

Ruidoso High School Student Handbook



2022-2023

Ruidoso High School

Student – Parent Handbook

2022 - 2023

VISION STATEMENT

RMSD in partnership with students, families and the community ensures a rigorous and relevant student-centered learning environment that cultivates character, fosters academic excellence and embraces diversity.

Every Student will graduate from Ruidoso High School Prepared to be a responsible, caring and fulfilled adult.

MISSION STATEMENT

The Mission of RMSD is to grow a collaborative learning community where relationships, rigor and relevance develop fulfilled and purposeful adults.

Every staff member of Ruidoso High School is committed to prepare every student that enrolls to be a responsible, caring and fulfilled adult.

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Ruidoso, New Mexico 88345

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***Member of the North Central Association of
Colleges and Secondary Schools***

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Ruidoso High School
2022 - 2023 Title I Learning Community Compact

Principal's Agreement

As the educational leader of Ruidoso High School, it is my responsibility to ensure that all components of this agreement are fulfilled. In addition, I commit to the following:

1. Teamwork – In order to promote and develop positive working relationships, I will practice positive communication by listening to all members of our school community.
2. Safe Learning Environment – I will ensure a physically and emotionally safe environment for all members of our school community.
3. Quality Academic Programs – I will continually strive to improve all of our instructional programs for every Ruidoso High School student.
4. Respect – I will continually strive to ensure an environment of respect at all times for all members of our school community.

RHS Principal
Angela Romero

Teachers' Agreement

As teachers at Ruidoso High School it is our responsibility to provide quality instructional services for all students. To accomplish this goal, we will provide the following:

1. Classroom Management and Discipline – Our classrooms will be structured in ways that provide safe and secure learning environments.
2. Curriculum and Instruction – We will plan and deliver quality lessons and relevant learning assignments that will give each student the opportunity to meet academic and proficiency requirements through high quality teaching methods and intervention as needed.
3. Professionalism – We will maintain open communication with students, parents, community members, and school staff in a continued effort to refine the educational services for all students at Ruidoso High School.
4. Respect – We will continually strive to ensure an environment of respect at all times for all members of our school community

RHS School Advisory Council

Student Agreement

In order for me to be a successful student this school year, I agree to the following:

1. Citizenship – I will conduct myself in an appropriate manner at all times that I am at school or participating in a school sponsored event by following the expectations found in the Ruidoso High School Student Handbook.
2. Academic expectations –I pledge to do my best to meet or exceed the entire academic and proficiency requirements through completing assignments and participation in intervention as needed.
3. Attendance – In order to succeed academically, I promise to do my best to attend class every day and on time.
4. Respect – I pledge to be respectful at all times to all members of our school community, including staff, students, and visitors.
5. I acknowledge receipt of the 2022-2023 Ruidoso High School Student Handbook.

Parent/Guardian Agreement

As the parent/legal guardian of my student, I want my student to perform to the best of his/her ability in both academics and citizenship. Therefore, I am committed to performing the following activities with my student for the 2022-2023 school year:

1. Citizenship – I will support the school's effort to establish responsible behavior through the expectations found in the Ruidoso Student Handbook.
2. Academic Success – I will provide my student with an area to work and encouragement to complete homework, school projects and meet proficiency requirements. I will provide transportation for my son/daughter to attend interventions as needed.
3. Attendance – I will work with my student and school staff to ensure that my student meets the expectation of over 95% attendance in every class.
4. School Contact – I will maintain contact with my student's teachers and counselors to always be informed of his/her academic performance. I will meet with my student's teacher during Parent Conferences, Next Steps Planning, and at other times with school staff if my presence is requested.
5. I acknowledge receipt of the 2022-2023 Ruidoso High School Student Handbook.

Parent Signature

Date

Student Signature

Date

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 Dr. George Bickert to coordinate its efforts to comply 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.

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 Title II or the Americans with Disabilities Act (ADA), interested persons should contact Dr. George Bickert at (575) 630-7001.

HANDBOOK AUTHORITY AND JURISDICTION

This student handbook states guidelines for student rights and responsibilities. It does not create any contractual rights, and the school district has the discretion to modify the provision of this handbook at any time.

The provisions of the student handbook are in effect:

- During regular school hours and/or on school property
- During transportation of students and at school bus stops
- At times and places where appropriate school administrators and staff have jurisdiction including, but not limited to, school-sponsored events, field trips, athletic functions, and other school-related activities
- On the way to or from school or a school-related event

Additionally, the principal, any public school official, or designated chaperone is authorized to take administrative action when a student's misconduct away from school during a school activity may have a detrimental effect on the other students, staff, or on the orderly education process. The principal has the responsibility to take discretionary action any time the education process is threatened with disruption. Nothing in the following is intended to prevent a staff member, teacher, principal or other administrator from using his/her best judgment with respect to a particular situation.

EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords 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.

RHS PROCEDURES

- School day M,T,Th,F is 8:45 - 4:02. Doors will open at 8:00. Staff will be on duty from 8:30 - 4:15.
- Wednesday school is 8:45 – 2:30. Doors will open at 8:00. Staff will be on duty from 8:30 – 2:45
- **RHS is a closed campus, students are not allowed to leave unless parents/ guardian are able to physically come check a student out in the office.** Students may not leave with anyone other than their parent or guardian without prior arrangement with the administration
- Students will not be called out of class during state mandated testing.
- On snow days, please watch local television channels, listen to the school messenger, go online to the district web site, check the district Facebook, or listen to local radio stations for delay or closing information. Please do not call the high school or central office for this information.

- Please pick up/drop off students in the main parking lot only. The Circle, Ruidoso Schools Performing Arts Center (RSPAC) parking lot, and the parking lot behind the school is for staff and buses only.
- **Please be considerate and respectful to our staff and pick your student up on time! This includes after school functions!** If your student is not picked up 30 minutes after release time and we are unable to contact a parent or any of the emergency contacts, the school resource officer will be contacted to transport your student to CYFD or the Police Station.
- Communication is very important to the administration and staff at RHS. Questions and concerns will be answered as soon as possible. Please allow one work day for response.

Visitors – All visitors (including parents/guardians) must report directly to the office to sign in as a visitor and/or to get any questions answered. When entrance doors are locked, visitors must ring door bell and wait to be buzzed into the school facility. Visiting students are not permitted unless by prior arrangement with administration. Visitors are asked to use the visitor parking area when visiting the campus. All visitors are required to wear a visitor's badge.

Deliveries – RHS will not accept commercial deliveries of any kind for students. This includes food, flowers, gifts, etc. A parent or guardian needing to bring something for their student must check in with the main office. Students will not be released from class to pick up items.

Hall Passes - Students must have a hall pass signed by the student's assigned teacher for that class period, to be in the hall during class time.

Student Fees – Student Activity Fee \$20.00/student (*IDs, Parking permits, prom, student activities and clubs*)

Driver's Education - To be Determined.

Cafeteria - Breakfast is served between 8:15 and 8:40. The cafeteria will close at 8:40 and not re-open until lunch service. Late students will not be able to obtain breakfast in the cafeteria.

Lockers – Lockers will not be issued or available for students

Student Vehicles - When on campus or otherwise under school control and student's personal effects which are not within their immediate physical possession may be searched with or without the student present. Please refer to parking regulations.

Valuables – The school cannot be held responsible for theft, loss or damage of personal belongings.

Off Campus Locations-any RMSD or joint use property, school function or event and any off campus behavior that may impact school safety is covered under this handbook and district policy. This includes students, parents and guests.

School use of media -Publishing student pictures and work on websites and Facebook promotes learning, collaboration, and provides opportunities to share student achievements. It is for these reasons that RHS would like to use images of and/or work created by your child on the district, school and classroom websites. RHS would like to display student created digital products on websites, place photos and videos containing images of students participating in school activities on Facebook and website, and use student created products as examples in professional development training at workshops and conferences. If you DO NOT want Ruidoso Municipal Schools to place your child's work or images on the internet, please complete the **Opt Out Photo Release Form** of such publications located in the Counselor's office and return to RHS administration office.

LOCKDOWNS, SHELTER IN PLACE AND EVACUATION

Throughout the year, Ruidoso High School will hold a number of practice drills and a number of safe school responses to a variety of situations. In all cases, students are asked not to use their cell phones. Parents and community are asked not to call or come to the school. If there is a true emergency, information will be distributed through local television stations, school messenger, the district web site, and local radio stations. Please do not call or visit the school. Please do not call your student. Your student will not be released until it is safe to do so, and you may increase the risk to yourself and students if you come to the school. The staff of Ruidoso High School receives regular training in handling these situations in cooperation with the police and fire departments.

2022-23 Ruidoso High School Bell Schedules

Regular Bell Schedule		
1	8:45	9:36
2	9:41	10:32
3	10:37	11:32 Announcements
4	11:37	12:28
5 - Lunch	12:28	1:13
6	1:18	2:09
7	2:14	3:05
8	3:10	4:02

Wednesday Early Release Schedule		
1	8:45	9:21
2	9:26	10:02
3	SEL Class 10:07 10:22	10:22 10:58
4	11:03	11:39
5 Lunch	11:39	12:24
6	12:29	1:06
7	1:11	1:48
8	1:53	2:30

Assembly/ Pep Rally Schedule		
1	8:45	9:31
2	9:36	10:22
3	10:27	11:13 Announcement
4	11:18	12:04
Pep Rally	12:09	12:40
5 -Lunch	12:43	1:28
6	1:33	2:19
7	2:24	3:10
8	3:15	4:02

2 Hour Delay Schedule		
1	10:45	11:20
2	11:25	12:00
3	12:05	12:40
4	12:45	1:18
5 Lunch	1:18	2:03
6	2:08	2:43
7	2:48	3:23
8	3:28	4:02

3 Hour Snow Delay	A/B SCHEDULE	
	A Schedule	B Schedule
11:45 to 12:34	1 st Period	1 st Period
12:39 to 1:28	4/5 Period	6th Period
1:28 to 2:13	Lunch	Lunch
2:18 to 3:07	2nd Period	7th Period
3:12 to 4:02	3rd Period	8th Period

STUDENT CONDUCT/DISCIPLINE

RHS Speak LIFE Behavior Expectations Matrix

Ruidoso High School follows a Positive Behavior Intervention and Supports Plan to establish and maintain a safe learning environment. In addition, our goal is to create a culture in which all students and staff demonstrate the following characteristics.

	Learn	Implement	Follow	Establish
Classroom Library - Media Center	<ul style="list-style-type: none">*Follow all established expectations*Encourage, respect, and be kind to others	<ul style="list-style-type: none">*Pay attention and respect all speakers*Own your learning and your mistakes*Use an appropriate voice level	<ul style="list-style-type: none">*Take initiative and show effort*Utilize technology and media resources appropriately	<ul style="list-style-type: none">*Acknowledge alternate opinions*Learn from your mistakes*Speak kindly about self and others
Bathroom	<ul style="list-style-type: none">*Take care of personal needs during passing periods*Wash Hands*Throw all trash in the trash can	<ul style="list-style-type: none">*Use facilities properly and in a timely manner*Only flush appropriate items	<ul style="list-style-type: none">*Be respectful of others privacy and personal possessions*Use school appropriate language	<ul style="list-style-type: none">*Maintain a clean and safe bathroom* Report suspicious behavior and/or vandalism to an adult
Cafeteria Commons Outside	<ul style="list-style-type: none">*Stay seated while eating*Clean up all food and trash after yourselves*Maintain a safe environment*Use the front doors only to enter or exit the building during lunch	<ul style="list-style-type: none">*Eat food only in designated areas*Keep food on tray or in your mouth*Adhere to dress code	<ul style="list-style-type: none">*Use an inside voice and school appropriate language*Be kind and respectful to others*A pass from a teacher is required to enter hallway or classroom during lunch period	<ul style="list-style-type: none">*Use good manners*Leave areas cleaner than you found them*Follow expectations and accept consequences*Show pride in your RHS campus

Assembly Sporting Events	*Show pride in your space, self, and school *Celebrate others' success	*Stay in your space *Use language appropriate for the school setting *Respect electronic device expectations	*Be active learners and listeners *Keep everyone safe by walking *Cheer and applaud Warrior successes	*Show Warrior Pride by exhibiting good sportsmanship to all teams and fans *Keep your area clean by throwing all trash away *Adhere to dress code
Bus	* Keep hands and feet out of aisles *Leave bus clean *Use your inside voice	*Keep your things with you *Stay seated *Be polite and say hi and bye to your bus driver	*Treat others like you want to be treated *Report unsafe conditions to an adult *Follow all established bus rules	*Be helpful and kind when possible *Help the driver maintain a safe, clean bus

The goal for RHS is to provide a positive environment for all students, staff and visitors. Students who are unable to follow the RHS Behavior Expectations or individual classroom rules will receive consequences up to and including discipline referrals by the teacher, staff member or coach. Teachers will follow the general plan outlined below when dealing with violations of the Behavior expectations. Teacher consequences/intervention may increase in severity as steps increase.

Step 1: Verbal warning/Reminder of expectations

Step 2: Teacher assigned consequence/intervention, Parent contact, Documentation in Powerschool.

Step 3: Teacher assigned consequence/intervention, Parent/Teacher Conference, Documentation in Powerschool

Step 4: Referral to Principal with documentation in Powerschool. Administrative assigned consequence or intervention.

The school will practice progressive discipline with office referrals that may include long term suspension. Please see the discipline matrix below and behavior contracts in the appendix. The discipline policy cannot address all specific incidents that occur. The categories are meant to be guidelines/suggestions for consequences to student misconduct. The administrator/designee will determine the classification and level of the offense/consequence based on the particular incident. All provisions of the Ruidoso Municipal School District policies will be enforced even if not explicitly stated here. Some potential disruptions are so severe they warrant strong disciplinary actions, including suspension, expulsion, and/or arrests.

If a student is suspended, parents or guardians will receive a written notice of the suspension, the reason for it and its duration. Students on suspension cannot be on campus or at school functions for any reason. *Students may*

not participate in the commencement exercises or attend other school activities if they are currently serving an out of school suspension unless otherwise noted in the suspension documentation.

The school will refer any student who breaks the law to the appropriate legal authority.

Failure to follow discipline guidelines may result in disqualification from certain clubs and/or extracurricular activities and awards (ie NHS, Distinguished Warrior, participation in games or practices, attending events, ski days etc.)

Make-up work will be allowed during suspensions. The format of make-up work is at the discretion of the individual instructors (for example a lab activity may need an alternative activity). It is the student's and/or parent's responsibility to request the make-up work assignments from the instructors or through the counseling office.

Ruidoso Municipal Schools expects all students and staff to exhibit a standard of behavior based on respect for all individuals. Acts of discrimination related to race, religion, gender, ethnicity, sexual orientation, disability or national origin will not be tolerated.

RHS Discipline Matrix

Level 1 Behaviors				
Type of Violation	1 st occurrence	2 nd occurrence	3 rd occurrence	4 th occurrence
Distraction: Noises, talking out of turn, profanity (accidental), sleeping, horseplay	Redirect, Verbal correction, reminder of expectation	1 on 1 discussion, Change of seat, behavior intervention Call home with log entry.	Classroom consequence, call home with log entry.	Office Referral, Office assigned consequence: time in office, detention or ISS if available
Disrespect: not following directions, rude comment, littering, misbehavior for substitute	Redirect, Verbal correction, reminder of expectation	1 on 1 discussion, Change of seat, behavior intervention, Call home with log entry.	Classroom consequence, call home with log entry.	Office Referral, Office assigned detention or ISS if available
PDA: Public displays of affection	Redirect, Verbal correction, reminder of expectation	1 on 1 discussion, Change of seat, behavior intervention, Call home with log entry.	Classroom consequence, call home with log entry.	Office Referral, Office assigned consequence: detention or ISS if available
Cafeteria/Commons etiquette: Deliberate mess, profanity (accidental), horseplay, not following directions, cutting in line	Verbal Correction, Reminder of expectation, Clean up mess.	Verbal Correction, Reminder of expectation, clean up mess, behavior intervention, call home with log entry.	Assigned seat/location, reminder of expectation, call home with log entry	Office Referral, Office assigned consequence: time in office, detention or ISS if available

Dress code Violation: see dress code	<ol style="list-style-type: none">1. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day2. Students will be provided with temporary school clothing when available to be dressed more to code for the remainder of the day3. If necessary, students’ parents/guardians may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.			
Level 2 Behaviors				
Physical contact arising from horseplay/ Student safety concern	Verbal correction, Reminder of expectation, behavior intervention, call home with log entry	1 on 1 discussion, change seat/location, classroom consequence, call home with log entry	Office Referral, Office assigned consequence: detention, ISS if available.	Office Referral, Office assigned consequence: detention, ISS if available or 1 day OSS
Throwing items (not at person)	Verbal correction, Reminder of expectation, behavior intervention, call home with log entry	1 on 1 discussion, change seat/location, classroom consequence, call home with log entry	Office Referral, Office assigned consequence: detention, ISS if available.	Office Referral, Office assigned consequence: detention, ISS if available or 1 day OSS
Cheating: using resources not allowed on assignment, copying another’s work, allowing others to copy your work, plagiarism	Loss of points on assignment, redo at teacher discretion, call home with log entry	0 on assignment, redo at teacher discretion, conference with parent, student w/log entry	0 on assignment, Office Referral, Office assigned consequence: detention or ISS if available.	0 on assignment, Office Referral, Office assigned consequence: detention, ISS if available, or 1 day OSS
Ditching: not going to class without permission from teacher Ditching off campus may escalate consequences.	Verbal Correction, walk to class, call home with log entry	Attendance Contract, walk to class, call home with log entry	Office Referral, Office assigned consequence: detention, ISS if available.	Office Referral, Office assigned consequence: increased days of detention or ISS if available.

Level 3 Behaviors – All occurrences result in Office Referral, May result in a referral to SBH. May result in referral to RPD/JPO

Administration may, at their discretion, treat previous Level 3 or repeated level 2 behaviors as previous occurrence.

Administration may escalate any consequence if they determine a credible threat/safety hazard exists.

Mutual fighting/physical aggression	1 Day OSS, parent meeting, behavior contract, restorative justice if applicable	3 Day OSS, parent meeting, behavior contract, restorative justice if applicable	5 Day OSS, parent meeting, behavior contract, restorative justice if applicable	10 day suspension pending a long term suspension hearing
Major disrespect, insubordination, disruption, repeated school rules violation	1 Day OSS, parent meeting, behavior contract, restorative justice if applicable	3 Day OSS, parent meeting, behavior contract, restorative justice if applicable	5 Day OSS, parent meeting, behavior contract, restorative justice if applicable	10 day suspension pending a long term suspension hearing
Substance abuse: Use or possession of illegal drugs. Including All Vapes, Alcohol, Nicotine, Marijuana, or related paraphernalia	1 Day OSS, parent meeting, behavior contract, referral to SBHC, Detention until learning modules complete	3 Day OSS, parent meeting, behavior contract, referral to SBHC, Detention until learning modules complete	5 Day OSS, parent meeting, behavior contract, referral to SBHC, Detention until learning modules complete	10 day suspension pending a long term suspension hearing
Assault, Unprovoked physical aggression	3 Day OSS, parent meeting, behavior contract, restorative justice if applicable	5 Day OSS, parent meeting, behavior contract, restorative justice if applicable	10 day suspension pending a long term suspension hearing	
Harassment, Bullying, Cyberbullying, Sexual Harassment, Hazing	1 Day OSS, parent meeting, behavior contract, restorative justice if applicable	3 Day OSS, parent meeting, behavior contract, restorative justice if applicable	5 Day OSS, parent meeting, behavior contract, restorative justice if applicable	10 day suspension pending a long term suspension hearing

Vandalism, Theft, Property damage or defacement less than \$100. Activating safety equipment when not an emergency	1 Day OSS, parent meeting, behavior contract, Restitution of value lost	3 Day OSS, parent meeting, behavior contract, restitution of value lost	5 Day OSS, parent meeting, behavior contract, restitution of value lost	10 day suspension pending a long term suspension hearing, restitution of value lost
Vandalism, Theft, Property damage or defacement more than \$100.	3 Day OSS, parent meeting, behavior contract, restitution of value lost	5 Day OSS, parent meeting, behavior contract, restitution of value lost	10 day suspension pending a long term suspension hearing, restitution of value lost.	
Gang or Gang-like activity	1 Day OSS, parent meeting, behavior contract, restorative justice if applicable	3 Day OSS, parent meeting, behavior contract, restorative justice if applicable	5 Day OSS, parent meeting, behavior contract, restorative justice if applicable	10 day suspension pending a long term suspension hearing
Profanity and/or abusive language toward staff member	1 Day OSS, parent meeting, behavior contract, restorative justice if applicable	3 Day OSS, parent meeting, behavior contract, restorative justice if applicable	5 Day OSS, parent meeting, behavior contract, restorative justice if applicable	10 day suspension pending a long term suspension hearing
Possession of Pornography, use of school equipment to access inappropriate information (see technology agreement)	1 Day OSS, parent meeting, behavior contract, restorative justice if applicable	3 Day OSS, parent meeting, behavior contract, restorative justice if applicable	5 Day OSS, parent meeting, behavior contract, restorative justice if applicable	10 day suspension pending a long term suspension hearing
Bomb threats, explosives threats, school threats, false alarms (including electronic and social media)	10 day suspension pending a long term suspension hearing			

Possession of weapon, dangerous instrument, destructive device, knife, pepper spray, Taser, live ammunition, or simulated weapon	1 Day OSS, parent meeting, behavior contract, restorative justice if applicable	3 Day OSS, parent meeting, behavior contract, restorative justice if applicable	5 Day OSS, parent meeting, behavior contract, restorative justice if applicable	10 day suspension pending a long term suspension hearing
Possession of firearm, knife more than 3", explosive, or wielding any weapon	10 day suspension pending a long term suspension hearing			

Definitions from above matrix: ISS- in school suspension; ASD = after school detention; OSS = out of school suspension; RPD = Ruidoso Police Department; JPO = Juvenile Probation Office; SBHC = Student Based Health Center

Search and Seizure – While on school property there is no assumption of privacy for students, their lockers, vehicles and belongings may be searched upon administration receiving a “reason to suspect”. School officials do not need to meet the same conditions as law enforcement in conducting a search. The staff will not conduct “fishing” (searching groups of students indiscriminately). Only administrators will search a student. Two staff members will be present at all times. Whenever possible, student searches will be conducted by an administrator of the same gender as the student. At no time will school personnel request a student to remove any article of clothing other than outerwear (jackets, hoodies, etc.). There will be an attempt to contact parents to inform them of the outcome of the search.

Reporting - It is against the school policy for anyone to knowingly withhold information from school authorities regarding life-threatening activities (i.e. weapons, suicidal behavior, overdosing, drinking or using drugs, etc.) that will be or have been committed on the RHS campus.

Student Dress Code

Ruidoso High School student dress code supports equitable educational access for all students. We acknowledge students as individuals and students’ dress should respect the District’s intent and responsibility to ensure the health, safety and mental well-being of all students. School Staff are to be focused on behaviors that undermine the educational process more so than on student dress.

Ruidoso High School expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. The primary responsibility for student’s attire resides with the student and their parent(s) or guardian(s). Administrators shall use reasonableness and have the discretion to determine the appropriateness of attire. They may make special exceptions for students with a documented health condition or disability.

School staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Teachers are empowered to ensure appropriate dress given the variations in their classroom environments.

1. **Certain body parts must be covered for all students at all times.** Clothes must be worn in a way such that genitals, buttocks, breasts and navel are fully covered with fabric that is not able to be seen through.

Students Must Wear:

A shirt (with fabric in the front, back and on the sides under the arms), **AND pants, dresses or equivalent** (i.e. a skirt, sweatpants, leggings or shorts), **AND shoes** (safe and appropriate for the weather, course assignments, athletic and other conditions)

2. Students May Wear:

Hoodies

Hoods are allowed to be worn on students' heads on campus with face and ears visible to staff; in school classrooms only at the discretion of the classroom teacher

Hats/beanies

Hats facing straight forward or straight backward are allowed to be worn on students' heads on campus. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff; in school classrooms only at the discretion of the classroom teacher.

Warrior Wear

Warrior wear or athletic uniforms that meet the minimum requirements is encouraged.

Student ID's

Students will be issued ID's. Students need to have their ID in their possession while at school. During an emergency ID's must be visible.

3. Students Cannot Wear:

- Clothing or accessories that depict, imply, advertise or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances (including brand names like Cookies, Coors, Budweiser etc).
- Clothing or accessories that depict or imply pornography, nudity, or sexual acts (including brand names like Playboy).
- Clothing or accessories that display or imply vulgar, discriminatory, or obscene language or images.
- Clothing or accessories that state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Clothing or accessories that will interfere with the operation of the school, disrupt the educational process or create a reasonably foreseeable risk of such interference.
- Clothing or accessories that endanger the safety of students or staff.
- Apparel, hats, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang.
- Bulletproof vests, body armor, tactical gear, or facsimiles.

- Any item that obscures the face or ears or disguises the identity of the student except as a religious observance or Personal Protective Equipment (PPE).
- Sunglasses are not allowed indoors and only allowed outdoors.

Dress Code Enforcement

School staff shall enforce the dress code respectfully and consistently using the requirements below. No student shall be denied attendance at school for failing to abide by the dress code.

Students will only be removed from spaces, hallways or classrooms as a result of a dress code violation if students are in violation of Section 1 and/or 3. Students in violation of Section 1 and/or 3 will be provided three (3) options to be dressed more to code during the school day or at school-sponsored activities:

1. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day
2. Students will be provided with temporary school clothing when available to be dressed more to code for the remainder of the day
3. If necessary, students' parents/guardians may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:

- Kneeling or bending over to check attire fit
- Measuring straps or skirt length
- Asking to students to account for their attire in the classroom or in hallways in front of others
- Calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others
- Accusing students of "distracting" other students with their clothing;

The final decision/determination regarding appropriate/inappropriate student dress is at the discretion of RHS administration. Appeals may be filed with the Superintendent's Office.

Electronic Devices

As Educators, one of our major goals is to increase the neural pathways in the brain, thereby optimizing overall brain functioning. This is especially important for the lifelong skills of discernment and critical thinking. Apart from the content they disseminate, television, video games, and movies lay down simple, repetitive neural pathways and actually shut down those areas of the brain that activate higher level thinking skills and powers of discrimination.

If a student is using an Electronic device for 5 minute per class period every day, the student will have missed out on 105 HOURS (approximately 17.5 days) of engaged learning per school year and all the neural pathways that come with it.

For these reasons and to limit disruption, personal electronic devices should be placed on Silence or Off position and kept in the student's backpack, pocket or purse during the school day. This includes but is not limited to: cell phones, iPods, mp3 players, PSPs, video recorders, cameras, headphones, ear/air pods etc.

Electronic devices may be used before school, at lunch, and after school. At no time should electronic devices be used in the restrooms. The use of an electronic device within the classroom setting for enhancing instruction and academic achievement requires explicit permission of the teacher.

The use of electronic devices to photograph, film, snapchat or in any other way capture the likeness of any student or staff on RHS campus is forbidden unless directed by a teacher for an educational purpose.

Cell phones and other electronic devices may not be used to threaten, intimidate or in any way violate the security, safety and well-being of others. Cell phones will not be used to take or share pictures, videos, or record audio sounds of students, faculty, or staff that are considered sexually offensive, provocative, disrespectful, or otherwise inappropriate.

Students failing to follow the Electronic Device policy are subject to normal school discipline up to and including confiscation of the device and/or detention/suspension/expulsion and referral to School Resource Officer (SRO) as warranted. If a teacher confiscates an electronic device the following policy will be followed:

1st Offense – The parent or legal guardian will be called. Student may pick up Electronic Device from the office at the end of the day.

2nd Offense – the parent or legal guardian will be able to pick up the Electronic Device from the office at the end of the day or the next day.

3rd Offense – the parent legal guardian will be able to pick up the Electronic Device from the office after 7 days.

4th Offense – the parent or legal guardian will be able to pick up the Electronic Device from the office at the end of the semester. The student will not be allowed to have an Electronic Device during school day for remainder of semester.

Subsequent offenses – The student loses Electronic Devices privileges for the remainder of the school year and is considered engaging in habitually disruptive behavior subject to further discipline.

NOTE: A student's Personal Electronic Device is **not the responsibility** of the staff or school district. The staff or school district will not be responsible for financial compensation of any Electronic Device confiscated if the Electronic Device is stolen, damaged or lost. If any of this is a concern for parent/legal guardian, it is the recommendation of RHS for students to **not** bring any Electronic Device to school.

Use of Office Phone

The office /counseling office telephone can be used by students during school. Calling home for homework, books, notebooks, or transportation arrangements during class time are prohibited, unless otherwise stated by the classroom teacher. If a parent needs to contact their child, please call Ruidoso High School's main number (630-7900) and our staff will notify the student to come to the office with teacher permission. Only in an emergency situation will a classroom be disrupted to contact or relay a message to a student.

Student parking

- All vehicles parked in any RHS parking lot **MUST** have a valid parking permit displayed.
- **Parking at RHS is a privilege, not a right! (Be Safe!)**
- Neither RHS nor RMSD is responsible for vehicle or its contents.

- Students must fill out a parking application to receive a permit to park on campus. Application includes expectations, consequences, and information needed to be on file for student to receive parking permit
- On campus includes property from Gavilon Canyon road to Hull and along Warrior Dr.
- Students parking on campus without a permit will be subject to school discipline and possible citation.

STUDENT SERVICES AND PROGRAMS

Grade Reports - To help parents monitor students' progress, report cards will be provided each grading period. Please call the counselor/teacher and schedule conferences according to your concerns. Power School is used to report student grades.

Access to Progress Data through Power School - Internet and telephone access to students' academic progress and attendance records is normally available twenty-four hours daily, seven days a week via our Power School program. Each family is provided a username and password to access the records of that family's student(s). If you have not received a username and password by the end of the fifth week of the school year, please contact Counseling office.

Next Step Plan - Career awareness and exploration activities in grades K-8 establish the foundation for development of a Next Step Plan for each high school student. Career implies more than just a job; it includes education, work, and lifestyle. Achieving a successful career requires years of planning, studying, training, and hard work. Learn more about the Next Step Plan by contacting RHS Counseling Office.

Dances - Dances will be held periodically. Only Ruidoso High School students and their guest will be allowed to attend dances. All guests must be pre approved by administration in advance.

Athletic/Activities Code of Conduct - All students participating in Athletics and/or Activities remain subject to the established Athletic/Activities Code of Conduct (See Appendix). Each coach/sponsor will provide and review with students and parents this Code of Conduct, and any revisions that may be new for the current school year. In addition, each student **must** have a current athletic physical evaluation form, for a physical that has been performed after April 1 of the previous school year, on file with the athletic department. Students cannot participate in any school sponsored athletics without a physical exam being performed annually.

Academic Eligibility for Athletics and Activities (from NMAA)–

1. A Student shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation. For students not eligible at the semester, the next six or nine week grading period can be used to regain eligibility. Grades earned during a summer session must be placed on a student's transcript by the school registrar prior to the first day of the Fall semester in order for the course to be utilized for eligibility purposes.

a. All class work counted for eligibility must be acceptable for graduation.

b. The GPA is based on a 4.0 scale with an allowance for consideration of honors points.

c. Cumulative provision

1. A student who is ineligible at the end of a semester may utilize the cumulative provision.

2. Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (The cumulative provision cannot be used for 9th or middle school/junior high students.)

3. The cumulative provision may not be applied if a student has more than one "F" in the semester grading period immediately preceding participation.

4. A student must have passed a minimum of 51% of coursework taken by a full-time student in the semester grading period immediately preceding participation to take advantage of the cumulative provision option. d. Stricter guidelines may be imposed by the school/district.

2. A Student must be enrolled in at least 51% of the member school's regular class schedule in courses that will be counted towards his/her graduation and in regular attendance during the current as well as the previous semester.

Homeschool/Charter School Student Eligibility

Section 1. Section 22-8-23.8 NMSA 1978 (being Laws2007, Chapter 365, Section 2) . . .A home school student is eligible to participate in up to three school district activities at the public school in the attendance zone in which the student resides, according to the New Mexico Activities Association guidelines. The school district shall verify each home school student's academic eligibility to participate in school district activities. As used in this section, 'activities' means athletics, co-curricular and extracurricular activities sanctioned by the New Mexico Activities Association."

Section 1. 1999 Charter Schools Act 22-8c-8 A. The New Mexico Activities Association and the local school board in the school district in which a charter school is located shall allow charter school students in grades seven through twelve to participate in school district extracurricular activities sanctioned by the New Mexico Activities Association if they meet eligibility requirements other than enrollment in a particular public school and if the charter school does not offer such activities sanctioned by the New Mexico Activities Association or any other association.

These provisions of NMAA bylaws are not intended to allow homeschool/charter school students to attend non-NMAA sanctioned classes at a public school. Please see the NMAA website for a list of sanctioned activities.

Ski Day Eligibility

RMSD and Ski Apache partner to offer ski days during the winter semester. Specific details about ski days will be published later in the year. Students will have to complete the entire ski day packet and turn it in by the deadline in order to be eligible.

Guidance, Counseling and Health Services - The counseling office is open during business hours, and the personnel in this office will assist students and parents with learning needs, as well as specific needs related to emotional issues or tragedies. ALL students are encouraged to visit the counseling office if a problem arises and the student needs assistance during lunch and if not an emergency, please sign up.

Intervention Health Services - According to New Mexico State Law, students must have current immunizations in order to remain in school. Current records must be on file.

Nurse - The school nurse will follow the policy for administering medication in the appendix of this document.

Student Based Health Center - 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 any health care practitioner for concerns regarding any of the following: physical or sexual abuse, birth control, sexually transmitted disease, drug/alcohol abuse or mental health issues. The School Based Health Center, located near the Auxiliary Gym on RHS campus, is staffed with caring professionals ready to provide assistance. Note: Students can obtain sports physicals after April 1st for upcoming school year through SBHC by contacting (575) 630-7974 for an appointment.

Insurance - School officials have made arrangements for you to purchase accident insurance at a nominal cost. Packets will be made available to each student at the beginning of school. 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.

Library - The program of the Ruidoso High School Library supports and enriches the philosophy and curriculum of the school. The RHS Library offers a variety of services for all students and staff. Assistance in accessing information is readily available. In addition to providing various resources for class assignments and research, the library offers an atmosphere conducive to leisurely reading and independent study. For further information regarding philosophy, services, and resources, please visit <http://ruidososchools.org> and click on the “library” link.

Textbooks/Chromebook – Textbooks and/or Chromebooks are furnished at public expense to each student, and students are responsible for the proper care and return of those materials. A replacement fine will be charged for loss, destruction, or misuse of any textbook, chromebook or other school owned materials. All school owned materials must be returned if a student withdraws from school.

CHROMEBOOK REPAIR COSTS



Touchscreen	\$249.00
Keyboard/missing key	\$79.00
Charging port	\$79.00
Webcam/Microphone	\$79.00
Headphone Jack	\$79.00
Hinge/Case	\$79.00
Charger	\$25.00
Other	\$79.00-169.00

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

Intervention - Students will be assigned Intervention upon determined need based on factors such as academic and proficiency requirements, assessment scores, and teacher recommendations. Intervention is an assigned class. Attendance will be taken and grades will be given based on progress toward grade level proficiency. Once students can demonstrate proficiency, the student will be exited from the class at the end of the 9 weeks.

School Safety Plan - Ruidoso High School has developed a detailed School Safety Plan, which includes Prevention, Intervention and Response issues. 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. In the event of an emergency, turn to TV channel 15 or listen to local radio stations (1360am or 93.5fm). **To allow for an orderly response to an emergency, please do not telephone or go to the high school. Students will not be released during emergencies. Students will be prohibited from using cell phones because it blocks communication lines.**

Field Trips – Students will occasionally be offered opportunities to expand their education through curriculum related field trips. The following applies to these opportunities.

1. Students attending field trips will be asked to complete the non-athletic permission slip found in the appendix of this document.
2. Campus rules are in effect while students are on school-sponsored trips.
3. Students on school sponsored trips and accompanied by school district personnel will not be considered absent.

STUDENT ABSENCES AND EXCUSES

Effective 2019 – New Mexico Legislature replaced the School Compulsory Law with the Attendance for Success Act – 2019

Attendance Policy-Regular daily attendance is critical for students to benefit from educational opportunities. As a district, we believe that regular school attendance has been shown to be the first necessity for success in school. Maximum learning cannot occur if a child is not in class.

When Absent from School

If the parent(s)/guardian(s) have a telephone and provide the contact number to the school, the school may make a reasonable effort to give notification of absence within three (3) hours of the beginning of the school day if the school has not received confirmation of the student's absence. No right of being informed is established by this direction to staff.

Explained Absences - Absence from a class or school day for the death of a family, medical absence, religious instruction or tribal obligations or any other allowable excuse pursuant to the RMSD school board.

Unexplained Absences - An absence from a class or school day for which the student does not have an allowable excuse pursuant to the Attendance for Success Act or as explained previously.

- When a student is absent, the parent shall call the school on or before the day of the absence in order to advise the school as to the reason for the absence if a telephone is available. The school should be notified on the

morning the student returns by signed parental note, in time for the student to obtain an admission approval prior to class time. All absences not verified by parental or administrative authorization remain unexcused after two (2) days of the student returning to school.

Chronically Absent - A student who has been absent for ten percent or more (17+) of classes or school days for any reason, whether excused or not is deemed chronically absent. The Attendance for Success Act directs the school to work with the parent and student, informing the parent of the student's attendance history, the impact of student absences on student academic outcomes, interventions or services available to the student or family and the consequences of further absences. The Attendance for Success Act directs that the local Probation Service Office, as part of Children Youth and Family Department-CYFD be informed when a student's absences reach 15.

Excessively Absent - A student who has been absent for twenty percent or more (34+) of classes or school days, identified as needing intensive support and has not responded to intervention efforts implemented by the school will be considered excessively absent.

Note: The Attendance for Success Act *directs* that the "local school board" shall report an excessively absent student to the probation services office of the judicial district in which the student resides for an investigation as to whether the student should be considered to be a "neglected child" or a "child in a family in need of family services" because of excessive absenteeism and, thus, subject to the provisions of the Children's Code.

NOTIFICATION TO PARENTS/GUARDIANS:

- On the fifth (5th) absence, written notification will be mailed to parents.
- On the ninth (9th) absence, written notification will be mailed to parents and parents notified (possible conference).
- On the eighteenth (18th), written notification will be mailed to parents, a parent meeting will be scheduled.
- On the thirty-sixth (36th) absence (for any reason; excused, unexcused) the Probation Services Office as part of Children Youth and Family Department - CYFD, and the Mescalero Tribal Council as appropriate, will be informed.
- Students absent ten (10) consecutive days will be dropped from attendance records.

The school principal is responsible for monitoring attendance procedures and assuring that:

- Attendance is checked and recorded daily for each class.
- Parent/guardian written notes are processed.
- A system is implemented to periodically monitor student absences with follow-up activities initiated as appropriate.

TARDINESS

Tardiness is defined as the appearance of a student without a proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, consequences may be imposed for excessive tardiness. Parents or guardians will be notified of all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator will not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class. Teachers shall honor passes presented in accordance with this policy.

The provisions of this policy shall be applicable to all students in the District, including those above and below the age of compulsory attendance as required by law. Students who are tardy to school in the morning **MUST** first report to the office.

Excessive tardies may result in disqualification from certain school clubs, athletic events, activities,(ie. Attending dances, Prom, Ski Days etc.)

If a student is more than 10 minutes late to a class, without a note from administration, it is considered an absence. If a student is checked out for more than half of a class, it will be considered an absence.

MAKE-UP WORK

Students with absences will be allowed and encouraged to make up work which was missed:

- All students will be required to make up missed work.
- The number of days allotted for completion of make-up work is the same as the number of days absent. Beyond that acceptance and weight of makeup work is at the discretion of the teacher.
- It is the shared responsibility of parent, child, and school staff to ensure that missed work is made up.
- Powerschool provides parents/guardians with real-time access to students' grades and attendance.

Attendance Related Abbreviations - these abbreviations will be used to document absences in Power School.

- Explained Absence (E) - any absence due to the following: personal illness, family illness, death of a relative or friend, observance of a religious holiday, emergency situation requiring a student's absence.
- Unexplained Absence (A) - any absence not under the above conditions.
- Out-of-School Suspension (O) - disciplinary function requiring student absence, to be used in accordance with established discipline policy.
- School Sponsored (S) - absence from the school building necessitated by participation in school-sponsored activities. These are considered "explained" absences.
- Tardy (T) - unexcused late arrival to class
- Campus (C) – student is accounted for somewhere on campus
- Office (F) – Student is accounted for and in the front office.

ACADEMIC POLICIES AND PROCEDURES

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 the enrollment packet 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.

Grade Classification - A student shall be classified according to the number of units earned by the beginning of the academic year.

Freshman	Earned Credits	0 - 5 ½	GRADING SYSTEM
Sophomore	Earned Credits	6 - 11½	A= 90 – 100
Junior	Earned Credits	12 - 17 ½	B= 80 – 89
Senior	Earned Credits	18 and above	C = 70 – 79
			D = 60 – 69
			F = 59 and below

Weighted Credit Courses – Students taking the following types of courses will receive weighted grades as follows.

- AP courses will be given a 1.0 grade weight for grades of C and above (A=5, B=4, C=3, D=1, F=0).
- IB courses (online or transferred) will be given a 1.0 grade weight for grades C and above (see above)
- Pre-AP/Honors courses (live, online, or transferred) will be given a .5 grade weight for grades C and above (A=4.5, B=3.5, C=2.5, D=1, F=0)
- Dual Enrollment Agreement Courses will be given a .5 grade weight for grades C and above (see above). Courses taken through concurrent enrollment (student paid credits), HPE, or remedial courses do not receive the grade weight.

Graduation - Students of the class of 2021 and beyond are required to earn twenty-four (24.0) credits and pass the state competency examination in order to graduate with a standard diploma. All students must have **prior approval of the counselor** to receive credit for any courses taken outside of Ruidoso High School. Senior students who are taking correspondence classes must complete the course and provide appropriate documentation by May 1st of that school year.

Students who complete their high school education by GED examination will **not** be allowed to participate in senior activities including the graduation ceremonies. *Students who dis-enroll for GED will **not** be allowed to re-enroll into RHS.*

Students will not be permitted to go through graduation exercises unless all requirements have been successfully completed. All students will need the required credits, which include the required classes below, and the passing of the state competency examination to graduate.

In order to encourage high standards of student conduct and behavior, administration may deny a student the privilege of participating in commencement exercises and /or activities. Prior to the denial of the privilege(s) the student and where practical, the parent/guardian will be made aware of the grounds for such denial and the student will be given an opportunity to respond to the proposed denial. If privilege(s) are denied, the student and parent/guardian will receive written notice of the denied privilege and the process they can follow to appeal the decision.

Respectful and dignified behavior is expected at the graduation ceremony. Graduates will not be allowed to bring or use distracting items; to include ,but not limited to; air horns, silly string, water spraying devices, noise makers and beach balls.

Graduation Requirements - Each graduating student must meet the appropriate requirements.

GRADUATING CLASS OF 2021 and Beyond

English	4	Math	4
Science	3	Social Studies	3
NM History	.5	Health	.5
Career Cluster**	1.0	Physical Education	1.0
Electives	<u>7.0</u>		
Total Credits	24.0*		

*One credit must be AP, Dual-Credit, honors, or distance learning

*Career Cluster requirement is met by a Workplace Readiness, Spanish 1, or Career Elective Course

1. Two credits shall consist of a laboratory science.
2. Math requirement is four (4) units math (one unit of Algebra 2 or a course equal to or harder than Algebra 2).
3. Students who are considering an abbreviated schedule are strongly encouraged to enroll in dual credit college courses.

NOTE: Students who are enrolled in special education programs should visit with case manager or counselor for information on career readiness diploma, ability diploma, and certificates of transition.

New Mexico High School Redesign legislation was established by SB 561. Dual Credit programs are authorized by Laws 2007, Chapter 227 and Laws 2008, Chapter 14 (SB943 and SB 31, state rules 6.30.7 NMAC and 5.55.4 NMAC, and statutes Section 22-2-1, 22-2-2, 9-24-8, 9-25-8, 21-1-1.2 NMSA 1978. The premise of the legislation was to create alignment of New Mexico high school competencies with College Placement Requirements. The redesign legislation provides a variety of opportunities for students to begin working toward a college degree while still enrolled in high school. The legislation also requires every high school student, beginning with the 2009-2010 freshman class, to enroll in a minimum of one (1) alternative course during their high school career (i.e. online, ITV/distance learning, dual credit, or Advanced Placement course). Dual credit is a program that allows high school students to enroll in college-level courses offered by a post-secondary institution (ENMU-Ruidoso) that may be academic or career technical but not remedial or developmental, and simultaneously to earn credit toward high school graduation and a postsecondary degree or certificate.

Prior approval must be obtained from the counselor before enrolling in any alternative course (any course not taught at RHS by an RHS teacher). No student shall receive high school credit for any alternative course without the appropriate forms outlining student responsibilities and guidelines, signed by the parent, student, and counselor

Students who wish to enroll in any alternative course, other than remedial, must have and maintain a cumulative 2.5 GPA.

Academic Awards Ceremony - The Academic Awards Ceremony is an annual spring celebration to honor students and academic achievement. The academic standards (grade point average) are as follows:

- Cumulative GPA of 3.75 to receive an invitation
- Cumulative GPA of 4.1- or higher to receive the Principal's List award

Students Earning College or University Degrees - Students who earn a degree from a college or university prior to graduating from high school will be acknowledged in the following manner:

- Degree earned announced at the graduation ceremony while receiving their high school diploma
- High school will provide cords representing the college's colors that will be worn with the high school gown earned...blue or gold

Degrees must be complete prior to the high school graduation ceremony to be acknowledged at the graduation ceremony.

Degree options include General Studies, Accounting, Criminal Justice, etc. Please talk to the counselor for more details.

Honor Roll and High Honor Roll - Honor Roll and High Honor Roll designations are recognized each quarter. Honor Roll requires a GPA of 3.50 to 3.90 and High Honor Roll requires a GPA of 3.91+.

Honor Graduates - Honor graduates shall have a 3.50 or higher cumulative grade point average by the end of the eighth semester. There are three tiers of graduates:

- graduate – up to 3.49 GPA
- honors graduate – 3.50 – 3.90 (3.50 and above graduate in gold cap and gown)
- high honors graduate – 3.91 and higher

Graduation Speakers: The eligible graduation speakers are as follows:

- Salutatorian and Valedictorian
- Distinguished Warriors (up to four)
- Senior Class Speaker
- Speaker will be chosen from the following list of student offices – students will only be allowed to give one speech at graduation
 - ☐ Student body president (if senior)
 - ☐ Senior class president
 - ☐ Student body vice-president (if senior)
 - ☐ Senior class vice-president
 - ☐ Student body secretary (if senior)
 - ☐ Senior class secretary
- The seniors will vote on one faculty speaker
- Speeches will be limited to 3 minutes and a hard copy must be provided to the graduation coordinator prior to graduation for final approval and placement in graduation binder.

Salutatorian and Valedictorian

The Valedictorian at Ruidoso High School is the student with the highest cumulative grade point average in the class who will graduate in May of their senior year. Likewise, the Salutatorian is the student with the second highest cumulative grade point average who graduates in May of their senior year. In the case of a two-way tie

at Valedictorian, the students tied will both be called Valedictorian and no Salutatorian will be named that year. In the case of a two-way tie at Salutatorian, the students tied will both be named Salutatorian and ranks will continue with the number 4 rank.

The Distinguished Warrior Award – The following criteria will be used to evaluate candidates.

I. Qualifications

- A. Senior; attendance as a full time student at Ruidoso High School for at least two years
- B. Nominees will be in the top ten percent of their class
- C. Considerations for applicants:
 - length of participation in activities
 - leadership role in organizations
 - civic activities
 - participation in athletics and activities
 - special projects (may be self-created)
 - personal characteristics such as those measured by National Honor Society membership

II. Procedures

- A. Qualified students will receive a letter of eligibility from the committee to apply for the Distinguished Warrior Award during the Spring semester; included in the letter will be a request with specifics as to content and return date
- B. After receiving the nominees, the committee chairperson will distribute the names to the faculty and ask for qualitative commentary
- C. Submitted letters, resumes, and commentaries will be evaluated along with acquired disciplinary and attendance records
- D. The evaluation committee will select **up to four recipients**
- E. The assistant principal or activities director will make the necessary award arrangements and the recipients will be announced at a luncheon for award nominees.
- F. Recipients will be announced during the Academic Awards Ceremony.

III. The Distinguished Warrior Award recipients will have their name displayed on a permanent plaque to be prominently displayed in the school

IV. ***Any presentations and speeches given by the Distinguished Warrior(s) will fall within the guidelines of appropriate language for the audience and occasion***

Internships and On the Job Training (OJT) – Students must obtain their own jobs and internships. Internship students are placed in an approved training setting that directly contributes to service learning and the development of the competencies necessary for successful employment. Internship guidelines must be followed and are provided by teacher mentors. These classes are pass/fail and do not count for eligibility.

National Honor Society - Membership in the National Honor Society (NHS) of Ruidoso High School is an honor bestowed upon a student. Membership is not by election, nor is membership automatically conveyed simply because a student has achieved the required cumulative grade point average (GPA). To be eligible for NHS membership, a student must be a second semester sophomore, a junior, or a senior. For other questions about NHS, please see the NHS advisor.

Plagiarism and Cheating - 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 cutting/pasting from the Internet. It is not wrong to use another person's ideas or writings as long as such sources are given proper credit. Teacher/administrator will discipline accordingly, which may include zero for assignment or loss of credit. Discipline may include disqualifications from clubs, awards, and recognitions.

Class Schedules - All students must be enrolled for a full class load of seven courses unless special arrangements have been made through the counselor's office. **The final change will take place only after teachers, principal and counselor approval.** The last day for signing up to change a class will be two calendar weeks from the start of the fall semester and one calendar week from the start of the spring semester or the requested change will be reviewed by the SAT committee.

Incomplete Grades - An incomplete grade represents failure to meet all necessary class requirements. It is the student's responsibility to communicate with the teacher and counseling office to receive approval (Incomplete Grade form) for an incomplete grade. Student must complete course requirements by the end of the next grading period to have 'I' removed from transcript. 'I' will become 'F' if course requirements are not met. The teacher determines if course requirements have been fulfilled, as stipulated through Incomplete Grades form. Students should meet with teachers to develop a plan to remove the incomplete grade. An "Incomplete" counts as an "F" when eligibility is declared, and eligibility cannot be changed once declared. Partial Credit may be arranged for students experiencing an educational disruption. See the counseling office or administration for more details.

Final exams will be taken during testing window only. Missing some finals may affect student's ability to graduate. Final exams will not be given early. Any student who misses a final will have a retake scheduled at a later date.

Transcripts - The Counselor's office will issue transcripts upon receipt of a record release form.

Student Transfers and Credits for High School

Student Transfers Who Have Previously Attended an Accredited High School - Residents who wish to enroll in Ruidoso High School who have previously attended an accredited high school will be accepted for enrollment. For credits earned in schools accredited by the Public Education Department or by nationally recognized agencies, such as North Central Association of Colleges and Schools, Ruidoso High School will allow full credit and grade points.

All transfer credits will be accepted with the RHS grading system as appropriate for the purposes of ranking and academic honors.

The following guidelines are to be used when considering the transferring of credits of Pre-AP, Honors, Dual Credit, or AP classes:

- a. Students transferring into RHS with a Pre-AP, Honors, Dual Credit or AP weighted grade will receive the same weighted grade as offered by RHS
- b. Students transferring into RHS with a Pre-AP, Honors, Dual Credit or AP weighted grade in a class not offered by RHS will receive the weighted grade and the course credit as appropriate within the RHS curriculum
- c. Students transferring into RHS with a class not offered by RHS will receive credit for the class as is appropriate within the RHS curriculum

- d. Students transferring into RHS with a weighted honors grade will receive the grade as weighted an additional .5 for grades above a C.

Student Transfers Who Have Previously Attended a Non- Accredited High School or Home School - Residents who wish to enroll in Ruidoso High School who have previously attended non-accredited high schools or home schools will be accepted for enrollment. Any credits students have earned in non-accredited schools or home school will be evaluated and considered for application toward graduation requirements using the following guidelines:

- a. Students must meet the eligibility requirements established by the Ruidoso School Board approved policies and procedures;
- b. Transferring students are responsible for documenting home school education including proof of home school registration with the Public Education Department, a certified letter from parents stating the courses taken were successfully completed, and an official transcript from the home school program, if possible. For non-accredited schools, required documentation is an official transcript for the institution
- c. Any transfer credits accepted from non-accredited schools or home schools will be on a provisional basis until such time as the student successfully completes the required examinations
- d. Credits earned through correspondence or extension study may be accepted if such credits are from schools accredited by the National Home Study Council, the Public Education Department of the state in which they are located, or by a college or university which is regionally accredited for such purposes
- e. Transfer credits from non-accredited high schools or home schools will be accepted on a pass/fail basis only and grade points will not be awarded
- f. Initial grade level placement of such students will be made by the Ruidoso High School Student Assistance Team with consideration of:
 1. Review of enrollment packet data
 2. Age of student
 3. Analysis of student's performance in his/her previous educational environment including:
 - Evaluation of transcripts and course description documentation
 - Recommendation of the sending school
 - Counselor's evaluation
 - Parent conferences
 - Standardized achievement scores
- g. Initial placement of student will be probationary for nine weeks pending demonstration of competencies through classroom performance and/or placement tests.
- h. Should the student's performance during the probationary period warrant, the Ruidoso High School Student Assistance Team may recommend a change in placement following a parent conference.
- i. An Individual Career Plan will be developed, maintained and monitored throughout a student's high school years.

(District code: JFABC)

Withdraw from school- A student withdrawing or transferring from RHS must follow this procedure:

1. A parent/guardian **MUST** accompany the student. (Even those 18 and over)
2. Check all books back to the appropriate teacher.
3. Return Chromebook and other school owned materials to the office.

4. Complete exit interview with student's counselor.
5. Have all persons listed on the withdrawal form; complete their portion of the form.
6. Return the completed form to the Attendance office.

Dual Credit Courses - Students who enroll in college classes must have **prior approval** from the high school counselor and will receive credit in accordance with the high school credit system. Students will be responsible for having a college transcript sent to the high school before they can receive high school credit. Students will receive an additional .5 grade weighting for successfully completing a dual-enrollment course with a C average or higher.

The number of classes available to be taken through the dual-credit program is dictated by the dual-credit agreement and is subject to revision yearly. Students must be at least 16 years old or a junior or senior in high school and have a cumulative GPA of 2.5 or above to be eligible for dual-credit courses.

Students who do not meet these requirements and are interested in taking college courses should meet with the college about concurrent enrollment (family pays tuition) opportunities. Courses taken through the concurrent enrollment program are not eligible for additional grade weighting.

Students can also participate in Career Tech Dual Credit opportunities. These are courses taught by an RHS teacher on the RHS campus during the regular school day. Students who complete the requirements will receive both high school and college credit. These courses are not eligible for an additional grade weighting. Discuss these opportunities with a counselor. Degree options include General Studies, Accounting, Criminal Justice, etc. Please talk to the counselor for more details.

Home School – RHS does not endorse any home school program. Currently enrolled RHS students shall have prior approval for home school classes if they want to ensure classes will earn credit. Required documentation includes proof of home school registration with the Public Education Department, certified letter from parents stating the courses taken were successfully completed, and an official transcript for the home school program.

Courses Completed Prior to Attending 9th Grade - For classes to be credited toward graduation, eighth grade students shall be enrolled in RHS (at least part time) and /or concurrently enrolled in classes at ENMU-Ruidoso (or other regionally accredited colleges). The resulting grades will be accepted with the RHS grading system as appropriate and included in the calculation of GPA.

Foreign Exchange Program - Foreign Exchange students enrolled in an accredited foreign exchange program may be accepted for enrollment only with prior approval. The Student Assistance Team will review transcripts, recommendations, documents provided by the exchange program, enrollment application and current Ruidoso High School enrollment data. Please see counseling office for more information.

Lunchtime Expectations

Please stay in the highlighted areas.

You may go to teacher classrooms with prior permission and a pass.

Use the main stairwell and the front doors only.

The Library is open but please no food or drinks.



School Colors:

Navy Blue & Old Gold

School Mascot:

Warriors

Fight Song:

**Hail Mighty Warriors
Brave and Bold
Onward to Victory
Blue and Gold
Fight, Fight, Fight
Loyalty and Honor
We Praise to You Ruidoso High
Loud We Sing Your Praises
Roll up the Score Team
And Win, Rah, Rah, Rah
On We Go With Courage
Invincible We'll Be
With Heart in Hand
United We Stand
To Win A Warrior
Victory
GO, FIGHT, WIN
WARRIORS**

Appendix

Please find any relevant policies referred to in the RHS Student/Parent Handbook below.

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Administration of Medication Policy

For purposes of this policy, a “medication” means any substance that is ingested, injected, inhaled, placed within an individual, or used topically in the diagnosis, treatment and/or the prevention of disease. This includes prescription drugs, over-the-counter, and non-prescription drugs. For purposes of this policy, “controlled substance” means a drug or chemical substance whose possession and use are regulated by law.

Whenever possible, medications for students should be administered at home by the parent/guardian. The following process shall be followed when it is **absolutely necessary** for a student to take medication during the instructional school day. When it is deemed necessary for the student to receive any type of medication during the school day the applicable sections of the school districts **PHYSICIAN/PARENT-GUARDIAN MEDICATION-NURSING PROCEDURE AUTHORIZATION FORM MUST BE COMPLETED**.

Upon completion of the form, it and the medications for the student must be brought into the school by the student’s parent/guardian to the school nurse. At that time, the nurse and parent will review the form for safety and count the medication prior to being secured in the nurse’s office. The parent/guardian will also have to pick up any remaining medication at the end of the school year or when an order for the medication has been discontinued. Notice regarding this aspect will be sent out to the parent/guardian approximately two weeks prior to the end of the school year. If the parent/guardian fails to pick up the remaining medication(s) they will be destroyed by the school nurse at the end of the school year. **UNDER NO CIRCUMSTANCE ARE STUDENTS ALLOWED TO CARRY/TRANSPORT OR SELF-ADMINISTER ANY MEDICATION(S), ESPECIALLY CONTROLLED-SUBSTANCES DURING THE SCHOOL DAY EXCEPT, FOR THE FOLLOWING:** An emergency asthma inhaler, emergency anaphylactic epi-pen, or diabetic medication deemed necessary and authorized by a physician/parent-guardian Authorization Form.

NOTE: THE RUIDOSO MUNICIPAL SCHOOLS ADMINISTRATION AND NURSING DEPARTMENT ARE AWARE OF THE MANY PRESSURES PARENT/GUARDIANS FACE DURING A SCHOOL YEAR. THIS POLICY WAS DEVELOPED FOCUSED ON PROVIDING THE SAFEST POSSIBLE STANDARDS AND TO PROTECT YOUR CHILD’S HEALTH AND WELLBEING DURING THE SCHOOL DAY.



NON ATHLETIC Permission Slip

In order to support our motto, "Where Excellence is Expected," academic eligibility is important to helping our Warriors succeed. Students must obtain signatures of their teachers showing that they are prepared to participate/represent RHS in the fore mentioned activity. You must be eligible to go.

Teacher signature	Grade	Absences	Eligible/Non-eligible
1 st period teacher _____	_____	_____	_____
2 nd period teacher _____	_____	_____	_____
3 rd period teacher _____	_____	_____	_____
4 th /5 th per. Teacher _____	_____	_____	_____
6 th period teacher _____	_____	_____	_____
7 th period teacher _____	_____	_____	_____
8 th period teacher _____	_____	_____	_____

As guardian, I give my permission for _____ to attend
 _____ on ____/____/____.

 Student name (printed) Parent/Guardian signature Date

This paper is due to your advisor by _____ or before!

Only the principal, assistant principal or athletic/activities coordinator can override ineligibility due to the academic or the personal growth nature of the event.

Administrative Override: _____

NMAA ELIGIBILITY PETITION DOCUMENT GUIDE



1. Please use the following table when submitting eligibility petitions
2. Please submit all required documents for the rule you are petitioning
3. Please ensure all documents are submitted together
4. Please ensure all petition paperwork is handled and filled out by school administration
5. Please ensure the student is academically eligible prior to submitting the eligibility packet

BYLAW	SECTION DESCRIPTION	REQUIRED DOCUMENTS
6.4.1A.1	Open Enrollment – 9th grader first time competing at HS level	<ul style="list-style-type: none"> • No documentation required for eligibility
6.4.1A.2	Open Enrollment – 8th grader	<ul style="list-style-type: none"> • 8th Grade Participation Form • Student must reside in the attendance zone or be currently enrolled in the school.
6.4.1A.3	Open Enrollment – Out-of-state transfer/first time in the state of New Mexico living outside school's attendance zone (must have moved with family into the state of New Mexico)	<ul style="list-style-type: none"> • Form A • Form C • Most recent transcripts • One-year lease or purchase agreement
6.5.1	Bona Fide Residence – Transfer moving with family into school's attendance zone	<ul style="list-style-type: none"> • Form A • Form C • Complete transcripts • One-year lease or purchase agreement • Utility to back up residence address
6.5.1B	Bona Fide Residence – Family living with Family Transfer moving into school attendance zone but living in a residence not in their parent/guardian's name	<ul style="list-style-type: none"> • Form A • Form C • Complete transcripts • Notarized statement from lessee/homeowner that family is living in the residence full time • Document showing proof that parent/guardian is living at said address (phone, insurance, medical, etc.)
6.6.1	Transfer Student – Transfer residing outside of school's attendance zone (or coming back to home attendance zone after an open enrollment choice) or residing with someone other than his/her legal guardian	<ul style="list-style-type: none"> • Form A • Form C • Complete transcripts • One-year lease or purchase agreement • Utility to back up residence address • District court/judicial authority decree in place for at least one year
6.7.1	Guardianship – Court Ordered Guardianship	<ul style="list-style-type: none"> • Form A • Form C • Complete transcripts • One-year lease or purchase agreement • Utility to back up residence address • Court decree of guardianship
6.7.2	Guardianship – Deceased Parents	<ul style="list-style-type: none"> • Form A • Form C • Complete transcripts • One-year lease or purchase agreement • Utility to back up residence address • Court decree of guardianship

BYLAW		SECTION DESCRIPTION	REQUIRED DOCUMENTS
6.7.3	Guardianship – Custodial/ Foster homes/facilities		<ul style="list-style-type: none"> Form A Form C Complete transcripts One-year lease or purchase agreement Utility to back up residence address Court or CYFD decree identifying the custodial individual/home
6.7.4/6.7.5	Guardianship – Legally separated/Divorced parents Students may move from parent to parent and be eligible immediately provided all the following are met: 1. Student is making his/her first move 2. Move is not within same or adjoining district 3. Move was neither athletically motivated nor was the move because of recruitment as certified by the administrators involved		<ul style="list-style-type: none"> Form A Form C Complete transcripts One-year lease or purchase agreement Utility to back up residence address Legal documents to support the separation/divorce may be requested
6.7.7	Guardianship – Boarding School		<ul style="list-style-type: none"> Form A Form C (front slide only if coming from foreign country) Complete transcripts
6.7.8	Guardianship – Parents living outside United States Parents may petition NMAA Executive Director		<ul style="list-style-type: none"> Form A Form C (front slide only if coming from foreign country) Complete transcripts Document of temporary guardianship One-year lease or purchase agreement of temporary guardian Utility to back up residence address of temporary guardian
6.8.2A	Foreign Students – Foreign Exchange		<ul style="list-style-type: none"> Form A CSJET Sanctioning Proof of Date of Birth
6.8.2B	Foreign Students – Non US Citizens Foreign students who enter this country without their parents/legal guardians or via an approved CSJET program are ineligible for varsity competition for 180 school/365 calendar days (exception: boarding school rule)		<ul style="list-style-type: none"> Form A Form C (front slide only) Complete transcripts Proof of Date of Birth
6.9.2A	Hardship Petition – Extraordinary Circumstances		<ul style="list-style-type: none"> Form A Form C Complete transcripts Hardship form Medical or financial documentation if necessary
6.9.2B	Did Not Participate – Students ruled transfers who did not participate in a particular sport at the previous school may petition for varsity eligibility in those sports at the new school provided they left in good standing and were academically eligible at the former school		<ul style="list-style-type: none"> Form A Form C Complete transcripts
Federal Law	Military Compact – Students of parents enlisted in a military branch		<ul style="list-style-type: none"> Form A Form C (front slide only if coming from foreign country) Complete Transcripts Military transfer orders OR residential documentation (lease or mortgage AND utility)

***Note:** Transfer students must be petitioned for varsity eligibility if they have not been enrolled in your school for 180 school/365 calendar days. Students who are JV only do not need to be petitioned through the NMAA and a Form C between schools is all that is needed.

J-2300 @ JIC

Student Conduct

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, or affecting the school order. In establishing these regulations, the Superintendent may consult with parents, students and staff committees. In addition to compliance with regulations established by the Superintendent, students are expected to obey all rules and regulations adopted by the Board, and to obey any order given by a member of the faculty or staff relating to school activities.

A student shall be defined as any person who is enrolled in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students shall not engage in improper behavior, including but not limited to the following.

- Any Conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Violation of District rules and regulations.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

Adopted: date of manual

LEGAL REF.: [22-5-4.3 NMSA](#) (1978)

[30-20-13 NMSA](#) (1978)

J-3400
STUDENT INTERROGATIONS,
SEARCHES, AND ARRESTS

©

JH

Interviews:

A parent may be present during an interview except when interviews are conducted pursuant to a report of child abuse and the interview is by a Children, Youth, and Family Department worker or a peace officer.

Except in child abuse and abandonment situations, should a peace officer appear on campus requesting to interview a student attending the school, the school administrator shall be notified and the school office shall contact the student's parent(s). The parent(s) will be asked if they wish the student to be interviewed and, if so, will be requested to be present or to authorize the interview in their absence.

If the parent(s) cannot be reached, the peace officer should be requested to contact the parent(s) and make arrangements to question the student at another time and place.

If a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of the District shall cooperate fully with the police.

Searches:

School property assigned to a student and a student's person or property while under the authority of the public schools are subject to search, and items found are subject to seizure, in accordance with the requirements below.

Notice of search policy. Students shall be given reasonable notice, through distribution of written policies or otherwise, of each school's policy on searches at the beginning of each school year or upon admission for students entering during the school year.

Who may search. Certificated school personnel, school security personnel and school bus drivers are "authorized persons" to conduct searches when a search is permissible as set forth below. An authorized person who is conducting a search may request the assistance of some other person, who upon consent becomes an authorized person for the purpose of that search only.

When search permissible. Unless Local School Board policy provides otherwise, an authorized person may conduct a search when he or she has a reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions and also when he or she has reasonable cause to believe that a search is necessary to help maintain school discipline.

Conduct of searches; witnesses. The following requirements govern the conduct of permissible searches by authorized persons:

- School property, including lockers and school buses, may be searched with or without students present unless a local school board or administrative authority provides otherwise. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the administrative authority.

- Student vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches.
- 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. Any indication by the dog that an illegal or unauthorized substance or object is present on school property or in a vehicle on school property shall be reasonable cause for a search by school officials.
- Physical searches of a student's person may be conducted only by an authorized person who is of the same sex as the student, and except when circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex. The extent of the search must be reasonably related to the infraction, and the search must not be excessively intrusive in light of the student's age and sex and the nature of the infraction.

Seizure of items. Illegal items, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate.

Notification of law enforcement authorities. Unless a local school board policy provides otherwise, an administrative authority shall have discretion to notify the local children's court attorney, district attorney or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred.

Items provided by the District for storage (e.g., lockers, desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. (Students have no reasonable expectation of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel.)

Arrest:

When a peace officer enters a campus and indicates intent to take a student into custody or arrest a student, the office staff shall request the peace officer to establish proper identification, complete, and sign a "Form for Signature of Arresting Officer." The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental inquiries about the arrest or may contact the parents, if necessary, to explain the relinquishment of custody by the school and the location of the student, if known.

Board Adopted

LEGAL REF.: [32A-4-3 NMSA](#)

J-0500 @ JE

Student Attendance:

The parent or guardian is charged by law with responsibility for the student's school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism.

A "school-age person" means a person who is at least five (5) years of age prior to 12:01 a.m. on September 1 of the school year and who has not received a high school diploma or its equivalent.

Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person until that person has reached at least eighteen years of age unless the person has graduated or received a general educational development certificate.

A person shall be excused from this requirement if, with the written signed permission of the parent, guardian or person having custody and control of the person to be excused, the person is excused from the provisions of this section by the Superintendent of schools for a hardship.

The school-age person shall attend school for at least the length of time of the school year that is established in the school district or charter school in which the child is a resident or enrolled and the school district or charter school shall not excuse a student from attending school except as provided in the Compulsory School Attendance Law or for parent-authorized medical reasons.

Adopted: date of manual

LEGAL REF.: [22-1-2 NM](#)

[22-12-2 NMSA](#)

CROSS REF.: [JE](#) - Student Attendance

[JH](#) - Student Absences and Excuses

 JHB - Truant



RUIDOSO WARRIOR ACTIVITIES

HEART, DISCIPLINE & SACRIFICE

ATHLETIC / ACTIVITIES CODE OF CONDUCT

- I. **I VOLUNTARILY** elect to represent Ruidoso Municipal Schools in its extra-curricular program, which includes **all RHS sports and activities**. I understand that I am held to a higher standard with this representation and that my involvement is a privilege and not a right. Therefore this code represents the **responsibility** that comes with that privilege and making the right choices. This code covers the current school year and any extension of the program during the summer (July 1-June 30). Code violations carry over from **grades 9 thru 12**, but students at **Ruidoso Middle School** participating in high school programs are also required to sign and abide by the code.
- II. I will set the **highest possible standard** in school, in my classes, at home, in the community, and in the area of competition and sportsmanship so others will respect me and so that I will add something positive to the extra-curricular program I represent. I understand this is a major commitment. If I violate these standards, I will be **subject to extra-curricular and/or school sanctions** for my behavior.
- III. If I am in direct violation of school board policy and this extra-curricular code, a conference with my parent/legal guardian will be required if any of the following occur: **1) I have used or had in my possession illegal drugs including alcohol while off campus as observed by school officials; 2) I am charged or reported by law enforcement or authorities with use or possession of illegal drugs including alcohol; 3) I or my parent/legal guardian self-report such use and/or possession or; 4) I test positive to a random drug test as administered through this policy.** Administration will have the authority to determine what will be admissible and what will be inadmissible as evidence in specific cases. (**MySpace, Facebook, photos, phone calls, etc.**)

- a) **FIRST OFFENSE** - The **first offense** will result in suspension from all competitions for **30% of consecutive contests or 30% of scheduled events for activities**. If necessary this will carry-over into my next sport season. Also, additional team sanctions agreed upon with the head coaches and activities director may be developed and may include provisions to allow me to practice. A student who **self-reports within 48 hours** of the incident seeking guidance and support will be suspended from competition for **20% of consecutive contests**. An **intervention plan**, as per school board policy, will be mandatory in all cases. Should I refuse to participate in the intervention program I will receive a **365 day suspension** from extracurricular activities.

The **Ruidoso Intervention Team** will consist of the Activities Director, a representative from the School Based Health Center, the student's parent/guardian and student who collectively will develop an intervention plan.

The **Ruidoso Municipal School Intervention Plan** will consist of a minimum of **4 meetings** between the student and a staff member from the SBHC. The program will require a **minimum of 2 weeks for successful completion**, and may include community service projects and/or referrals for additional support services.

Participation and successful completion of the intervention program will be determined by the **SBHC staff**.

I will sign a statement acknowledging the consequences of a second offense.

- b) **SECOND OFFENSE** - A **subsequent offense** while enrolled in high school and participating in any extra-curricular programs will result in the suspension from extracurricular activities for **40%** and then a hearing with AD, coaches, parents, student and principal will be held to determine if the student has completed the following:

- 1- Grades are all passing
- 2- Completed Community Service assigned (30 hours)
- 3- Completed "Life of an Athlete" course
- 4- Completed the SBHC intervention requirements
- 5- No reports of misbehavior or office referrals
- 6- Completed all Conduct Conditioning and is in Good standing with sponsors

If student chooses not to complete these requirements, they will remain suspended until these requirements are completed.

- c) **Individual sports or activities** may have their own rules that set higher standards and consequences. They must be approved through the activities director's office.
- d) **THIRD OFFENSE-** . A **3rd offense** will result in the **removal** of this student from all extra-curricular activities for a period of 365 days and then a hearing will be held- same as the 2nd Offense.
- e) **DISTRIBUTION of Illegal Drugs or Alcohol-** If it is determined that I am distributing Illegal drugs or alcohol on campus or off campus, I will be removed from all extra-curricular activities for 365 days and then a hearing will be held- same as the 2nd Offense.

IV. **TOBACCO-**

- a) First offense- Referred to the SBHC and additional sanctions agreed upon with the sponsor and AD.
- b) Second offense- Referred to the SBHC and suspended for **10% of consecutive contests or 10% of scheduled events for activities** and additional sanctions agreed upon with the sponsor and AD.
- c) Third plus offenses- Referred to the SBHC and suspended for **at least 20% of consecutive contests or 20% of scheduled events for activities** and additional sanctions agreed upon with the sponsor and AD.

V. If it has been determined by school officials that I have used or had in my possession any **illegal drugs** including **alcohol** while on school property or at a school sponsored event, I will be referred to local authorities, I will be turned over to my **parents/guardian** as soon as possible, and I will be **suspended** from all extra-curricular programs for **40% of consecutive contests or 40% of scheduled events for activities**. If necessary this will carry-over into my next sport season, **and then a hearing with AD, coaches, parents, student and principal**. The Student "**Disciplinary Actions**" as found in the RHS Student/Parent Handbook **will also be in effect**.

VI. I will be subject to the Ruidoso High School **drug test** policy as follows:

- a) The names of all students participating in any sponsored extra-curricular program during the school year will be entered into a **random selection process** at the beginning of the school year. A certified drug-testing agency will test randomly from the pool, unannounced, any time during the school year. For each unannounced testing, **10-20%** of the selection pool will be selected randomly. The results are immediate, **confidential** and will be reported to the activities director.
- b) If my drug test is **positive**, my parent or legal guardian will be notified to offer an explanation for the positive result. If it is determined that I am in violation of this policy, the above sanctions will be enforced.
- c) If I **refuse to provide** a sample or there is an **alteration or falsification** of a sample or test result, I will be suspended from the extra-curricular program as if I had provided a positive test sample. (See III) If a student is unable to provide a sample the student can provide, on their own accord, drug test results within **24 hours** of the testing to regain eligibility.
- d) If I decide to **participate** in the extra-curricular program after the beginning of the school year, I will be tested in the next drug testing pool and placed in the random selection pool.
- e) A student/parent **may request** a drug test to be completed during regular testing.

VII. I will not haze or tolerate **hazing** in any form. **Violations** will result in sanctions consistent with the drug/alcohol offenses stated in section III above. The school discipline policy will also be in effect.

VIII. I will be **responsible for all equipment** entrusted to me. Items that I do not return will be paid for at my expense before participating in the next extra-curricular season.

IX. In athletics, if I **quit, or am removed** from the sport for disciplinary reasons after the first contest, then I cannot be rescheduled into another sport during the same sport season.

X. I will **travel** with the group to all extra-curricular events. **Permission** to leave with my parent/guardian only, after the event, may be obtained in advance from the head sponsor and/or activities director if my parent/guardian writes and signs a release request.

XI. If I am a **participant in a school sponsored event**, and forsake that participation for an outside sponsored sport or activity, coaches or sponsors will enforce a **consequence commensurate** with the event missed.

XII. The **appeals process** as per school board policy is in effect.

If you have any questions or concerns about any of the above items, you are to contact the head coach or sponsor immediately **before** signing the handbook's confirmation form.

Adopted: date of manual adoption

LEGAL REF.: 22-12-2.1 NMSA (1978)

6.11.2.9 NMAC

New Mexico Activities Association Handbook Sec. 6

CROSS REF.: JJIB-Interscholastic Sports

JJJA-Extracurricular Activity Eligibility

Kief Johnson

Athletic/Activities Director

575-630-7901

Student Name

Parent Name

Activities Coordinator



RUIDOSO WARRIOR ATHLETICS

HEART, DISCIPLINE & SACRIFICE

PARENT REQUEST TO TRANSPORT A HIGH SCHOOL STUDENT ATHLETE

I/We _____ and _____, parents or legal guardians of _____ wish to provide transportation for our son/daughter to the _____ to be held at _____ on _____. (activity) (site/sites) (date/dates)

____ Please check here if you will only be providing transportation home from the contest.

____ Please check here if you will be providing transportation home from every game.

____ Please check here if you are authorizing another adult to transport your child.

I/We understand that we are waiving any claims I/we may have against Ruidoso Municipal School District, and are relieving the District of any liability with regard to the safe transport of my/our son/daughter.

My/our vehicle is insured with a minimum of \$15,000/30,000/10,000 liability, and \$15,000/30,000 uninsured motorist insurance coverage.

I/We understand that I/we may transport ONLY my/our own son/daughter to and/or from the contest, unless we have authorized another adult (signature below) and that this approval must be on file in the Associate Principal's office.

Authorized Adult Signature

Date

Parent Signature

Date

Accepted by:

Coach / Administrator

Date

PARENT/STUDENT TRANSPORTATION HANDBOOK



RUIDOSO MUNICIPAL SCHOOL DISTRICT
“Where Excellences is Expected”

SAFETY IS EVERYONE'S RESPONSIBILITY

Parents – Please read this handbook and discuss the bus rules with the student(s). Also, please sign the inserted *Bus Agreement Form* indicating you have received the *Transportation Handbook* and understand that a conference with the principal is required should your child(ren) be suspended from finding the bus. Please discuss the following with your child.

- How to walk safely to and from the bus stop;
- Where to go for help on the way to and from the bus stop; and
- How to behave safely at the bus stop. Please remind your student(s) that they are guest on private property when they are waiting at the bus stop.

Students – Please remember that the safest way to ride a bus is to sit properly, facing forward with your feet on the floor. Also remember that your driver must concentrate on traffic and driving the bus safely. Please cooperate by following the rules listed in this book. Talking in a normal tone of voice is acceptable, but yelling and screaming are not.

Lincoln Transportation Bus drivers are required to have 36 hours of pre-employment bust driving instruction that includes a defensive driving course and a first aid course. An additional 16 hours of instruction are required yearly. All school bus drivers have a Commercial Drivers License.

All other school specific rules and Board Policies and Procedures are in effect during student transportation on school buses.

ELIGIBLE SCHOOL BUS RIDERS

A Ruidoso School District (RMSD) student will be provided transportation to his/her assigned school under the following criteria:

All students living within the Ruidoso Municipal School District boundaries are eligible for School Bus service. Certain areas within the district are not serviceable by school buses due to inadequate road construction. Parents may be required to transport their student to the nearest bus stop.

BUS DRIVER AUTHORITY AND RESPONSIBILITY

The driver has authority to suspend a student from the bus for a maximum of one trip after the student has arrived at the assigned stop or school for inappropriate and dangerous behavior.

SCHOOL BUS DISCIPLINARY PLAN –

Disciplinary plan – When a principal/designee receives a school bus incident report; the administrator may use the following disciplinary plan;

1st Offense: Consequences will be determined by the bus contractor and school administration by specific offense.

2nd Offense: Parental contact by administrator, 5-10 day bus suspension or long term bus suspension. Possible School consequence.

Additional Consequences: Parental contact by administrator. Possible semester suspension from bus services in addition to school consequences.

Note: A student's bus riding privileges may be revoked immediately for dangerous behavior.

Severe disruption and dangerous behavior will result in immediate suspension of transportation privileges. This may include, but is not limited to the following:

- Physical harm to any student
- Physical harm to the driver/attendant
- Physical harm to the bus
- Possession of a weapon, drugs, or alcohol
- Any form of sexual harassment.

In addition to the suspension of transportation privileges, a student may be suspended from school, and/or legal action against the student and/or parent/guardian may be taken.

Students receiving modified transportation services may be suspended from the bus. Any suspension for more than 10 cumulative days per school year of a student with a current IEP must be reviewed by the IEP committee.

If a resolution is not reached, a conference may be held with the principal/designee's supervisor, Lincoln Transportation may be used as a technical resource.

Students who are suspended from the bus are not necessarily suspended from school. Transportation to and from school for students are suspended from the bus is a parent responsibility.

NOTE: Anytime a student is suspended from riding the bus, a parent conference is required before the student's bus riding privileges reinstatement will be considered.

INCLEMENT WEATHER SCHEDULE:

The most common use of the abbreviated day schedule occurs when severe weather causes street conditions which would endanger the safety of students going to school. The abbreviated day schedule is a shortened school day which begins either **2 hours or 3 hours later** than the regular schedule and ends at regular time. Morning pick up times will also be **2 or 3 hours later depending on the school delay being followed on that day.**

BUS STOPS AND ROUTES

1. Notes from parent/guardians or principals authorizing the bus driver to drop-off a student at a point other than his/her regular stop must be submitted to the principal.
2. Students will not be required to walk a greater distance for each grade level as specified by State Statute.
3. Lincoln Transportation will accept phone call requests to move bus stops when property damage is occurring at the stop location. All other requests to move or add bus stops to a route must be submitted to RMSD Superintendent in writing.
4. Complaints regarding route schedules or school bus stops will be addressed to Lincoln Transportation. Complaints regarding discipline on board school buses will be addressed to the principal.
5. Drivers will not transport any person who is not a student or approved school personnel assigned to their bus while making regular routes.
6. Drivers will not give permission to anyone other than assigned students and/or approved school, transportation, emergency, or law enforcement personnel to board the bus.
7. If a student is at an a.m. stop but is ineligible for transportation, the student will be given a ride to school and the driver will notify the principal/designee.

8. In the p.m., the bus driver will not be required to wait more than seven minutes after the dismissal bell has rung. The driver and/or attendant will not be allowed to leave the bus to search unaccounted students. Once the bus departs, the driver will not stop in the loading zone or be expected to return to the school for students who are late for the bus.
9. The driver has the authority to assign students to seats

EVACUATION DRILLS

Student evacuation drills shall be conducted at least twice every school year at the school and shall include every passenger who rides a school bus and is in school on the day of the evacuation drill.

TRANSPORTATION OF LARGE ARTICLES

In transporting large musical instruments, school projects, or other large articles, the following apply:

1. The driver will not permit the transportation of any item that will block the aisle or exits of the bus.
2. No item will be placed in the driver's compartment.
3. All items carried by a student will be under his/her control at all times.
4. The size of an item should be such that it can be carried on the students lap or on the floor of the bus, in either case, it will not extend beyond or above the height of the seat in front of the student.
5. If space is available onboard the bus, a large musical instrument may be allowed if only one student is assigned to one seat, if the instrument case does not extend beyond the height of the seat backs, and if the instrument case is placed on the floor next to the window on the school bus.
6. Some students may need the assistance of oxygen or mechanical ventilation devices during their bus ride. All equipment must be secured so that it does not become detached from the individual dispensing unit or become a projectile in the event of an impact. Health plans for students who are technologically dependent will be attached to their modified transportation form.

PARENTS'/GUARDIANS' RESPONSIBILITIES:

1. Encourage their children to learn and obey the school bus safety rules and to exhibit appropriate student conduct as described in district documents pertaining to student transportation.
2. Instruct their children about their assigned bus stop and advise them to leave the bus only at their assigned stop.
3. Ensure that their children are at the assigned stop five minutes before the scheduled arrival of the bus.
4. Kindergarten students must have a parent at the bus stop, or the student will be returned to school or Central Office.
5. In Addition, Parents/guardians:
 - a. May be held responsible for any observed acts of vandalism of private property by their children while on the bus or at the bust stop. Restitution may be pursued by law enforcement agencies.
 - b. Will not be transported to or from school on the bus.

The Parent/Guardian of students who have been approved for modified transportation services will:

1. Cooperate in the completion of the RMSD transportation form by providing emergency phone numbers and addresses of responsible emergency contacts.
2. Allow at least 3 to 5 days to implement any changes in pick-up and/or drop-off locations. The driver is not allowed to change or modify a bus.
3. Have the student ready to board the bus at the assigned pick-up time.
4. Cooperate by ensuring students have clean diapers if they are not toilet trained and that colostomy bags are not filled to capacity before boarding the bus. Transportation will not be provided for students who are soiled or have full bags before boarding the bus.
5. Transport their student when exceptional situations arise which call for a deviation from established bus service (e.g., the student needs to be dropped off at a different address temporarily).
6. Transport their student in the event of bus suspension.
7. Make arrangements to have a responsible person meet the bus when it is indicated on the RMSD Modified Transportation form that a student cannot be left unattended.
8. Notify Lincoln Transportation in advance (one full school day, if possible) or signal the bus when it arrives in the event the student does not plan to attend school on a specific day.

STUDENT RESPONSIBILITIES:

Arriving at pickup point:

1. Be on time.
2. If you have to walk along the road, walk on the left side facing traffic.
3. Walk on the shoulder of the road where possible, and not on the traveled portion.
4. If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Board the bus:

5. Line up single file parallel to the roadway, with younger students in front, so they can board first.
6. Wait until the bus comes to a complete stop before attempting to get on board.
7. Board the bus quickly but without crowding or pushing.
8. Never run on the bus.
9. Go directly to your assigned seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus:

10. The bus will not move until all passengers are seated.
11. Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
12. Keep your books and /or other items on your lap or put them under the seat.
13. Keep the aisle clear.
14. Do not talk to the driver except in case of emergency.

15. Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
16. Never stick hands, arms, head, or feet out of the windows of the bus.
17. Do not open windows without the driver's permission.
18. Do not throw anything in the bus or out of the window.
19. Do not touch the emergency door or exit controls or any of the bus safety equipment.
20. Do not discard refuse in the bus.
21. Eat at home or school, but not on the bus.
22. Obey promptly the directions and instructions of the school bus driver.

Prohibited items:

23. Neither tobacco nor alcoholic beverages are allowed in a school bus.
24. Insects, reptiles, or other animals shall not be transported in a school bus.
25. No weapon, explosive device, harmful drug, or chemical shall be transported.

Exit from the bus:

26. Do not push or crowd when leaving the bus.

Crossing the highway:

27. If you must cross the road, walk to a point about ten (10) feet in front of the bus, and do not cross until you can see that the driver has indicated that it is safe to do so.
28. As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
29. Cross at right angles, never cross the highway diagonally.
30. Walk briskly across the road, but do not run.
31. Never cross the road behind the bus.

Accident or other emergency:

32. In case of an accident or emergency, older students would help the driver to maintain order and assist younger students.
33. Stay in the bus unless otherwise directed by the driver.
34. If you have to leave the bus, stay in a group and obey the driver's instructions.