attendance history, the impact of student absenteeism on student academic outcomes, the intervention or services available to the family, and the consequences of further absences which may include referral to the Children, Youth and Families Department (CYFD) for chronic absenteeism.
3. An **Early Intervention Plan** for Chronically Absent Students will be put into place for those students who have 10% – 20% absenteeism (when enrolled for more than ten days). The Attendance Administrator shall notify parent/guardian of a child found to be chronically absent in writing, and include the date, time and location for parent/guardian to meet to establish an Early Intervention Plan. This plan will include an Attendance Contract and weekly monitoring and reporting of student attendance to the parent/guardian. Parents of students with any further unexcused absence after meeting with the Principal to develop an Early Intervention Plan and to discuss further consequences such as a CYFD referral.
4. A student reported to have 20% or more absences (when enrolled for more than ten days) is a child deemed "**Excessively absent.**" The Attendance Administrator shall notify parent/guardian of a child found to be chronically absent in writing, and include the date, time and location for parent/guardian and student to meet with the Principal, school counselor, Attendance and SAT Team, PTA, CYFD and/or JPO. An attendance contract will be signed

detailing consequences for future absences such as making up time missed through Monday school. Non-Punitive (OSS or Expulsion) consequences will be discussed and put into place.

5. After explicit notification to parent/guardian concerning excessive absences despite the signing of the attendance contract, and the exhaustion of all intervention efforts, the school may consider loss of school credit and a voluntary withdrawal from the school constituted by the student's excessive absences.
6. The Public Education Department's truancy prevention coordinator (or designate) or Children Youth and Families Department representative, or representative of the Probation Services Office, shall be permitted access to any records and information related to chronically absent students or excessively absent students.

III. TARDIES

- A. Tardiness is a disruption to normal classroom procedures and activities. A student is considered tardy if he/she is not in the classroom after the tardy bell has completed ringing without a written excuse from a teacher, principal, or secretary.
 1. Excused Tardy – A tardy for excused reasons.
 - a) Verified doctor or dental appointment (note required)
 - b) Call-in by a parent or guardian within 24 hours (not to extend 3 excused tardies).
 - (1) Excessive tardies – *tardies will be considered excessive after three parent/guardian call-ins or requests for early dismissal and will be considered unexcused unless accompanied by a doctor's note.* Parents are encouraged to ensure their student(s) are not chronically tardy.
 2. Unexcused Tardy – A tardy for unexcused reasons.
 - a) Entering the school after 7:45 am.
 - b) Late to classes after passing periods without a written or verbal excuse from a teacher, principal or secretary.
 - c) Tardies are subject to disciplinary action per semester
 - (1) Tardies will affect Renaissance card status.
 - (2) Third unexcused tardy-lunch detention
 - (3) Fourth and subsequent tardies will be considered a chronic problem. Parents will be notified and more serious consequences will apply (Reference the student discipline matrix).
- B. When entering school after the tardy bell, all students must enter at the administration office and then report directly to a school official before going to class. All Tardy students must check in at the Ident-a-kid. An admission slip will be issued and attendance information adjusted accordingly.

IV. TRUANCY

- A. Students are considered truant if they leave school during the school day or stay out of class without permission. Students are not to voluntarily miss a class to work on missed homework unless prior permission has been provided by school administration or teachers.

References

- **HB236: SHSB_CH223-HB236-2019.**
- **NMSA 22-12A-1.**

Student Check-In: All students that arrive after 7:45 am, must be checked-in through the **Ident-a-Kid** system located in the elementary school lobby. Upon completing your child's/children's check-in, they will receive a tardy slip that must be given to the classroom teacher.

Student Check-out: Students will not be permitted to leave the school grounds during school hours with any adult other than their parent and/or guardian or adult listed on the emergency card. All students that need to be checked out during the school day, must be checked-out through the **Ident-a-Kid** system located in the Middle/High school lobby. Once you have checked-out your child/children please proceed to the front office, so we can get your child/children from the classroom. To safeguard our students, a picture ID is required from anyone picking up students during the school day. **No changes in students' transportation will be allowed after 3:15**

DISCIPLINE

POLICY

Mountainair Public Schools (MPS) administration, faculty and staff are committed to establishing and maintaining appropriate student behavior and recognize that a safe environment which fosters respect is an essential precondition of learning. MPS will strive to be a well-disciplined school in which there is a school wide emphasis on the importance of learning and intolerance of conditions which inhibit learning. High behavioral expectations will be shared and communicated with students while in attendance at schools in both curricular and extracurricular activities. MPS is a Josten's Renaissance and Capturing Kids Hearts school where we focus on the well-being of the whole child and prioritize building relationships.

All discipline referrals will include a student conference and parent contact by phone and/or written correspondence. Extenuating circumstances may cause deviation from written procedure.

TEACHER DISCIPLINE PLAN OF ACTION

The plan must include the following steps for dealing with misbehavior but may be individualized by adding additional steps. Teacher consequence/intervention may increase in severity as steps increase.

STEP 1: 1. Teacher Warning
Level 1

STEP 2: 1. Teacher Student Conference
Level 1 2. Parent Contact
3. Possible Teacher Consequence/Intervention

STEP 3: 1. Teacher Consequence/Intervention and Student Conference
Level 2 2. Parent Contact
3. Documentation in PowerSchool
4. Informational/Notify Principal

STEP 4: 1. Teacher Consequence/Intervention and Student Conference
Level 2 2. Parent Contact/Conference-(Principal present)
3. (2nd) Documentation in PowerSchool
4. Behavior/Academic Contract

STEP 5: 1. Referral to Principal with all documentation in PowerSchool or SWIS
Level 3

Teachers may refer students to Student Assistance Team (SAT) for behavior or academic intervention. Serious situations will be brought to the principal immediately. The behavior matrix is a guideline with minimal consequences but subject to harsher consequences at the Principal's discretion.

DETENTION involves removing the student from the classroom or general population during break-time, noon, or at the close of the school day following appropriate minimal due process. Detention outside of the school time may be invoked with appropriate consideration given to student transportation, weather, and other extenuating circumstances. A student shall not be denied eating or the use of the restroom during detention periods.

COMMUNITY SERVICE students will participate in civic enhancement projects (per student basis) before school, during school, and/or after school

IN-SCHOOL SUSPENSION involves removing the student from the regular classroom for a designated number of school days. The student's classwork is expected to be completed and submitted. Teachers will monitor student progress to evaluate understanding and collect completed work. Work will be counted toward classroom grading requirements. Parents will be notified if this disciplinary measure is implemented.

IN-SCHOOL SUSPENSION RULES

At the start of ISS, students will be expected to write each of the rules below (numbered 1–6) neatly and legibly. Instruction will be provided by the ISS monitor:

1. Be in your seat and ready to begin class at 7:45. Remain in your seat at all times sitting up straight, keeping feet and chair on the floor, and facing forward with your hands to yourself.
2. You must be working on an assignment at all times, and follow the posted schedule of subjects for the day. Once your assignments have been completed, or if you have no assignments, raise your hand to allow the ISS monitor to provide you with work to complete. If all work is finished, you may read a book or magazine. You may not sleep under any circumstances.
3. All assignments require a complete heading. This includes your name, date, teacher's name, subject, and class period. All assignments must be completed by following the directions given. You will complete all assignments to the best of your ability.
4. Raise your hand to ask a question, get help with an assignment, or when an assignment has been completed. Talking, making noises, and/or communication with other students or teachers is strictly forbidden.
5. Instructions and/or directions from the ISS teacher will be followed at all times.
6. You will be dismissed from school after the teacher has inspected your area for cleanliness, all trash and debris has been picked up, and your chair has been pushed in.
7. Breaks-
 - Restroom breaks will be at 9:30 am, after lunch when the halls are clear, and at 1:45pm. Only one person is permitted in the restroom at a time. Students in ISS and the ISS monitor will all leave the classroom and walk quietly, single file down the hall.
 - Lunch will be eaten at your desk. You will remain facing forward and there will be no talking. When you have finished your lunch, raise your hand to clear your area.
 - While assigned to ISS, you may not go to any other area of campus. You will come straight to the ISS room at 7:40 am and leave immediately when you are excused at 3:45pm. If you need to talk with a teacher during school hours, the ISS teacher will issue a pass to you, which must be returned with a signature from that teacher.
 - The study area will not be moved, written on, or damaged in any way.
 - Personal grooming is not allowed in the ISS classroom, to include combing your hair or applying makeup.
 - ISS students are not permitted to attend any Mountainair Public Schools function during the school day. Students serving ISS may attend athletic or extracurricular practices at the end of the school day. The day the student resumes regular class periods, the student will be eligible to participate in athletics and extracurricular games and events.

**STUDENTS WHO CHOOSE NOT TO FOLLOW ISS RULES ARE
SUBJECT TO FURTHER DISCIPLINARY ACTIONS.**

In order for students to successfully complete a day of ISS, they must obtain 70 points for a full day with a maximum of 105 points possible or 35 points for a half day. Students will earn points each class period using the following rubric. If a student fails to earn the required points, he/she will get the opportunity the next day to successfully complete his/her day in ISS.

ISS Rubric

	Outstanding 3 Points	Meets 2 Points	Unsatisfactory 1 Points	Fail 0 Points
Completion of Assignments	Completes assignment independently	Completes assignment with only a reminder	Warning to be on task and complete assignment	Refusal to be on-task and complete assignment
Disruptive Behavior	Works quietly	Reminded to work quietly	Second reminder to remain quiet	Refusal to follow directive, insubordinate, defiant
Rules	Follow rules	Reminded to follow rules	Second reminder to follow rules	Sleeping, passing notes, profanity, out of seating, fighting
Talking	No talking	First time talking	Second time talking	Third time talking
Books and Materials	Has all books and materials	Reminder to have books/electronic device out and in use	No books/electronic device or writing utensils	Use of cell phone or non educational electronic devices

OUT-OF-SCHOOL SUSPENSION involves temporarily removing the student from the school campus for a designated number of days. The student's classwork is expected to be completed and submitted so that the student does not fall behind in each of their classes. The student on out-of-school suspension must make up all missed assignments. A student on OSS may not visit any of the school campuses unless accompanied by a parent/guardian to attend a conference with the building administrator. Parents will be notified if this disciplinary measure is implemented.

EXPULSION the removal of a student from school for the remainder of the school year. Any student that is expelled will lose all remaining credit for the year. Students who are expelled may not visit during school hours or be present at any school activities outside the regular school day.

Mountainair Middle/High School – Behavior Refocus Form

Name: _____

Date: _____

What is the behavior:

What is the consequence of the behavior:

These are challenges I face in stopping this behavior:

1. _____
2. _____
3. _____

Steps I will take to change this behavior:

1. _____
2. _____
3. _____

I may need additional support in these areas:

1. _____
2. _____
3. _____

Student Name

Parent Name

Teacher Name

Student Signature

Parent Signature

Teacher Signature

***COMPUTER INFRINGEMENTS**

Behavior	1st Violation	2nd Violation	3rd Violation	4th Violation
General <ul style="list-style-type: none"> Altering settings Non-school business activity Food/drink infraction Cheating/Plagiarism Horsing around Improper care of equipment 	<ul style="list-style-type: none"> Verbal warning to student and documentation in Power School Parent notification Suspension from technology access for the remaining class period 	<ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 3 days 	<ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 7 days Lunch Detention 	<ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 30 days and up to the remaining of the school year Lunch Detention ISS
Security <ul style="list-style-type: none"> Inappropriate/unauthorized access to resources Accessing another's account Attempting to add/destroy, modify, or harm software/hardware Interfering with network security 	<ul style="list-style-type: none"> Verbal warning to student and documentation in Power School Parent notification Suspension from technology access for the remaining class period 	<ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 3 days 	<ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 7 days Lunch Detention 	<ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 30 days and up to the remaining of the school year Lunch Detention ISS
Web Content <ul style="list-style-type: none"> Cyberbullying Social networking Online harassment Attempting to submit, publish, display, or retrieve any materials that are defamatory, inaccurate, abusive, obscene, profane, racially offensive, pornographic/sexually orientated, and/or illegal 	<ul style="list-style-type: none"> Verbal warning to student and documentation in Power School Parent notification Suspension from technology access for the remaining class period Cyberbullying Contract and Restorative Practice Plan 	<ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 3 days Cyberbullying Contract and Restorative Practice Plan 	<ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 7 days Lunch Detention Cyberbullying Contract and Restorative Practice Plan Police Referral 	<ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 30 days and up to the remaining of the school year Lunch Detention ISS Cyberbullying Contract and Restorative Practice Plan Police Referral

Penalties may change due to the severity of the infraction and at the discretion of the Administration.

Infractions include: Unauthorized/inappropriate use of school communication systems, Internet/program/computer game access without approval, altering the desktop/icons, negligent care of equipment, horsing around, food/drink in computer lab, using another person's username and password, cheating, plagiarizing, downloading/creating/using unauthorized files, videos, photos, apps or programs, spamming (sending inappropriate/unwanted emails), downloading or distributing any offensive, profane, threatening, abusive, obscene, and/or pornographic/sexually explicit materials, any activity that voids an equipment service warranty, unauthorized entry to program files (hacking), and cyber bullying.

DRESS CODE

Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. Appropriate dress for school is respectful, and in good taste with modesty being the prevailing model. Personal attire should reflect pride and respect in who you are as a student at Mountainair Middle/High School.

To promote the safety of students and a non-disruptive environment for orderly operation of the school, a student's appearance or mode of dress, and/or cleanliness shall not disrupt the educational process, nor constitute a threat to school safety.

STUDENTS MUST ADHERE TO THE FOLLOWING GUIDELINES:

- Extreme hairstyles or hair colors that are distracting or disruptive to the learning environment are **NOT** permitted. The hair must be neatly groomed. *During Spirit Week or an approved special event, with approval from school administration, special exceptions may be allowed for the event - not to exceed one week.
- Any clothing or aspect of personal appearance (e.g. makeup-must be worn neatly -no tear drops, gang related symbols, or designs on the face or body that demonstrates self-harm) that is determined to be disruptive or gang related by the building administration is not allowed.
- Pants/shorts will be worn at the waist as to not be "sagging" and/or revealing; dangling attachments such as chains, etc. are not allowed. Excessively large or baggy clothing are prohibited. **Belts, ties, or appropriate shirts/pants may be loaned to the student to adjust or correct the dress code violation.**
- Leggings or spandex : A shirt must be worn long enough to reach mid-thigh and cover the rump.
- Jeans/pants -**Absolutely no holes or tears revealing skin above mid-thigh. If holes are above mid-thigh, students must have additional shorts underneath that cover up to mid-thigh.**
- The hemline of dresses, shorts, skirts, or jumpers must fall at mid-thigh.
- All tops (shirts or blouses) must cover the top of the shoulder with the top layer of clothing at least two (2) inches wide (to cover spaghetti/bra straps), and completely cover the stomach, chest, bare back, and to armpits. Bare midriffs are **NOT ALLOWED** and the display of cleavage is unacceptable.
- Footwear must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, etc.
- Jewelry and other accessories, such as dog collars, wallet chains/straps, spiked necklaces/bracelets, chains, etc. that cause a safety hazard or could be used as weapons are not permitted.
- Jewelry for pierced areas must be worn in the ears or nose. Nose piercings are limited to small studs/hoops only. Studs must be rounded. Septum piercings are prohibited.
- Headwear, including sunglasses, is **NOT** to be worn indoors, except for proper occupational safety headgear required for special classes.
- Gang-related materials such as, rags, bandannas or any clothing displaying gang colors, signs, symbols, or coded designs on clothing, notebooks, etc., that are representative of gang affiliation or identification are not allowed.
- Clothes bearing phrases, graphics, or slogans which are sexually suggestive, promote the use of drugs, violence, or alcohol, or contain vulgar language or ethnic slurs will not be worn.
- **No sleepwear** (pajama pants) or house slippers allowed. Exceptions for special activities or health considerations may be pre-approved by the administrator.
- Visible tattoos must be discrete and school appropriate (phrases, graphics, or slogans which are sexually suggestive or gang-related, promote the use of drugs, violence, or alcohol, or contain vulgar language or ethnic slurs are not be permitted).
- Students who volunteer for extra-curricular activities, such as athletics, band, chorus, clubs, etc., are subject to the standards of the above-mentioned Dress Code and/or more stringent policies as defined by the Activities Coordinator/Director.

NOTE: The principal or the principal's designee is the final authority for interpreting whether student attire conforms to the dress code. If dress is inappropriate, the student will be advised by the principal to change dress or appearance and the parents will be notified. In extreme cases, the parent/guardian may be asked to bring an appropriate change of clothes to school.

The District does not discipline students or discriminate against students based on race, religion, or culture, or because of the use of protective hairstyles or cultural or religious headdresses, as defined below:

- **Race:** Includes traits historically associated with race, including hair texture, length of hair, protective hairstyles, or cultural or religious headdresses.
- **Cultural or religious headdresses:** hijabs, head wraps, or other headdresses used as part of an individual's personal cultural or religious beliefs
- **Protective hairstyles:** braids, locs, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Students are to demonstrate respect for each other by only showing affection through holding hands during school hours and at school-sponsored activities. As a representative of the Mountainair Public School District and in support of Mustang Pride, students should maintain a high standard of mutual respect and integrity for one another.

SEXUAL HARASSMENT

Students are to refrain from displays of unwelcome advances or harassment towards another student (same sex or opposite sex), faculty, or staff member. Unwelcome harassment or advances should be reported to an administrator or school counselor. According to School Board Policy, conduct of a sexual nature may include, but is not limited to, verbal or physical advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against another person; comments regarding physical or personality characteristics of a sexual nature; sexually-oriented "kidding" or "teasing"; and double entendres or jokes.

BULLYING PREVENTION RULE

It is the policy of the Board of Education to prohibit violence, threats, name calling, bullying, intimidation, assault, battery, extortion, robbery, vandalism, and other victim-based misconduct that creates an intimidating, hostile, or offensive environment. It is the express policy of the Board to encourage students who are victims of such physical or verbal misconduct to report such claims to an administrator, teacher, or school counselor.

Any student found to engage in misconduct involving violence, threats, name calling, bullying, intimidation, assault, battery, extortion, robbery, vandalism, etc. shall be subject to sanctions including, but not limited to, suspension or expulsion. (See Discipline Matrix)

Bullying/Cyberbullying Prevention/Intimidation/Harassment

Cyberbullying, as defined below, is prohibited when such bullying creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities, or performance.

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

Definitions:

- **“Bullying”** by another student means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age, sexual orientation or gender identity.
- **“Cyberbullying”** means electronic communication that targets a specific student; is published with the intention that the communication be seen or disclosed to the targeted student; is in fact seen by or disclosed to the targeted student; and creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student’s educational benefits, opportunities or performance.
- **“Harassment”** means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- **“Intimidation”** to make timid or fearful; frighten; to compel or deter by or as if by threats

All bullying incidents are subject to discipline following the discipline matrix.

STUDENT PHONE POLICY & GUIDELINES

To promote the best possible learning and social environment at MMS and MHS, **phones are not to be used during school.** Every student is assigned a personal Yondr Pouch with their name on it. While the Yondr Pouch is considered school property, it is each student's responsibility to keep their Pouch in good working condition.

DAILY PROCESS:

Yonder pouches are to be in student possession through out the day. Yonder pouches are checked out to students just like textbooks and is the students responsibility to bring to school every day.

Start of School Day:

As students **Enter the Building**, they will:

1. Upon entering the building, students must turn their phone off or put on airplane mode.
2. Students will pouch their phones at the front door upon entering the building.
3. Store their Pouch in their backpack or on their person for the day.
4. Pouches will remain locked for the entire day 7:40 am – 3:45 pm

End of School Day:

1. When your school day ends, upon exiting the building, unlock your pouch using an unlocking base at exit doors.
2. Students are to keep their pouch in their possession. Best place to store is their backpack to ensure it returns the next day.
3. Students are free to use their phones on campus after school ends at 3:45 p.m.

Throughout the Year:

1. Pouch will be examined for any damage throughout the year in advisory class.
2. Students will get the opportunity to decorate their pouch for individualism.
3. If a student forgets to bring their pouch, phones will be confiscated upon entering the building and locked in the school safe until the end of the day.
4. Replacement pouches are \$30 for pouches lost, stolen or damaged. It is the student's responsibility to take care of their pouch.

High School Lunch for Open Campus Privileges ONLY:

1. All students leaving campus for lunch must sign out at the front office Ident-a-Kid.
2. All students leaving campus for lunch must exit through the main front door. (No side door exiting)
3. Students leaving campus for lunch may unlock their pouches at the front door. Students must keep their pouches with them.
4. Upon returning from open campus, students must pouch their phones as they enter the front door.

*Students arriving late or leaving early will pouch/unpouch their phones in the in the front office with the office staff.

VIOLATIONS

Each of the following violations will result in the student's phone and/or pouch being confiscated by school staff.

1. Physical damage to the pouch in an attempt to circumvent its intended purpose. (Ex: Inappropriate markings, holes, bent pin, stripped lock, etc.)
2. Losing the pouch.
3. Damaging or taking someone else's pouch.
4. Using a phone anywhere on campus during school hours.

If a student's phone is visible at all during the day (a student is found using their phone, a phone is not in a Yondr bag, etc.):

1. Your phone will be confiscated and given to the Principal who will contact your parents via email and phone call.
2. See chart below for retrieving your phone:

1st Offense	<ul style="list-style-type: none"> • Principal or Security Guard will confiscate phone. • Phone will be kept in the Principal's office for the remainder of the day. • Student can retrieve phone by paying a \$10 fine. (If fine is paid, student must pouch the phone upon retrieval.) <p>OR</p> <ul style="list-style-type: none"> • A parent can retrieve the phone prior to 3:45 p.m. to take with them. (May not be handed back to the student.)
2nd Offense	<ul style="list-style-type: none"> • Principal or Security Guard will confiscate phone. • Phone will be kept in the Principal's office for the remainder of the day. • Student can retrieve phone by paying a \$20 fine (If fine is paid, student must pouch the phone upon retrieval.) <p>OR</p> <ul style="list-style-type: none"> • A parent can retrieve the phone prior to 3:45 p.m. to take with them. (May not be handed back to the student.)
3rd Offense	<ul style="list-style-type: none"> • Principal or Security Guard will confiscate phone. • Phone will be kept in the Principal's office for the entire day. • Mandatory meeting (in person) with student, parent, and Principal. Phone will be returned after the meeting. • Consequences for additional infractions will be discussed at this time. (Community Service, In-School Suspension, Detention)
Damage	<ul style="list-style-type: none"> • If at any point a pouch is destroyed, the student must pay for a replacement pouch (\$30). • Student may lose cell phone privileges at school for the remainder of the year.

Examples of damage:



- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the Pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage



TOBACCO USE BY STUDENTS / SMOKING

The use, possession and distribution of tobacco products, e-cigarettes and nicotine liquid containers, alcoholic beverages, mood-altering substances and illicit drugs is prohibited in the following locations:

- School grounds
- School buildings
- School parking lots
- School playing fields
- School buses and other District vehicles
- Transportation pick up areas
- Off-campus school-sponsored events.

The meaning of the terms included herein shall be as provided in New Mexico Administrative Code 6.12.4.1 through 6.12.4.9. Notice of this policy shall be made a part of the student handbook and a listing of prohibited items will be included in a Tobacco, Drug and Alcohol Free School notice posted at the entrance to school buildings and athletic events.

The Superintendent may establish procedures necessary to implement this policy. Disciplinary penalties may include, but are not limited to, suspension of the student from school or a recommendation for expulsion when there is evidence of repeated and continuous violation of this policy.

All District employees are expected to cooperate in the enforcement of this policy. Student violations shall be reported to administrative personnel.

No school employee who in good faith reports any known or suspected use, possession or distribution of alcoholic beverages, mood-altering substances or illicit drugs shall be held liable for any civil damages as a result of such report or efforts to enforce this policy.

EXCEPTION: Lawful possession or use by a minor of a tobacco-cessation product approved by the United States food and drug administration shall be permitted by students following district policies for student self-administration of medications.

VAPES/E-CIGARETTES /JUULS

E-cigarettes/vapes, E-cigarettes/Juuls and/or “vapes” may be used to smoke a variety of substances including controlled dangerous substances (CDS). Therefore, for the safety and well-being of the school and its environment, a student found in possession of and/or using an E-cigarette and/or a Vape may be sent out immediately for drug testing at the students’/parents’ expense.

- Vaping materials and equipment are banned from school and all school sponsored functions.
- Vaping equipment is classified as drug paraphernalia.
- Students in possession of and/or using drug paraphernalia (including vaping/e-cigarette devices and equipment) at school or a school related function will be subject to suspension as defined in the Discipline Matrix.
- Students in possession of and/or using drug paraphernalia are sent for drug screening and the substance abuse policy is followed.
- Students who are in possession of an e-cigarette, vape, Juul, or other vaping tool on school campus or at a school sponsored event will be subject to an immediate 5 Days OSS.
 - The apparatus will be confiscated and tested for drugs.
 - The student may be subject to drug testing.
- Students who refuse to supply the e-cigarette, vape, Juul, or other vaping tool will be subject to 9 Days OSS.

- Providing the e-cigarette, vape, Juul, or other vaping tool to another student could indicate distribution and will dictate a discipline of 9 days OSS should the e-cigarette, vape, Juul, or other vaping tool test positive for drug content.
- In the event the e-cigarette, vape, Juul, or other vaping tool tests positive for a drug, the student will be referred to JPO and law enforcement will be notified. The student will also be referred to drug and alcohol treatment/counseling treatment.
- Should the student be in a school sponsored sport or extracurricular activity and is tested positive for drugs, the student will be subject to a 39 day suspension from all extracurricular activities.
- Should the student test positive for a drug, the student will be referred to JPO, law enforcement will be notified, and the student will be referred to drug and alcohol treatment/counseling treatment.
- ***Note: “It is not the role of the school health personnel to confirm or disprove that a student is under the influence of a substance” ([SHM 242](#)).**

GUIDANCE INFORMATION

GUIDANCE SERVICES

The Mountainair Public Schools guidance counselor is available to students and parents in helping with enrollment plans, interpreting test results, college admissions requirements, financial aid, scholarships, college entrance exams, and career-vocational information. The counselor can also assist with the Next Step Plan.

Students are encouraged to take advantage of the opportunities at Mountainair Public Schools. It is recommended that students challenge themselves to the best of their ability to better prepare for success in our global society.

It is the goal of Mountainair Public Schools for every student to experience success. All students are encouraged to see the counselor to discuss personal concerns, for help in self-expression, for help in decision making, and to improve their overall social/emotional well-being. With open communication, we can assist the student to do his/her best possible work at school and in the community.

GRADUATION REQUIREMENTS

A student will demonstrate excellence by obtaining the following credits in order to be a graduate of Mountainair High School.

25 units to include:

- 4 units Language Arts
- 4 units Math (one unit = or > than Algebra II and Financial Literacy)
- 3 units Science
- 3.5 units Social Sciences (New Mexico History, US History and Geography, World History, Geography, and Government/Economics)
- 1 unit Physical Education
- 1 unit Career Cluster course, workplace readiness or language other than English
- 8.5 units Electives
- 1 unit of Health
- One of the above units must be an Honors, Advanced Placement, Dual Credit, or Distance Learning course

Participation in the formal Graduation Exercise is a privilege earned only by those students who have fulfilled all criteria to earn a diploma. To graduate, a student must meet the cut score for High School Graduation Assessment as determined by New Mexico Public Education Department. The credits above are required for graduation from Mountainair High School. It is the responsibility of the student and parent to be sure courses taken meet the college entrance requirements of the post-secondary school they are planning on attending (i.e. most post-secondary programs require two years of a foreign language).

Classes are aligned to meet those requirements set forth by the Common Core State Standards and the New Mexico Content Standards and Benchmarks. As established by the State of New Mexico, a student must earn a 60% or better to receive credit for a course. One half credit is awarded each semester for successful completion of a course that receives numerical credit. A comprehensive semester exam is required in each of these courses and accounts for 20% of the grade earned in the course that semester. Semester exams are required by the Public Education Department policy.

Courses receiving a grade of Satisfactory (S) or Unsatisfactory (U) earn 1/2 credit a year. These courses do not count toward overall GPA but do earn elective credit if the student receives an S grade.

All students must enroll in 7 classes. Seniors who are in good standing with credits request Early Release senior year. These requests are handled on an individual basis. Students must be enrolled in at least 51% of the school day, the equivalent of four classes in order to participate in co-curricular or extra curricular activities.

STANDARD SEQUENCE OF CLASSES

Freshman:

- English I
- Algebra 1
- Physical Science
- New Mexico History/Civics
- .5 Health
- 2.5 Electives

Sophomore:

- English II
- Geometry
- Biology
- World History
- 3 Electives

Juniors:

- English III
- Algebra 2
- Lab Science
- US History
- 3 Electives

Seniors:

- English IV
- Financial Literacy
- Economics and Government
- .5 Science Credit
- 3.5 Electives

COURSE REQUESTS

Courses are included in the master schedule on the basis of enrollment requests. Because the master schedule is determined by course requests, be very mindful in your course selection and be aware that schedule change requests will be carefully scrutinized. As Mountainair High School is a small school, most classes appear only once on the schedule. Because of this, it is extremely difficult to make schedule changes. **Students failing a course required for graduation must pass the course through a correspondence course or other alternative program.**

SCHEDULE CHANGES (DROPPING OR ADDING CLASSES)

Schedule change requests must be made during the first week (1) of a semester in order to earn credit in the course being added. The student is responsible for making up any work already assigned in the new class and has one (1) week from the time of entering the class to have the work turned in to the instructor. A schedule change requires permission of the instructors, the counselor, parent/guardian, and the principal. Schedule changes will not be made if the requested change would overload a class.

A student desiring to drop a class after the first 3 weeks of the semester should realize that the grade status at the time of dropping the class will be indicated on transcripts and the student must be placed into another class for non-credit. For the dropped course, a “WP” indicates “withdrawn passing.” A “WF” indicates “withdrawn failing.” For the added course, a grade will be posted, but with no credit. This indication will not affect overall GPA.

CLASSIFICATION OF STUDENTS

Students in grades 9-12 will progress on the basis of credits earned. In order to maintain normal progress, the following **minimum** credits are required at the beginning of each grade level.

<u>Grade</u>	<u>Credits</u>
9 th = Freshman	promoted from eighth grade
10 th = Sophomore	7
11 th = Junior	14
12 th = Senior	21

GRADING

If at any time you have a question or concern about any area of your child's educational program, please arrange a conference with the teacher(s) as soon as possible. The default grade for a missing assignment due to non-completion will be a zero until made up by the student (teachers have the discretion to take points off for make-up work that does not follow an allowable absence; please review teacher syllabus for make-up work policies). Default grade for an allowable excused absence will be "missing" and will not affect the student's grade until the makeup period has lapsed, then a zero will replace "missing." An EX signifies that the assignment need not be made up.

Students should expect a minimum of two grades per week recorded per class.

The grades and quality of student work will be reported as follows:

Grade	Numerical Score	Interpretation	GPA Points	Dual Credit
A	90-100	Excellent achievement	4	5
B	80-89	Above average achievement	3	4
C	70-79	Average achievement	2	3
D	60-69	Below average achievement	1	1
F	0-59	Unsatisfactory achievement	0	0

Only Dual Credit courses earn weighted grades, per the above grid/scale. Colleges are looking for able and motivated students. AP, Honors, and College Courses listed on your transcript send a message that you are not only able, but have the drive to excel. Colleges look beyond grades and take into account the courses you have taken. If you present AP, Honors, and College Courses, you will have an advantage.

A weighted grading scale will be utilized for determining activity and academic eligibility (i.e. Salutatorian and Valedictorian).

TESTING

State required tests: PSAT/SAT (ELA and Math) grades 9-11 and NM-ASR Science grade 11. 12th grade students will be required to test in both the Fall and Spring semesters if benchmark scores have not been met. Middle School NM-MSSA for ELA and Math and NM-ASR for grade 8,

INTERIM ASSESSMENTS

Quarterly/Interim Assessments will be conducted in all content areas. For English, math, history, and science the NWEA Testing system will be used.

EARLY RELEASE

Early release is available only to those Senior students who have met the following criteria:

- ❖ A cumulative GPA of 2.5
- ❖ Has passed all testing: SAT and NM-ASR (i.e. is not deficient in testing)
- ❖ Is on track to graduate (i.e. is not deficient in credits)
- ❖ A review of student Next Step plans with Guidance Counselor and/or Principal
- ❖ Must be in compliance with school and attendance laws
- ❖ Final approval by the school principal

If a student is on the “Ineligibility List” three consecutive weeks, **Early Release** will be revoked and the student will be placed back into a full school day for three weeks. If the student is on the “Ineligibility List” for a second three consecutive weeks, **Early Release** will be revoked permanently (for the remainder of the Semester).

COLLEGE/DUAL CREDIT COURSES

MHS has entered into agreements with local colleges as per state statute. Under the agreement, high school students may take college courses and begin developing their college transcript. MHS will also give credit for these courses as outlined below. Tuition is paid by the State of New Mexico and textbooks are furnished by MHS (and are the property of MHS). As per state statute, any fees and supplies are the responsibility of the student and *courses not required for a degree plan are not included*. Textbook requests require a minimum of two weeks to process and the book must be returned to the counselor in order for the credit to be posted to the MHS transcript. All students taking a dual credit course must fill out university registration forms and have a dual credit contract in place with the school.

**Note* Prior approval is required for any textbook(s) purchased by students on their own. Should a student fail the course, the student will be responsible for the full payment of the textbook.*

GENERAL DUAL CREDIT INFORMATION

- Freshmen students who have completed Semester I with a 3.75 GPA or higher may apply for one Dual Credit enrollment in Semester II. This process begins with a meeting with the high school counselor to set-up the course work with one of the college's MHS partners.
- Students desiring to continue earning dual credit will need to visit with the high school counselor for each enrollment period.
- The high school counselor will visit with each student to discuss dual credit as it relates to the student's career pathway.
- Students who earn one “C” in a dual credit course will be put on Dual Credit Probation. If the student subsequently earns another “C” or lower, the student will not be allowed to continue taking dual credit courses. Students who earn a “D” or lower in a dual credit course will not be allowed to continue in the dual credit program.

DISTANCE LEARNING

MHS continues to develop programs with other high schools that will enable us to expand our course offerings for high school credit by offering classes via Edgenuity. The availability varies year to year. See the counselor for this information.

A contract is signed for dual credit and distance learning recovery courses. In the event a course is not passed, a fee may be administered to the student.

HONOR ROLL

Students demonstrating excellence in academic achievement will be placed on A Honor Roll, A/B Honor Roll or B Honor Roll. These recognitions will occur at each 9 weeks, and at each semester.

NATIONAL HONOR SOCIETY

Students demonstrating excellence in academic leadership and personal conduct may be nominated for the National Honor Society. In order to be eligible for nomination, a student must be at the 10th grade level, be enrolled at MHS for at least one semester, and must have a 3.5 or higher cumulative GPA. A panel of teachers makes the final selection from the list of those nominated.

The class Valedictorian will be the graduate with the highest weighted GPA (based on 5.0 scale) in the graduating class.

In the event of a tie among the students, the determining factor will then be the students' overall composite ACT/SAT scores. Another tie at this point would require a determination of each students' participation in school sanctioned extra-curricular activities/opportunities.

The Salutatorian will be the graduate with the second highest weighted GPA in the graduating class.

GEAR UP NEW MEXICO

Mountainair Middle/High School is a GEAR UP New Mexico, a federally funded program administered by the New Mexico Higher Education Department, to prepare middle and high school students for college and career success.

GEAR Up New Mexico provides our students with college and career readiness success through student leadership, professional development, academic support and college and career readiness.

Through evidence-based practices, GEAR UP New Mexico fosters a college-going and a career-ready culture among students, families, and educators.

Mountainair Public Schools 2024-2025 Student Calendar

August 2024 (15)						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024 (17)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024 (20)						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024 (12)						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024 (13)						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025 (15)						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025 (16)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025 (14)						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025 (17)						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025 (13)						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

First Day of School: Monday August 12th
 Labor Day Observed: September 2nd
 Thanksgiving Break: 11/25-11/28
 Winter Break: 12/23/24-1/06/25
 MLK Day Observed: 1/20/25
 President's Day Observed: 2/17/25
 Spring Break: 3/24-3/27

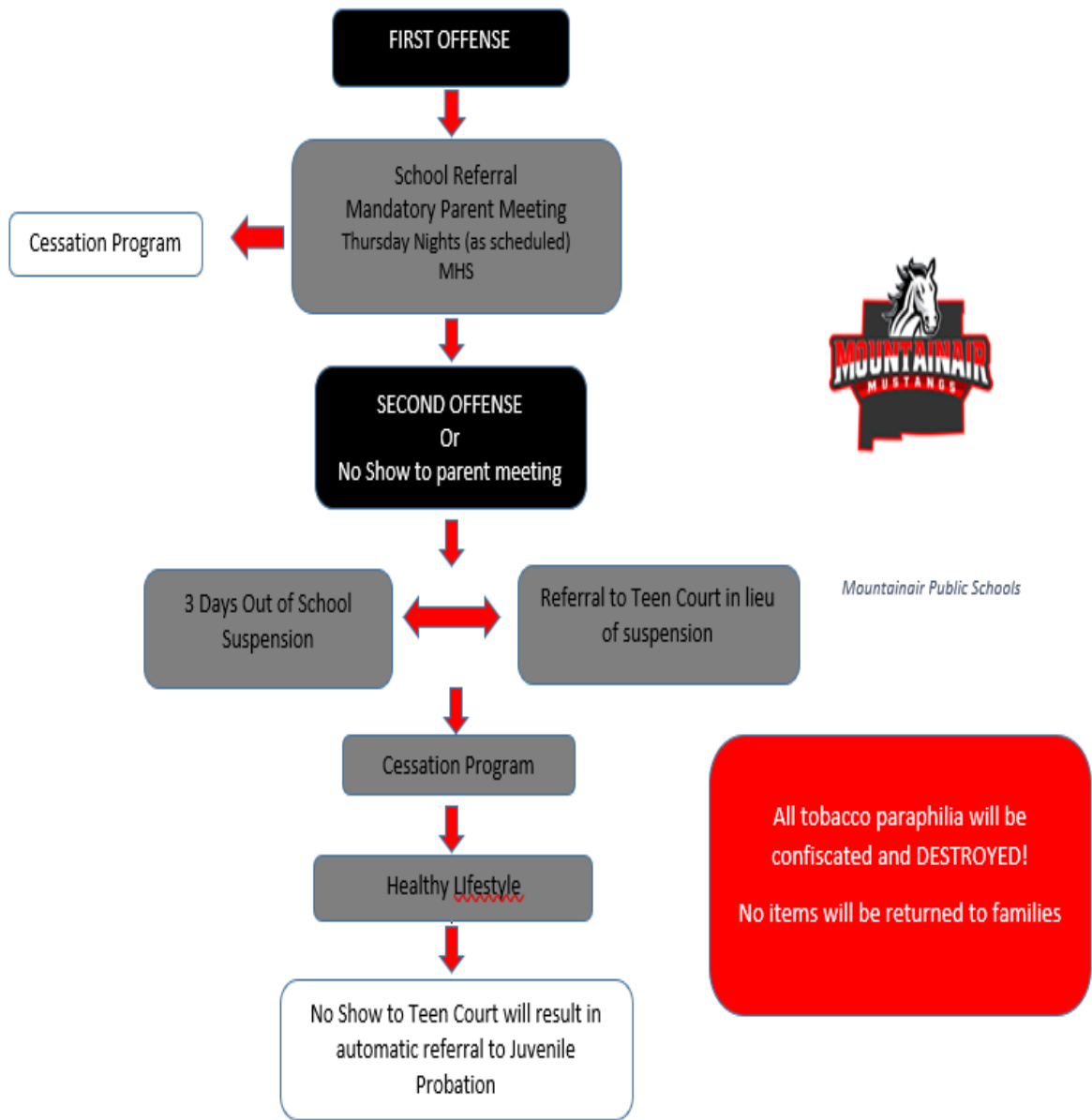
April Break: Monday April 21st
 Last Day of School: May 22nd
GRADUATION DAY: May 23rd
 Dec. 19th & 20th are 1:30 Dismissal
 May 21st & 22nd are 1:30 Dismissal

1st Quarter: 8/12-10/10= 39 days
 2nd Quarter: 10/14-12/20=38 days
 3rd Quarter: 01/07-03/12= 38 days
 4th Quarter: 03/13-05/22= 37days
 152 days
 Board approved 3-26-24

End of Grading Period
Parent-Teacher Conferences (2)
 Monthly Board Meetings at 6 pm CO

MOUNTAINAIR HIGH SCHOOL TOBACCO/E-CIG/VAPE VIOLATION FLOW CHART

2024-2025



Mountainair Public Schools

LET'S WORK TOGETHER TO CREATE TRULY TOBACCO-FREE SCHOOLS!