



HOUSE MUNICIPAL
SCHOOLS STUDENT
HANDBOOK
2015-2016

We Certify that we have received, read and understand the rules and regulations outlined in this school hand book. We agree to abide by these rules and regulations.

Student Signature

Parent/Guardian Signature

PO Box 673
Telephone: 575-279-7353

House Municipal Schools
309 N. Apple Street
Fax: 575-279-6133

House, NM 88121
Website: houseschools.net

2015-2016

Board of Education

President
Vice-President
Secretary
Member
Member

Mrs. Rachelle Moon
Mr. Clint Runyan
Mr. Bill Noland
Mr. Phillip Runyan
Mr. Calvin Downey

Administration

Superintendent

Mr. T.Lecil Richards

Office Staff

Business Manager
Secretary
Secretary TLC

Mrs. Lisa Downey
Ms. Dusti Cavett
Mrs. Debbie Patton

2015-2016 Faculty/Staff

TEACHERS

Mr. Bill Graham
Ms. Anna-Maria Bauler
Mrs. Amy Fury
Mrs. Kristi Cargile
Mrs. Amy Fury
Mrs. Melanie Lee

Mrs. Crystal Boyd
Mrs. Renee Carter
Mrs. Deidre Washburn
Mr. Clyde Moon
Mrs. Sue Weese

Mr. Brian Fortner
Mrs. Lori Foust
Mrs. Melanie Lee
Mrs. Judy Morrow
Mrs. Paula Lockmiller

INSTRUCTIONAL SUPPORT STAFF

Nurse
Speech Therapist
Occupational Therapist
Occupational Therapist Assistant
Librarian
Educational Assistant
Educational Assistant
Educational Assistant

Mrs. Linda White
Mrs. Terri Baca
Mrs. Jacque Valentine
Mrs. Jennifer Faust
Mrs. Teresa Hampton
Mrs. Sondra Jack
Mr. Valerie Snipes
Mrs. Layni Lee

MAINTENANCE

Maintenance Supervisor
Custodian

Mr. Oscar Lerma
Mrs. Maria Sepulveda

FOOD SERVICE

Head Cook

Mrs. Cathy Ray

TRANSPORTATION

Contractors
Drivers

Mr. Randy Jennings
Mr. Oscar Lerma

Mrs. Melissa Saulsberry

Mrs. Peggy Tivis

Substitute Drivers

Mrs. Denese Runyan

Mrs. Dorothy Hinsley

HOUSE MUNICIPAL SCHOOLS IS ACCREDITED THROUGH THE NEW MEXICO PUBLIC EDUCATION DEPARTMENT

CLASS AND ORGANIZATION SPONSORS

Teachers are assigned to sponsor classes and activities. These duty assignments are for the purpose of supervising as homeroom coordinator for parent/teacher conferences and academic concerns in addition to general activities of the students for the sake of student safety, maintaining order and judicious use of the facilities, and general care and cleanliness of grounds and buildings. Any teacher has the right and responsibility to reprimand any pupil for any misconduct at any time on duty or not.

Pre-K –Kdg.	Mrs. Lockmiller
First-Second	Mrs. Fury
Third-Fourth	Mrs. Lee
Fifth-Sixth	Mrs. Morrow
7 th grade	Mrs. Boyd
8 th grade	Mr. Fortner
Freshman Class	Mrs. Cargile
Sophomore Class	Mr. Richards / Mrs. Washburn
Junior Class	Mrs. Weese
Senior Class	Mr. Richards
Special Education Director	Mrs. Weese
Student Publications	Mrs. Cargile
Student Council	Mr. Graham
Activity Director	Mr. Richards
Girls Athletics Coach	Mr. John Wootton
Boys Athletics Coach	Mr. John Wootton
Future Farmers of America (FFA)	Ms. Anna-Maria Bauler
Family Career Community Leaders of America (FCCLA)	Mrs. Washburn
Business Professional of America (BPA)	Mrs. Cargile
National Honor Society/National Junior Honor Society	Mr. Richards
Parent Teacher Organization	Mrs. Hampton

Family Educational Rights and Privacy Act (FERPA)

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

- 1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Administration Office a written request that identifies the record(s) they wish to inspect. The School Administrator will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School Administrator, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including

health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

FERPA Notice for Directory Information and PPRA

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that House Municipal School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, House Municipal School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. For further details regarding compliance with FERPA relative to District procedures in disclosing directory information or FERPA rights under the Protection of Pupil Rights Amendment, please see the House Municipal School Board of Education Policy Manual Section 7.24-25. This policy is available in print at the district business office or on the district website at www.houseschools.net.

House School

Faithful and truehearted,
Let us cheer for our House High,
We'll revel in her and defend her,
As her colors proudly fly,
We will stand for her united,
And her deeds we'll gladly tell.
Her colors streaming, glad faces beaming,
So here's a cheer for her that we all love so well.
Joyous and ever loyal,
Let us cheer for our House High,
Let every heart sing, let every voice ring.
There's no time to grieve or sigh,
It's ever onward, her course pursuing,
May defeat ne'er her ardor cool.
But United We Will Cheer For Her,
OUR HOUSE HIGH SCHOOL!

House School

The House School emblem is a cowboy.

Emblem

House School

The House School colors are green and white.

Colors House School

House School belongs to you and all members of our community. Pride in yourself and your school is reflected in many ways. Some of the ways include

- ✱ Keeping grounds, hallways and classrooms clean and free of litter
- ✱ Becoming involved in school activities
- ✱ Taking care of your books and other school property
- ✱ Treating others, including guests to the school, with courtesy and respect



School Handbook

THE DISTRICT'S VISION

House Municipal Schools will provide opportunities for students to become learners and productive members of society.

THE DISTRICT'S MISSION

The House School District is a facilitator for the development of educational potential within the youth we serve. The faculty and staff who carry out this responsibility take their role seriously and are each an integral part of the success of our educational system at House. It is the understanding of these individuals that each student is important and must receive every possible opportunity to learn, grow and mature. This goal is to be achieved through curricular and extra-curricular opportunities and through staff leadership and role modeling.

THE DISTRICT'S PHILOSOPHY

House Municipal Schools is dedicated to providing the best possible educational experiences for all of its students. House Municipal Schools will not discriminate on the basis of race, color, national origin, age, marital status or handicap. The school is for children to aid their academic, social and physical growth and to build a solid foundation upon which students may continue to grow. Vocational preparation will be provided in as many areas as

is feasible. Career information and guidance will be made available to help students become aware of their capabilities, aptitudes and preferences.

FOREWORD TO STUDENTS

This handbook was prepared to assist you in the routine matters of the school, in finding your place in our school life, in catching the school spirit, in choosing wisely your course of study, and in planning your future life.

All students are entitled to the basic rights recognized and protected by laws for persons of their age and maturity. House Municipal School District shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district personnel. Students shall exercise their rights responsibly and in compliance with rules established by the orderly conduct of the educational vision and mission of the district. Students who violate the rights of others or who violate district or school rules shall be subject to disciplinary measures designed to correct misconduct and improve personal choices and decision-making skills. In addition, the district shall assist all students in their responsibilities as a citizen of the school community.

Read this handbook carefully and use it to guide your school behavior. The administrative staff, faculty, and other staff members welcome an opportunity to discuss with you and advise you concerning any issue that may arise. Please feel free to call on us at any time you need our help.

SCHOOL ACCREDITATION

House Municipal School is accredited by the New Mexico Public Education Department that establishes regulations for New Mexico school districts to follow. The NMPED has certified House Municipal School District as having met their regulations and requirements. Any public school, university or college in the United States will accept credits earned at House Municipal Schools. House Municipal School District is organized as:

House Elementary School	Grades Pre-K through 6
House Junior High School	Grades Seven through Nine
House High School*	Grades Ten through Twelve.

**House High School delivers a general education program and an alternative education program. The House High School Learning Center provides an alternative program for students from grades nine through twelve.*

POSITIVE CHARACTER TRAITS

All students enrolled at House Municipal Schools are encouraged to continually demonstrate the character attributes of:

T Trustworthiness: Be honest*Have the courage to do the right thing*Build a good reputation*Be loyal*Be reliable

R Respect: Follow the Golden Rule*Be tolerant of differences*Use good manners*Be considerate of the feelings of others

R Responsibility: Do what you are supposed to do*Persevere*Always do your best*Use self-control*Think before you act*Be self-disciplined*Be accountable for your choices

F Fairness: Play by the rules*Take turns and share*Be open-minded*Don't take advantage of others*Don't blame others carelessly

C Caring: Be kind*Be compassionate and show you care*Express gratitude*Forgive others*Help people in need

C Citizenship: Do your share to make your school and community better*Cooperate*Be a good neighbor*Obey laws and rules*Respect authority

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

In compliance with state law, 22-5-4.5 NMSA Annotated, 1978, the flag salute will be recited at the start of every school day. There is no prohibition against it being recited at other times, such as school activities. If a student or parent/guardian has a religious or conscientious objection to reciting the Pledge of Allegiance, an exemption may be requested from the superintendent.

GENERAL INFORMATION

FOUR DAY SCHOOL WEEK

The four-day school week was established at House Municipal School for many reasons. One of the main reasons was to allow families one working day a week to accomplish all necessary doctor's appointments, shopping, and miscellaneous duties. Regular attendance, punctuality, and self-discipline are attributes equated with responsibility, reliability, and maturity. Students who develop these attributes and habits generally make better grades, enjoy school more and are more employable after graduation. Primary responsibility for regular attendance is placed on each student. State law also requires regular attendance.

SCHOOL DAY

School begins at 7:55 A.M. and ends at 3:55 P.M. School meets Monday through Thursday. Please refer to the School Calendar for the dates for holidays, report cards, and student progress reports. Notes home and the district website, www.houseschools.net, will advise you when open house/back to school night and parent/teacher conferences will be scheduled.

Teachers are expected to be at their assigned duties by 7:45 A.M. and in their assigned classroom, ready to begin class by 7:55 A.M. Teachers are on duty until 4:15 P.M. Teachers should be available for conferences with students and/or parents at any time they are not scheduled for classes.

Scheduled classes will meet in designated areas unless prior arrangements have been approved by administration. The dismissal bell will dismiss class periods. Teachers are not to dismiss classes before the bell rings. Students should be actively involved in meaningful, purposeful instructional activities the entire class period. Teachers should also not hold students after the dismissal bell causing students to be tardy and disrupt the next class period.

ADMISSION

Students new to the district who are requesting enrollment at House Municipal School must present a birth certificate and current immunization record. Enrollment is subject to the following provisions and in compliance with state law. Children entering kindergarten must be five years of age prior to 12:01 A.M. on September 1 of the school year. Any school age person living within the district may enroll at House Municipal School. Any school age person not living within the district may enroll as an out-of-district student in compliance with the New Mexico Open Enrollment Act if sufficient capacity is available in the grade or program in which the student is requesting enrollment. If there is not sufficient capacity, enrollment will be accepted on this prioritized order: 1) In-district students 2) Out-of-district students enrolled the previous school year 3) Out-of-district students residing within New Mexico 4) Out-of-district students residing in a state other than New Mexico.

Enrollment may be denied to a student who has been expelled from any school district or private school in this state or any other state during the preceding twelve (12) months. Enrollment may also be denied to a student whose behavior in another school district or private school in this state or any other state during the preceding twelve (12) months was determined to be detrimental to the welfare or safety of other students or school employees.

Please note that if telephone numbers or mailing addresses change throughout the school year, please notify the school of those changes. In the event of an emergency, the district would need to be able to make immediate contact with the parent/guardian.

Enrollment procedures in House Municipal School District regarding students in special education programs are in compliance with state and federal laws.

ATTENDANCE

House Municipal Schools will comply with state statute and state administrative code in recording attendance of students and enforcing the compulsory school attendance requirements.

Regular attendance is required of all students enrolled at House Municipal Schools. Student attendance will be recorded at the start of each school day and at the first class period following lunch in the elementary grades. Student attendance will be recorded at the start of each class period in the junior high and high school grades.

Student tardiness will also be recorded in the same manner. Absences and tardiness caused by a delay or suspension of school bus services will be excused.

Absences from school should be avoided if at all possible. **An excused absence is defined as an absence due to illness, extreme family emergency, religious commitment, death in the family, school sponsored activity, or other extenuating circumstance that is agreed to by the school administration. When an absence is unavoidable, the parent must send a written notice explaining the student's absence or call the school office to explain the student's absence within twenty-four hours of the absence.** If the parent does not make such notice, the absence is recorded as unexcused. Please note the details below regarding unexcused absences relative to the New Mexico Compulsory School Attendance Law.

- A. "Habitual truant" refers to a student who has accumulated the equivalent of ten or more unexcused absences within a school year.
- B. "Students in need of early intervention" refers to a student who has accumulated five unexcused absences within any twenty-day period; and
- C. "Unexcused absence" is an absence from school or a class for which the student does not have an allowable excuse pursuant to the Compulsory School Attendance Laws or rules of the local school board or governing authority of a private school.

Please note that any absence that is not appropriately excused through a telephone call or written explanation by a parent/guardian within twenty-four hours of the absence is considered unexcused.

Unexcused Absences

Unexcused absences at House Municipal Schools will be addressed as follows:

1. A student with an unexcused absence is not allowed to receive credit for make-up work for that absence.
2. At the third unexcused absence, school personnel will contact the parent/legal guardian requesting a conference to discuss the unexcused absences. In addition to this conference, a Three Day Absentee Notification letter will be sent to the parent/legal guardian of the student. A copy of this letter will be filed in the student's cumulative folder.
3. If a student accumulates a fifth unexcused absence, school personnel will again contact the parent/legal guardian requesting another conference to again discuss unexcused absences. In addition to this conference, a Five Day Absentee Notification letter will be sent to the parent/legal guardian of the student. A copy of this letter will be filed in the student's cumulative folder.
4. At seven unexcused absences, school personnel will send the parent/legal guardian a Seven Day Notification letter by mail and by certified mail. This letter will request another parent/legal guardian conference. This conference will require the development of a student attendance contract to be signed by all participating in the conference. This letter will also notify the parent/legal guardian that any further unexcused absences will result in the district referring this concern to the Children Youth and Families Department (Child Protective Services Division and/or the Juvenile Justice Division) and the District Attorney's office.
5. If the student continues to accrue unexcused absences, at the tenth unexcused absence the parent/legal guardian will be notified by certified mail and regular mail that the student is considered a habitual truant in violation of the Compulsory Attendance Law and that the district is taking further action to file a report with appropriate authorities. The district will also immediately refer the concern to the Children Youth and Families Department (Child Protective Services Division and/or the Juvenile Justice Division) and the probation services office of the judicial district where the student resides (District Attorney's office).

Excused Absences

Absences from school should be avoided if at all possible. An excused absence is defined as an absence due to illness, extreme family emergency, religious commitment, death in the family, school sponsored activity, or other extenuating circumstance that is agreed to by the school administration. **When an absence is unavoidable, the parent must send a written notice explaining the student's absence or call the school office to explain the student's absence within twenty-four hours of the absence.**

Absences related to school-sponsored activities are authorized through the authority of the Public Education Department. These activities may include: **FFA, BPA, FCCLA, 4-H, athletics or any other approved school related activity.**

- These absences do not appear on the attendance register.
- Students are to obtain makeup work from teacher and have work completed when returning to school unless prior arrangements have been made with the teacher.
- No student shall be absent from school for extracurricular activities more than 15 days per semester. The New Mexico Secretary of Public Education may issue a waiver relating to the number of absences for participation in a State or National competition.

Return to School Following Absence

These procedures outline the process to be followed when returning to school following an absence not related to a school activity.

- A written statement or a call from the parent/guardian must be presented at the office upon return.
- A class permit from the office is issued to notify the teachers of an excused absence. The class permit allows a student to make up missed work.
- Responsibility for making up missed work lies entirely with the student.
- One day plus the number of days of absence is allowed to make up work. Make-up work not submitted within this time frame will not receive credit.
- Under extenuating circumstances, the superintendent may allow additional time for work completion.

Appeal for Attendance Concerns

The parent or guardian may appeal to the school administration in writing if excessive absences or unexcused absences accumulate. Parents should be aware of the fact that excessive absences and unexcused absences require detailed documented information supporting the request for appeal. The following circumstances would be appropriate to appeal excessive or unexcused absences.

- Hospitalization or illness that requires long-term home care
- Death or serious illness of immediate family member
- Court appearance required by subpoena
- Other extenuating circumstances as agreed upon by administration

A written request from a parent appealing for consideration of excessive absences should be given to the superintendent so a review by teachers and the superintendent can be held and a determination made. This request must be accompanied by appropriate documentation, such as a written statement from a physician with the nature of the illness or other official verification. If the superintendent denies the appeal, the student could then pursue an appeal before the House Municipal School District Board of Education provided a written request for appeal is received in the superintendent's office at least 7 days before the next regular school board meeting.

Tardy to Class

Students are expected to arrive on time to each class period every school day. A student is tardy if they are not in their assigned seat when the bell rings. Student attendance will be recorded at the start of each school day and at the first class period following lunch in the elementary grades. Student attendance will be recorded at the start of each class period in the junior high and high school grades. Student tardiness will also be recorded in the same manner. Up to ten minutes late for a class is considered a tardy. Absence longer than ten minutes is considered an absence. Tardies will be handled by the classroom teacher through the third tardy. **After every third tardy in a single class, the office staff will be notified and the teacher will contact the parent to discuss the concern.** Only a written note from a teacher, nurse or superintendent will excuse a tardy when a student has been delayed.

Attendance Awards

Perfect attendance will be recognized in grades kindergarten through twelve for those students that have not missed any school all year. In order to receive this recognition, a student must be here all day, every day, all year. Missing one period of one day makes the student ineligible for this recognition. An outstanding attendance award will be given to students who have not missed any days except for the days or periods missed for recognized school sponsored activities.

Attendance Policy for ITV students enrolled through Clovis Community College

Attendance is taken in all classes. ITV instructors will take attendance every day and mark students as present or absent. House High School will check on attendance. Students are expected to attend each class meeting. Students are responsible for material covered in every class meeting. It is the **responsibility** of the **student** to discuss any planned absences (school activities, etc.) with the instructor prior to the absences. Make-up assignments may be due prior to the absence. Policies for late work will apply the same to make-up work as to regular assignments. Make-up work with reasonable timetables will be allowed for absences due to illness or emergencies.

High school students need to understand at the beginning of the semester that they are going to have difficulties in the course if they have prolonged (more than two in a row) or frequent absences. More than eight absences in a semester may be reason for an instructor to administratively withdraw a student from the class.

CHECK-OUT PROCEDURES

If a student must leave campus during the day, the following procedures must be followed:

- The parent/guardian must come to the office or send a detailed written request to release their student.
- Parent/guardian may call the office in the event of an emergency.
- The student must sign the checkout log when leaving during the school day and sign in if returning. Make sure date and time are noted.

Failure to follow the proper checkout procedure will result in truancy and will be handled accordingly. Children will only be released from school to a parent/guardian unless otherwise directed in writing by a parent/guardian to release to another adult or family member.

WITHDRAWAL OF ENROLLMENT

A parent wishing to withdraw their student from our school district must come to the office and request a withdrawal form be completed. All school issued books and materials and library books must be returned and all fees paid before records will be sent to another school district.

CLOSED CAMPUS

House Municipal School District Board of Education has ruled that our campus is closed. Students are not allowed to leave campus or go to the school parking lot during the school day without permission from the superintendent or superintendent's designee. Staff members are allowed to leave the campus if necessary provided their absence does not interfere with the performance and completion of their assigned duties and provided they have notified the office prior to leaving campus.

Students who choose to leave campus without proper permission will be given an unexcused absence and be subject to further disciplinary action.

A closed campus also means that the campus is closed to outside visitors. All visitors must report directly to the office upon entering school property.

CAFETERIA

The cafeteria, besides providing a good nutritious meal, is also a place where good human relations can be developed. Each student is expected to practice the general rules of good manners that one should find in the home. Some simple rules of good manners that one could use to make the lunch period pleasant and relaxed are:

- ✓ Observe proper table manners.
- ✓ Leave the table and surrounding area clean and orderly.
- ✓ Put trash and uneaten food in proper containers.
- ✓ Stay in the cafeteria while eating.

Classes are scheduled so that all students are given ample time to eat lunch. When students are finished with lunch and have been dismissed from the cafeteria, they are to go directly outside in the area between the little gym and the high school weather permitting. In inclement weather, students may go to the little gym. Students are not to be in the halls or classrooms during lunchtime. Teachers may occasionally make arrangements to personally supervise a student or students in order to conduct a student activity meeting or provide extra instruction or guided work time.

Meal fees may be pre-paid or charged. If you choose to charge meal fees, a bill will be sent at the end of each month. Charges are to be paid within twenty days of billing. If charges are not paid within this time, students will have to pay for any meals on a daily basis.

BUS STUDENTS

Riding the school bus is a privilege, not a right. Bus students are responsible for their actions while en-route to and from school. The rules and regulations of the bus drivers and contractors are ones by which you must abide. The bus driver holds the same authority as the classroom teacher. Failure to comply with the bus driver’s instructions and rules may result in the loss of the bus privileges. For your safety and the safety of all others involved, the following regulations must be obeyed.

- a) Do not stand in the road while waiting for the bus.
- b) Students walking to meet the bus must walk on the side of the road to their left.
- c) Students should not try to carry on unnecessary conversation with the bus driver while the bus is loading, unloading or moving.
- d) Students are to remain seated when then bus is moving.
- e) Students should look both ways and follow the direction of the bus driver when crossing the roadway.
- f) Students who must cross the roadway after exiting the bus shall pass in front of the bus only at the time the bus driver directs them to do so.
- g) Students should meet the bus on time.
- h) Students living less than one-quarter of a mile from the main traveled bus route may be required to walk that distance.
- i) Students are responsible for delivering to the bus driver any written directive from their parent/guardian that requests changes in the normal bus schedule of pick-up or delivery.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held for all grade levels at the end of the first six weeks of school and again at the end of the first semester. Individual conferences may be requested at any time by either the parent or the teacher as needed. Please support your student and our district staff by participating in conferences. Notes will be sent home with students advising parents of exact dates and times of the grade level conferences.

PARENT NIGHT/COMMUNITY NIGHT

We will be scheduling various activity nights for parents and community patrons throughout the school year. Please come and share with us in celebration of our students, school district and community. Notes will be sent home with student advising parents of the dates and times of these activities and advertising flyers will be posted in the community. Information is also posted on the district website, www.houseschools.net.

GRADE REPORTING

Elementary

The grading scale for elementary students is:

90-100	A	80-89	B	70-79	C	60-69	D	Below 60	F
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There will be no grade given lower than F.

Junior High/High School

Official grades for junior high/high school students are based on the traditional letter grade system and will include + and -. In computing grade point averages, a grade of ‘A’ will equal 4.00. Grade point averages will be calculated on the 13-POINT scale below, except division will be by 3 times the number of grades, which corrects a straight ‘A’ average to 4.000 but will permit those who have earned many ‘A+’ grades to go over 4.000 slightly, up to a maximum of 4.33 for an all ‘A+’ grade report.

13-POINT SCALE

A+	98 and up	13	C+	78-79	7
A	93-97	12	C	73-77	6
A-	90-92	11	C-	70-72	5
B+	88-89	10	D+	68-69	4
B	83-87	9	D	63-67	3
B-	80-82	8	D-	60-62	2
			F	0-59	0

For academic honors, no grade point credit will be given for student aide classes. The calculation of GPA in relation to valedictorian, salutatorian and class rank will be earned GPA X 1.2 for all honors designated classes. Numerical grades will be entered on report cards as a guide to where the grade was in the letter ranges indicated on the 13-POINT scale shown above.

Transfer students with less than one complete year at House High School will not be eligible for academic honors. The grade point average from the school from which the student is transferring will be accepted at House High School in final tabulations for academic honors.

Grades for ALL coursework, especially including correspondence courses, must be complete, and all records received by the school office not later than twenty-four (24) hours prior to graduation. When this time requirement is not met, the class grade and academic average will be calculated with a zero (0) for each late or missing value. If the class is required for graduation, then the student shall forfeit all eligibility for academic honors. In the event that two or more students are separated by less than 0.04 on the 4.00 scale (1%), then duplicate honors shall be awarded. No grading system is sensitive and accurate to a level that would separate such students with fairness.

Progress Reports and Report Cards

A progress report will be generated every 3 weeks to keep students and parents up-to-date. Report cards will be mailed to parents generally within two working days following each six-week grading period. These cards are to be signed by parents/guardians and returned to the office as soon as possible after receiving them in the mail.

INSTRUCTIONAL PROGRAM

All curricular materials and coursework delivered at House Schools is in compliance with and addresses the academic standards, benchmarks and performance standards defined in NMPED regulation and state law.

Junior High/High School Next-Step Plan

High school students must realize the effect that four years of study has on their plans for the future. The Next-Step Plan is a required element for students leaving eighth grade and entering the ninth grade. This is a personal written plan of studies developed by the student in consultation with an appropriate school advisor and parents. It must be signed by the student, school advisor and parent and is kept on file in the student's record. This plan is revised annually through the completion of eleventh grade. At completion of eleventh grade, a student will develop a final next-step plan which will reflect needed coursework to complete graduation requirements as well as the student's future plans following graduation.

COURSE CREDIT

Each course at House High School has been assigned a 0.5 credit per semester. A passing grade of 60% or better must be earned to receive credit for the course and be entered as credit earned on the high school transcript.

Credits may also be earned through coursework outside the general education course offerings at House High School. Prior to enrollment in this type of coursework, the district superintendent must approve these credits to be earned. Optional coursework may include summer school courses, correspondence courses, ITV courses and concurrent enrollment through Clovis Community College. As a caution, any credits earned must be through a NMPED accredited institution in order to be accepted as meeting graduating requirements.

Mesalands Community College in Tucumcari, Clovis Community College, Eastern New Mexico University and Luna Community College. All offer academic credit hours for high school students wishing to earn credits through their programs, either through general enrollment or concurrent enrollment. House Municipal Schools will maintain compliance with the dual credit program established by current legislation.

Graduation Requirements

House Municipal School District will follow the graduation requirements established by the New Mexico Public Education Department. The requirements include completion of twenty-three credits/units in the following areas:

For students graduating spring 2016

English	Four credits, with major emphasis on grammar and literature
Math	Four credits, one of which must be Algebra II or higher
Science	Three credits, two of which must have a laboratory component
Social Science	Three credits and one half Credits, with one half in New Mexico History, one in World History and Geography, US History and Geography, and Government and Economics
Physical Education	One credit
Career Cluster, Workplace Readiness, Language	One credit in a career cluster course, workplace readiness or a language other than English
Electives	Seven and one-half credits
Health	Beginning with 2017 Seniors, .5 credit in Health

At least one course must be Honors (H), Advanced Placement (AP), Dual Credit (DC), or Distance Learning (DL). Distance Learning is not Credit Recovery and cannot be counted as such. All credits/units must meet NMPED academic content and performance standards. Final examinations will be administered to all students in all classes offered for credit.

A student shall not receive a high school diploma who has not passed the current NMPED Exit/Competency Exam.

ELIGIBILITY REGULATIONS FOR EXTRA-CURRICULAR ACTIVITY

House Municipal Schools strives to provide both co-curricular and extra-curricular activity programs that appeal to all students. The school attempts to provide a diversified and balanced program of activities including not only school-sponsored interscholastic athletic programs but also programs in student government, class organizations, class activities, social activities, etc. Efforts shall be made to encourage participation by students in as many activities as appropriate within the framework of their academic program. Students participating in any activity that is under the jurisdiction of the New Mexico Activities Association must meet the eligibility criteria established by the House Municipal Schools Board of Education as a minimal standard for participation.

New Mexico statute 22-12-2.1 NMSA Annotated 1978, defines the eligibility standard for participation in interscholastic extracurricular activities. Such standards for participation in interscholastic extracurricular activities shall be applied beginning with a student's academic record in grade nine. The following are excerpts from 22-12-2.1 NMSA Annotated, 1978.

*...“No student shall be absent from school for school-sponsored interscholastic extracurricular activities in excess of fifteen days per semester, and no class may be missed in excess of fifteen times per semester.”
The student and the parents/guardians shall be notified of ineligibility in a manner such that confidentiality is maintained.”*

Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in any school-sponsored activities, both co-curricular and extra-curricular activities, until such time as their behavior warrants reinstatement.

A physical form and medical insurance are required for students wishing to participate in athletics or sports activities. Those students also will be required to comply with all rules as established by the coach, sponsor and/or school administration.

Students shall be in school on the day of a contest/activity or the last school day in the school week preceding any school-sponsored activity. Exceptions to this requirement will be considered only for severely extenuating circumstances in conference with the parent, activity sponsor/coach and Superintendent or designee.

STUDENT ASSISTANT TEAM/RESPONSE to INTERVENTION

The Student Assistant Team/Response to Intervention (SAT/Rtl) is a school-based group whose purpose is to review the education program of students who may be experiencing difficulties that prevent them from benefiting fully in the general education program for a variety of reasons that can range from performing below or above expectations either academically or behaviorally or there may be health issues, behavioral issues or other personal

concerns. The SAT/Rtl addresses concerns identified through general screening or those concerns referred by parents, teachers, or other staff. The SAT/Rtl for House Schools will include the superintendent or the superintendent's designee and two classroom teachers. The parent/guardian and student, as appropriate, may also participate in the process at various times. As circumstances dictate, other staff members or therapy specialists may also serve on the SAT/Rtl.

As student concerns are identified and parent conferences are held, the first step in the SAT/Rtl process requires the teacher to begin documenting the implementation of specific interventions being made to address the student concerns identified. These specific interventions should be in place for a reasonably sufficient length of time to determine effectiveness, usually a period of time ranging from nine weeks to a semester. If these interventions do not produce a positive response to the identified concern, then SAT/Rtl Referral Documents should be completed. When all SAT/Rtl Referral Documents are complete, a meeting will be convened to review the Referral Documents and other student records and related information available and to determine:

1. Resources needed to further evaluate the student concerns, and/or
2. Additional supports that may be necessary.

Follow-up meetings will be held to review student progress and/or continuing concerns. If necessary, further supports may be identified. These supports may include but are not limited to:

- Development of a student Academic Improvement Plan
- Recommendation for retention at current grade level
- Recommendation for placement in district Title I program
- Recommendation for placement in district Special Education program
- Development of Section 504 Accommodation Plan

RETENTION/REMEDICATION/PROMOTION

If a student in a grade one through seven, and is failing to meet the appropriate grade level proficiency standards based on the NMPED and district content and performance standards by the end of the second six-week grading period, a parent conference must be held to discuss possible remediation programs and/or interventions. At this conference, specific academic deficiencies and remediation strategies must be developed into a cohesive plan containing timelines, academic expectations, and measurements to be used to verify that the student has overcome the identified deficiencies. The possibility of retention should be discussed and documented.

If this remediation plan does not correct the identified deficiencies within the timeframe established, a second parent conference must be held to discuss the continued lack of progress and the student should be referred to the district SAT/Rtl for further consideration. At this conference, the possibility of retention should again be discussed and documented. This second conference where possible retention is discussed should be held no later than the end of the first six-week grading period of the second semester.

If by the end of the second six-week grading period of the second semester, the student continues to demonstrate lack of proficiency in meeting grade level standards, a final parent conference must be held to discuss the decision to retain or not retain the student at their current grade level. This conference will include the parent, classroom teacher and SAT/Rtl committee. If the recommendation is made to retain the student and the parent refuses consent, the parent must sign a waiver stating that refusal and agreeing that the student be promoted with an Academic Improvement Plan (AIP) in place defining the student's specific deficiencies. In developing an AIP, the SAT/Rtl is to outline timetables and monitoring activities to ensure progress toward overcoming the student's academic deficiencies during the next school year. If, at the end of that year, the student still does not meet grade level proficiency standards, the student is to be retained in that grade for no more than one school year. No parental approval is necessary for this retention.

A student competing eighth grade who has not attained the required level of academic proficiency for entering grade nine will be retained for no more than one school year, unless the SAT/Rtl determines that retention will not likely help the student attain the desired proficiency level. If the SAT recommends promoting rather than retaining the student, the team must develop of high school graduation plan to meet the student's needs for entry into the workforce or post-secondary education. If the student is retained (in any grade, but specifically) in grade eight, the SAT/Rtl must develop a specific AIP that clearly delineates the deficiencies and prescribes specific remediation that addresses the deficiencies. (NMPED SAT Manual pp. 51, 71-72)

LOCKER ASSIGNMENTS

Lockers are issued to students in grades 7-12 at the beginning of the year. Students are responsible for keeping their assigned locker clean. Students are NOT to keep food in any locker. Students are not allowed to change

lockers or use additional locker space without approval from the office. School locks are the only locks permitted on school lockers. If the lock or locker does not operate properly, please report this to the office immediately. Damages for misuse will be charged to the students responsible. The school is not responsible for any items lost or stolen. Valuables should not be kept in the locker, but should be turned into the office for safekeeping. Locker doors should be kept closed when not being accessed. Lockers are always to be considered school property, and as such, the administration reserves the right to inspect lockers at any time.

TEXTBOOKS and OTHER LEARNING MATERIALS

When students are issued textbooks, they are to neatly put their name and the name of the teacher who issues the book inside the front cover. Students are responsible to care for and return books and other assigned learning materials in reasonable condition. A fine or replacement cost will be assessed for any textbook that is lost or damaged.

MEDICATION

Medication will not be given to a student unless the student has returned a signed permission form provided by the office. Any prescription medication must be in the original bottle and must be accompanied by a parent note and a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given. The school nurse, secretary or administrator will administer all medication. Over the counter medication (Tylenol, Aspirin) sent by a parent to be administered to a student must be sent in the original manufacturer's packaging and will not be given to students without signed parent permission on the permission form provided by the office.

In compliance with state law, 22-5-4.3E,F NMSA Annotated, 1978, students requiring asthma medications or emergency anaphylaxis medications who also meet all stipulations of this law, may be allowed to carry such medications and self-medicate as defined in the student treatment plan.

IMMUNIZATIONS

New Mexico state law requires immunizations of all students enrolled in public schools. A record of current immunizations must be presented to the school before enrollment is permitted. Any exemptions to this law must be presented to the school at the time of enrollment. Exemptions can only be authorized by the New Mexico Department of Public Health following established procedures.

SCHOOL NURSE

A school nurse is available twice a week to administer minor medical care and first aid, make medical referrals, and perform prescreening. The nurse also keeps records to show proper immunizations are on file. **In accordance with state law, students will not be enrolled if they are not properly immunized.**

GYMNASIUM

Students are expected to take care of the gymnasiums at all times. Only clean tennis shoes should be worn in the gymnasiums. Drinks and food will not be taken into the gyms at any time with the exception that the coach may allow water in the gym during practice and games.

AFTER SCHOOL SUPERVISION

There is no direct supervision of students after school if they remain until an activity begins. The student's teacher is not responsible for students once school is dismissed. Parents/Guardians should make arrangements for supervision between the end of the school day and activity that is not part of the school day.

ASSEMBLIES

Assemblies and special programs are a privilege. Students are expected to exhibit appropriate behavior in order for everyone to benefit.

HALLWAYS

Students will not be permitted in the school buildings before 7:30 A.M. unless they are under the direct care of a parent. Students are to be in their assigned classrooms by 7:55 A.M. **Proper conduct is expected of every student at all times.** Junior High and High School students who wait in hallways between 7:30 A.M. and 7:55 A.M. should take care in not being disruptive to the clear and safe movement of others in the hallways. Conversation should quiet. If waiting in the hallways causes any disruption or disturbance it will not be allowed. This is a

privilege that is earned through maintaining appropriate behavior. Students are not to be in the hallways during class time unless they have a hall pass defining a destination and time reference for departure and return to class.

SPORTSMANSHIP

All students of House Municipal School District are required to display good sportsmanship whether as a student, an athlete, or as a spectator. Positive relations with opponents are an important part of competition.

During athletic events, students have the responsibility of treating officials, visiting teams, and spectators with respect embodied in the principles of good sportsmanship. Among these are:

- Be respectful to the opposing team and officials.
- Respect all private and public property.
- Never use unnecessary litter, objects or noisemakers that interfere or disrupt a competitive event.

STUDENT PARKING

All students who drive a vehicle to school and park on school property are **required** to have a copy of their valid driver license and current insurance information on file in the school office. Student parking is **only** permitted in the parking lot east of the gym. Do not park in the school bus entry and exit routes. **Students are to park their vehicles immediately on arrival at school and leave the parking area.** Students are not allowed in the parking lot during the instructional day.

If you do not have a driver license or you do not carry insurance on the vehicle you use to drive to school, you cannot park on school property. You should park some other place in town and walk the remaining distance to school. The school district cannot accept responsibility for this liability. Please help by seeing that you provide this information for our files or park off campus when driving to school.

Vehicles driven to school and parked in the vicinity of the school are under school control and all policies/procedures governing those student vehicles will be enforced. Parking requirements are extended to times when students are on school-sponsored activities. The school is not responsible for any damages or theft that might occur while a vehicle is parked on school property.

VEHICLES WILL NOT BE MOVED UNTIL THE BUSES HAVE DEPARTED IN THE AFTERNOON DUE TO THE POTENTIAL DANGERS TO STUDENTS LEAVING THE SCHOOL ON FOOT.

STUDENT INSURANCE

The school does not carry health/accident insurance for any student. A student who chooses to participate in athletics is required to provide proof of health/accident insurance (a copy of a current insurance card/policy). Student Accident and Health Insurance is available for purchase through *Myers-Stevens & Toohey & Co., Inc.* That application is available in the school office for those interested.

DISCIPLINE

Discipline is the result of self-control. For those students who do not practice self-control and whose conduct interferes with the educational process of the school district, it may then be necessary for school personnel to teach self-control in a manner that calls for appropriate disciplinary action, which may, in severe instances, result in the immediate dismissal or suspension of the student from school. Students are expected to accept responsibility as an integral part of student behavior in which rights and responsibilities are enjoyed.

DRESS CODE

School personnel recognize that clothing styles are important to students; however, care should be taken to assure that clothing worn to school is appropriate for the learning environment. Students should be clean and appropriately dressed for school or school activities. Students should follow acceptable standards of hygiene, safety and modesty. Shorts and pants, skirts, blouses and shirts should meet a common standard of decency. Extremely close-fitting clothing is not appropriate for school, nor is extremely loose-fitting clothing. **Underwear of any sort is not to be seen.** Any clothing, accessories or hairstyle that is determined by the superintendent or superintendent's designee to interfere with or distract from classroom instruction will not be permitted. If inappropriate clothing is worn to school or school activities, the student will be required to change to proper attire. Students will not be allowed to return home to change clothing.

Clothing worn to school should be clean, neat and free of tears and/or holes. Clothing that advertises alcohol, drugs, tobacco, obscenities, vulgar profane language, gang activity or other offensive displays determined by the administration to be inappropriate will not be permitted.

Gym shorts are not permitted for any class other than physical education. Knee length, appropriately fitting, denim or heavy cotton shorts may be worn during the first four weeks and last four weeks of the school year. Spandex shorts, gym shorts or athletic shorts are not allowed.

Hats, caps, sunglasses and bandannas **will not be worn in the school building** unless under special circumstances approved by the superintendent.

The following items of apparel are **not** acceptable for school or school activities:

Halter tops	Tank tops	Muscle shirts	Spaghetti strap clothing
Cut-off/torn-off clothing of any nature			

Students cannot wear, possess, use, distribute, display or sell any clothing, jewelry, emblems, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang or gang activity or drug or drug activity.

Earrings may be worn on ears and rings may be worn on fingers/toes. Other body piercing jewelry may not be worn in the nose, eyebrow, lips, tongue or any other visible places on the body.

It is **required** that young men remain clean-shaven with hair that is neatly trimmed **above the shirt collar and eyes**. Young women should keep their hair neatly styled and out of their eyes. Long hair is dangerous when working around power equipment and should be kept up when in classes where power equipment is in use. No unusual hair color is permitted.

Shirts/blouses designed to be worn tucked, will be tucked in. Sagging pants are not permitted.

Infractions/challenges to the dress code that continue after one informal conference with a student in violation of the dress code will require notification to the parent of the circumstances and imposition of further disciplinary sanctions at the discretion of the superintendent.

SEARCH AND SEIZURE

School property assigned to a student and a student's person or property while under the authority of the House Municipal Schools will be subject to search, and items found will be subject to seizure, in compliance with the following:

1. Certified School Personnel and School Bus Drivers are authorized to conduct a search when a search is permissible.
2. An authorized person who is conducting a search may request the assistance of some other person(s), who upon consent become(s) an authorized person for the purpose of that search only.
3. An authorized person may conduct a search when they have reasonable suspicion that a crime or other breach of disciplinary rules has occurred or is occurring. An administrator may direct or conduct a search under the same conditions and also when they have reasonable cause to believe that a search is necessary to help maintain school discipline.
4. School property, including lockers, computers and school buses, may be searched with or without students present. When students are not present for locker or computer searches, another authorized person shall serve as a witness, whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the school administrator.
5. Student vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches.
6. Physical searches of a student's person may be conducted only by an authorized person who is of the same sex as the student, and except when circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex. The extent of the search must be

reasonably related to the infraction, and the search must not be excessively intrusive in light of the student's age and sex, and the nature of the infraction.

7. Items seized through the above defined search process will be released to appropriate authorities or a student's parent/guardian or the student in whatever manner the superintendent deems appropriate.
8. If the search process reveals illegally possessed materials or evidence of some other crime or delinquent act, law enforcement authorities may be notified.
9. If the search process reveals student action in violation of district policies, parent/guardian will be notified and appropriate disciplinary sanctions will be imposed.

GENERAL CONDUCT INFORMATION

NEW MEXICO PUBLIC EDUCATION DEPARTMENT REGULATION

NMAC 6.11.2.9 RULES OF CONDUCT FOR NEW MEXICO PUBLIC SCHOOLS

A. Prohibited activities: The commission of or participation in the activities designated below is prohibited in all New Mexico public schools and is prohibited for students whenever they are subject to school control. Acts prohibited by this regulation:

- 1) Criminal or delinquent acts;
- 2) Gang related activity;
- 3) Sexual harassment;
- 4) Disruptive conduct;
- 5) Refusal to identify self; and
- 6) Refusal to cooperate with school personnel

Disciplinary sanctions for these offenses will be considered on an individual basis by the superintendent and can range from reprimand to reporting to appropriate authorities and/or a recommendation to the Board of Education for possible expulsion from school, depending on the severity of the offense at the discretion of the superintendent.

HOUSE MUNICIPAL SCHOOL DISTRICT WILL COMPLY WITH NMPED REGULATION AND STATE AND FEDERAL LAWS. The following further defines district prohibited activities and their related sanctions.

WEAPONS ON SCHOOL PROPERTY

The House Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks, injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the House Municipal School District Board of Education to forbid the possession, custody, and use of weapons by unauthorized persons in or around school property. Any person found in violation of this policy shall be reported to appropriate authorities in compliance with state and federal laws.

Definition:

For purposes of this policy, a weapon is any firearm, knife, explosive, or other object, even if manufactured for a non-violent purpose, that has a potentially violent use, or any "look-a-like" object that resembles an object that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object for use, or threat of use, as a weapon.

For purposes of this policy, and for purposes of compliance with state and federal laws, a firearm is defined as any weapon, including a starter gun, which will or is designed to or may be readily converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device.

Any student found to be in violation of this policy due to possession of a firearm as defined in this policy, shall, at a minimum, be expelled from the school for a period of not less than one year, provided, that the Superintendent or Board of Education may modify such penalty in individual cases at their discretion. This policy shall be interpreted in a manner consistent with the Individuals With Disabilities Education Act (IDEA).

CONTROLLED/ ILLEGAL SUBSTANCE USE, ABUSE OR POSSESSION

Controlled substances possession, use and/or abuse: such as but not limited to Tobacco, Alcohol, Drugs

Possession or use of controlled and/or illegal substances on school property constitutes a violation of state and federal laws for school students. Disciplinary sanctions for this offense will be considered on an individual basis and can range from reprimand to reporting to authorities and/or a recommendation to the Board of Education for possible expulsion from school, depending on the severity of the offense. This policy shall be interpreted in a manner consistent with the Individuals With Disabilities Education Act (IDEA).

ASSAULT/BATTERY (FIGHTING)

There is no acceptable excuse for choosing to physically assault another person. Any manner of or threat of physical aggression is prohibited with severe disciplinary sanctions for those who choose to engage in this behavior. The first offense will result in an automatic suspension from school for the remainder of the school day as a minimum suspension. A conference with the parent/guardian must be held to discuss further disciplinary action. A subsequent offense will result in a minimum three-day suspension with a return contingent on a parent conference to develop a behavior contract. Any further offenses will result in a recommendation to the Board of Education for long-term suspension or expulsion. At any point in the district disciplinary response to this student action at the discretion of the superintendent, appropriate law enforcement authorities may be notified. This policy shall be interpreted in a manner consistent with the Individuals With Disabilities Education Act (IDEA).

Initiation or Hazing

Absolutely no initiation or hazing of students will be permitted. Disciplinary sanctions for this offense will be considered on an individual basis at the discretion of the superintendent and can range from reprimand to reporting to appropriate authorities and/or a recommendation to the Board of Education for possible expulsion from school, depending on the severity of the offense. This policy shall be interpreted in a manner consistent with the Individuals With Disabilities Education Act (IDEA).

Bullying

Repeated and systematic abuse and harassment of another person, including name calling, mimicking, indifference and exclusion, invasion of personal space, inappropriate touching, physical violence (hitting, kicking, pushing, shoving), gender and sex-based harassment, and extortion will not be tolerated or permitted. If you feel uncomfortable or fearful because of the words or actions of someone else when you are at school, you need to report this to the teacher, nurse, secretary or superintendent. Disciplinary sanctions for this offense will be considered on an individual basis at the discretion of the superintendent and can range from reprimand to reporting to appropriate authorities and/or a recommendation to the Board of Education for possible expulsion from school, depending on the severity of the offense. This policy shall be interpreted in a manner consistent with the Individuals With Disabilities Education Act (IDEA).

Harassment

All students of House Municipal School have the right to attend school without being subjected to any form of harassment, bullying, or intimidation. If you feel uncomfortable or fearful because of the words or actions of someone else when you are at school, you need to report this to the teacher, nurse, secretary or superintendent. The teacher, nurse or secretary should report the incident to the Superintendent. Disciplinary sanctions for this offense will be considered on an individual basis at the discretion of the superintendent and can range from reprimand to reporting to appropriate authorities and/or a recommendation to the Board of Education for possible expulsion from school, depending on the severity of the offense.

Public displays of affection are not allowed at school or school activities. Other than hand shaking, students are NOT to be touching one another in ANY manner while at school, on school property, or while a participant in ANY school activity. This includes hand holding, kissing and/or groping. Disciplinary sanctions for this offense will be considered on an individual basis at the discretion of the superintendent and can range from reprimand to reporting to appropriate authorities and/or a recommendation to the Board of Education for possible expulsion from school, depending on the severity of the offense.

Possession of Electronic Devices

When at school, students are not allowed to bring radios, tape or CD players, iPod's, or other devices used for the purpose of playing music. Paging devices, cellular telephones or any other telecommunication devices are also prohibited when at school. The school will not be responsible for any damage or theft to these types of devices

brought to school in violation of this policy. Disciplinary sanctions for this offense will be considered on an individual basis at the discretion of the superintendent and can range from reprimand to reporting to appropriate authorities and/or a recommendation to the Board of Education for possible expulsion from school, depending on the severity of the offense.

DISCIPLINARY SANCTIONS

For each offense in violation of district policies, procedures; administrative policies, procedures; or classroom policies, procedures, there will be appropriate disciplinary measures taken by the staff or superintendent. In each case the superintendent holds the discretionary right to review and amend any disciplinary response to a violation deemed to be in the best interests of the school. Explanations of disciplinary sanctions are as follows:

Administration or Staff Discretion: Corrective action may at times be at the discretion of either staff or administration, to assign consequences for designated offenses. Staff discretion may be handled in appropriate ways such as but not limited to warnings, loss of classroom privileges, or special assignments. The administrator may assign disciplinary measures to be taken such as, but not limited to, written assignments, detention, corporal punishment, or loss of school privileges.

Conference with student: Will also include other staff as appropriate.

Conference with student and parent: Will also include other staff as appropriate.

Discipline plan developed with student, parent, and appropriate staff

Referral to SAT process as appropriate

Detention: The requirement of a student to remain inside or otherwise restricting his or her liberty in some way. Detention may be assigned on a non-school day. In any form it does not entail removing the student from any of their classes. The designated place, date, and amount of assigned detention time will be at the discretion of the administrator.

Corporal Punishment: Only the superintendent is authorized to impose this sanction. A form of discipline to be administered with the use of a wooden paddle. The action would vary from one to three swats to be administered only by the Superintendent. Corporal punishment regulations adopted by the local board will apply.

Short-Term Suspension: Only the superintendent is authorized to impose this sanction. Removal of a student from classes and all school related activities for a period of time ranging from a minimum of a few minutes to a maximum not to exceed ten days. Students whose presence poses a danger to persons or property are considered to be a disruption to the educational process and may be removed immediately from school or school related activities or events. At the discretion of the administrator, in consultation with teachers involved, a student at the end of their suspension will be free from additional penalties affecting his/her grades, credit, graduation, or any other indicators of academic achievement.

Long-Term Suspension: Only the superintendent is authorized to recommend this sanction for Board approval. Removal of a student from school and all school related activities for more than ten days and up to the balance of a semester. A student receiving a long-term suspension may lose credit for the semester. Students have the right to due process hearing. Appeal process policies will apply.

Expulsion: Only the superintendent is authorized to recommend this sanction for Board approval. Expulsion is the denial of enrollment of a student in the House Municipal School District for a period exceeding one semester. Some cases expulsion may be a permanent removal from the school system for a one-year period. A student receiving a long-term suspension or expulsion will be entitled to a due process hearing prior to the long-term suspension or expulsion. The student will lose credit for any semester in which the long-term suspension or expulsion occurs.

EQUAL OPPORTUNITY POLICY

House Municipal School is committed to providing equal educational opportunities regardless of sex, marital or parental status, race, color, religion, sexual orientation, age, or national origin. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving financial assistance by way of grant, contract, or loan. Title VI of the Civil Rights Act of 1964 is similar in its prohibition of discrimination on the basis of race, color, or origin. Equal educational opportunities include:

- Admission
- Extra-curricular programs and activities
- Facilities
- Access to course offerings
- Counseling and guidance
- Testing
- Financial assistance
- Health and insurance services
- Athletics

The House Municipal School is also committed to equal opportunity for students with disabilities in compliance with federal regulations.

Responsibility for equal educational opportunity throughout the school rests with the Superintendent. All grievances, questions, or requests for information relating to equal educational opportunities should be referred to the Superintendent, phone 575 279 7353.

If you need to address a compliance violation in regard to any of the listed legal notices, please contact:

**Mr. T. Lecil Richards
Superintendent
House Municipal Schools
P.O. Box 673
House, NM 88121
Telephone: (575) 279-7353**