

RUIDOSO MIDDLE SCHOOL

Student – Parent Handbook 2019 - 2020



School Address:
124 Warrior Drive
District Address:
200 Horton Circle
Ruidoso, New Mexico 88345
Web Site: www.ruidososchools.org
Telephone: 575.630.7800
Fax: 575.258.5809

Accredited by AdvancedED

STUDENT: _____
(Print First and Last Name)

Mission Statement

Ruidoso Middle School is committed to excellence. The Ruidoso Middle School staff, in cooperation with students, parents, and the Ruidoso community, are committed to providing an exemplary education for all students.

Winning Aspirations

6th Grade- *Provide an environment where students transitioning to the middle school will thrive, succeed, and focus on excellence.*

7th Grade- *Students will excel in academics and develop positive relationships in preparation for a successful life.*

8th Grade- *Students will be prepared to successfully engage in rigorous academic courses in preparation for career and technical readiness. Students will persevere, strive for excellence, and contribute positively to the school and local community*

Electives - *RMS electives will provide an enriched learning environment to expand student awareness of career and life opportunities.*

Special Education – *The Special Education Department of RMS strive to understand students as individual learners with exceptional needs and learning styles. We also strive to collaborate with general educators for our students to successfully access the general education curriculum. Students will choose opportunities for success and development of self-advocacy.*

Bilingual Education - *The teachers of the Bilingual Education Department aspire to promote literacy in both first and second language, thereby equipping English Language Learners with language fluency and confidence to be productive members of the community.*

RMS Counselors – *Ruidoso Middle School counselors will strive to do what is best for and will support our students, as well as to support teachers and staff in helping students. RMS counselors will also support students and teachers in testing protocols.*

RMS Library – *Aspires to provide a quiet environment for students to improve on reading and technology for them to excel on their mandated New Mexico State testing.*

RMS Health Services - *The staff in the Health Services Department of RMS are committed to the wellness and well-being of the students and faculty. Our efforts are focused on providing a safe and inviting environment that facilitates comfort and care. Excellence in health services and the support of healthy lifestyles are the core of our foundation*

RMS Custodial – *RMS Custodians will bring their expertise in using standard cleaning procedures, in order to manage and maintain a clean, tidy and safe environment.*

Administration – *RMS administration supports a family environment where students and staff feel safe and supported. Administration will promote actions of academic and personal excellence, perseverance, and service to others.*

Mantra -

S.P.I.R.I.T.

Safe
Positive
Inclusive
Respectful
Involved
Trustworthy

Mission-

S.P.I.R.I.T.

Building Respectful and Responsible
Attitudes that Validate Everyone's
Strengths with Enthusiasm.

Vision-

R.M.S.

Reach Motivate Succeed: Everyone Everyday

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The administration at Ruidoso Middle School has made every reasonable effort to make sure that the handbooks, schedules and information here within is accurate and up to date. Schedules and policies along with other information in the handbook are subject to change without notice. The administration also reserves the right to add, amend or repeal any of the school's rules, regulations, policies, and procedure, consistent with applicable laws and policy established by the Ruidoso Municipal Schools board of Education.

ASSURANCE OF NON-DISCRIMINATION

No student shall be denied the right to participate in any school program, education service, or activity because of the student's race, religion, color, sex, national origin, or disability. The district has designated Kief Johnson as Title IX Coordinator to assure compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972, as amended, and Section 504 of the Rehabilitation Act of 1973, dealing with rights of students with disabilities. All complaints shall be handled through established channels and procedures beginning with the building principal. Mr. Johnson may be called at 575-630-7912.

RMSD does not discriminate on the basis of a disability by denying access to the benefits of district services, programs, or activities. To request information about the applicability of the Americans with Disabilities Act (ADA), interested persons should contact Mary Reed Special Education Coordinator at 575-257-7294.

EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 certain rights with respect to the student's education record. RMSD complies with FERPA regulations. Contact the guidance office for additional information.

Meal Prices

Lunch Prices:	Reduced to Free
Breakfast Prices:	Reduced to Free

A POSITIVE APPROACH TO PROPER BEHAVIOR -- A SCHOOL WIDE EFFORT

In an effort to encourage a more positive and productive school climate, RMS will be proactive in curbing disruptive behavior. The development of our school-wide Positive Behavioral program is on-going. More information on our attempts to address behavior in a positive manner are enclosed under behavior. (See appendix A for "Behavioral Expectations Matrix")

STUDENT SERVICES AND PROGRAMS

ACCESS TO PROGRESS DATA (PowerSchool): Internet and telephone access to students' academic progress and attendance records is normally available twenty-four hours daily, seven days a week via our PowerSchool program. Each family is provided a username and password to access the records of that family's student(s). This information may be accessed through use of a computer or a phone. If you have not received a username and password by the end of the fifth week of the school year, please contact the office.

ELIGIBILITY TO PARTICIPATE IN CO-/EXTRACURRICULAR ACTIVITIES:

1. Extracurricular/co-curricular activities are defined as all school-sponsored activities that function after regular school hours. Students must be present at school all day on the day of the game or activity in order to participate. If the event is scheduled on Saturday, the student must be present all day Friday.
2. A student must have NO failing grade and have a minimum GPA of 2.0 for the previous semester, immediately preceding participation.
3. Students who violate school regulations regarding attendance, truancy, tobacco, drugs, alcohol, or chronic misbehavior may be dropped immediately from participation in any activity or event. "Athletic Code" provisions apply. School suspensions based on misconduct will be made through the principal's office.
4. Monitoring of students' grades will be the responsibility of the student, sponsors and coaches with the cooperation of all teachers.
5. Students in "Out of School Suspension" may not participate in practice or extracurricular events until the suspension is completed.
6. Students placed in In-School Suspension (AIS) may attend practices, but may NOT participate in any contest.
7. Any student suspended from an activity may not be eligible for any award or recognition for having participated.
8. Sponsors of extracurricular/co-curricular groups should reinforce this information with students.

Pursuant to New Mexico State Statute 22-12-2.1, the local school district is required to enforce that 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.

Exception - Absences due to participation in post-season and national competitions.

Extra-Curricular Activities and Clubs:

- a. Make up contests (Non-district, and district contests)

This additional game shall be played on a non-school night with no loss of school time.

No class time may be missed for practice or contest except to travel to an away-from-home contest, district game or district tie breaking contest.

Exception: District contests or to resolve District Ties.

Exception for Rescheduled Games. District varsity games postponed by weather or public disaster (not including illness) shall be rescheduled on the next date, other than Sunday, on which another district game is not scheduled. In the event weather or public disaster forces the makeup game to be rescheduled it shall be rescheduled on the next date as described earlier. These makeup games may be played as an exception to the school week limitation. District varsity games that are postponed by weather or public disaster, and not played on the next available date, shall be rescheduled and played on a date determined by the district executive committee, but may not be made up as an exception to the school week limitation.

- b. Departure times

On school days, departure times should be set to allow arrival at the contest site no earlier than one hour prior to the start of competition. No student shall be released/excused from a scheduled class earlier than 30 minutes prior to actual departure.

- c. Coaches/Sponsors taking half/full days off on contest days.

Coaches and sponsors scheduled to leave for a contest away-from-home shall arrange for a half (1/2) day substitute if the departure time is set between noon and 3:00. A full day substitute should be scheduled only if the departure time is set for a time prior to 11:45AM.

Substitutes should be procured for in-town contests, at the discretion of the administration.

- d. Students in class on days of contests. (Excused and unexcused)

Require that all students attend all classes on contest days. Students may be released for departure to away-from-home game/contest in accordance with the school district policy. In the event that a student is unexcused from a scheduled class, lab or required class function, that student will be declared ineligible for that day's

contest. An excused absence on contest day is only excused with a professional doctor's note on letterhead paper/administrative permission. Parent's excused absence must require a face to face meeting with the head administrator on Campus prior to departure or contest. In the event that the contest begins prior to notification of the unexcused absence, the student will be removed from that contest and be declared ineligible for the next contest.

- e. Teachers/sponsors should not plan/conduct practices, community service, or other activities during the school day, unless it is only during the period/time set aside for that sport, club or activity.
- f. Activity/Athletic Code of Conduct (Appendix E)

ACTIVITY FEE:

Each student will be expected to pay a \$15.00 which will be divided three ways with 1/3 going to 6th, 7th and 8th. Students will participate in exploratory classes, and this fee will help provide appropriate materials. If the fee presents a financial burden on any family, alternatives may be discussed with the principal.

DANCES:

1. Dances will be held 4:00-5:30.
2. Only Ruidoso Middle School students will be allowed to attend dances.
3. Before each dance, dance sponsors will provide each student with a permission form, which must be signed by a parent and brought into the dance in order for entry to the dance.
4. It will be at the discretion of the administration, but students with referrals or discipline issues may not be allowed to attend the dance.
5. Parents are asked to pick-up their students at 5:30 at which time students are released from the dance. If a student is more than thirty minutes late to be picked up, they will not be allowed to attend the next dance or wear jeans that day.
6. No students will be allowed to leave dances before 5:30 unless signed out by a parent or guardian.
7. All students will leave belongings outside their grade level hallway. They will not be allowed to go into the hallways to the lockers etc. after the dance.
8. Staff at the dance will be assigned a location in order to cover all exits and areas of concern. The staff and sponsors will be responsible for breaking down the dance and cleaning up.
9. Special dress days
 - There MAY be a school-wide rewards day.
 - a. These days would allow students to divert from our "Uniformly Dressed Code".

Blue denim jeans are only acceptable on specific "Jean" days; western cut, neatly pressed, or pleated denim can be appropriate on "Jean" days. Use common sense in dress; know the difference in blue denim jeans and all other colored jeans, No skinny, tight, torn or tight fitting jeans will be allowed. Follow RMS policies regarding school day dress.
 - b. Upper body attire will be determined and announced prior to the "Jean Day"
 - Since this is used as a reward, it may be earned or lost.
 - Students are allowed to wear shirts/jerseys on activity or competition days, as RMS activities are held to a higher standard and must academically eligible to participate, adhere to the activity code of conduct throughout the course of their seasons, and have no referrals the week of a contest.

GRADE REPORTS:

To help parents monitor students' progress, student's current grades will be available to view online weekly on "PowerSchool", progress reports will be printed between the 9 week grading periods and each student will receive a report card at the end of each 9 weeks grading period. All reports will be generated as computer printouts through PowerSchool. Please call the grade level Team counselor and schedule a meeting if you have concerns. Cards will be sent within a week of the grading period and require a parent/guardian signature. Last Report Cards will be mailed within 10 school days after the end of the school year.

GUIDANCE/COUNSELING/HEALTH SERVICES:

RMS has two counselors on Campus. The counselor will be a member of the 7th and 8th grade Teams and will attend daily grade level Team meetings as they deem necessary. They will share the counseling duties of the 6th grade team. Counselors' offices will be located within the grade level Teams. When not working with students or parents (counseling), counselors will remain with the grade level Teams and assist teachers. Other duties will be to chair grade level Teams SAT, plan Team testing, prepare behavioral instruction, arrange parent meetings, follow attendance, and make home visits, to list a few. Counselors will also be required to meet as a counseling team once a week with the principal.

Ms. Coca will be the counselor for the 7th grade students.

Mrs. Holland will be the counselor for the 8th grade students.

Ms. Coca and Ms. Holland will share the duties of the 6th grade students.

Other health information: According to New Mexico State Law, students must have current immunizations in order to remain in school. Current records must be on file. Failure to provide those records or obtain necessary immunizations is grounds for disenrollment of student until proof of immunization is submitted.

It is the PARENT's responsibility to ANNUALLY inform the school of any health (physical or mental) conditions affecting your student. Conditions such as Diabetes, Asthma, Seizures, Kidney Problems, Heart Ailments, Allergic reactions, or any other ongoing health problem can severely affect your student's health; and it is very important that you let us know if there are concerns.

Please familiarize yourself with the Ruidoso Municipal School Medication Policy. No medication, including over the counter medications such as Tylenol or Advil may be carried or given to a student without a "Permission for Medication" form. Both the parent and physician, in order for us to be able to dispense medication to your child at school, must complete this form. Students are not permitted to carry any medication on their person at school, including any over the counter medication.

Students may obtain certain services without parental permission, under the provisions of a New Mexico law that gives students the right to seek confidential services from health care practitioners through the school nurse and school-based health center. For concerns regarding any of the following: physical or sexual abuse, birth control, sexually transmitted disease, drug or alcohol abuse or mental health issues.

INSURANCE:

School officials have made arrangements for you to purchase accident insurance at a nominal cost. The school does not provide individual insurance for students. Packets will be made available to each student at the beginning of school. The insurance forms are self-explanatory. Please check the type of protection you feel is necessary and return the form with your remittance. Students who are involved in athletics must be properly insured before they may participate in any sport. Students enrolled in any class that has safety hazards should also be properly insured. Insurance forms should be returned even though coverage is not desired.

LIBRARY:

The Ruidoso Middle School Library provides both print and non-print resources for student and faculty use. Fiction and nonfiction books are available for checkout, and reference collection covering a variety of subject areas is available for research purposes. Library computers can be used for word processing, Internet searching, and accessing the online catalog of books. Magazines and newspapers are also available. The library is dedicated to providing students with the research and reading skills they need to successfully complete their studies at Ruidoso Middle School.

SCHOOL-SPONSORED TRIPS:

1. Written approval by a parent/guardian will be required before a student may make a school trip. A permission form, covering all planned school events, is provided to each student. Students must have this form completed and filed with the Grade Level Team prior to leaving Campus for any event.
2. Campus rules are in effect while students are on school-sponsored trips. Activity Code provisions apply to all student athletes at all times.

SKI PROGRAM

Ski Apache in conjunction with Ruidoso Schools offer a school ski program in January and February. Students are welcome to participate if they meet the following eligibility criteria:

1. Complete and return all permission forms.
1. No failing grades in any subject.
2. No unexcused absences or tardies.
3. No behavior referrals either minor or major.

TEXTBOOKS:

Textbooks are furnished at public expense to each student, and students are responsible for the proper care and return of those books. A fine will be charged for loss, destruction, or misuse of any textbook. Books must be returned if a schedule is changed or a student withdraws from school.

TUTORING:

Students are encouraged to seek tutoring assistance if they are experiencing any difficulties with course work. Contact your child's teachers or the Team counselor for more information regarding tutoring opportunities.

SCHOOL PROCEDURES

ATTENDANCE POLICY

ATTENDANCE: (Appendix R)

Tardy 1st tardy to a class is a verbal or written warning by the teacher. It may be on a referral.
2nd tardy to class is documented on a disciplinary referral and assigned detention.
3rd tardy to class is documented on a referral and will have consequences of an additional assigned detention.
Additional tardies will result in additional consequences of assigned afternoon detentions.
Tardy to first period is not an excused tardy, it is still considered a tardy and consequences are the same.

Absences – Attendance for Success Act, July 1, 2019

There are three (3) types or categories of school absences that are documented in Powerschool:

1. School sponsored (S): an absence from a class or school day (half of the student's approved program) for which the student is participating in a school sponsored/sanctioned event. Events include: school sports, school club and activities, and other events, designated as school/ District-sponsored by the Superintendent.

School-sponsored absences are not counted as part of “total absences” for the information that follows; however, under the new law, a student shall not be absent from school or a class in excess of fifteen (15) days per semester for school sponsored events/activities.

2. Unexcused absence (U): an absence from a class or school day (half of the student's approved program) for which the student does not have an allowable excuse;
3. Excused absence (E): an absence from a class or school day (half of the student's approved program) for which the student does have an allowable excuse. Allowable excuses include: parent – or doctor-authorized medical absences, pregnancy, parental care for child under 13, religious instruction, tribal obligations, injury, bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith; and

Total absences per school year = Unexcused absences + Excused absences

School/District requirements per total absences:

At 5 Total Absences: Parents will receive an “Early Alert” Attendance letter

At 9 Total Absences: Parents will receive an “Attendance” letter requesting a parent meeting to establish an attendance success plan for their child.

At 18 Total Absences: Parents will receive a letter with a required meeting date and time to establish an attendance success plan for their child.

At 36 Total Absences: Parents receive a letter informing them that the School/District has submitted a mandatory report to local Juvenile Probation Department.

Absences – Notes

1. Notification of student absences from school can be accomplished as follows:
2. Parent/Guardians' have two (2) days to explain an absence.
 - a. Phone calls are not accepted for explaining absences. This is due to the fact that we cannot confirm who is calling on behalf of the student.
 - b. All parent(s) written notes will be accepted, filed, and maintained for the current school year.
 - c. Notes shall include the following:
 - i. Name of student
 - ii. Date(s) of absence
 - iii. Explanation of absence
 - iv. Parent signature and date
3. Extended Illness
Parent shall contact school office immediately to discuss individual situations and appropriate plans.
4. Make up Work
Policy states student will have one day of make-up time per day of explained absence.
5. The Registrar and Principal are responsible for monitoring attendance procedures and ensuring the following:
 - a. Attendance is checked and reported daily for each class.
 - b. Parent written notes are processed.
 - c. A system is implemented to periodically monitor students' absences with follow-up activities initiated as appropriate.
6. School Specific Considerations:
 - a. Tardies and absences are treated separately.
 - b. If a student enters school late, i.e. tardy, they must be accompanied by a parent/guardian to sign their student in for that school day. This includes the first class of the day, or any subsequent time during the school day. A parent/guardian MUST accompany the student.

BUS CHANGES/TRANSPORTATION HANDBOOK: (Appendix P)

If for any reason a student needs to change from his/her assigned bus, a note from the parent/guardian must be brought to the school office. A bus change note will be issued at that time. No student will be allowed on a different bus without a note from the office. Students and parents are required to read and understand the "Parent/Student Transportation Handbook." By signing the Parent/Student Middle School confirmation page, you are pledging to cooperate with Lincoln Transportation, Inc. and RMS to insure the safety of all students riding the bus. The third time your child is suspended from the bus, his/her bus riding privileges will be revoked until the principal, bus driver, and parents meet to resolve the situation. The child may ride the bus until a fourth incident occurs, at which time bus riding privileges will be revoked for the remainder of the school year.

CAMPUS EMERGENCY EVACUATION:

In the case of the need to evacuate Ruidoso Middle School Campus, RMS will perform a "Fire Drill" and move students to either Ruidoso High School or named site, depending on the situation. At that point if additional action is needed RMS will link to the Lincoln County Emergency Management Team. We request that parents wait until RMS administration or the Emergency Management Team releases students before picking students up. This will allow RMS to maintain an accurate count of students. RMS practices lockdowns and/or Fire Drills on a monthly

basis. Please do not report to the Middle School and check your student out. This would be a true “state of emergency”.

CHECKING OUT OF SCHOOL (TEMPORARILY):

Students will not be permitted to leave school during school hours with any adult whose name is not listed on school records (unless prior arrangements have been made). Parent/Guardian must report to the office to check out the child, at which time the student will be called from the classroom to the office. Parents are asked to please refrain from checking students out after 3:30PM. Students who leave Campus without checking out through the office will be considered truant and will be subject to disciplinary measures. Ruidoso Middle School has a closed Campus. (Refer to Attendance Policy, Appendix I).

DROP OFF & PICK-UP OF STUDENTS:

Processes and procedures will be handed out at the beginning of the school year and will be available at the front office.

Headings	Mon, Tues, Thurs, Fri	Early Release Wednesday	Snow Days
Bus Drop Off	8:20 All Grades	8:20 All Grades	Appendix J
Bus Pick Up	3:55 All Grades	2:27 All Grades	3:55 All Grades

HALL PASSES:

Students must have a hall pass from the assigned teacher to be in the hall during class time. Grade Level Team policy will apply when students request a hall pass inside of the Team hallway. No more than one (1) student at time should be allowed out of classroom. Appropriate lanyards will be provided as hall passes for teachers to use.

LOCKERS/LOCKER SEARCHES:

Purchase a personal combination lock immediately.

Lockers are provided for each student. Do not share a locker with any classmate. General locker guidelines include the following:

- A. Lockers should be kept clean at all times. All permanent markings and permanent stickers are prohibited. Students must avoid overfilling the locker as this can cause the door to jam.
- B. Students are not to trade lockers. Only office staff makes locker assignments.
- C. The school is not responsible for valuables lost from lockers. Locker combinations must be kept strictly confidential. Do not bring large amounts of money, expensive jewelry, electronics, phones or any valuables to school. Do not leave the valuables in your lockers. The school is not responsible for lost or stolen valuables.
- D. Lockers are owned by the school district and are subject to inspection by district employees without notice. The principal or designated representative(s) will complete periodic inspections of lockers. Prohibited items will be confiscated.
- E. Lockers can only be accessed by students during allowable times.
- F. Student must purchase a combination lock and provide the combination to the Team counselor. School is not responsible for replacing locks that the school cuts off.

LOST AND FOUND

Lost and found items will be brought to the front office and left in the possession of the secretary for one day. After one (1) day the items will be placed in the uniform closet.

PHONES AND ELECTRONIC DEVICES: (Appendix G)

Cell phones and handheld electronic devices may be used prior to the first bell each morning, at lunch time and afterschool only. At no time may a student carry or use these devices between classes or during class periods. If a device is in a student's pocket, notebook or in view of teachers or administrators, the device will be confiscated and returned to a parent at the end of the school day. Subsequent confiscations will refer to the disciplinary matrix, Appendix B. Refer to Appendix G for electronic policy. This includes I-watches and any device that may receive cellular data or access the internet in any fashion.

RUIDOSO MIDDLE SCHOOL ELECTRONIC DEVICE POLICY

Electronic Devices: (Examples but not limited to) Radios, CD/DVD players, beepers, games, laser pointers, toys, cameras, I-pods and video cameras (except as provided for student classroom activities) and other items not necessary for school work are not to be brought to school. The school will not be responsible for lost or damaged electronic devices. Such items brought to school will be confiscated and given to the principal. Confiscated items may be returned to students or parents at the discretion of the principal. This list may not be fully inclusive and may be added to at administration's discretion.

Personal Headphones may not be used on campus at any time.
Ear-buds may be used, but only in one ear.

Cell phone: It is recommended that students do not bring cell phones to school. Cell phone usage during the classroom and passing periods is prohibited. Cell phones must be locked in the student's locker. No phone is allowed to be carried by a student except at lunch. Cell phones must be turned off during these times. If a student is found using a cell phone (during class time hours), it will be confiscated and taken to the principal's office for a parent to pick up and further consequences will be according to the RMSD disciplinary matrix. The school will not be responsible for lost or damaged cell phones or electronics. If there is a concern about security, don't bring cell phone to school. Cell phones used as a camera or to video will be confiscated and held in the office for parents to pick up. If the cell phone or electronic device is taken up more than one (1) time, there may be an administrative fee attached for the picked up of by the parent of that device. Cell phones and handheld electronic devices may be used prior to the first bell each morning, at lunch time and afterschool only. At no time may a student carry or use these devices between classes or during class periods.

If a device is in a student's pocket, notebook or in view of teachers or administrators, the device will be confiscated and returned to a parent at the end of the school day. Subsequent confiscations will refer to the disciplinary matrix, Appendix B.

Student are not allowed to use social media sites or platforms of any type during appropriate times. Student may not use Facebook, YouTube, Snap Chat, Instagram, Twitter or any other type of social media.

The term electronic device includes any personal, non-educational device with an on-off switch, which may send or receive Wi-Fi or cellular data, excepting media correspondence, most commonly:

This includes devices such as Cell phones, Smart phones, MP3 players, IPods, or other music players, iPad, tablets, laptops, or other computers, Pagers, Smart Watches, and or I-watches. Data, music or entertainment may be received through a wired connection, Blue Tooth technology, or wirelessly.

First time a device is picked – Parent may pick up during school hours.

2nd Offense – Parent may pick up and not returned to school for 7 days.

3rd Offense – Parent may pick up and device may not return to school.

The use of personal electronics on campus is a privilege not a right and it can be taken away at the discretion of the administration at any time.

(Electronics may be returned to parents during school hours only or immediately after school)

SAFE SCHOOLS PLAN:

Ruidoso Middle School has developed a detailed Safe Schools Plan, which includes Prevention, Intervention and Response. The Response section includes a Crisis Management Plan and procedures to deal with emergency situations such as fire drills, lockdowns, and off Campus emergency evacuations. Students will be trained on appropriate responses to emergency situations. The Safe Schools Plan and procedures are available for parent review. In the event of an emergency, parents are urged to telephone central office (257-4051), turn to TV channel 15, or listen to local radio stations (1360 am or 93.5fm). To allow for an orderly response to an emergency, do not telephone or go to the middle school. Robotic texts and phone calls will be sent out by the school district.

Campus Emergency Evacuation

In the case of the need to evacuate Ruidoso Middle School Campus, RMS will perform a “Fire Drill” and move students to either Ruidoso High School or named site i.e. White Mountain complex or the Ruidoso Convention Center, depending on the situation. At that point if additional action is needed RMS will link to the Lincoln County Emergency Management Team. We request that parents wait until RMS administration or the Emergency Management Team releases students before picking students up. This will allow RMS to maintain an accurate count of students. RMS practices lockdowns and/or Fire Drills on a monthly basis. Please do not report to the Middle School and check your student out. This would be a true “state of emergency”.

SCHEDULES

Attached in Quick Reference Section as Appendix J

On snow days, please watch cable TV channels 4, 7, 10, and 15; or listen to local radio station; or check on line at www.ruidososchools.org for updates and school closures. Robotic calls and texts will be used to contact parent/guardians with a correct cell phone number on file with the district. If a two-hour delay is called, school buses will run two hours late; and school will start with a two-hour delay. Schedules for the day will be posted at school and on school web sites and Facebook sites.

VISITORS

Parent/Guardian visitors are welcome in our school any time, but they must report to the office and obtain a visitor badge. They will then be guided to their destination. Visiting students are not permitted. Exceptions may be granted by the principal.

WITHDRAWAL FROM SCHOOL (Appendix I)

A student withdrawing or transferring from RMS must do the following,

1. A parent/guardian **MUST** accompany the student.
2. Pick up a withdrawal form from the Attendance office.
3. Check-in all books back to the appropriate teacher.
4. Have all persons listed on the withdrawal form complete their portion of the form.
5. Return the completed form to the Attendance office.
6. In order to re-admit a student to school, the parent/guardian must be present to sign their student in.

ACADEMIC POLICIES AND PROCEDURES

PROMOTION/RETENTION POLICY:

Promotion/Retention will be governed by School Board policy as administered by the Superintendent and the Ruidoso Middle School principal. The system will operate as follows:

- A. All students are expected to complete and pass all assigned classes.
- B. The S.A.T. will review all course grades, Short Cycle Assessment and State testing, teacher recommendations, attendance record, and behavior record to determine promotion/retention recommendations.
- C. Eighth graders who fail coursework will be considered candidates for Summer Transition Academy (STA) based on SAT recommendation.
- D. Students may be required to take intervention reading, math, or a double math course in place of an exploratory course if their test scores are low or if recommended by the Student Assistance Team (SAT).
- E. Final promotion/retention decisions will be made by the RMS principal.

AWARDS: RMS rewards students that achieve high academic standards and/or demonstrate positive behavior and sincere efforts.

- F. Parents may appeal the principal's decision to the superintendent.

Honor Roll: Students with a 3.0 to 3.999 GPA WITH NO "D" OR "F" will be recognized as Honor Roll students.

4.0 List: Those with all "A's" will be on the 4.0 List and students with 3.0 and no "F's" will be recognized in the 3.0 Club.

GRADING SCALE: 100-90=A 89-80=B 79-70=C 69-60=D Below 59=F

DAILY WORK AND HOMEWORK (Appendix M)

In support of developing time management skills and creating individual responsibility while encouraging college and career readiness, students will be taught the essential skills of timeliness and meeting deadlines. And so, all assignments may be made up due to absences in accordance with the following guidelines.

1. The assigned in-class and/or homework is at the discretion of the classroom teacher.
2. If a student is absent he/she may make up the classwork and/or homework.
 - a. If a student misses one (1) day of class, the student has one (1) day to make up the work he/she missed during the absence.
 - b. Assignments may be classwork or homework. It is the student's responsibility to set up a time to receive assistance from a teacher if assistance is required for an assignment to be completed on

- time.
- c. An absence is a missed class period for any reason, i.e., a school sponsored activity, out-of-school suspension (OSS), doctor or dentist appointment, or appointment in the administrator's office.
 - d. An Alternative Educational Setting (AES) does not count as an absence. Class work will be provided by the classroom teacher and the AES attendant. It is the student's responsibility to set up a time to receive assistance from a teacher if assistance is required for an assignment to be completed on time.
3. Students will be expected to arrive on time, with supplies and dress code compliant.
4. Students will be expected to stay academically engaged and maintain appropriate respect for themselves and others.

If students fail to complete work or fail to turn work in at the prescribed deadline, parents will be notified immediately by the classroom teacher. Support by parents and teachers will be developed to prevent subsequent zeros (0s) in the grade book

ACADEMIC CURRICULUM

2019-2020 SCHOOL YEAR

COURSE REQUISITES/OPTIONS for Ruidoso Middle School Students:

6th Grade

- English Language Arts, **OR**
- 6th Grade Pre-AP Language Arts/Gifted (*must meet academic requirements*)
- Bilingual (ELL students only) – Spanish Language Arts **AND** ESL (English as a Second Language)
- Mathematics
- Science
- Social Studies
- Electives:
 - o Electives Wheel (*Art, Shop, Culinary, and Intro to STEM*)
 - o PE (*1 year of PE is required for all middle school students*)
 - o Band
 - o Choir
- Enrichment/Academic Teams (MESA, Knowledge Bowl, Etc.) **OR** Intervention (Math/Language Arts) – Students will be placed in intervention considering academic needs.

7th Grade

- English Language Arts, **OR**

- 7th Grade Pre-AP Language Arts/Gifted (*must meet academic requirements*)
- Bilingual (ELL students only) – Spanish Language Arts **AND** ESL (English as a Second Language Pre-Algebra, **OR**
- Algebra I (*students must meet academic requirements*)
- Science
- US History
- Electives:
 - o Physical Education (*1 year of PE is required for all middle school students*)
 - o Culinary
 - o Shop
 - o Art
 - o Computer Tech/Robotics
 - o Band
 - o Choir

8th Grade

- English Language Arts, **OR**
- 8th Grade Pre-AP Language Arts/Gifted (*must meet academic requirements*), **OR**
- Language Arts/ENLACE (Engaging Latino Communities for Education): *In collaboration with New Mexico State University (NMSU), RMS students will engage in a Literacy and Common Core State Standards based curriculum integrated with Action Research Capstone projects to be presented at NMSU in the Fall and the Spring Semesters*
- Bilingual– Spanish Language Arts **AND** ESL (English as a Second Language) *for ELL students only*
- Algebra I (*1 high school credit*), **OR**
- Geometry (*1 high school credit; students must meet academic requirements*)
- Science, **OR**
- Pre-AP Science (*students must meet academic requirements*)
- New Mexico History/ Civics (*.5 high school credit*)
- Health/CPR Certification – (*.5 high school credit – for all 8th grades students*)

Electives:

- o Physical Education (*1 year of PE is required for all middle school students*)
- o Culinary
- o Shop
- o Art
- o Computer Tech/Robotics
- o Band
- o Choir
- o Sports Medicine (High School Credit)
- o Journalism/yearbook or Leadership (TBD)

CHEATING/PLAGIARISM:

Plagiarism is the theft of intellectual property. It is the stealing and usage of the ideas or writings of another as one's own. This includes, but is not limited to, such sources as books, magazines, and the Internet. It is not wrong to use another person's ideas or writings as long as such sources are given proper credit.

Cheating and unauthorized copying of another person's work (plagiarism) may result in a discipline referral for documentation on the discipline log, a zero (0) for that assignment and a parent conference. A second offense of cheating in a particular class may result in an "F" for that course for the trimester.

Revised: 9/11/19

STUDENT CONDUCT AND DISCIPLINE

Goals

1. Use all positive means to prevent situations which require the teacher or administrator to activate procedures to correct behavior not conducive to the academic process.
2. Provide safety for our students and staff by creating an environment conducive to learning.

Promote Positive activities

1. Have all professionals engaged and visible as often as possible
 - Active duty stations before and after school
 - Active duty stations during all passing periods
 - Active duty stations during all lunch periods
2. Promote recommendations from our teams while keeping students in class and engaged.
3. Introduce activities during the extended lunch periods which keep students engaged and/or entertained.
 - Individual competitions
 - Group or team competitions
 - Various games
 - Card Games
 - Club meetings
 - Outside fine arts demonstrations
 - Celebrations of diversities or holidays
4. Develop a well-organized intramural program during extended lunch periods.
 - Team activities or sports
 - Promote lifetime activities
 - Develop sportsmanship and a sense of fair team play
5. Recognize our students on campus and on our campus website.
 - Ever changing photographs of our students on campus.
 - Hallway “Brave Boards”
 - Promote and encourage students to participate school activities.
6. Have teachers post and clearly define proper and prohibited behavior.

The behavioral process begins with great classroom management.
7. Issue positive referrals on a regular basis.

Discipline Chain of Command

1. Teacher disciplinary actions through individual classroom management techniques.
2. Discipline Team
3. Grade Level Teams.
4. Administrator, Liaison or department head

The first steps in correcting undesirable behavior begin in the classroom with the classroom teacher. Providing clearly defined expectations for proper behavior for all activities, (Appendix A). Teachers must post and clearly define proper and prohibited behavior on campus and their particular classroom. Develop a positive and productive daily routine that maintains student engagement during the entire class period. Develop a positive relationship with each student with the focus on success.

Techniques and Procedures

The following discipline management techniques may be used, alone or in combination, for behavior disrupting the educational process on the Ruidoso Middle School campus and in classrooms:

Classroom Management Techniques

Develop clear routines that maintain constant student engagement

Verbal correction, oral or written.

Cooling-off time or "time-out", in another area in the classroom. Not in the hallway.

Seating changes within the classroom.

Temporary confiscation of items that disrupt the educational process.

Parental contact by telephone and/or Parent-teacher conferences.

Rewards or demerits.

Behavioral contracts.

Counseling by teachers, counselors, or administrative personnel.

Teacher Detention.

All Offenses must be documented.

Techniques for the Grade Level Teams

Procedures to be defined by the grade level teams.

The goal should be to keep the students in the academic classroom and engaged.

Develop a catalog of related work to the State Standards with answer key in case of assignment to lunch detention, after school detention or teacher lunch detention.

Dialogue to be used during and conversation with a defiant or disruptive student:

"What are you doing?"

"What should you be doing?"

"Were you doing that?"

"What are you going to do?"

Administrative Techniques

Sending the student to the office with the referral form, (Appendix B) will immediately enter the student into the data collection program, (PowerSchool). Severity of the offense and frequency of the offender will dictate the consequences. The discipline matrix will be used as a guide to administer consequences. After each offense the student and parent will receive hard copy notification. If necessary a parent/administrator conference will be initiated after the first major referral offense. Parents or guardians will be called on that day and asked to remove their child for the remainder of the day along with the student's make-up work. This official out-of-school suspension will be properly documented.

Suspension of privileges such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations may result.

Penalties identified in individual student organizations' extracurricular standards of behavior.

Parent-Administrator conferences.

After school detention

In-School Suspension

Community service. On the school grounds or within the limits of the county.

Withdrawal or restriction of bus privileges. Parents or guardian required to pick student up at school.

School-assessed and school-administered probation.

Out-of-school suspension, as specified in the Out-of-School Suspension section of the District and State code.

Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Serious Offenses of District and State codes.

Expulsion, as specified in the Expulsion section of the district and State.

Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District.

Other strategies and consequences as determined by school officials.

In order to maintain a safe and orderly environment within the parameters guiding schools by The State of New Mexico, there are some offenses that may seem minor, but must be addressed harshly to assist members of the school community in daily operations and personnel safety.

- Verbal or physical assault directed at an adult will not be tolerated.
- Defiance/Disrespect/Non-Compliance/Insubordination will be dealt with severely
- Physical aggression with malicious intent toward another student or adult will not be tolerated.
- All students must be in class under the supervision of their teacher at all times. A student not in class during class time must have a hall pass with proper information on the hall pass.
- All students must be on time to their classes. Tardiness to class will result in an after school detention. After school detention is flexible due to the age of middle school students and may be replaced with lunch detentions, community service or suspensions.
- Each disciplinary incident will be addressed as fairly and consistently as possible.
- Policy for major offenses are set by the School District policy. An alternative school setting may be utilized for students with chronic behavioral issues.

Out-Of-District Students

Parental involvement is actively sought by Ruidoso Municipal Schools. By enrolling your child (children) in the district, you are making a commitment and a promise to provide the necessary support and home environment for a positive educational experience. Parents must complete out-of-district forms in appendix before enrolling in school. As an out-of-district parent, understand that your student may be removed from Ruidoso Municipal Schools for any of the following reasons:

1. Unacceptable behavior
2. Unacceptable attendance
3. Lack of effort and/or poor academic performance
4. Falsification and/or misrepresentation of information during the application process
5. Failure to complete, sign, and turn in out-of-district forms.
6. Other good and sufficient cause.

Major and Minor Referrals (Appendix N)

Discipline action will follow this basic format:

The goal for RMS is to provide a positive environment for all students. The following consequences will be applied for violation of the RMS and School Board Policy. All provisions of the Ruidoso Municipal School District policies will be enforced. Disciplinary infractions may require parent conferences and/or suspensions based on the severity of the infraction. Make-up work will be allowed during suspensions at the discretion of the individual instructors. It is the student and/or parent's responsibility to request the make-up work assignments from the instructors. Failure to follow discipline guidelines may result in disqualification from certain clubs and/or extracurricular activities and awards (Student Council, Knowledge Bowl, MESA, participation in games / practices, attending events, etc.)

1. Minor referrals will be handled appropriately by the classroom teacher as per discipline matrix and turned into office for documentation. Four minor referrals will result in a major referral. Each minor referral after that will count towards a major referral and will follow the below consequences.
2. Major referrals will be addressed by classroom teachers and administrators.
 - a. 1st through 4th referral will be addressed and followed using the discipline matrix as a guide for consequences.
 - b. 5th major referral will result in parent meeting with administration. (Possible discussion about future behavioral contract and/or Behavioral Intervention Plan.)
 - c. 6th major referral will result in a disciplinary contract meeting with parents.
 - d. 7th major referral and/or inability to fulfill the disciplinary contract will result in a long term suspension hearing with RMSD district hearing officer.
3. If a minor or major referral is received by a student from outside the boundaries of the Ruidoso Municipal School District he/she will be immediately placed on a disciplinary contract and/or asked to return to their home district.

Out of District Students

If a minor or major referral is received by a student who lives outside the district boundaries of the Ruidoso Municipal School District he/she will be immediately placed on a disciplinary contract.

The number of referrals, both major and minor start over each school year.

BEHAVIORAL EXPECTATIONS:

Students are expected to exhibit positive and respectful attitudes and manners of speech toward others, both in the classroom and elsewhere. (See Appendix B)

JURISDICTION OVER STUDENTS

All officials, employees, and authorized agents of the Ruidoso Municipal School District whose responsibilities include supervision of students shall have comprehensive authority, within constitutional guidelines, to maintain order and discipline in school. This authority applies whenever students are lawfully subject to the school's control, regardless of location.

UNIFORMLY DRESSED CODE (Appendix D)

Ruidoso Middle School students' personal attire should reflect pride and respect as well as promote safety. Appropriate dress for school should be respectful and in good taste with modesty being the prevailing model. The Administration has sole authority to determine appropriateness of dress, accessories, (jewelry, scarves, headbands) or hairstyle, etc. Ruidoso Middle School works with our local merchants to provide available and affordable uniform choices. Please keep in mind common sense as well as safety when making your uniform purchases.

1. Shirts

- a. Must be polo shirts with collars
 - i. Long or short sleeves only (no sleeveless).
 - ii. First button starting at collar (Only top button may be unbuttoned, if deep cut shirt administration may require that all buttons be buttoned)
 - iii. Can only be solid navy blue or white.
 - iv. No sleeveless shirts for boys or girls.
- b. All shirts must be tucked in as a safety factor for continual visibility of the waistline.
- c. Never wear a shirt that is too short to tuck in.
- d. Any logos must be quarter size or smaller.
 - i. Corporate logos will be allowed and may be no larger than a quarter, i.e. Nike, Under Armour, and Adidas.
 - ii. School Logo – RMS or RHS will be allowed and may be larger than a quarter.
- e. Undershirts
 - i. Only solid white or navy crew neck t-shirts, turtlenecks, or thermals without writing or logos are allowed under collared shirts.
 - ii. Undershirt sleeves may be longer than outer shirt sleeves, but must be navy or white.

2. Pants or Capris

- a. Must be tan, Khaki or navy blue (No cargo shorts or long cargo pants)
- b. May be corduroys
- c. Have no cargo pockets of any kind on the legs
- d. Must fit properly on the waist
- e. Should not be longer than heel of shoe
- f. Pant legs must be fully extended, both pant lengths must be the same.
- g. Should be appropriate and modest fitting, no sweat or yoga pants.
- h. Not writing on the pants is allowed.

3. Shorts, skirts, or jumpers

- a. Must be tan or navy blue (No cargo pants or shorts)
- b. Needs to reach at least the wearer's fingertips when standing up straight and when shoulders are relaxed.
- c. Needs to wear polo shirt under jumpers
- d. Any leggings or tights worn under the skirt, jumper or shorts must be solid navy or white. The color must be solid navy or white for boys and girls.
- e. Skirts, shorts and jumpers must be longer than fingertip length.

4. Sweatshirts

- a. Wear crew neck navy blue Sweatshirts
- b. Do not wear hooded, or V – necks and no zipper tops are allowed.
- c. No Cardigan sweaters are allowed.
- d. Do not have any pockets
- e. May be Warrior Wear, navy blue (no hooded, no V-necks, no pockets)
- f. Must wear uniform polo shirts with collar under the sweatshirt, and it must be tucked in.
- g. Do not wear oversized, baggy or too long sweatshirts. The waist line must be visible at all times.

5. Outerwear

- a. Must be taken off and stored in locker upon entering grade-level hall.
- b. Students may wear their outerwear during lunch and at recess.
- c. No trench coat style outerwear.

6. Miscellaneous

- a. Belts are encouraged, must be in loops
- b. Ripped or torn clothing not permitted
- c. Writing or embroidery not permitted on clothing (exception see 1. – d.)
- d. No scarves. (Exception for religious reason).

7. Shoes must be worn at all times.
 - a. For safety purposes we ask that students not wear sandals, flip flops, slides or house shoes. Lace up or slip on closed toed shoes or boots is the required footwear.
8. Below is a general list of examples that DO NOT promote respect, pride and safety. The list is not all-inclusive; remember the administration has final approval of appropriateness of dress and hairstyle and accessories.
 - a. Belt loop or chain wallets
 - b. Spiked jewelry
 - c. Clothing, tattoos, writing on the body or accessories that advertise, display, or promote any drug (including tobacco or alcohol), sexual innuendo, violence, weaponry, profanity, gang affiliation, hatred or bigotry towards any group).
 - d. House slippers
 - e. Heelys (Roller skate shoes)
 - f. Body or facial piercing (earrings in ears only)
 - g. Sunglasses and hats to be worn outside only
 - h. No bandannas of any color
 - i. No sleeveless shirts, blouses, jerseys, spaghetti straps or tank tops.

BLUE JEAN DAYS

Blue Jeans may be worn on special days when notified by the administration. Jean days are used as reward days for especially good behavior or just as a fun day prior to a dance of vacation.

Please follow the specific requirements for dress on those BLUE JEAN DAYS. (Jean Days)

1. Please be sure students are wearing appropriate and modest jeans.
 - a. No tears, rips or fashionably torn jeans and that the jeans are not TIGHT.
 - b. No camos, dresses, athletic shorts or sweatpants.
 - c. Blue jeans, not red jeans, not green jeans, not pink jeans, and not black jeans...blue jeans.
 - d. Modest and appropriate is determined by the administration. Parents should use common sense not current fashion sense. No tape over ripped jeans.
 - e. Do not tape over the ripped jeans.
2. Shirts/tops on blue jean days will be specific to that particular Jean day.
 - a. Grade level shirts or Uniform shirts will be the norm.
 - b. Other possibilities could be; favorite college t-shirt, Hawaiian shirt-day, Christmas specific, Halloween specific, RHS/RMS wear and on some occasion an appropriate shirt of their choosing.
 - c. Shirt and uniform tops must be tucked in at all times.
 - d. All school organizations or teams may wear their organizations or team shirt on their competition day. The shirt must be appropriate and follow dress code guidelines.
 - e. Shirt and uniform tops must be tucked in at all times.

There are no free dress days at RMS. Since jean days are used as a reward day it may be earned and lost. Students are allowed to wear shirts/jerseys on activity or competition days. Modest and appropriate dress is determined by the administration. There are no days that sweats, shorts, or dresses are allowed. At no time will costumes be allowed at Ruidoso Middle School. No mums should be worn during homecoming week and not valentines presents should be delivered to students during the school day.

During some travel or work days, organization/team dress may include jeans. Jeans must follow the policy for jean day appropriateness.

Under all circumstances, (Special Dress days etc.), All shirts must be tucked in as a safety issue.

The dress code may be revised, as necessary at the discretion of the administration for student and staff safety and appropriateness of appearance.

PROHIBITED ACTIVITIES

The commission of, or participation in, the activities designated and defined below is prohibited at RMS and is prohibited by students whenever they are subject to the control of school authorities.

1. Criminal and delinquent acts,

Willful interference with the educational process of any public school, threatening to commit or inciting others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures, or functions of a public school and will result in the immediate notification of law enforcement which include, but are not limited to,

- Ammunition on campus
- Arson
- Assault, sexual, and/or verbal
- Battery
- Criminal damage to property
- Criminal libel
- Criminal trespass
- Unlawful assembly or disturbing lawful assembly
- Extortion
- Larceny, robbery, or burglary
- Illegal sale, possession, transportation or use of: alcoholic beverages, drugs or imitation drugs, controlled substances, firearms, other weapons, or explosives
- Possession or use of tobacco products
- Cyberbullying/harassment

2. Disruptive conduct, which includes, but is not limited to:

- Willfully obstructing or preventing freedom of movement or use of property, facilities, or parts of any public school, or the right of ingress or egress
- Willfully committing any act, or attempting, threatening, or inciting others to commit any act, which does or would be reasonable to expect to disrupt, impair, interfere with, or obstruct the lawful mission, purposes, processes, or procedures of the public schools
- Willfully impairing the ability of the public schools in their efforts to provide instruction

3. Possession of weapons on campus

4. Refusal to identify self

5. Refusal to cooperate with school personnel covers situations where students willfully disobey lawful instructions or orders from school personnel or agents such as volunteer chaperones whose responsibilities include supervision of students. This offense includes, but is not limited to, a student's:

- Willfully refusing a direction to cease any conduct, which a supervisory person in charge of a class or other activity has clearly identified to the student as a hindrance to the activity
- Willfully refusing a direction to cease engaging in disruptive conduct
- Willfully refusing or failing to leave a school facility or school sponsored activity after being directed to do so by an administrative authority
- Willfully refusing or failing to abide by restrictions on student privileges or other lawful conditions imposed by an administrative authority as disciplinary measure

6. Drug (imitation drugs) and/or gang related activities

7. Harassment, sexual harassment, bullying, this includes cyber and sexting

8. Sharing or distributing of any pornography or inappropriate materials.

9. Willful violation of the Student Attendance Policy

10. Hazing

REGULATED ACTIVITIES

All other areas of student conduct shall be regulated within legal limits by RMS, as deemed appropriate. Activities subject to regulation within legal limits include, but are not limited to the following:

1. School attendance
 2. Use of and access to the public buildings, including:
 - Restrictions on vehicular traffic on school property
 - Prohibition of or conditions on the presence of non-school persons on school grounds or in school buildings
 - Reasonable standards of conduct for all persons attending school-sponsored activities or other activities on school property
 3. Students' dress and personal appearance
 4. Speech and assembly within the public schools
 5. Publications distributed in the public schools
 6. Participation in extracurricular activities
 7. The existence, scope, and conditions of availability of student privileges
 8. The use of controlled substances, alcohol, and tobacco in public schools
- **DISCIPLINARY ACTION ALTERNATIVES:** Discipline is designed not only as an enforcement tool, but as a learning tool as well. We will work with parents, as possible, to develop those strategies deemed most effective for the individual student, while remaining cognizant of the necessity to ensure the discipline program remains equitable. A list of most of the discipline alternatives the school may utilize to help a student learn to follow school rules is as follows:
 - Student Conference: A school official will talk to the student and try to resolve the problem immediately.
 - Parental Involvement: If unable to resolve the problem through a student conference and when deemed appropriate by the school official, parents or guardians will be notified by telephone, personal contact, student agenda, or mail. A conference may be scheduled to include the student, parent/guardian, and school staff. Parents are invited to call or visit the school any time and are encouraged to establish relationships with the school prior to there being any opportunity for the child to be involved in disciplinary matters.
 - Detention: "Detention" requires a student to remain in a designated location, thereby restricting freedom of movement and social interaction with peers.
Teachers may hold their own detention at lunch, or before or after school.
Afternoon detention is assigned by the administration and is held on Tuesday and Thursday's.
Afternoon detention is a structured detention from 4:00 PM to 4:55 PM. The detention will address character traits and testing taking skills. There will also be time to work on homework. Parents should pick up their students no later than 5:00 PM. If the student is not picked up by 5:15 PM, the local police department will be called and CYFD.
 - AEIS, The Alternative Educational Setting: Ruidoso Middle School has authorized an alternative to OUT-OF-SCHOOL suspensions for certain school rule infractions when deemed appropriate by the administration. The alternative is an IN-SCHOOL-SUSPENSION. This alternative requires the student to remain in school but not attend regularly scheduled classes.

Both detention and AES are instruments to modify behavior through a supervised learning environment

1. A means to attempt to convince students that appropriate behavior is more desirable than misbehavior
2. An opportunity to get course-work done without penalty.
3. *Community service on campus is an alternative that may be used by the administration.

Assignment to the AES Room or Out-of-school suspension is normally the next alternative.

- Out-of-School Suspension (OSS), short-term: An administrator may suspend a student from school for a maximum of ten days. The student's parent/guardian will be notified when the student is subjected to a short-term suspension, and the suspension will be recorded in the student's file. Students are encouraged to complete the work assigned during the time of suspension to ensure they are ready for subsequent assignments. During OSS students are not allowed on any RMSD property and may not attend any school event.

Long Term Suspension: A student may be suspended from school "long term" (more than 10 days) for serious or repeated violations of school rules. Should the principal deem this action necessary, the student and parent/guardian will be informed of the process to be used to validate that recommendation. Information related to the "due process" rights of the student will also be provided. A student may be placed on "short-term" suspension pending the scheduling and results of a "long-term" suspension hearing.

- Expulsion: The procedures outlined in the "long-term" suspension section above apply to expulsion hearings. However, a student "expelled" may not return to Ruidoso Municipal Schools.
- RMS is in the process of creating an "Alternative classroom", guidelines and procedures will be given to student and parent upon being assigned.

IN-SCHOOL-SUSPENSION GUIDELINES (AES)

Ruidoso Middle School has authorized an alternative to OUT-OF-SCHOOL suspensions for certain school rule infractions when deemed appropriate by the administration. The alternative is an IN-SCHOOL-SUSPENSION. This alternative requires the student to remain in school but not attend regularly scheduled classes. Guidelines for this IN-SCHOOL-SUSPENSION are as follows:

- ◆ The suspension will be served in the In-School-Suspension Room, monitored by the In-School-Suspension Supervisor, on the date and time assigned by the administration. The dates assigned are not negotiable.
- ◆ The suspension will be from 8:45 AM to 3:55 PM. Failure to report, ON TIME, will result in a penalty (i.e. Extra day AEIS, Detention, sent home, etc.), and reassignment of the original suspension.
- ◆ Students are responsible for bringing all books, assignments, school related materials/supplies with them before entering the AES room. There will be no locker visits.
- ◆ The AES supervisor will inform all teachers of the students serving in-school-suspension, via e-mail, the day prior to AES assignment. Those teachers are required to forward school work/assignments for their students. Teachers may visit their students in AES to discuss/explain assignments, pick up completed work, etc. Work can and will be provided by the AES Supervisor if the teacher does not have an assignment for student. **NO FREE TIME**
- ◆ **NO ELECTRONICS** of any kind (CD/tape/MP3 players, I-pods, radios, computers, pagers, beepers, hand held games, etc.) are allowed in the AES room.
* There will be a zip lock bag or basket to place these items at the beginning of class and student can pick up at the end of the day.
- ◆ Student serving in-school-suspension cannot leave the AES room unless accompanied by a faculty member. Bathroom breaks are granted twice per day, one in the morning and one in the afternoon.
- ◆ Students will be served a cafeteria meal. Lunch will be eaten in the AES room.
- ◆ Students will conduct themselves in an appropriate fashion during the entire suspension. Normal classroom behavior is expected. There will be **NO TALKING**, "NOISE MAKING", **DISRUPTIVE BEHAVIOR**, **SLEEPING**, **RESTING** permitted. There will be no drawing of inappropriate subjects, or damaging/defacing school property. Dress codes and all other Student Handbook rules apply. Failure to comply with any of the AES rules could result in the student being sent home or additional days added to the suspension. If a student is sent home, or leaves the AES room without permission, he/she will be counted as unexcused and that day will not count toward fulfilling the assigned detention.

Students must satisfactorily complete the in-school-suspension before they may return to regular classes.

As we are an educational institution and the student's academic well-being is our primary concern. The alternative to out-of-school suspension was conceived in this light but does not, however, minimize our concern regarding the incident or offense that precipitated the in-school-suspension. The student's academic well-being is best maintained by compliance with school policies.

WE SINCERELY HOPE THAT STUDENTS ASSIGNED IN-SCHOOL-SUSPENSION WILL USE THAT TIME TO ENHANCE THEIR ACADEMIC PERFORMANCE AND REFLECT ON MAKING MORE APPROPRIATE CHOICES IN THE FUTURE.

GENERAL RULES

Students are expected to follow the R.O.C.K.S. traits.

When disciplinary actions are needed, students will be sent to the office where appropriate action will be taken. (See Discipline Matrix-Appendix B)

Students must abide by the rules as follows:

This list may not be fully inclusive and may be added to upon the principal's discretion.

1. Smoking and/or other tobacco use or possession is not allowed anywhere on Campus or at any school event.
2. Lighters, matches, and other fire producing items are not permitted.
3. The distribution, possession, or being under the influence of alcoholic beverages or drugs, or possession of any drug or drug paraphernalia, or any item that is intended to imitate drugs on Campus or at any school related activity is prohibited by law. Students violating this policy may be referred to the Police Department and may be suspended from school.
4. Fighting by students is disruptive to the school and dangerous for the participants. Fighting is prohibited and will result in suspension from school. Use your head, not your fists!
5. Destruction of Property, including the starting of fires: Students caught damaging or who admit to damaging public or private property at Ruidoso Middle School will be charged for the damage of those items. This includes student textbooks. Suspension, expulsion, or other disciplinary actions may be recommended.
6. Refusal to follow a reasonable directive of a teacher, administrator or other staff member is insubordinate/disrespectful and may result in immediate suspension. The directives of a teacher, staff member, substitute teacher or administrator shall be presumed reasonable, and the burden of proving the directive unreasonable will be the student's.
7. Public Displays of Affection: Students will show "Caring for Self and Others" (EPSS). Brief hugs will be allowed, but do not get inappropriate. Students will not kiss or hold hands and will respect others' personal space.
8. Indecent literature and profanity: Students who use, write, print, download, distribute or possess profane, indecent or obscene language, writing or pictures shall be subject to disciplinary action. Drug/gang related writings or pictures are also prohibited.
9. Theft/Larceny: Any student identified as having stolen public or personal property and/or having stolen property in one's possession will, in most cases, be reported to the police.
10. Gambling: Gambling of any sort is not permitted.
11. Electronic Devices: (Examples but not limited to) Cell Phones, Radios, CD/DVD players, beepers, games, laser pointers, toys, cameras, Ipods and video cameras (except as provided for student classroom activities) and other items not necessary for school work should not be brought to school. The school will not be responsible for lost or damaged electronic devices. Cell phone/electronics usage during the classroom and passing periods is prohibited. Cell phones/electronics must be turned off during this time. If a student is found using a cell phone (during school hours), it will be confiscated and taken to the principal's office for a parent to pick up... If there is a concern about security, don't bring cell phone to school. Cell phone/electronics used as a camera or to video will be confiscated and held in the office for parents to pick up. If the cell phone or electronic device is taken up more than one (1) time, disciplinary actions will occur.
12. Headphones may not be used on campus at any time. Ear-buds may be used but only in one ear.
13. Water balloons, water guns, eggs, shaving cream, snowballs, etc. are strictly prohibited, as they do not belong in an educational environment.
14. Office telephones are for business and are not available for students except in emergencies. Students will not be called from class, except in cases of emergency, to take telephone calls.
15. RMS has a closed Campus. Students are not to leave Campus unless signed out by a parent.
16. Under State Code Sec. 10-202, tampering with any fire appliance (fire alarm; fire extinguisher; sprinkler; etc.) is a criminal act and the person(s) responsible will be prosecuted.
17. Harassment is inappropriate behavior in school and in our society and will not be tolerated under any circumstances (per School Board Policy). Refer to the next page. This will include bullying as well as cyber harassment or bullying and sexting.
18. Student hostility or harassment of any kind should be reported to a teacher, the counselor, or the principal.
19. Skateboard use is strictly prohibited. If a student chooses to bring his/her skateboard for use after school, he/she will need to deliver the skateboard to the front office immediately upon arriving to school for safe-keeping during the school day. Skateboard use is prohibited on Campus.

20. Students are not allowed to bring “Sharpies” or other kinds of markers to school they will be confiscated. If a teacher provides these for use within a classroom, they are to stay with that teacher and classroom.
21. No food or drinks other than water in screw on bottles are allowed in the hallways or classrooms. No energy or caffeinated (coffee) drinks will be allowed and they will be confiscated.
22. Lunches must be contained in a bag or lunch box.) All students will be required to dispose of all open food/drinks before they enter the hall.
23. Absolutely no glass bottles or containers are allowed on campus.
24. Only items that are approved by the school administration may be sold while on school grounds.
25. Electronic Devices: (Examples but not limited to) Cell Phones, Radios, CD/DVD players, beepers, games, laser pointers, toys, cameras, I-pods and video cameras (except as provided for student classroom activities) and other items not necessary for school work should not be brought to school. The school will not be responsible for lost or damaged electronic devices. Cell phone/electronics usage during the classroom and passing periods is prohibited. Cell phones/electronics must be turned off during this time. If a student is found using a cell phone (during school hours), it will be confiscated and taken to the principal’s office for a parent to pick up... If there is a concern about security, don’t bring cell phone to school. Cell phone/electronics used as a camera or to video will be confiscated and held in the office for parents to pick up. If the cell phone or electronic device is taken up more than one (1) time, disciplinary actions will occur.
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GANG ACTIVITY

The Board recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities. It is, therefore, the policy of the Board of Education that gangs and gang activities are prohibited in the Ruidoso Municipal Schools, according to the following:

1. Definition: For purposes of this policy a gang is any group of two or more persons whose purposes include the commission of illegal acts or acts in violation of disciplinary rules of the Ruidoso Municipal Schools.
 2. Prohibitions: No students on or about school property or at any school activity shall
 - A. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in, or affiliation with any gang;
 - B. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang;
- C. Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to the following:
1. soliciting membership in, or affiliation with, any gang;
 2. soliciting any person to pay for “protection,” or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
 3. painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on public or personal property;
 4. engaging in violence, extortion, or any other illegal act or other violation of school policy;
 5. Soliciting any person to engage in physical violence against any other person.

Application and Enforcement

A. In determining, as part of the application and enforcement of this policy, whether acts, conduct, or activities are gang related, school officials are encouraged to exercise discretion and judgment based upon current circumstances in their neighborhoods, schools, and areas.

B. The Superintendent, in consultation with the appropriate building principals, should report instances of gang-related criminal acts or acts of serious disruption to local law enforcement authorities for further action.

4. Violations of Policy: Students who violate this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

HARASSMENT

The effective education of our students requires a school environment in which students feel safe and secure. We are committed to maintaining an environment conducive to learning in which students are safe from violence, threats, name-calling, intimidation, and harassment. This will include bullying, cyber harassment or bullying and sexting. Our expectations for students consist of the following:

Harassment is defined by RMS as “aggressive or unwanted pressure or intimidation by another student. This can be an isolated or not continual incident”.

Bullying is defined by RMS as "Any repeated and pervasive written, verbal, or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events."

“Bullying” is any repeated unwanted harassment, threatening, intimidation, and / or humiliation.

There will be no verbal or physical harassment based on a student’s actual or perceived race, color, national origin, gender, religion, disability, sexual orientation, physical or personal characteristics, habits or demeanor. Harassment will consist of any action or verbal assault, which interferes with a student’s educational experience.

There will be no bullying, which means intimidating verbal or physical conduct, which is habitual or recurring.

There will be no name-calling which means the chronic, habitual, or recurring use of names or comments made to a student or about a student regarding the student’s actual or perceived physical or personal characteristics, habits, or demeanor.

Consequences for these behaviors will range from a minimum of lunch detention to possible suspension, or for severe cases, possible long-term suspension or expulsion. Additionally, counseling on the issue of acceptance and what constitutes harassment may be required of some students and parents.

When two parties are involved and the harassment occurs on both sides, both sides will be disciplined.

FALSIFYING UNLAWFUL ACTIVITIES or EMERGENCY SITUATIONS

Any student making a false report regarding unlawful activities/emergency situations will be subject to disciplinary measures as stated in the disciplinary matrix.

HAZING

Purpose: The purpose of this policy is to maintain a safe, positive environment for students and staff. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions: Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endangering the physical health shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substance, or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endangering the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist, or engage in any hazing activity.

If a student believes he/she has been subjected to hazing, the student must promptly report the incident, orally or in writing, to the building principal. The principal will conduct a comprehensive investigation of the alleged hazing. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with Board Policy. Additionally, students who engage in hazing behaviors may be subject to disciplinary action by the coach or sponsor, up to and including, removal from the activity and/or team.

INTIMIDATION/HOSTILE OR OFFENSIVE CONDUCT BY STUDENTS

Background: The effective education of our students requires a school environment in which students feel safe and secure. The Ruidoso Board of Education is committed to maintaining an environment conducive to learning in which students are safe from violence, threats, name-calling intimidation, and unlawful harassment.

Definitions:

“Unlawful harassment” means sexual orientation, gender identity, or physical conduct based on a student’s actual or perceived race, color, national origin, gender, religion, or disability and which has the purpose or effect of substantially interfering with a student’s educational performance or creating an intimidating, hostile, or offensive environment. Sexual harassment of students is further addressed by a separate policy of the Board. This will include

“Cyber Harassment and Sexting”

“Bullying” means intimidating verbal or physical conduct toward another student when such conduct is habitual or recurring. This will include Cyberbullying and sexting.

“Name-calling” means the chronic, habitual, or recurring use of names or comments to or about a student regarding the student’s actual or perceived physical or personal characteristics when the student has indicated by his or her conduct that the names or comments are unwelcome or when the names or comments, by their nature, are clearly unwelcome, inappropriate, or offensive. Will include Cyber Name-calling.

Prohibitions: It is the policy of the Board to prohibit violence, threats, name-calling, bullying, intimidation, assault, battery, extortion, robbery, vandalism, and other victim-based misconduct that creates an intimidating, hostile, or offensive environment, regardless of motive or reason. The Board will not tolerate such victim-based misconduct. It is the express policy of the Board to encourage students who are victims of such physical or verbal misconduct to report such claims. Students or their parents may report such conduct to any principal, assistant principal, or counselor.

Investigation: Reports of physical, verbal or electronic misconduct in violation of this policy shall be promptly investigated by the school principal or his/her designee. In assessing the existence of the violation of this policy and the appropriate discipline, the principal or designee shall consider the nature and extent of the conduct, the age of the student(s) involved, the context in which the alleged conduct occurred, and any prior history of conduct prohibited by this policy on the part of the violator.

Sanctions: Any student found to have engaged in misconduct in which another student is a victim of violence, threats, name-calling, bullying, assault, battery, extortion, robbery, vandalism, etc. shall be subject to discipline, including but not limited to, suspension or expulsion, subject to any applicable procedural requirements relative to the misconduct on the attached discipline matrix, appendix B.

SEXUAL HARASSMENT – INCLUDES SEXTING

The effective education of students requires a school environment in which students and staff feels safe and secure. Sexual harassment of students and staff impairs the proper atmosphere for education and often creates an inequitable climate for learning. RMS will not tolerate sexual harassment of students or staff by employees or other students.

Between students, sexual harassment is any unwelcome repeated conduct of a sexual nature. Conduct of a sexual nature may include, but is not limited to the following:

- Verbal or physical sexual advances, including subtle pressure for sexual activity
- Sexually oriented touching, pinching, patting, staring, pulling at clothing, or intentionally brushing against another
- Showing or giving sexual pictures, photographs, illustrations, messages, or notes
- Writing of a sexual nature
- Comments or name-calling to, or about, a person regarding alleged physical or personal characteristics of a sexual nature
- Sexually oriented “kidding”, “teasing” double intenders, and jokes
- Any harassing conduct to which a person is subjected to because of or regarding his/hers sex
- All harassment sexual in nature will be reported to the applicable law enforcement agency.

Standard of Conduct for Students: Unwelcome Conduct of a Sexual Nature

- Verbal or physical conduct of a sexual nature by one student to another may constitute sexual harassment when the allegedly harassed student has indicated, by his or her conduct, that the conduct is unwelcome or when the conduct, by its nature, is clearly unwelcome or inappropriate and repeated.
- A student who has initially welcomed conduct of a sexual nature by active participation 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.
- Any student who believes he or she has been sexually harassed may report that information to a teacher, counselor, or principal. If a student is uncomfortable reporting to a school employee, the student should report the problem to his/her parent and ask for the parent’s help in reporting the sexual harassment to appropriate school personnel. Investigation and Sanctions: The principal or his/her designee will appropriately and promptly investigate reports of sexual harassment of students and employees. 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. Any student found to have engaged in sexual harassment will be subject to disciplinary sanctions, including, but not limited to, suspension or expulsion.

STUDENT SEARCHES AND SEIZURES

The Board of Education of the Ruidoso Municipal Schools, in recognition of the necessity of conducting searches and seizures from time to time in order to enforce school policies, regarding student searches and seizures:

1. Definition: As used in this policy, contraband means any substance, material or object prohibited from school pursuant to school policy or state or federal law, including drugs, alcohol, or weapons.
2. Rules Regarding Searches and Seizures: The Ruidoso Municipal Schools reserve the right to search a student's person, personal effects, and vehicle as follows:
 - A. A pat-down search of a student may be conducted on the basis of a reasonable, individualized suspicion that such student is in possession of contraband. Any such search shall be conducted in private by an authorized school official of the same sex as the student to be searched and in the presence of a witness of the same sex.
 - B. Lockers, desks, and similar storage facilities are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and desks and similar facilities. Periodic inspections of lockers, desks and similar facilities may be conducted by school officials for any reason, at any time, without notice and without consent.
 - C. In any of the foregoing enforcement actions, the administration is authorized to use dogs whose reliability and accuracy for sniffing and detecting contraband has been established. The dogs will be accompanied by a qualified and authorized dog trainer-handler who will be responsible for the dog's actions. An indication by the dog that an illegal or unauthorized substance/object is present on school property or in a vehicle on school property shall be reasonable cause for a search by school officials.

WEAPON-FREE SCHOOL

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purpose of the schools. Accordingly, it is the policy of the Board that no student shall bring a weapon onto school property, nor carry or keep any weapon on school property or while attending or participating in any school activity, including during transportation to or from such activity.

Definition: For purposes of this policy, a weapon is any firearm, knife, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use as a weapon.

Enforcement: This policy shall be enforced according to the Board's Student Search and Seizure Policy.

Violations: Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension, expulsion and legal action by law enforcement.

Ruidoso Middle School

*STUDENT – PARENT HANDBOOK
2019- 2020*

I, the parent/guardian of _____
(Student)

have read and understand the 2019-20 RMS Student – Parent handbook.
I have reviewed of the quick reference section and I am aware that the entire
handbook is on-line for review.
I will support the requirements, regulations, and responsibilities.

(Parent/Guardian signature) (Date)

I, _____, (Student) have read and understand the 2019-
2020 RMS Student – Parent Handbook. I have participated in the review of the
quick reference section and I am aware that the entire handbook is on-line for
review.
and I am willing to abide by the requirements, regulations, and responsibilities.

(Student signature) (Date)

*NOTE: It is the responsibility of students and parents to inform themselves of
current Board policies and of administrative and school rules regarding conduct
that is subject to disciplinary action.*

RUIDOSO MIDDLE SCHOOL QUICK REFERENCES

STUDENT: _____
(Print Student's First and Last Name)

- APPENDIX A - Positive Behavioral Matrix(S.P.I.R.I.T.) Student's Initials: _____
- APPENDIX B - Discipline Matrix Student's Initials: _____
- APPENDIX C - Disciplinary Referral Student's Initials: _____
- APPENDIX F - Grade Level and Elective Supply List Student's Initials: _____
- APPENDIX E - Athletic/Activities Code of Conduct Student's Initials: _____
- APPENDIX D - Dress Code Student's Initials: _____
- APPENDIX G - Cell Phone and Electronic Device Policy Student's Initials: _____
- APPENDIX H - Building and Classroom Cameras Notice Student's Initials: _____
- APPENDIX I - Withdrawal School Notice Student's Initials: _____
- APPENDIX J - Daily Bell Schedules Student's Initials: _____
- APPENDIX K - School Calendar Student's Initials: _____
- APPENDIX L - RMS Course Requisites and Options Student's Initials: _____
- APPENDIX M - Absences and Missed Assignments Student's Initials: _____
- APPENDIX N - Disciplinary Procedures Student's Initials: _____
- APPENDIX O - Activities Grade Check Form Student's Initials: _____
- APPENDIX P - Transportation Handbook Student's Initials: _____
- APPENDIX Q - Photo Opt Out Form Student's Initials: _____
- APPENDIX R - Attendance Policy Student's Initials: _____
- APPENDIX S - NMAA Eligibility Requirements. Student's Initials: _____
- APPENDIX T - Up Date Demographics Student's Initials: _____