

# Springer Municipal Schools

## Student Handbook

2023-2024



**Springer Municipal Schools**

**PO Box 308**

**1401 Eighth St**

**Springer NM 87747**

**[www.springerschools.org](http://www.springerschools.org)**

High School.....483-3464

Elementary School.....483-3485

## **Welcome**

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

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

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

## **Introductory Statement**

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

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

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

## **Statement of Policy**

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

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

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

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

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

Please read this document carefully and note particularly the changes in policy from the past. Your acknowledgement of school policy during the registration process attests to the fact that you have read the 2023-2024 handbook and policies, understand your responsibilities as a student, and agree to follow all of the guidelines listed within this handbook.

### **Our Mission**

The Springer Municipal School District is committed to working cooperatively with all stakeholders to ensure that every child is provided a quality education.

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

### **Springer Municipal Schools — School Colors & Mascot**

**RED AND BLACK — THE RED DEVILS**

### **Springer Municipal Schools Board of Education**

President	Zita Lopez
Vice President	Monica Burton
Secretary	Jenell Ross
Member	Ronald Gurule
Member	Andrew Romero

### **Goals**

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

## **Philosophy**

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

## **Personal Electronic Devices – Cell phones**

SMS is committed to providing a safe, positive and productive learning and working environment. The use of electronic devices on our school campuses has increased classroom disruptions and resulted in increased threatening and inappropriate communications.

The term electronic device refers to any and all devices which include but are not limited to: cell phones, internet/phone connected smart watches, iPods or other MP3 players, Airpods and other wireless/wired headphones not provided by the school, cameras or any other device that provides a wireless connection to the internet.

ALL student cell phones and internet/phone connected smart watches must be turned in at the secretary's office immediately upon entering the building. These devices will be locked in a security box for the entire school day. These devices can be picked up at the end of the school day (or when a student is signed out).

## **Accreditation**

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

## **Academics**

Students at Springer High School must meet graduation standards established by the New Mexico Legislature Section 22-2-8.4, NMSA 1978. As of the school year 2020-2021, the number of credits required to graduate = **24 credits**.

### **Grade Level Classification:**

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

[0-6 Freshmen] [7-13 Sophomores] [14-19 Juniors] [20-24.5 Seniors]

## **Graduation Requirements**

Effective for students entering 2023-2024 academic year and beyond:

### **Credit Requirement for Graduation at SHS = 24 credits**

- 4 units** English/Language Arts
- 4 units** Mathematics: one of which shall be equivalent to or greater than Algebra 2
- 3 units** Science: 2 units of which shall have a laboratory component
- 3.5 units** Social Studies including: US & World History and Geography, Government, Economics, and ½ unit in NM History
- 1 unit** Physical Education: (Athletics/dual credit coursework does not meet the PE requirement—as per NM PED)
- ½ unit** Health
- 1 unit** in one of the following: a career cluster course, workplace readiness or a language other than English (career technical education coursework, courses designed specifically to address entry-level career skill requirements)
- 7 units Electives**
- 1 of these units must be either Advanced Placement, dual credit, or distance learning**

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

## **Policies Governing Virtual Access and Coursework**

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

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

### **Further graduation requirements include the Following (as of Spring 2024)**

In order to graduate from high school, students are required by state law, NMSA 22-131.1, to demonstrate academic competency in five areas: mathematics, reading, writing, science and social studies. Students primarily meet this requirement by scoring proficiently on the statewide annual assessments. However, students who remain unable to demonstrate competency in this way and who have exhausted multiple attempts on these tests have the

opportunity to meet the assessment requirement for graduation through an Alternate Demonstration of Competency (ADC).

### **Valedictorian and Salutatorian Requirements**

The title of valedictorian and salutatorian is an academic honor. A valedictorian and/or salutatorian may be selected for each graduating class at Springer High School; however, there may be circumstances when one or neither is selected due to the required criteria not being met.

The district's valedictorian and salutatorian may be permitted to speak as part of their high school's graduation program at the discretion of the building administrator or designee. Titles and privileges granted to students designated as valedictorian or salutatorian may be denied and/or revoked for violation of Springer Municipal Schools board policy, administrative regulations or school rules.

Foreign exchange students will not be considered in computing class rank and therefore, will not be eligible for valedictorian or salutatorian academic honors. Furthermore, early graduates or seven semester graduates and part time students (students taking less than five classes during the senior year) will not be considered for these academic honors.

To be eligible for valedictorian or salutatorian honors, a student must be enrolled at Springer High School for three consecutive years (sophomore, junior, & senior).

The valedictorian is the student with the highest overall GPA computed to the 100<sup>th</sup> decimal place and rounded to the 100<sup>th</sup> decimal place in all courses where credit given at the end of seven semesters and that meet the valedictorian course requirements.

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

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

### **Valedictorian Selection Committee**

In the event of a dispute, a valedictorian selection committee of one administrator, a cross-section of three faculty members from different subject areas selected by the school administrator or designee and the counselor will review student records and make the selections according to the criteria outlined for such academic honors.

In no case shall a member be allowed to sit on the committee if that member has a conflict of interest that could adversely affect his/her ability to make an impartial selection. The goal of the committee is to select a single valedictorian. However, in a case where two or more candidates are equally qualified to represent the graduating class as valedictorian, the committee may name co-valedictorians. If there is more than one valedictorian, there will be no salutarian.

Qualifications for the selection of valedictorian and salutarian shall be determined by the following criteria outlined herein:

### **Qualifications for selection of class Valedictorian and Salutarian**

At the time of selection, a candidate must:

1. Be enrolled and in attendance at Springer High School a minimum of three (3) consecutive years starting in the student's sophomore year to qualify.
2. Maintained at least a minimum 3.5 overall GPA on a 4.0 grading scale after the student's seventh semester transcript.
3. Have a minimum of four (4) dual credit classes and/or 12 credit hours from a postsecondary institution.
4. Have a disciplinary record that is free from major violations, particularly violations involving academic dishonesty.
5. Not have an unexcused absent rate of no more than five (5) days in any class per semester.
6. Not have an excessive tardy rate of no more than five (5) instances in any class per semester (three (3) tardies equal an unexcused absence).
7. Have eligible high school level graduation requirement courses taken during his/her 8<sup>th</sup> grade year be included in the grade point average calculation.

### **Class Ranking**

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

### **Honor Graduates**

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

## **Guidelines for Alternative Credits (not to be used for early graduation)**

**The Counselor and Principal and/or Designee must approve any work done outside of Springer High School**, which may include but not be limited to the following areas:

### **Credit Recovery, Distance Learning, Online Courses**

Students must request prior approval from the school counselor, principal or designee. All students are eligible to take correspondence courses and earn credit toward graduation. However, students must receive approval by the counselor, principal or designee before enrollment. Seniors who are enrolled in correspondence courses to earn credit toward graduation must pass the course and submit the grade to the counselor/administration by the first week in May of the graduating year. No more than four (4) classes (2 credits) earned by correspondence may count toward the diploma award. The superintendent at the request of the principal or his/her designee will consider exceptional circumstances. Springer High School must receive an official transcript for the course to meet graduation requirements. It is the student's responsibility to pay any related fees that institutions charge for transcripts.

### **Summer School Credits**

Any student that needs additional credits earned during the summer will be addressed on a case by case basis by administration.

### **Dual Credit Coursework**

SHS has dual credit agreements with several institutions. Dual credit is available to students who qualify and provides an opportunity for high school students to take college level courses while still attending high school. Dual credit courses may be taken for both elective credits and required courses so long as the college course description aligns with state/local high school requirements. Administration must approve dual credit courses prior to registration. Three (3) college credits earned at one of these institutions results in one (1) high school elective credit or one (1) required credit being awarded toward graduation. Tuition at these colleges is waived. Dual credit fees and course/lab fees including textbooks are provided with the availability of funding sources at the district. Transportation costs are the responsibility of the student. Students are eligible for dual credit beginning as second semester freshmen. Eligibility requirements to enroll in dual credit courses are established by the post-secondary institution and vary with the institution and the desired course.

### **Service Learning**

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

## **Home Schooling**

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

Parents/legal guardians must notify the state of the establishment of a home school electronically, **or** send written notification to the Secretary of Education within thirty (30) days of establishment of a home school and re-notify the state on or before **August 1st** of each year thereafter.

Parents/Guardians of home school students must provide progress reports, report cards and semester grade reports to SHS for monitoring eligibility requirements for participation in Red Devil athletics.

## **Schedule Changes and Dropping Classes**

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

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

## **Report Cards**

Parents are encouraged to attend our parent/teacher conferences, which are scheduled at the end of the 1<sup>st</sup> and 3<sup>rd</sup> grading periods. Dates and times will be announced prior to parent/teacher conferences and are also noted on the school calendar. Report cards will be mailed directly to parents/guardians at the end of the 2<sup>nd</sup> and 4<sup>th</sup> grading periods.

## **Progress Reports**

Parents/Guardians as well as students have access via PowerSchool at any moment to check current grades. Check with administration if you require assistance accessing PowerSchool.

Extra-curricular participants will have their grades checked every Tuesday to determine eligibility for weekly extra-curricular activities.

## **Grading**

All SMS students with the exception of kindergarten and first grade will earn grades in classes according to the scale below:

A (90-100)    B (80-89)    C (70-79)    D (60-69)    F (59 or below)

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

A (4.0)    B (3.0)    C (2.0)    D (1.0)    F (0)

Grades earned in honors will have the numerical value as follows:

A (5.0)    B (4.0)    C (3.0)    D (2.0)    F (0)

## **Semester Exams and Incompletes**

Semester exams will not be given prior to the adopted exam schedule unless approved by administration. An “incomplete” may be given according to policy guidelines.

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

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

- 80% of the final semester grade will consist of the grades in each of the two nine-week grading periods.
- 20% of the final semester grade will consist of the grade earned on the semester test.

## **Early Graduation Requests**

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

## **Procedure for Early Graduation Requests**

The student and parent/guardian must file a written request for early graduation with the high school principal or his/her designee at least one semester before the planned graduation.

The student must arrange all coursework with the counselor to ensure courses meet school and state requirements for graduation, and must provide evidence of completion in a timely manner to the review board for their approval. Upon completion of requirements, the student will be permitted to participate in graduation ceremonies.

## **Procedure for Withdrawing from School During the Year**

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

## **Honor Rolls**

Springer High School recognizes students who have attained academic excellence.

There are three rolls of distinction:

- **Superintendent's Honor Roll:** Grade point average of 4.0+ in academic subjects
- **Principal's Honor Roll:** Grade point average of 3.5 to 3.9 in academic subjects
- **Honor Roll:** Grade point average of 3.0 to 3.4 in academic subjects

Each year an academic banquet is held to honor students who have been on the honor roll for three grading periods (the average grade from 1st, 2nd, and 3<sup>rd</sup> grading periods will establish the level of honor roll award received at the banquet).

## **National Honor Society (NHS)**

Second semester sophomores and juniors may be invited to join NHS. The student must have a minimum GPA of 3.5 to be considered for membership in NHS, and maintain that GPA throughout his or her high school career. If the student drops below that 3.5 threshold, he or she will be put on probation for one semester. While on probation, the student will not be allowed to participate in any NHS activities. The student must bring his or her GPA back to a 3.5 or higher within the next semester. If the student reaches the 3.5 threshold at the end of the following semester, then the student will be allowed to remain part of the National Honor Society. The student will only be allowed to go below 3.5 once. After that, he or she will not be given another opportunity to be a part of the NHS.

Invited students for membership in NHS will be required to submit a portfolio for review by a committee of five teachers. The portfolio instructions will be given when a student receives an invitation. The NHS sponsor will collect the portfolios; the NHS sponsor will facilitate the meeting, but he or she does not have a vote when selecting the candidates for membership.

Induction will be held in February in the second semester of the school year.

Invited students must have demonstrated high character throughout their high school career up to the point of their invitation and thereafter. They must also have completed twelve hours of community service. Students may not do community service with a relative. Junior high community service hours are not accepted.

## **Student Assistance Team (SAT)**

The SAT is comprised of the school counselor, principal or designee, and all of the student's teachers. Any staff member or parent may refer students. The purpose of SAT is to assist students who are experiencing difficulty in school. During the meetings, specific problems are identified and the team adopts an appropriate plan of action. Students who continue to experience lack of academic success may be referred for special education screening.

## **Visitors**

All visitors must report to the front office. Parents, community members, college and university representatives and guest speakers are welcome. Teachers will be allowed to bring visitors to school upon preapproval by administration. All visitors to either campus must check in by signing in at an SMS office.

## **General Policies and Guidelines for Students at SMS**

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

## **Attendance Policy and Procedures**

Students cannot learn the presented curricula if they are not in school, and make-up work is a poor substitute for the verbal information and explanation they miss when they are not in class. There is a direct relationship between regular attendance and good grades, so a student should attend school every day.

Personal business and medical/dental appointments should be scheduled on Fridays or Saturdays. Students are at school 148 days during the year so it is important to schedule all other activities on non-school days. SMS knows that regular attendance is necessary for optimal learning. In accordance with that philosophy, the following attendance guidelines are established:

1. Students will be allowed to accumulate a total of eight (8) excused/unexcused combined absences per semester per class. Any student who has more than eight (8) absences **per class, MAY** lose credit for that class.
2. Parents will be notified by the office after the 3<sup>rd</sup> absence (per student's respective class). A copy of notification will be sent to the parent, teacher, and a copy for student's file. After the student has obtained seven (7) absences, a certified letter will be mailed to parents requiring a mandatory parent conference.

3. The principal or designee of each campus will establish an appeals committee to listen to appeals from parents/guardians when their son/daughter has lost credit in class.
4. When the student reaches 10 absences, a certified letter will be mailed to parent/guardian. An appeal by the parent/guardian must be made to the appeals committee in person within five (5) working days from receipt of the certified letter. Absences will be reviewed and the committee may consider the following in order to allow credit:
  1. Illness of student, doctor's appointment (must be verified with an official excuse from the doctor), or death in the family.
  2. Personal business, as pre-approved by administration.
  3. Extended illness (three (3) days or more)—If a student is sick or injured and under a doctor's care, the student will be allowed to make up his/her class work provided the doctor sends a note verifying treatment. Class work is due within equal number of days absent.
  4. Any school-sponsored activity will not count as part of the eight (8) absences.
  5. It is the student's responsibility to obtain all missed class work. It is also the student's responsibility to properly complete all work and turn in per policy.
  6. Failure to turn in make-up work will affect your grade in class.

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

### **Unexcused Absences/Truancy**

Students who choose to skip school or miss a class without an excuse will receive a "0" for any work missed and will be subject to disciplinary measures. SMS expects its students to attend class daily. Failure to check out of school properly through the office will be considered truancy. Parents will be notified when their son/daughter is absent.

### **Check-Out Procedures**

1. If a student becomes ill and needs to go home, the student must first report to the office so we can contact the student's parent/guardian.
2. If a student needs to leave school for any other reason, the student must bring a note to the office in advance from his/her parent/guardian. The note must state

the time the student is to leave, purpose for the absence, and when the student is expected to return to school.

3. No person, outside the legal parent/guardian, shall be allowed to take a student from the classroom or school at any time during the school day unless expressly authorized to do so by written permission from the student's parent/guardian.

### **Leaving Campus During School Hours**

The school is responsible for students from the time they get to campus until school is dismissed, and also when they are involved in school sponsored extra-curricular activities outside regular school hours.

### **Tardies**

A student is considered tardy to class if he/she enters the classroom after the tardy bell. Tardy students will report directly to the secretary to get a tardy slip. A student who is tardy by more than 15 minutes will be considered absent; and will not be admitted to class; he/she must stay in the office for the remainder of that period. Every tardy is considered unexcused unless excused by a member of the staff.

### **Student Dress Code**

A student's appearance will be governed by standards that are comparable with decency, cleanliness, safety, and an atmosphere of learning. Dress which disrupts the educational process will not be allowed. School personnel has the right and responsibility to intervene anytime they feel that the appearance of a student does not meet these standards. If a student violates these standards, he/she will either be sent home to change clothes or will remain in the secretary's office until appropriate clothing can be brought to the student. All resulting absences from this violation will be treated as a regular absence. Any missed assignments are the student's responsibility.

**Red Devil Days:** Red and Black: On Thursdays, students, staff, faculty and the community are highly encouraged to exhibit their red and black attire in support of our Red Devil athletes. Go Red Devils!

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

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

Not allowed:

- Revealing or see-through clothing
- Exposed underwear including boxers, sports bras, and bras
- Saggy pants revealing underwear or any portion of the body below the naval
- Dresses, skirts, shorts, and skorts, including slits, shorter than mid-thigh
- Sleeveless tops: all tops (male and female) must not allow underwear to be exposed
- Pajamas (tops or bottoms), unless it is a sanctioned school function, i.e., pajama day
- Ripped or torn clothing exposing skin above mid-thigh
- Spandex, yoga pants, leggings are only allowed under approved shirts, shorts, skirts, dresses, and pants that reach mid-thigh
- Visible cleavage, navels, and/or midriffs
- Tube tops, spaghetti strap tops, halter tops, translucent blouses, midriff shirts/blouses
- The hoods on hooded sweatshirts/jackets and hats (i.e. beanies, baseball caps, cowboy hats) worn inside the buildings during school hours
- Spiked jewelry and jewelry that is obscene, disruptive to the educational process or that could endanger students
- Belt loop chains and wallet chains
- Trench coats
- Clothing and/or articles worn or carried by the student displaying words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature
- Clothing and/or accessories that are related to gang activity
- Footwear that is safe and appropriate for weather and other conditions must be worn at all times on campus and in buildings
- Hair shall be groomed so that it is clean and safe for participation in any school activity

### **Dress Code Waivers**

Waivers may be granted by the principal or site administrator on a case by case basis.

No student shall be denied attendance at school, penalized or otherwise subject to compliance measures for failing to obey the dress code if a waiver of this policy has been obtained.

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

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

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

### **School Dances**

As with other student activities, dances must be approved in advance by the school principal or designee. Dance attendees who are not Springer Junior/High School students must have prior approval from administration.

1. All dances must have sponsors approved by the school principal or designee.
2. Students entering the dance must remain at the dance. If students leave the dance, they cannot re-enter and must immediately leave the area.
3. All school rules regarding student conduct apply at school sponsored dances.
4. Names of non-Springer Junior High School (7<sup>th</sup>-8<sup>th</sup>) students as guests for homecoming must be approved by administration no later than one week prior to the date of the dance.
5. Names of non-Springer High School (9<sup>th</sup>-12<sup>th</sup>) students are allowed one guest each for homecoming and prom unless previously approved by administration. These guests must also be approved by administration no later than one week prior to the date of the dance.
6. Homecoming or prom guests must be 20 or younger. Guests must be in good standing with their school and community. Without proper verification, your guest will not be allowed to attend the school sponsored event.

### **Health**

Under state law, school personnel are not permitted to administer any type of medication to students, including aspirin, Tylenol, or any other "over the counter" drug. Parents are not encouraged to send medication(s) to school with their children; however, the school recognizes that there are occasions when the student must take medication during school hours. The medication must be turned over to the school nurse, principal or designee's office with instruction for its use. Medication may remain with the student with administrative approval.

Students who become ill during the school day are to report to the school office. If there is a necessity for the student to return home, the school will inform the parent/guardian

prior to dismissing the student. If a medical emergency arises, the student's parent/guardian will be notified immediately. If the parent/guardian is unable to be contacted, professional medical personnel will be called for emergency situations. It is vital to have the form for student emergency information in the school office updated as necessary in the event of an emergency.

Student health records are maintained by the district nurse and are on file in the school office. SMS follows the state guidelines regarding immunizations. Students must be up to date with their immunizations in order to register for school and to remain at school. If you have questions regarding this, please contact the school nurse or secretary.

### **Immunization/Medical Release**

New Mexico law requires students to be properly immunized or show proof of medical/religious exemption.

### **Fees**

Students may be charged a materials' fee depending upon the requirements of individual courses. Every attempt will be made to hold special charges to a minimum. Students who owe fees at the end of the academic year will not be allowed to participate in extra-curricular activities the following semester until all bills have been paid in full. Grades or transcripts may be withheld for any delinquent accounts.

### **Library**

When using the library, please respect the rights of others by remaining courteous and quiet. Current replacement price is imposed on any lost or excessively damaged material.

### **Lockers**

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

School administration, for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant.

Administration has the authority to inspect any locker at any time.

## **Textbooks**

All textbooks are assigned to students free of charge. However, students are responsible for lost or damaged books and will be expected to pay for them.

## **School Property**

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

An administrator or authorized person may conduct a search when he/she has a reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred.

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

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

## **Motor Vehicles**

Students are required to park and lock their cars upon arrival on campus and are prohibited from loitering in cars or in the parking lot at any time during the school day. Student vehicles must be parked inside the campus and only along the fence along 8<sup>th</sup> street. Senior class parking is in front of Sim Brown Gym in the farthest west spaces. Only students with a valid driver's license and valid car insurance will be allowed to bring cars on campus upon seeking permission from the school. Student vehicles, when on campus, are under school control and may be searched in accordance with school policy.

The parking area directly in front of the school is for parent/visitor/senior class parking. The area behind the kitchen is for delivery trucks and authorized personnel only.

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

In an effort to minimize automobile accidents, please do not use the bus exit or entrance to campus at any time. In addition, please utilize the entrance nearest to the SMS Central Office building as the proper entrance to campus.

## **Beverages/Food**

Food or beverages may be allowed in the classroom at the discretion of the teacher. No cafeteria food or beverages will be allowed to be taken from the cafeteria.

## **Smoking/Tobacco Use**

As required by law, SMS is a smoke-free facility. Smoking is prohibited on all campus facilities at all times. Students are prohibited from possessing, distributing, smoking, or using tobacco in any form on school campuses. E-cigarettes and vape pens in any form are also prohibited. Violation by student will result in disciplinary action.

## **Policies and Guidelines for Student Conduct at SMS**

Discipline at SMS is meant to be both educational and positive rather than merely punitive and negative. It is the responsibility of the teacher to handle the classroom situation. Please abide by the rules and regulations set by your teachers. If your behavior does not conform to these requests, then administrative action will be taken.

## **Parental Notification**

In cases involving suspension, an attempt will be made to notify parent/guardian by telephone. In addition to the phone call attempt, parent/guardian will be notified in writing. In cases involving other disciplinary actions, an attempt will be made to contact the parent/guardian by phone. If unsuccessful, parents will be notified via mail or email. In the case of situations where a phone call is impossible and communication by mail is doubtful, a district representative will make personal contact.

## **Academic Cheating/Plagiarism**

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

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

Students must submit their own work for credit. Anyone who allows someone else to copy his or her work will receive the same consequences as the plagiarizer.

### **School Sponsored Activities**

Parental permission is required in writing before a student may take part in an outside of normal school sponsored activity that involves travel away from the school campus.

Students must travel on school transportation to all out-of-town activities and return the same way, unless parents are present at the activity and arrange with the sponsor or coach to take charge of their child. SMS will not release students to travel to or from a school activity with a person other than the student's parent/legal guardian unless previous arrangements have been made in writing with the administration.

### **Student Insurance**

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

### **Emergency Drills**

Emergency drills are conducted regularly, and are an important safety precaution. Students and personnel shall follow correct procedures.

Each classroom will have a schematic posted depicting suggested school population movement. Teachers must stress to the students the serious nature of these drills.

### **Regular School Day Schedule**

School begins at the JH/HS promptly at 7:35 AM and ends at 4:00 PM. Seven class periods are held during the school day with three (3) minutes between each class period. School begins at the Elementary promptly at 8:00 AM and ends at 3:45 PM.

### **Inclement Weather**

When it becomes necessary to cancel or delay school because of inclement weather, local radio stations (93.9 FM KRTN & 106.5 FM KNMF) will be notified at the earliest possible time and SMS social media will be updated to inform you of specific school changes.

### **Student Extracurricular Activities**

Participating in extracurricular activities is an important aspect of a student's experience in school. Students are encouraged to become involved in school activities. Eligibility requirements apply toward student council officers, class representatives, athletic/club competitions, and club leadership positions.

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

### **Eligibility**

In order for students to participate in any of Springer Municipal Schools' extracurricular activities, students must meet standards established by the local board of education and the New Mexico Activities Association (NMAA). Students must take a full course load of seven (7) classes; the exception is seniors, who must take at least four (4) classes per semester in order to participate.

In addition to the NMAA eligibility policy, local policy also will ensure eligibility to participate based on student attendance where a participant must be in attendance full time the day of or the last day prior to a school scheduled event, unless an excused absence has been approved (pre-approved when possible) through an administrator. In order to participate at practice, students must be in attendance full time that day, unless an excused absence has been approved (pre-approved when possible) through an administrator. **See page 14 for Tardy Policy.**

### **Code of Conduct for Extracurricular Activities**

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

Because participants are serving as representatives of SMS and their community, their conduct is expected to exemplify high standards at all times. Participating in extracurricular activities is not a student right.

1. Students will conduct themselves with class and sportsmanship. Misconduct will not be tolerated at any time or place during school hours or extracurricular activities. The first offense may result in your temporary suspension from the team/extracurricular activity.
2. Involvement in extracurricular activities requires dedication to academics. The eligibility standards of the NMAA will be followed. In addition, SMS eligibility requirements are as follows: If a student's GPA falls below 2.0 **and/or if he/she has one (1) failing grade** from week to week (Tuesday to Tuesday), the student will be ineligible for that week's activities. The student must bring that grade up by the following Tuesday grade check to regain eligibility; otherwise, ineligibility will continue.
3. Students that quit the team or extracurricular activity during the course of the year will not be reinstated that same season in the same sport/activity or allowed to join another sport/activity.
4. Student athletes/activity participants will not possess or use alcohol, tobacco, e-cigarettes/vapes, or illicit drugs. Students will be suspended from the

team/activity contests (allowed to practice at coach/sponsor discretion) for 36 school days on the first offense and for 365 calendar days on the second offense. On a student's third offense, he/she will be removed from all extracurricular activities for the remainder of his/her high school career.

5. Student athletes/activity participants are expected to be law abiding citizens. Students committing a delinquent act or who have been convicted of a crime may be dropped from the team/extracurricular activity and consequences will be determined by the administration.
6. Fighting, habitual truancy, and habitual tardiness will not be tolerated. Students engaging in these behaviors will be suspended and/or removed from the team/extracurricular activity. Students with three (3) or more tardies will face a minimum of a one (1) game suspension.
7. Student athletes/activity participants will not receive a varsity letter or awards until all equipment has been returned or paid for by the participant.

### **Sportsmanship/Spectators**

Attendance at any athletic event or school activity is a privilege, regardless of location of event. Spectators are expected to conduct themselves in an appropriate manner that displays proper sportsmanship.

SMS promotes good sportsmanship behavior from all spectators. Per NMAA bylaw, inappropriate sportsmanship will result in disciplinary action up to and including the possible loss of attendance/participation privileges.

SMS and the New Mexico Activities Association would like to remind you of the Compete with Class Sportsmanship Initiative, which promotes the core values of respect, integrity, and responsibility. Do your part, stay in your lane, and always remember to ***Compete with Class***.

### **Transportation Guidelines**

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

Please go over the following rules with your children so they will know what is expected of them when they ride the bus:

### **Bus Rules**

1. The bus driver may assign seats.
2. Be courteous.
3. No profanity.
4. No eating or beverages of any kind; no gum-chewing on the bus; keep the bus clean.

5. Violence is prohibited. No fighting, pushing, or shoving allowed.
6. No smoking.
7. Keep your arms, hands and head inside the bus.
8. For you own safety, do not distract the driver through misbehavior.
9. Be on time at designated bus stops. Buses cannot wait for tardy pupils.
10. Cross in front of bus when crossing road or highway.
11. Wait until bus has come to a complete stop before attempting to enter or leave the bus.
12. Remain seated while bus is in motion.
13. No unauthorized stops will be made.
14. Be considerate of small children.
15. Do not open windows without permission from the bus driver.
16. Do not sit on bus driver's seat.
17. Do not destroy property. Report any damage you observe to the driver. Damage to the interior or exterior of the bus will result in the responsible party paying for damages and suspended bus privileges.

Penalty for misbehavior will be at the discretion of administration depending on circumstances.

## Discipline Matrix

The following SMS code of conduct has been adopted to protect and foster respect for the rights of SMS students and staff and the sanctity of the educational process.

**In all cases, administrative discretion will be exercised.**

<b>Level 1</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Dress Code Violation</b>	*Parental notification *Verbal warning *Change into other clothing they may have or that is brought to them *Must remain in the office until violation is resolved	*Parental conference *Written referral *Change into other clothing they may have or that is brought to them *Must remain in the office until violation is resolved *1 day ISS	*Parental conference *Written referral *Change into other clothing they may have or that is brought to them *Must remain in the office until violation is resolved *2 days ISS *Automatically disqualified from the next extra-curricular activity
<b>General Disruptive Conduct (i.e., profanity, rudeness, dishonesty, gossip, instigating)</b>	*Teacher Interventions *Parental notification Per teacher discretion	*Teacher interventions *Parental notification Per teacher discretion *1 day ISS	*Teacher interventions *Parental notification Per teacher discretion *1 day ISS *Automatically disqualified from the next extra-curricular activity
<b>Class Unpreparedness: per teacher syllabi</b>	*Verbal warning	*Parental notification *Written referral *Lunch detention	*Parental conference *Written referral *1 day ISS *Automatically disqualified from the next extra-curricular activity
<b>Public Display of Affection</b>	*Verbal warning	*Verbal warning	*Verbal warning *Lunch detention
<b>Tardiness (three (3) equals one (1) unexcused absence)</b>	*Verbal warning	*Parental notification *Written referral *Lunch detention	*Parental conference *Written referral *1 day ISS *Automatically disqualified from the next extra-curricular activity

<b>Level 2</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Bullying/Harassment</b>	*Parental notification *Written referral *2 day ISS	*Parental conference *Written referral *3 day ISS	*Parental conference *Written referral *1 day OSS: Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from the next two (2) extra-curricular activities
<b>Aggressive/Hostile Behavior including Threats and Rough Housing</b>	*Parental notification *Written referral *2 day ISS	*Parental conference *Written referral *3 day ISS	*Parental conference *Written referral *1 day OSS: Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from the next (2) extra-curricular activities
<b>Cheating or Plagiarism</b>	*Parental notification *Written Referral *Loss of assignment credit	*Parental conference *Written referral *Loss of assignment credit	*Parental conference *Written referral *Loss of assignment credit

	*NHS removal warning	*NHS removal	*Automatically disqualified from the next two (2) extra-curricular activities
<b>Truancy: student found off campus</b>	*Parental notification *Written referral *2 day ISS	*Parental conference *Written referral *3 day ISS	*Parental conference *Written referral *1 day OSS: Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from the next (2) extra-curricular activities
<b>Ditching: student found on campus</b>	*Parental notification *Written referral *2 day ISS	*Parental conference *Written referral *3 day ISS	*Parental conference *Written referral *1 day OSS: Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from the next (2) extra-curricular activities
<b>Electronic Devices</b>	*Written referral Device returned at end of the day	*Written referral Parent/guardian must pick up the device	*Written referral Parent/guardian must pick up the device from an administrator and a contract must be signed
<b>Theft</b>	*Parental notification *Written referral *2 day ISS	*Parental conference *Written referral *3 day ISS	*Parental conference *Written referral *1 day OSS: Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from the next (2) extra-curricular activities
<b>Fighting (including instigating, pushing, physical contact)</b>	*Parental conference *Written referral *1 day OSS: Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from the next (2) extra-curricular activities	*Parental conference *Written referral *2 day OSS: Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from the next (2) extra-curricular activities	*Parental conference *Written referral *3 day OSS: Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from the next three (3) extra-curricular activities
<b>Inappropriate use of technology</b> i.e., unauthorized access to district software, telephones, accounts/files, unauthorized access or use of video recording via electronic device, posting of inappropriate material on websites including video taping of activities violating school policy such as fights, bullying, hazing or other misconduct	*Written referral 2 Days ISS Parent Notification	*Written referral 3 Days ISS, Loss of computer privileges for remainder of the school year and restitution Parent Notification	*Written referral Level III Harassment/Bullying
<b>Insubordination, Defiance of Authority or Showing Disrespect</b>	*Parental notification *Written referral *2 day ISS	*Parental conference *Written referral *3 day ISS	*Parental conference *Written referral *3 day OSS: Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from the next two (2) extra-curricular activities
<b>Possession of Inappropriate Material</b>	*Parental notification *Written referral *2 day ISS	*Parental conference *Written referral *3 day ISS	*Parental conference *Written referral *3 day OSS: Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from the next two (2) extra-curricular activities

Possession/Use of Tobacco, Rolling Papers, or e-cigarettes or vapes at school or school sponsored events	*Parental notification *Written referral *2 day ISS	*Parental conference *Written referral *3 day ISS	*Parental conference *Written referral *3 day OSS: Assignments missed as a result of OSS will be counted as zeroes. *Behavior contract *Automatically disqualified from the next two (2) extra-curricular activities
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Level 3 – Law enforcement may be contacted			
Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Arson	*Parental conference *Written referral *Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from the next three (3) extra-curricular activities *10 days OSS	*Parental conference *Written referral *Expulsion	
Assault/battery (physical) of a staff member	*Parental conference *Written referral *Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from the next three (3) extra-curricular activities *10 days OSS	*Parental conference *Written referral *Expulsion	
Assault (verbal) of a staff member or student (including intimidating or threatening remarks and/or directed profanity)	*Parental conference *Written referral *Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from the next three (3) extra-curricular activities *3 days OSS	*Parental conference *Written referral *Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from the next five (5) extra-curricular activities *5 days OSS	*Parental conference *Written referral *Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from remaining extra-curricular activities for the year *10 days OSS *Possible expulsion
Assault/Battery (physical) of a student or students by one or more students	*Parental conference *Written referral *Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from the next three (3) extra-curricular activities *10 days OSS	*Parental conference *Written referral *Expulsion	
Fighting (including instigating, pushing, physical contact)	*Parental conference *Written referral *Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from the next three (3) extra-curricular activities *3 days OSS	*Parental conference *Written referral *Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from the next five (5) extra-curricular activities *5 days OSS	*Parental conference *Written referral *Assignments missed as a result of OSS will be counted as zeroes. *Automatically disqualified from remaining extra-curricular activities for the year *10 days OSS *Possible expulsion

<b>False 911 calls and/or Bomb Threats</b>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Automatically disqualified from the next three (3) extra-curricular activities</li> <li>*10 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Expulsion</li> </ul>	
<b>Harassment / Bullying (Physical, racial, verbal, disability, cyberbullying)</b>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Automatically disqualified from the next three (3) extra-curricular activities</li> <li>*3 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Automatically disqualified from the next five (5) extra-curricular activities</li> <li>*5 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Automatically disqualified from remaining extra-curricular activities for the year</li> <li>*10 days OSS</li> <li>*Possible expulsion</li> </ul>
<b>Extortion</b>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Automatically disqualified from the next three (3) extra-curricular activities</li> <li>*3 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Automatically disqualified from the next five (5) extra-curricular activities</li> <li>*5 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Automatically disqualified from remaining extra-curricular activities for the year</li> <li>*10 days OSS</li> <li>*Possible expulsion</li> </ul>
<b>Gang Related Activity</b>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Automatically disqualified from the next three (3) extra-curricular activities</li> <li>*3 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Automatically disqualified from the next five (5) extra-curricular activities</li> <li>*5 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Automatically disqualified from remaining extra-curricular activities for the year</li> <li>*10 days OSS</li> <li>*Possible expulsion</li> </ul>
<b>Habitually Disruptive Conduct</b>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Automatically disqualified from the next three (3) extra-curricular activities</li> <li>*3 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Automatically disqualified from the next five (5) extra-curricular activities</li> <li>*5 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Automatically disqualified from remaining extra-curricular activities for the year</li> <li>*10 days OSS</li> <li>*Possible expulsion</li> </ul>
<b>Inappropriate Use or Possession of Technology (tampering/damage to computers/network)</b>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Automatically disqualified from the next three (3) extra-curricular activities</li> <li>*Restitution</li> <li>*3 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Automatically disqualified from the next five (5) extra-curricular activities</li> <li>*Restitution</li> <li>*5 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Automatically disqualified from remaining extra-curricular activities for the year</li> <li>*Restitution</li> <li>*10 days OSS</li> <li>*Possible expulsion</li> </ul>

<b>Non-tobacco personal substance abuse (consuming, solicitation, in possession, or under the influence of; alcohol, drugs, look-a-likes or other controlled substances, e-cigarettes and/or paraphernalia including OTC drugs and prescription drugs)</b>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Behavior contract</li> <li>*Automatically disqualified from the next three (3) extra-curricular activities</li> <li>*3 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Revised behavior contract</li> <li>*Automatically disqualified from the next five (5) extra-curricular activities</li> <li>*5 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Revised behavior contract</li> <li>*Automatically disqualified from remaining extra-curricular activities for the year</li> <li>*10 days OSS</li> <li>*Possible expulsion</li> </ul>
<b>Selling or Distributing Alcohol, Drugs, Look-a-likes, or Other Controlled Substances Including OTC Drugs or Prescription Drugs</b>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Behavior contract</li> <li>*Automatically disqualified from the next three (3) extra-curricular activities</li> <li>*10 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Expulsion</li> </ul>	
<b>Sexual Harassment/Misconduct</b>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Behavior contract</li> <li>*Automatically disqualified from the next three (3) extra-curricular activities</li> <li>*3 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Revised behavior contract</li> <li>*Automatically disqualified from the next five (5) extra-curricular activities</li> <li>*5 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Revised behavior contract</li> <li>*Automatically disqualified from remaining extra-curricular activities for the year</li> <li>*10 days OSS</li> <li>*Possible expulsion</li> </ul>
<b>Vandalism (involved in altering, defacing or destroying school or private property, including technology)</b>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Behavior contract</li> <li>*Automatically disqualified from the next three (3) extra-curricular activities</li> <li>*3 days OSS</li> <li>*Possible restitution</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Revised behavior contract</li> <li>*Automatically disqualified from the next five (5) extra-curricular activities</li> <li>*5 days OSS</li> <li>*Possible restitution</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Revised behavior contract</li> <li>*Automatically disqualified from remaining extra-curricular activities for the year</li> <li>*10 days OSS</li> <li>*Possible restitution</li> <li>*Possible expulsion</li> </ul>
<b>Possession of weapons: ANY item used as a weapon</b>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Assignments missed as a result of OSS will be counted as zeroes.</li> <li>*Behavior contract</li> <li>*Automatically disqualified from the next three (3) extra-curricular activities</li> <li>*10 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>*Parental conference</li> <li>*Written referral</li> <li>*Expulsion</li> </ul>	

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

**All infractions will be carried over from year to year until student graduates.**

**Parent or guardian/student handbook and extracurricular activities  
guidelines acknowledgment form**

Please sign and return this page to your school after reading the parent or guardian/student handbook and code of conduct for extracurricular activities.

I agree to obey/follow SMS board policy regarding parent or guardian/student handbook and the code of conduct for extracurricular activities.

Please note that this handbook is subject to change at any time. Any changes made to the handbook will be communicated with the parent or guardian/student in a timely manner.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have read and helped my child understand his/her expectations outlined in the handbook and the code of conduct for extracurricular activities.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date