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INTRODUCTION

Hagerman Municipal Schools offers students educational, leadership, and extracurricular opportunities to help them gain the knowledge and skills for a productive and effective life. Certain procedures, policies, and regulations have been implemented in order to comply with state statutes as well as ensure a pleasant, safe, and effective learning and working environment for the entire school community. The purpose of the Student/Parent Handbook is to communicate these standards, rules, guidelines, and expectations to Hagerman Middle/High School students and their families.

Mission Statement

It is the mission of Hagerman Municipal Schools to ensure that each student graduates with the skills and knowledge needed to transition to college without remediation and/or pursue a rewarding career.

Vision

The vision of Hagerman Municipal Schools is to create a learning community that provides quality education services to all students.

Conceptual Framework

The conceptual framework for our mission and vision is that the environment must fit the needs of the learner.

ENROLLMENT AND WITHDRAWAL

A custodial parent/legal guardian may enroll their student(s) at Hagerman Middle/High School by:

1. Completing the required student enrollment documents
2. Providing a copy of the birth certificate and immunization records
3. Furnishing a copy of their current grades and most recent report card. High school students should also bring an official transcript if possible.

Out-of-district enrollees will be considered on a case-by-case basis. Determination of acceptance rests with the Principal. Parents/guardians should notify the school office immediately of student data changes such as a change in living arrangements, phone numbers, guardianship, and emergency contacts.

A custodial parent/legal guardian who intends to withdraw their student should notify the school secretary or academic advisor at least two days prior to his/her last day. Parents/guardians must complete, sign, and date a withdrawal form indicating the reason for withdrawal. Grades and records will not be released until the withdrawal and student check out forms are completed. If withdrawal is absolutely essential during the last two weeks of school, the parent is required to submit a letter including the request and reason for early withdrawal, and the

student must schedule a conference with the principal. If the withdrawal is not due to a permanent move, the student will be expected to make up final exams during the summer.

BUS TRANSPORTATION

Hagerman Municipal School District provides bus transportation to and from school for qualifying students. Arrangements may be made through the Middle or High School Office.

SCHOOL ARRIVAL/DEPARTURE AND STUDENT ACCOUNTABILITY

Middle School—Closed Campus

Middle School students may enter the building at 7:45 AM. During inclement weather, the Gymnasium will be open for early arrivers. The middle school operates on a closed campus basis. Students may not leave at any time during the school day (including lunch period) unless personally checked out by a custodial parent/legal guardian.

High School—Semi-closed Campus

Students may enter the building at 7:45 AM. During inclement weather, the Commons Area will be open for early arrivers. No student will be allowed to leave campus after arrival to school except for those who depart campus for lunch. For the safety and security of students, the parent/guardian will be required to sign their student out in person if the student needs to leave during the school day.

Late Arrival to School

Students arriving late to school must immediately sign in at the Middle or High School Office to obtain a pass, and then proceed to class. Parents/Guardians should notify the school *in advance* that their student will arrive late and indicate the estimated time of arrival.

School Visitors

All non-staff adults and visitors must check in and check out at the middle or high school office. Visitors will be issued a badge. Meetings with a teacher should be scheduled in advance. Classroom disruptions will not be allowed.

INCLEMENT WEATHER AND EMERGENCY NOTIFICATIONS

When unsafe weather conditions exist, a delayed schedule, early dismissal, or school closure may be implemented. In the case of a potential safety threat to students, the school may be placed in building lockdown. Notifications are sent out via the Remind Communications Application and can be sent to your phone by push or text message, or also by email. To sign up for Hagerman Municipal Schools emergency notifications, go to www.bobcat.net and click on the “Remind” tab.

If a delayed schedule is implemented the following will occur:

- Remind notifications will be sent to the phone or email inbox of parents who signed up.
- The delayed schedule will be announced on local radio and TV stations after 6:30 AM.
- Bus schedules and beginning school times will be delayed two hours.
- School will be dismissed at the regular time.
- Administrators, secretaries, central office personnel, maintenance, and custodial employees will report to work at the usual time.
- Students arriving to school at the regular time will be supervised.
- Parents who live in areas where weather conditions are considered hazardous are encouraged to keep their children at home. If the bus drivers are ordered not to make distance runs, the students on these routes will be given an excused absence.

STANDARDS OF DRESS AND PERSONAL PRESENTATION

Students are expected to comply with the standards of dress and personal presentation as indicated below. These standards of dress are established to: 1) ensure the health and safety of students, 2) create an appropriate environment conducive to learning, and 3) provide an example of/sense for appropriate workplace attire. It is the responsibility of parents/guardians to ensure their student(s) adhere to the school dress code. School personnel help enforce the code. Final determination of any questionable infraction is made by the building Principal or his/her designee.

- Clothing should be in good repair, clean, and free of detectable scent/odor. Clothing items that are frayed, torn, or ragged in appearance are not acceptable.
- Shorts, skirts, jumpers, dresses, and skorts should be worn at mid-thigh or below (fingertip should touch the hem of the garment when arms/hands are resting at your side).
- On game days, athletes should wear their team warm-up/sweat suits and not athletic shorts/game uniforms during the school day.
- Spandex shorts, leggings, tights, yoga pants may be worn as undergarments, not solely as shorts, trousers, or pants.
- Tank Tops, muscle shirts, spaghetti straps, strapless tops/dresses, plunging necklines that expose cleavage or the breast, and shirts that expose shoulders or the midriff/abdominal area are not authorized. Sheer, see-through tops/shirts are likewise unacceptable. Button-front shirts should be buttoned within two (2) buttons of the collar.
- Hair should be clean, neatly cut and styled. The length for male students should not extend below the collar of a t-shirt. Extreme hair styles such as shaved heads w/long pig/rat tails, Mohawks, spikes, or unnatural hair colors (i.e., green, blue, purple, orange) are not permitted.
- Bandanas worn as headbands, hats, caps, hoods, and other head covers are not allowed to be worn in the buildings except at sporting/athletic events in the gym.
- Shoes or boots must be worn. Flip flops or thong sandals may pose a safety hazard and are not allowed.

- Body piercings must not be visible with the exception of earrings for females.
- Tattoos displaying sexual, gang-related, drug/alcohol, obscene/vulgar language, or violent scenes must be covered at all times. Facial tattoos are not allowed.
- Students involved in extracurricular activities may be subject to additional dress and personal appearance standards.

A student who does not meet the standards of dress and personal presentation will be required to correct the infraction immediately. This may include sending the student home to change, calling the parent to bring a replacement item, covering the infraction with an outer/over garment, or simply leaving an inappropriate item in the office for the remainder of the day.

ATTENDANCE

Daily attendance at school is essential to the learning process, development of employability skills, and overall success of a student. New Mexico law requires children between the ages of 5 and 18, to attend school. A student who incurs more than 10 unexcused absences in a semester is considered in violation of the law. The State charges parents or legal guardians with the responsibility of ensuring that their school-aged children attend school for the prescribed number of days. Schools are charged with a 180-day academic year, maintaining attendance records, and reporting habitual attendance violations to the proper authorities (i.e., Children's Court, Juvenile Probation Office, etc.).

Late Arrivals (Tardies)/Early Departures

A student arriving late to school must check in at the school office immediately upon arrival to obtain a pass to class. Four (4) tardies will constitute one unexcused absence from school or class. An additional four (4) tardies may result in disciplinary action. A student will not be released early from school without the parent/guardian signing them out in person through the H.S./M.S. office.

Absence Notification

Parents/Guardians must notify the school (and provide rationale) no later than 8:30 am if their student will be absent for all or part of the day. As a courtesy, office staff will make one attempt to verify an unacknowledged absence. If a response from a parent/guardian is not received within 24 hours, the absence is considered unverified and unexcused. Please note that a verified or acknowledged absence from a parent/guardian does not constitute an excused absence.

Excused absences typically fall under the following categories:

- **Medical, dental or legal (i.e., subpoenaed court appearance) appointment** which cannot be made outside of the school day. When possible, advance notification to the school is recommended. Official documentation from a licensed medical/mental health or legal professional is required upon the student's return to school.

- **Illness or injury.** A medical or mental health condition that would keep a student out of school. Written verification by a licensed medical/mental health professional is required upon the student's return to school if absence occurs for more than three consecutive days.
- **Unexpected emergencies** (i.e., family death, catastrophe, accident, etc.) which can be documented or verified by a professional source. Official documentation/verification is required within three (3) business days of the student's return to school.
- **School sponsored/supported extra-curricular activities, events, or trips** (i.e., athletic events, club competitions, field trips, etc.).
- **Pre-approved educational activities outside of the school environment** (i.e., involvement in community or government event, agricultural show, etc.). Arrangements must be made in advance with the school office and approved by the principal.

All other absences will be considered unexcused unless otherwise determined by the school Principal. The school will send written notification of absences recorded upon the third (3rd), fifth (5th), and ninth (9th) absences. A meeting with the parent/guardian is required after the ninth absence.

A student may make up missed work for excused absences only. It is the student's responsibility to contact the teacher(s) immediately upon return to school to determine what work is to be made up. The student will be permitted the same number of days to complete makeup work as the number of days absent from school. Assignments that were due to be turned in on the first day of the absence are due to be turned in on the first day the student returns to school. Arrangements to make up missed tests must be made with the teacher(s) upon the first day back to school.

If an absence is expected to exceed ten (10) consecutive days, the parent/guardian and student must contact the school to establish a homebound program of study. This is intended to ensure that the student has every opportunity to complete course requirements.

Loss of Course Credit Due to Truancy

Truancy refers to the unexcused/unauthorized absence or departure of a student from school or class. Excessive absences and truancy can, and often do, affect a student's academic success. Once the ten (10) unexcused absence limit has been reached, a notification letter will be given to the student and sent by certified mail to the address of record, informing the parent/guardian that the student is subject to grade reduction and is at risk of forfeiting credit for the course(s) missed.

Reinstatement of Credit

At the end of the semester, the student will be given an opportunity to present a request to the Attendance Review Committee for reinstatement of credit. The committee will consist of three members selected from the faculty of Hagerman Municipal Schools. Upon reviewing all relevant

information, the committee will make a recommendation regarding the reinstatement of credit. The recommendation will be given to the high school principal for a final determination.

Homework Requests

Requests for homework should be made to the school office between 8:00 and 8:30 am if it is to be picked up on the same day. Failure to call early will result in homework having to be picked up the following day. Homework may be picked up in the school office. Students are allowed one day for each day of excused absence(s) to make up the missed work. Students will be granted credit for made-up work due to absences for school-sponsored activities but must make arrangements with teachers in advance to make up the work.

Suspension

A suspended student will be allowed to complete all assignments while suspended. The parent/guardian is responsible for making arrangements to pick up assignments through the school office. If a test(s) is missed while suspended, the student must schedule with the teacher(s) immediately upon return (that same day) to make up the test(s). All missed work must be turned in within two (days) upon return from suspension in order to receive credit.

ACADEMICS

Grades

Student grades are recorded in the District's student data system. Starting in the ninth grade, each high school student begins earning a cumulative Grade Point Average (GPA). The cumulative GPA is based on the local grading scale and is calculated by averaging the grades of ALL courses taken to date. Advanced Placement (AP), Dual Credit (DC), Concurrent Enrollment (CE), and online Distance Education (DE) classes also figure into the cumulative GPA. A student's GPA is typically indicated on report cards and the official transcript. Class ranking is also included on the transcript.

Regular (Unweighted) Grading Scale

Standard high school courses are measured using the typical, unweighted grading system:

A=90-100% (4.0 GPA)

B=80-89% (3.0 GPA)

C=70-79% (2.0 GPA)

D=60-69% (1.0 GPA)

F =0-59 % (0.0 GPA)

Weighted Grading Scale

Advanced placement (AP), Honors, and transferable NM General Education Common Core college classes have a weighted grading system:

A=90-100% (5.0 GPA)

B=80-89% (4.0 GPA)

C=70-79% (2.0 GPA)
D=60-69% (1.0 GPA)
F=0-59% (0.0 GPA)

Eligibility

In order to participate in ANY school-sponsored athletic team, club, or extra-curricular activity, a student must have a semester GPA of 2.0 and zero (0) Fs the previous semester.

The following rules shall apply to grading practices for student athletes:

- It shall NEVER be acceptable to change a grade solely for the purpose of permitting the student to maintain academic eligibility for interscholastic athletics.
- Athletic coaches are prohibited from contacting teaching staff directly about student grades. All such contacts shall be made by the athletic director to the guidance office or school principal.
- It shall be the responsibility of the athletic director to review the grades of student athletes in a manner consistent with NMAA regulations, and to determine academic eligibility for participation in interscholastic athletics. The athletic director shall not delegate this responsibility to Individual team coaches.

Grade Change Procedure

In order to preserve confidence in the integrity of the grading system, the following procedures shall apply to requests to change student grades:

1. A *Request for Grade Change* form (available from the Academic Advising Office) shall be completed by the teacher. It may also be initiated by the parent and student then presented to the teacher in a pre-arranged meeting. The written request must include the rationale for the grade change.
2. Reasons for a change in grade include:
 - an error in calculation or recording of coursework, assignments, homework or attendance
 - consideration of makeup work permitted by the teacher
 - makeup work performed as the result of excused absences, accident, illness, injury, or temporary disability of the student
 - make up of a missing final exam in which prior approval by the principal was granted
3. Retroactive grade changes in a course in which a letter or numerical grade has been recorded on the report card shall be permitted only in the instance of a documented error in calculating the original grade, as agreed upon by the teacher and the student. Any deviation from this rule shall be approved by the principal.
4. The teacher shall present and discuss the *Request for Grade Change* with the academic advisor and principal.

5. If the teacher does not agree with the request, a meeting shall be held with the student, parent, teacher, and guidance counselor to discuss the request for grade change.
6. If the student, parent, teacher, and guidance counselor cannot agree that a grade change is warranted, the principal shall convene a meeting to discuss the issue, which shall be attended by the curriculum director.
7. If the parent, student or teacher feels aggrieved by the decision made at such meeting, the aggrieved party shall be permitted to appeal to the Superintendent. The superintendent shall review the matter with the aggrieved party and relevant staff and make a final decision about the grade change request within five (5) school days of receiving the appeal.

Promotion and Retention

Students will be considered for promotion or retention based upon the semester grades in each of their classes and the number of credits earned toward graduation. Students who have been retained can qualify for promotion by successfully completing Credit Recovery classes in the summer, after school, during zero hour, or independent study as offered.

Earning College Credit

In an attempt to expand the educational opportunities offered to students, Hagerman High School maintains collaborative agreements with a number of colleges. Specific college courses are offered to eligible students. In general, these courses are part of the New Mexico Higher Education Department's General Education transferable Common Core Classes. Students may also be allowed to take a college course that counts toward a specific college degree or career technical certification program the student expects to pursue. They may be offered on location at the high school, at the college or university, or online. These college courses are typically classified as Dual Credit (DC) or Concurrent Enrollment (CE).

- Dual Credit (DC) Courses –Students enrolled in DC courses will receive 1.0 high school credit toward graduation for every 3.0 college credit hours taken. High school students enrolled in DC courses do not incur the typical college costs of tuition, fees, or books.
- Concurrent Enrollment (CE) Courses— Concurrent enrollment typically results in a student earning college credit while in high school, but not earning high school credit towards graduation. However, in pre-arranged/pre-approved situations, the CE course may be treated as a DC course and high school credit towards graduation awarded also. Likewise, the student may or may not incur the cost of tuition, fees, or books, again depending on the circumstances of such enrollment. Always check with the high school counselor/advisor before enrolling yourself in a CE course.

College Course Enrollment Eligibility Criteria

- High school Junior or Senior. As indicated by an IEP or in exceptional cases (i.e., high standardized assessment scores), a Sophomore or Freshman may be granted the privilege.

- A cumulative high school GPA of 2.0 or higher. The principal or designee has the discretion to lower the minimum GPA in consultation with the college/university representative.
- Demonstration of basic skill competency in pertinent areas through accepted college placement tests such as Compass, Accuplacer, and/or ACT scores.
- The student must meet course prerequisites indicated by the college/university where enrolling.
- A Dual Credit Agreement must be in place between Hagerman Municipal Schools and the college/university granting the college credit.
- To continue in the DC/CE course program, the student must earn a minimum cumulative college GPA of 2.0 and not exceed ten (10) absences per semester.
- Exceptions may be made when warranted at the discretion of school administration.

Advanced Placement Classes (AP)

AP classes are advanced honors classes for high school students capable of higher or college level work. At the completion of the course, students can choose to take an AP exam covering the subject of the course. If they pass the test with a satisfactory mark, the students can earn college credit units, enabling them to opt out of introductory courses in college. The AP courses offered vary each semester. Fees may apply.

Graduation Requirements

A student must meet the New Mexico Public Education Department (PED) course and credit requirements, as well as state competency testing standards in specific core content areas before being awarded a high school diploma. The following tables summarize these requirements:

HAGERMAN MUNICIPAL SCHOOLS COURSE REQUIREMENTS FOR GRADUATION		
COURSE	CREDITS REQUIRED	NOTES
English Language Arts	4.0	
Mathematics	4.0	1.0 credit must be = /> than Algebra II
Science	3.0	2.0 credits w/lab
Social Studies	3.5	0.5 NM History, 1.0 World History/Geography, 1.0 US History/Geography, 0.5 Government, 0.5 Economics

Physical Education	1.0	
Health	0.5	May be taken in 8 th grade
Electives	10.0	1.0 credit must be career cluster, workplace readiness, or a language other than English.
TOTAL CREDITS REQUIRED:	26.0	

Note: One of the above units must be Honors (H), Advanced Placement (AP) Dual Credit (DC), or Distance Learning (DL).

STANDARDIZED COMPETENCY ASSESSMENTS	
PARCC ELA III	Reading & Writing Components/Minimum Score of 725 in each
PARCC Mathematics	Minimum Score of 725
SBA Science	Grade 11 Minimum Score of 1138
Social Studies EOC	1 state-developed End-of-Course exam with state established passing score.

Valedictorian/Salutatorian Status

In order for a student to be considered as class Valedictorian or Salutatorian, the student must be enrolled in Hagerman High School (HHS) no later than the beginning of their Junior year and attend four (4) consecutive semesters by the time he/she graduates. A 5.0 scale will be used to determine class ranking. Transfer students will have their grades recalculated to the 5.0 scale. Selection will be made using the cumulative GPA from the 7th semester transcript. All classes taken are figured into the cumulative GPA. Each GPA will be calculated to the hundredth place value. The student with the highest cumulative GPA will be recognized as Valedictorian, and the student with the second-highest GPA will be identified as Salutatorian.

Progress Reports/Grade Cards

Progress Reports will be mailed to parents/guardians midway between grading periods or upon parent/guardian request. Teachers may also opt to send a progress report home with students and require that it be returned with parent/guardian's signature acknowledging review of the report. Report cards are published and provided to parents/guardians at the end of each 9-week grading period. Open-house style parent/teacher conferences are typically conducted at

this time so parents can address questions or concerns directly with teachers. Parents/guardians are encouraged to confer with teachers, the counselor, or the Principal at any time during the school year.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities offer opportunities for students to explore interests and develop skills outside of the classroom. Options vary from year to year and may include participating in Student Council, National Honor Society, athletics, cheer squad, and band, Future Farmers of America (FFA), and Business Professionals of America (BPA). Contact the coach, sponsor, Counselor, or Principal to learn more about these and other potential opportunities. The Eligibility Standards of the New Mexico Athletic Association (NMAA) are followed. Students must maintain a 2.0 grade point average and not have received any Fs at the semester mark in order to participate in extracurricular activities. NMAA rules will be followed.

STUDENT HEALTH AND SAFETY

Hagerman Municipal School District employs a full-time licensed nurse to address the health screening and minor medical requirements of students. The school nurse is stationed in the School-Based Health Clinic located in the Middle School. Students who feel ill or get injured will be issued a pass and sent or taken to the nurse's office. The nurse may also be called to a specific location in the case of an emergency. The nurse will assess the medical situation and contact the custodial parent/legal guardian if the student needs to go home or if additional medical care is warranted.

Medications

The nurse administers any medication a student must take during the school day. Arrangements must be made in advance through the nurse if it is necessary for a student to take either prescription or over-the-counter medication during school hours.

Health Insurance

The school does not carry health insurance to cover students. However, a relatively affordable accident and/or medical insurance plan may be purchased on a voluntary basis. If you do not have medical coverage for your family, or if your plan has large deductible and coinsurance, you may want to consider one of these optional plans. Information/application forms are available in the Middle and High School office.

CODE OF STUDENT CONDUCT

This code of conduct and its provisions are applicable on school property, buses, during the school day, and at such other times and places of any school-sponsored activity. Students are

expected to conduct themselves in a respectful, polite, and cooperative manner at all times whether interacting with staff, guests, or with other students. Students who have violated school, bus, and/or classroom rules will receive disciplinary action appropriate to the infraction. Efforts will be made to communicate with parents/guardians to help prevent further misconduct. Parental support for school assigned consequences is extremely important in the process of modifying student behavior. In accordance with the School's Behavior Management Matrix, disciplinary action will be taken in, but is not limited to, the following categories/consequences:

Level 1 Infractions—1-3 Days of Detention

- Tardy, In Hall Without Pass,
- Inappropriate Public Displays of Affection (PDA)
- Horseplay, Minor Class Disruption
- Graffiti and/or Vandalism

Level 2 Infractions—In-School Suspension (1-Day, increasing to 2- & 3-Days with recurring incidence)

- Profanity/Vulgar Language, Verbal Confrontation/Assault
- Disorderly Conduct, Major Class Disruption
- Disrespect, Insubordination, Persistent Disobedience
- Unauthorized/Inappropriate Use of a Cell Phone, Computer, Other Electronic Devices and Accessories
- Lying, Cheating, Failure to Identify Self
- Harassment (Visual/Verbal, Sexual, Racial, Ethnic, Religious, Disability, etc.)

Level 3 Infractions—Suspension (3-, 5-, and 10-day suspension, increasing with recurring incidence)

- Chronic Level 2 Infractions
- Aggressive Behavior, Violent Acts or Inciting Others to Violence, Fighting
- Inappropriate Physical Contact, Physical Attack and/or Threat Thereof
- Theft or Extortion (Obtaining By Force)
- Arson, Propagating or Setting Off False Alarms
- Gang Related Affiliation or Activity
- Distribution of unauthorized written or printed material
- Possession, Knowledge of, or Use of Contraband--Weapons (look-alikes), Explosives, Fireworks, Tobacco, Cigarettes, E-Cigarettes, Alcohol, Illegal or Prescription Drugs and Paraphernalia, or Pornographic Material

Law Enforcement Personnel will be notified of any criminal or delinquent acts.

When a staff member refers a student to the principal for disciplinary action a written referral will be used to document the reason for the action. This referral will be followed by a conference between the Principal and the referred student. The outcome of the conference will be noted on the referral form, the parent will be notified, and the information entered into the student's

disciplinary record. Any situation not specifically covered by school policy will be dealt with on an individual basis and consequences will be determined by the principal.

Conduct at School Sponsored Events

Students attending school sponsored events on or off campus are expected to adhere to school policy including standards of dress and behavior. Students are to refrain from excessive, overt expressions of affection such as hugging and kissing. In case of a serious violation involving alcohol, drugs, fighting, weapons, etc., parents will be contacted, and law enforcement officials will be notified. Violation of school policy could be grounds for disqualification from future school sponsored events.

POLICIES/PROCEDURES

Drug Free Campus

The Hagerman Municipal School District prohibits students from using, misusing, abusing, possessing, selling, dealing and/or giving away alcohol, controlled substances, solvents/inhalants used for intoxication, and/or drug paraphernalia while on school property, in school vehicles, or while at a school sponsored activity. (Section 22.5-4.3, NMSA 1978)

Weapons in School

Students are prohibited from being in possession of a weapon as defined in the Federal Gun Free Schools Act while on school district property, in school vehicle, or at a school sponsored activity. Weapons include: Firearms, Weapon Facsimiles (look-alikes), Explosives, Knives, Chains, and/or any object that is considered dangerous, injurious, and inappropriate in a school setting. Any student found to be in violation of this policy shall be subject to discipline including long-term suspension (1-year) and expulsion.

Search and Seizure

Students' personal effects and their vehicles may be searched when reasonable suspicion has been determined. Drug dogs and other detection devices may be used in these searches. If illegal substances, contraband, stolen property, or weapons are found they will be confiscated and proper legal action taken.

Due Process Procedures

Students at Hagerman Middle/High School have rights. They also have the responsibility to respect the rights and property of others. If students make bad decisions and fail to respect the rights and property of others, disciplinary action will be taken. In all disciplinary cases, students are entitled to due process. This means students:

- Must be informed of accusation against them.

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

Complaints and Grievances

Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and parent or guardian. Students and parents or guardians should proceed with seeking resolution utilizing the following sequence in the chain-of-command: Teacher, Principal, Superintendent, Board of Education.

Technology and Electronic Device Use

Access to the computer information networks (CIN) and the information technology equipment within the school district is a privilege. The district's CIN system and equipment is to be used solely for the purpose of education, research, and school-related business/operations. Students are issued and/or have access to electronic devices and should use only password-protected systems to perform their assigned, school-related tasks. Each student is responsible for the device issued to them and all activity which occurs under their password-protected account. Therefore, a student should never allow another student to use their password or device, or leave their device unattended or unsecured.

- Devices are not to be taken home or outside of the district school building.
- Students are responsible for any damage to their assigned device.
- Any damage or loss must be reported to Information Technology or Office staff immediately.

Inappropriate or illegal use of the district's CIN or technology equipment may result in disciplinary action such as loss of technology privileges up to and including suspension or revocation of user access to the information system and devices.

Sexual Harassment

Effective education requires a school environment in which students feel safe and secure. Sexual harassment whether by employees or by other students, impedes the proper atmosphere for education, and creates an inequitable climate for learning. Sexual harassment is also illegal.

Definition: Sexual harassment is unwelcome conduct of a sexual nature or a request for sexual favors that makes someone feel uncomfortable, embarrassed, afraid, intimidated or threatened. It can even interfere one's ability to focus or participate in school or extracurricular activities.

Sexual harassment can be **verbal** (comments about your body, spreading sexual rumors, sexual remarks, or accusations, dirty jokes or stories), **physical** (touching, grabbing, rubbing,

pinching in a sexual way, flashing or mooning, or sexual assault), or **visual** (obscene gestures, lip puckering, blowing kisses, display of nude pictures or sex-related objects).

A student who has initially welcomed conduct of a sexual nature by active participation/reciprocation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

Reporting

A student who believes they have been sexually harassed should *promptly* report it to the counselor or principal. A student is uncomfortable speaking about it with school personnel, should enlist the help of their parent/legal guardian in reporting it as soon as possible.

Investigation: All reports of sexual harassment of or by students will be appropriately and promptly investigated by the Principal or his or her designee. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

Consequences

Any student found to have engaged in sexual harassment shall be subject to discipline in accordance with the Hagerman Municipal School District School Wide Management Plan. This may include suspension or expulsion, subject to any applicable procedural requirements.

Non-Discrimination

The Hagerman Municipal School District is committed to the philosophy of equal opportunity/equal access in all employment procedures, educational programs, activities and services. All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, extra-curricular and other school-related activities. Discrimination in education or employment because of race, color, national origin, ancestry, religion, creed, sex, age, disability, marital or parental status, pregnancy, sexual orientation, or veteran status is prohibited. This prohibition against discrimination applies to students, employees, non-employee third parties (e.g., volunteers, contractors) who work subject to the control or direction of District authorities (collectively, "Third Parties"), on school property or at school-sponsored events. Inquiries or complaints regarding discrimination in violation of this policy should be directed to the principal.