

Maxwell Municipal Schools

PO Box 275, 411 Parque
Maxwell, NM 87728
Telephone: (575) 375-2371
www.maxwellp12.com

Welcome to Maxwell Municipal Schools for the 2022-2023 school year!

Success for each student and the school as a whole is due to the concern and involvement of parents/guardians. We encourage you to become involved in your child's education by staying in close contact with your child's teachers and taking advantage of opportunities such as joining our Parent Advisory Committee (PAC), volunteering or serving as a resource person in your child's classroom. Working together as a team we can ensure a successful, safe, and enriching experience for students during their school years.

It is your responsibility to know the policies, rules and procedures at Maxwell Municipal Schools. **Please take the time to read this document and familiarize yourself with its contents.** Please feel free to call or visit school any time with questions and concerns. We are looking forward to a successful and rewarding school year!

Amy Roble, Superintendent

Our Colors and Mascot

Purple, White, and Gold - THE BEARS
Graduation gowns are Purple and White with Gold accents

Board of Education

Mary Lou Kern	President
Monica Hoy	Vice President
Krystal Harty	Secretary/Treasurer
Kacie Deines	Member
Charlene Mondragon	Member

Notice of Nondiscrimination

Maxwell Municipal School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies, Title IX or Section 504:

Amy Roble, 411 Parque Avenue, PO Box 275, Maxwell, NM 87728
575-375-3001
FAX: 575-375-2375

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

ACCREDITATION

Maxwell Municipal Schools are accredited by the New Mexico Public Education Department.

ACADEMIC HONORS (grades 1-12)

A. Superintendent's Honor Roll

Students who earn an "A" in all classes.

B. Principal's Honor Roll

Students who earn an "A" or "B" in all classes.

C. Valedictorian/Salutatorian

- In order to be eligible for Valedictorian or Salutatorian, a senior student must be enrolled as a full-time student, be in good standing and have completed all requirements to receive a diploma at Maxwell High School. A full-time student is enrolled more than half of the school day. The senior must have attended their final two (2) consecutive semesters of school in Maxwell. Students that are eligible to graduate early and have attended seven (7) semesters or less will not be eligible for these honors.
- The seniors with the highest and second highest cumulative GPAs calculated at the end of the seventh (7th) semester grading period of the student's high school career will be Valedictorian and Salutatorian.
- In case of a tie, more than one student may qualify for these honors.
- A student must have a GPA of 3.25 to qualify for these honors.
- The student's GPA at the third (3rd) quarter of the senior year must continue to be above 3.25.

D. National Honor Society - Membership is an honor bestowed upon a student. Selection for membership is done by the Faculty Council and is based on outstanding scholarship, community service, leadership, and character.

ACTIVITIES

Extracurricular activities offer opportunities for students to explore interests outside of the classroom. All interested students and parents are encouraged to learn about the possibilities of school-sponsored organizations. Eligibility requirements apply to extracurricular activities.

Co-curricular Activities are activities that are an extension of classroom instruction. These co-curricular activities which include practice, meetings, events, FCCLA, FFA, yearbook, journalism, art, or performances may not exceed five hours per week or twenty hours per month of time of a student outside of the regularly scheduled instructional day. Eligibility requirements apply to co-curricular activities.

ALCOHOL, TOBACCO AND DRUG ABUSE

Alcohol and drug dependency are an illness and a hazard that can interfere with a student's ability to learn and function responsibly in the school setting. When it becomes apparent that a student is using alcohol or illicit drugs, the school has the responsibility to:

- Document the data that indicates the student's performance, attendance or behavior is inappropriate.
- Share that information with the student and parents.
- Outline school and community resources available to the student and parents for diagnosis and treatment of the illness.

The possession/distribution of illegal substances is a criminal act, school officials must report the violation to the parents, police, and work with the courts and community agencies to ensure that a student who commits such a violation is afforded rehabilitative services. (See Drug Free Campus for more information.)

To safeguard the health, character, citizenship, and personal development of students in the school, Maxwell Municipal Schools will:

- Provide curriculum addressing the effects of controlled substances.
- Establish and maintain procedures for dealing with the use of controlled substances within the school system that adhere to the requirement of the law.
- Provide rehabilitative assistance to students who use controlled substances through school counselors and through cooperation with governmental and private agencies that offer aid to such students.
- Provide a continuing in-service education program for all teachers with specific emphasis in the recognition of behavior brought on by drug use and the immediate steps that should be taken to bring problems to the attention of school authorities.
- The schools shall endeavor to educate and counsel students and employees concerning abuse of alcohol, illegal drugs, and/or controlled substances. Every reasonable effort shall be made to provide for students and employees an environment that is free of alcohol, illegal drugs, and/or controlled substances.

ARRIVAL

Students will be allowed into the cafeteria at 7:30 am. They will be allowed into the school 10 minutes before the start of school. Students are not allowed to leave campus after arrival at school without permission from parents, administration and signing out.

ATTENDANCE POLICY – NOTE: Authorized school trips are not absences.

New Mexico State law provides that all students must attend school as long as school remains in session. It is important that parents/guardians and students be aware of the New Mexico "Attendance Success Act (22-12A-1 to 22-12A-14, NMSA, 2019)." Relevant portions follow: *B. A school-age person subject to the provisions of the Attendance for Success Act shall attend school for at least the length of time of the school year that is established in that school-age person's school district, charter school or private school. The*

school district or private school shall not excuse a school-age person from attending school except as provided in that act. C. The parent of a school-age person subject to the provisions of the Attendance for Success Act is responsible for the school attendance of that school-age person. It is important that students are at school on a regular basis. The school recognizes that unavoidable circumstances may result in absences due to illness or injury and these situations will be dealt with on a case-by-case basis.

Parental Notification of Absence

Parents/guardians will need to call the school on or before the day of the absence by 9:00 a.m. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns by a signed parental note or email. If a student has been absent for three (3) or more consecutive days due to illness, administration may require a written note from the student's doctor.

Excused Absence

Absences will only be excused with proper documentation. Examples of acceptable documentation include a doctor's note, discharge paperwork from medical provider, obituary, etc. Absences that may qualify as excused include:

- Illness or personal injury
- Death in the family
- Medical appointments that cannot be scheduled on days that school is not in session.
- Family emergencies
- Educational experience
- Religious holidays

School administration is authorized to excuse students from school for necessary and justifiable reasons. School personnel will work in cooperation with parents in the matter of school attendance and punctuality. Medical, dental and eye appointments as well as family vacations should be scheduled outside of school hours and during school vacations.

Prolonged Illnesses

In cases of chronic or prolonged illnesses that last 10 days or more, if the student is able to do school work as shown by a note from the doctor, the student may be placed on remote learning until he or she can return to school.

Unexcused Absence

Unexcused absences are absences that no appropriate documentation has been provided by the student's parent/ legal guardian, within 24 hours of the absence. Out-of-school suspension and expulsion will not be used as a consequence for an unexcused absence.

Make-Up-Work

It is the student's responsibility to ask for make-up work and to arrange for a time to make up tests upon their return. Students will have the number of days absent plus one to make up missed work. After that period of time has passed, teachers may accept make-up work according to the teacher's late work policy. Assignments that were due and tests that were to be taken on the first day of the absence are due to be turned in on the first day the student returns to school. *When absences are pre-planned and make-up work is provided prior to the absence, students should be prepared to make-up tests on the day of their return.*

Attendance Success Act

The Attendance Success Act recognizes that any time a student misses school, learning is impacted. As a result, all absences whether excused or unexcused are of concern. Schoolwide interventions emphasizing the importance of daily attendance are in place for all students to reduce chronic absenteeism.

- **Tier II: Absent 5% or more of total school days or 7 days**- The school will notify the parents by phone and mail of a student's Tier II absences. The school will schedule a meeting to develop an intervention contract for both the student and his/her parent(s).
- **Tier III: Absent 10% or more of total school days or 14 days** - The school will notify parents by phone and mail of a student's Tier II absences. A meeting will be scheduled to further discuss the intervention contract with the attendance team. Referrals to outside supports such as Engage NM will be considered as well as additional school-based interventions. If these absences are all in the same semester, the student may lose academic credit for the impacted class(es).
- **Tier IV: Absent 20% or more of total school days or 28 days** - The school will notify parents by phone and mail that the student is now considered excessively absent. Referrals to outside agencies including Juvenile Probation Services and Children, Youth and Families (CYFD) will be made.

Tardy Policy

Students will be considered tardy if they are not in the classroom when the bell rings. If a student misses more than half of a class period, it will be counted as an absence. Students are expected to be in class until the last bell dismisses them for the day. Excessive tardies will result in a meeting with the student and his/her parent(s) to determine the cause of the tardies and develop an intervention plan.

10-Day Rule

Any student absent ten (10) consecutive days will be disenrolled for non-attendance by state law.

ARMED SERVICES/COLLEGE ADMISSIONS RECRUITMENT

Recruiters are allowed one visit to Maxwell High School each semester. The recruiter is responsible for scheduling visits through the office at least one week prior to the visit, to minimize instructional impact. Only students who sign up to see the recruiter will be released from class. Student names, addresses, and phone numbers are considered directory information, and may be provided to recruiters upon request.

ASSEMBLIES, PRACTICES, GAMES AND SCHOOL SPONSORED EVENTS CONDUCT

Students attending school-sponsored events are expected to adhere to school policy. Students are to refrain from excessive, overt expression of affection i.e., hugging, kissing. Dress code policy is to be followed at all school-sponsored events whether on or off campus. In case of a serious violation involving alcohol, drugs, fighting, weapons, etc., parents will be contacted and law enforcement officials will be notified. Violation of school policy could be grounds for disqualification from future school-sponsored events. Elementary students must be accompanied by an adult at all after school events.

During the School Day: Assemblies, pep rallies, games and other events will be held during the school day throughout the year. These functions are treated the same as a class period and attendance is compulsory unless the student is a member of a religious group whose doctrine forbids such activities. A student who cannot attend will be given an alternate supervised activity.

Gymnasium Conduct:

- Students should cheer the injured player on either side as they leave the court and should not interfere with cheering from the opposing team.
- Students are expected to sit quietly or stand at attention during the playing of the National Anthem, the school song, or the opponent's school song.
- Climbing on the gym rails is not permitted. Leaning on the gym rails is highly discouraged.
- When attending school-sponsored activities, students should act in an orderly manner or they will be removed from the activity.
- Hanging from basketball supports or rims is prohibited.
- Gym shoes must be worn in the gymnasium.

Extracurricular and Overnight Travel Code of Conduct:

Students are role models; they represent their team, school, parents, and community. In order to participate in extracurricular activities, students attending Maxwell Schools must abide by the code of conduct. Participation in athletics/activities is a privilege and the student must earn the right to represent Maxwell Schools by conducting themselves in such a way that the image of the Maxwell Schools would not be tarnished in any manner. Any athlete whose conduct is judged to reflect a discredit upon themselves, the team, or Maxwell Schools, may be subject to disciplinary actions or removal from the team.

The purpose of Maxwell Athletics is to provide opportunities for all participating students to learn life-long values. These values include: Cooperation, Sportsmanship, Pride, Respect, Discipline and Leadership Skills.

- Students will conduct themselves with class and sportsmanship. The first offense may result in temporary suspension or expulsion from the team/activity.
- Students must be in school on the day of the event to participate/attend, unless excused by a doctor's note or excused by an administrator prior to the absence.
- Students will not use profanity. Profanity could result in loss of participation privileges. The use of vulgar or profane language is unacceptable anywhere and at any time.
- Students will report all injuries, no matter how small.
- The coach shall set the standard for dress as it pertains to his/her sport.

- Exhibit appropriate behavior at all times.
- Students will strive for academic excellence. Academic dishonesty (cheating on quizzes or tests, plagiarizing, etc.) can be grounds for suspension or removal from any team and/or activity. Violation of this rule will be determined by the school administration.
- Students who quit the team/activity during the year will not be reinstated that same season. Students are discouraged from moving from one sport to another in the same season. The decision to allow students to move will be made by the coaches/sponsor and administration.
- Students will not possess or use alcohol, tobacco, electronic vapor or drugs at any time on or off campus. Students will be dropped from the team and will be suspended for 73 school days (one semester) from any other extracurricular activities on the FIRST offense and for 147 school days (one school year) on the SECOND offense. (Suspensions will carry over to the next school year if suspension days have not been met.)
- Students are law-abiding citizens. Students found guilty of a crime resulting in law enforcement/probation referral may be dropped from team/activity and suspended from all activities for 147 school days (one school year) on the FIRST offense.
- Students will not engage in fighting, truancy, or disrespectful behavior. Students found guilty of fighting, truancy, or being disrespectful toward staff or other students may be suspended and/or terminated from the teams/activities.
- Students will exhibit exemplary behavior on activity bus trips. The first offense may result in the loss of bus privileges.
- Students will not exhibit insubordination toward a teacher, coach or any school personnel. Students suspended for such an offense may be terminated from the team/activity and suspended from other activities for at least 36 school days. On the second offense students may be suspended for the remainder of the school year.
- Horseplay or hazing will not be tolerated in the locker room or on the court/field.
- Students are required to ride the activity bus to and from all events, unless parents and school administration have made prior arrangements with a signed, written release from parents prior to departure from school.

Athletics:

Maxwell Schools sponsor a variety of athletic/competitive programs. Athletics are a privilege, not a right. Athletics are open to student that meets the following criteria:

- Physical examination yearly conducted by an M.D., CNP, and/or PA that is paid for by the parents/guardians.
- Parent permission form
- Proof of medical insurance
- Maintain academic eligibility (See Maxwell Eligibility Policy)
- NMAA Concussion Training Certification
- Signed Code of Conduct by Student and Parent

Open Enrollment Choice:

An eighth-grade student competing in sports at the high school level has used their open enrollment choice. The student may compete without reference to their immediate or previous scholastic record. The end of the 1st grading period in 8th grade establishes the beginning of the scholarship requirements for this student.

A ninth-grade student who has not previously competed in sports at the high school level has their open enrollment choice. The student may compete without reference to their immediate or previous scholastic record in 8th grade (last grading period and/or semester, whichever is applicable). The end of the 1st grading period in ninth grade establishes the beginning of the scholarship requirements for this student.

Athletic Letters and Awards:

Varsity and junior varsity student athletes, who participate, remain eligible, and complete the season in each sports program in which they compete may letter at the discretion of the coach. If an athlete is injured during the year that limits their participation, the athlete must attend practices and be present throughout the season in order to be lettered in that sport. Students will not receive a letter or award until all issued equipment and uniforms are returned.

Tri-Athlete Award:

Students are encouraged to participate in multiple sports during the year. As a district we award/recognize students that have participated in three consecutive seasons that include a fall sport, winter sport and spring sport. We consider this one of the highest athletic honors that an athlete can receive while at Maxwell Schools.

Activity/Athletic Uniforms:

Uniforms must meet New Mexico Activities Association standards and are subject to approval by the administration. All uniforms are property of the school district and may not be altered/modified in any way. Uniforms must be returned to the coach at the end of the season. Failure to return uniforms to the coach will result in payment of uniform replacement costs.

Coaching Expectations to Students:

Coaches have the authority to set program expectations and rules that may be more vigorous than those outlined in this code of conduct. These rules and expectations will be addressed at mandatory student-parent meetings.

Message to the Parents:

We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal, athletic, and academic growth. As a parent/guardian of a student-athlete, you also have committed yourselves to certain responsibilities and obligations, which are outlined in this Athletic Code. Your signature on the Athletic Code, along with the signature of your student-athlete, indicates that you understand and accept those responsibilities and obligations, and agree to cooperate with school personnel in enforcing the Athletic Code. Compliance with the Athletic Code is mandatory and essential to the success of the athletic

program. Failure to comply with the Athletic Code may lead to discipline and possible expulsion from attending athletic events. In addition, student athletes are also subject to discipline under the Maxwell School Handbook and Coaching Expectations.

Good sportsmanship is encouraged and expected from our fans and spectators at all times during athletic events. Failure to exhibit good sportsmanship may result in removal from the event and/or future events. If a parent/spectator is removed from any competition home or away they will need to visit with school administration as well as take a NFHS Sportsmanship course in order to return. However, the return from suspension is at the discretion of the district or NMAA.

We believe athletics is an integral part of the high school educational experience, both as a competitor and spectator. We look forward to working with you and to supporting your son/daughter as they participate in their chosen sport.

In addition to attending Maxwell School contests, you are invited and encouraged to join the Athletic Boosters and help promote the tradition of excellence associated with Maxwell Schools.

Playing Time or Level of Play:

As your son/daughter becomes involved in the athletic programs at Maxwell Schools, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your student-athlete wishes. At these times, discussion with the coach is encouraged. It is very difficult to accept your son/daughter not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. Playing time and levels of play are things that are earned by fitting into our style of play, working hard at practice, and improving upon the skills coaches are teaching. Please do not take playing time or levels of play decisions personally. As coaches, they must balance what is good for players with what is needed for the team. Please do your best to support all the decisions that are made and help your child use those decisions as sources of motivation and learning.

Players and parents need to be a part of this program selflessly. If your support of this program is based on the amount of playing time or what level you or your son/daughter is playing at, then please take this time to reconsider.

Communication from Student-Athletes and Parents:

As a district we have a "24 Hour Rule" that asks any parent to wait at least 24 hours before speaking to a coach regarding any issue with a coach's judgment or decision. Please contact that coach personally to set a time to meet. It is always best that we address any issues professionally with the athlete or parents.

Chain of command should flow like this:

1. Have your son/daughter talk to their coach first.
2. Talk with your son/daughter coach next. (JV or Head)
3. Talk with the Athletic Director
4. Talk with the Principal
5. Talk with the Superintendent

BULLYING/CYBERBULLYING/STUDENT HARASSMENT/ RACIALIZED AGGRESSION PREVENTION

Cyberbullying is prohibited when such bullying creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities, or performance.

Bullying and harassment is prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Anti-bullying shall be included as a part of the health education curriculum as set forth in 6.29.6.8 NMAC.

- "Harassment" is knowingly pursuing a pattern of conduct that is intended to annoy alarm or terrorize another person.
- "Bullying" is any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to hazing, harassment, intimidation or menacing acts of a student that may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age, or sexual orientation.
- "Racialized Aggression" is any aggressive act which can be characterized, categorized or which appears as such to be racial in nature.
- "Cyberbullying" is electronic communication that:
 - targets a specific student;
 - is published with the intention that the communication be seen by or disclosed to the targeted student;
 - is in fact seen by or disclosed to the targeted student; and
 - creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance.

Licensed school employees will complete training on how to recognize signs that a person is being harassed, bullied or cyberbullied and shall be responsible for reading and understanding this policy. Licensed school employees who have information about or a reasonable suspicion that a person is being harassed, bullied or cyberbullied will report immediately to the principal.

School administrators who receive a report of harassment, bullying, or cyberbullying will take immediate steps to ensure a prompt investigation of the report and shall take prompt disciplinary action in response to these acts upon confirmation of the occurrence through the investigation. Such action may include the least restrictive means necessary to address a hostile environment on the school campus resulting from confirmed harassment, bullying or cyberbullying including: counseling, mediation, and/or 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 utilizes.

Where disciplinary action is deemed necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed. To report an incident, complete the complaint form for harassment,

cyberbullying and bullying that are available in the MMS office and file it with the Principal. (See Concerns, Complaints, and Grievances.)

*All Title IX rules, procedures and protocols will be used by administration.

CAFETERIA

Maxwell Municipals Schools' students are provided a free breakfast and lunch each school day. Lunch periods are scheduled so that students have at least 30 minutes to eat lunch. The following guidelines apply to students eating in the cafeteria:

- Food is not to be taken from the cafeteria unless approved by the administration.
- Students eating in the school cafeteria will conduct themselves in an orderly manner, talk quietly, and clean their eating area before leaving.
- The cafeteria supervisor is responsible for maintaining order during breakfast and lunch. Any student who is disrespectful to the supervisor or cafeteria cook(s) will be asked to leave the cafeteria, and subject to further disciplinary action by the administration.
- A nutritional beverage is provided with each meal. Students are not allowed to bring their own beverage unless they bring their own lunch.

NO STUDENTS ARE ALLOWED TO LEAVE CAMPUS DURING LUNCH PERIOD!!!

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES (ECD)

Students need a safe, positive and productive learning environment free from disruptions, distractions and threats. Personal Electronic Devices can create disruptions to the learning environment and distract students from the primary purpose of education. It is MMS policy to request all personal electronic devices including cell phones be placed in the "off" position in the area that teacher designates and not visible during the day unless a teacher has provided students an educational opportunity to utilize the device. Students at the middle and high school are allowed to use electronic communication devices before and after school and during their lunch period or under the direction of a teacher or administrator. Students will not be allowed to use their phone between class periods. Students in elementary school are not permitted to use personal electronic devices at any time.

- First Offense: Students will have their cell phone confiscated for the remainder of the day for the first offense.
- Subsequent Offenses will result in the cell phone confiscated and parent/guardian will be contacted to come retrieve the phone.
- Loss of and Damage to Personal Electronic Devices: The District shall not be liable or responsible for the loss or damage to any Personal Electronic Device at school or at school-sponsored activities.

CHANGE OF ADDRESS

Whenever there is a change of address or telephone number, parents/guardians should notify the school office at (575) 375-3000 or email Cindi Berry at cberry@maxwellp12.com. In the event of an emergency it is necessary to be able to contact parents quickly and this cannot be done without correct contact numbers.

CLOSED CAMPUS

Maxwell Municipal Schools operates under a closed campus policy. Upon arrival at school, students are to REMAIN ON CAMPUS, including during lunchtime, until 4 p.m. Authorized areas during lunch include classrooms with teacher supervision, the cafeteria, the gym, outside basketball court and other areas directed by staff performing supervision during lunch.

Students may not return to their vehicle without proper authorization and an escort from Administration. Students needing to leave school for any reason must follow checkout procedures. Students leaving campus without permission will be considered truant and will be subject to disciplinary action.

COLLECTION OF DEBTS/FEEES

Debts may be incurred for the following: lost or damaged textbooks, instructional materials or equipment; lost or damaged library materials, athletic equipment and organization or club material; fund-raising merchandise or money not turned in; damages to school property, building or any other debt deemed to be legitimate by the administration. Debts will be paid to the school Administrative Assistant where it will be received. Debts should be cleared prior to obtaining a course schedule, withdrawing or graduating.

COPYRIGHT PERMISSION

The Maxwell Schools wants to recognize students for their accomplishments, projects, awards, etc. on our website, and in publications, local media or for other lawful purposes. To release your child's photo to media outlets, we require written parent/guardian consent. The Copyright Form furnished with the annual registration packet can be used to agree to or opt out of having your child's photo or information used for any publications on the school website, written publications and media outlets.

CURRICULUM/GRADUATION REQUIREMENTS

Middle School Required Curriculum:

Grade 7: Instruction in English, Reading (with an emphasis on grammar and writing, communication skills), Science, New Mexico History/Geography, Math and Physical Education.

Grade 8: Instruction in English, Reading, Math, US History, Science and Health.

**Other electives for the 7th and 8th grade include: Agriculture, Life Skills, Family and Consumer Science, Art and other vocational courses.

Maxwell High School Diploma Requirements (24 credits):

- 4 credits English (with major emphasis on grammar and literature)
- 4 credits Math (one credit = to or greater than Algebra 2)
- 3 credits Science (2 with lab)
- 3.5 credits Social Science to include: United States History and Geography (1), World History (1), Government (.5), Economics (.5) and New Mexico History (.5)
- 1 credit Physical Education
- 1 credit Career Workplace Readiness, or language other than English
- .5 of health education (may be taken in 8th grade)
- Additional elective credit to equal 24 total credits
- One of the above credits must be honors, Advanced Placement, dual credit or distance learning.

Diploma of Distinction: A graduating senior who has earned a total of 27 or more credits will receive a seal on his/her diploma signifying the student has achieved a Diploma of Distinction.

Graduation Ceremony: Graduates will wear Maxwell School colors of Purple and White with Gold accents in stoles and tassels. Cords worn at graduation must be approved by the Principal if not given by Maxwell Schools.

Grade Level Requirements:

Each year in Grades 9-12 a student has the opportunity to earn 7 credits. At the beginning of each school year, students will be classified according to the following credits:

- Freshman: 0-6 credits
- Sophomore: 7-12 credits
- Junior: 13 -18 credits
- Senior: 19 or more credits

College Admission Requirements:

Students should research college admission requirements to make sure they are meeting admittance requirements for the college or training program of choice. Many colleges require two years of a foreign language in the same language.

Work Study Program for Seniors:

Students must follow the criteria listed below in order to be enrolled in the program:

- Complete and have all necessary signatures on the Work Study Agreement.
- Work at least 20 hours a week for at least minimum wage and must work at least part of the week sometime between the hours of 8 am. and 4 p.m (school hours).
- Present proof of employment through pay stubs every pay period or other documentation as approved by administration.
- If a student loses their job during the semester, they will have two (2) weeks to find another job. If after the two (2) weeks, the student has not found a job, they must enroll in school all day. Even if it is late in the semester and there is no chance for credit, the student must be in school.
- Intra-family employment is not acceptable.

- One credit elective will be awarded for every 180 hours of work completed.

DISCIPLINE POLICY

The primary goal of the Maxwell Municipal School District student behavior policies is to provide an atmosphere that promotes learning by establishing order and avoiding disruption. The aim of disciplinary measures is to assist each student in the development of self-control, social responsibility and acceptance of appropriate consequences for certain actions. All students are urged to help create a positive educational atmosphere by maintaining proper respect for themselves, for others and for their school. Students are expected to be safe, responsible and respectful members of the school community.

PARENT CONTACT WILL BE MADE REGARDING EACH OFFENSE

DISCIPLINE RUBRIC

Group 1

<u>Offense</u>	<u>Consequence</u>
Disruptive Defiant Behavior (Horseplay-pushing and shoving without anger) Casual Profanity Inappropriate Display of Affection	<u>First Offense:</u> Student/Staff conference and parent contact. <u>Second Offense:</u> Detention before or after school and parent notification. <u>Third Offense:</u> Friday School or Repeated Violation of Rules and parent meeting.

Group 2

<u>Offense</u>	<u>Consequence</u>
Truancy (unauthorized absence from class or classes) Disturbance of class, cafeteria, or any other school function. Harassment, Nonsexual (Physical, Verbal or Psychological (student to student)) Skipped detention Insubordination Inappropriate use of computers, networks, or email	<u>First Offense:</u> Student/Staff conference, parent contact, detention. <u>Second Offense:</u> Parent contact and Friday School or In School Suspension <u>Successive Offenses:</u> Out of School Suspension and behavior contract

<p>Using recording device to capture visual or auditory recordings of individuals without consent.</p> <p>Driving vehicle during school hours without permission.</p> <p>Tampering with report card, passes, or any other school records.</p> <p>Cheating/plagiarism</p>	
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Group 3

<u>Offense</u>	<u>Consequence</u>
<p>Damage to property (Private or School) of substantial value.</p> <p>Fighting in school, on school property, or during a school-sponsored activity will not be tolerated. Anytime a student commits a violent, physical act toward another student, no matter what the reason, it is considered fighting.</p> <p>Verbal/written threats (Hazing, bullying, cyber bullying, racialized aggression)</p> <p>Threat to obtain money or anything of value; theft or attempted theft.</p> <p>Use of inappropriate comments/profanity/gestures toward school personnel.</p> <p>Intimidating/threatening harm to school personnel.</p> <p>Sexual Harassment</p> <p>Repeated violation of rules.</p> <p>Trespass</p>	<p><u>First Offense:</u> Out of School suspension (up to 5 days) Conference with parents; possible notification of law enforcement personnel; possible recommendation for counseling. Financial restitution will be required of student in cases where damage is involved.</p> <p><u>Second Offense:</u> Out of School suspension (up to 10 days) Conference with parents; possible notification of law enforcement personnel; possible recommendation for counseling. Financial restitution will be required of student in cases where damage is involved.</p> <p><u>Successive Offenses:</u> Possible Due Process hearing recommending long term suspension for the duration of the term.</p>

Group 4

<u>Offense</u>	<u>Consequence</u>	

<p>Possessing, consuming, or being under the influence of any drug, narcotic, alcohol, inhalants, "look-alike" drugs, electronic vapor, or tobacco (all ages) at school, at school-sponsored events or prior to attending school or school-sponsored events.</p> <p>Possession of drug paraphernalia is also prohibited.</p>	<p>First Offense: Out of School suspension (up to 10 days) Conference with parents; notification of law enforcement personnel; possible recommendation for counseling and/or possible recommendation to the Board of Education for Expulsion. Student organizations will deal with this situation according to their constitution. Extra-curricular code of conduct will apply.</p>	<p>Second Offense: Notification of law enforcement authorities, conference with parents, up to a 10-day out of school suspension, and/or possible Due Process hearing recommending long term suspension for the duration of the term.</p> <p>Successive Offenses: Notification of law enforcement authorities, conference with parents, Due Process hearing recommending long term suspension for the duration of the term.</p>
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Group 5

<u>Offense</u>	<u>Consequence</u>
<p>Assault and/or battery on school personnel.</p> <p>Making a bomb threat or pulling fire alarm.</p> <p>Possessing or handling a weapon or look alike weapon.</p> <p>Engaging in any activity forbidden by law that interferes with school purpose.</p>	<p>First Offense: Due Process hearing recommending long term suspension and notification of the appropriate law enforcement authorities.</p>

Other Forms of Student Discipline:

Administrative and teaching personnel may take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirement that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of the parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Note: Extra-curricular activities are privileges and may be removed. Students in ISS or OSS will not be permitted to participate in any school sponsored activities for the duration of the suspension. This includes practices, games, dances, etc.

Note: For criminal offenses where outside authorities are called, the student is still subject to school discipline procedures and penalties.

Note: Administration reserves the right to determine appropriate consequences for student choices in the event specific behaviors or situations do not fit into the above criteria.

DISTRIBUTION OF THIS POLICY AND ACKNOWLEDGMENT OF RECEIPT

By signing the Student/Parent Handbook you are acknowledging that you have read and understand Maxwell Municipal School's Disciplinary Policies.

DRESS CODE POLICY

A student's appearance will be governed by standards compatible with decency, cleanliness, safety and a maintaining a positive atmosphere of learning. Dress, which disrupts and interferes with the educational process, is not allowed. The school has the right and responsibility to intervene anytime it feels that the appearance of a student does not meet these standards. Appropriate dress for school is respectful, in good taste, with modesty being the prevailing model. Personal attire should reflect pride and respect as a student at Maxwell Municipal Schools. The administration may decide the appropriateness of dress or hairstyle. The following is a list of infractions concerning students' dress which are considered in violation of the student dress code:

- Clothing or tattoos that displays tobacco, alcohol, drug, ethnic slurs, gang related, sexual symbols or messages, disrespect for the American Flag or other socially unacceptable remarks or innuendos.
- Hats, caps, or stocking caps worn inside the building during school hours. Hats are permitted outside or during certain activities, such as in the shop room, for safety reasons. Students are permitted to wear religious coverings at all times.
- Mesh shirts and crop shirts shorter than waist level (Cleavage or the midsection of the body must not show). A shirt must be worn underneath a Net or Mesh Shirt.
- Spaghetti straps or racer back tops.
- Perfumes and other strongly scented products should be kept to a minimum. These may cause allergic reactions and/or migraine headaches.
- Bare feet. Appropriate footwear is required. House shoes/slippers are not allowed.
- Skin fitting biker or spandex shorts. Leggings that are see through or shaper leggings.
- Pajama pants.
- Shorts or skirts more than four inches above the knee. Waistbands of all dresses, skirts, shorts and pants shall be secured at the waistline. Underwear shall not be visible.
- Inappropriately ripped and/or torn clothing. If jeans/pants have rips, no skin can be visible more than four inches above the knee. Leggings or patches may be worn underneath jeans/pants with tears or rips that show skin more than four inches above the knee.
- Trench-type coats, dusters, or stadium jackets. Blankets are not permitted as jackets.
- Sunglasses are not permitted inside the building.

Students will be asked to call parents and change inappropriate clothing. In the event that a student's parents cannot be reached, students will be provided something to wear by the school. Continual violations of dress code policy will result in disciplinary actions. Sponsors of all activities may impose additional requirements to dress code.

DRUG FREE CAMPUS

Maxwell Municipal School District prohibits students from using, misusing, abusing, possessing, selling, dealing, transporting and/or giving away alcohol, controlled substances including but not limited to Marijuana, THC and edibles, prescription drugs used or possessed without a prescription, solvents/inhalants used for intoxication, and/or drug paraphernalia while at school or while at a school sponsored activity. (Section 22.5-4-3, NMSA 1978) This includes e-cigarettes, vaping, and nicotine liquid containers.

The Superintendent or designee has the authority to suspend, refer for prosecution, and recommend expulsion of students who have been found to be in violation of school rules and/or state laws on alcohol and/or drugs.

The school curriculum will integrate age-appropriate drug and alcohol education and prevention programs for all students.

DUAL CREDIT/ONLINE/EDGENUITY COURSES

Students may take outside high school and/or college courses for meeting high school requirements and/or earning college credit. Students must receive approval by the counselor and/or administrator before enrolling and the student must be academically eligible with a 2.5 GPA. Eligible courses include courses offered by correspondence, Internet or classroom participation. (Note: 3 college credit hours = 1 high school credit) Courses must be finished in the time allotted by Maxwell Schools. Students who are enrolled to earn credit toward graduation before graduation. Dual credit course grades will be weighted on a 5.0 GPA scale.

Dual Credit Courses:

- Dual Credit classes may require a textbook and other fees. Maxwell School District will provide textbooks for approved dual credit classes. The textbooks are the property of Maxwell Municipal Schools and must be returned upon completion of the course. Students are responsible for the Distance Course Fee and all other fees.

Edgenuity Courses:

Students will follow all of the procedures and processes of the Edgenuity Student Contract. All topic/unit tests and cumulative exams will be taken at school and monitored by a proctor.

Other Courses:

- If the student fails an online course, the student may be required to reimburse the District for the cost of the textbooks. Students will pay all costs to re-enroll in the failed course if attempted again.
- For courses required to graduate (credit recovery), not offered by Maxwell Municipal Schools, the district will pay the fee.

- For an online course required for graduation offered by the Maxwell Municipal Schools, the student may pay all costs of the course, unless there is a scheduling conflict.
- Students may pay all costs of a course not required for graduation, unless the student can justify the need to take this course.

DUE PROCESS PROCEDURES

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

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

WEEKLY ELIGIBILITY POLICY

- Students shall have a minimum 2.5 GPA and no grades below 60%.
- At Maxwell Municipal Schools 6- 12 eligibility reports will go out on each Tuesday. If a student has a grade below 60, they will have until the following Tuesday to meet eligibility requirements. If they do not meet eligibility requirements at this time he/she will not compete in any extra-curricular activity until the next week's eligibility report is posted and their grades meet the eligibility requirements. Extra-curricular activities include events after school hours not directly related to a course requirement.

NMAA ELGIBILITY GPA POLICY

1. NMAA Policy: Use of Semester Grades Only: Scholastic eligibility will be determined by semester grades. Eligibility checks for those deemed unable to participate at semester will undergo checks at designated marking periods (6/9 weeks) during that semester. If they are passing at the 9-week marking period, they are eligible for immediate participation that semester. If they are eligible at the 6-week marking period, they are eligible immediately and will undergo an additional check on the next 6 week marking period as well. z No F's: A student must have a minimum GPA of 2.0 and NO F's in order to be eligible to participate in activities/athletics.

Maxwell Policy: Grade point average of 2.5 with no F's, based on a 4.0 grading scale at the end of the nine-week grading period. Maxwell School policy supersedes NMAA semester eligibility.

2. Summer Courses: Beginning in the summer 2020, students may make up multiple courses to attempt to gain eligibility. Any class eligible for replacement based on local district policy can be taken and have the grade replaced to gain eligibility. The replacement classes are required to be the exact course that was listed on the official transcript (i.e. AP English must be replaced with AP English, etc.).

3. Cumulative Provision: The cumulative provision may only be used at the beginning of the semester and must include all semester grades beginning with the 9th grade year. This provision may be used if the student has no more than one F grade at the semester.

ENROLLMENT

Requirements:

- **Legal Custody:** The adult enrolling the student must have legal custody of the student. Legal custody is obtained through court proceedings and signed by a judge.
- **Proof of Residence:** Documents, which meet this requirement, are utility bills (water, gas or electric) or documentation through the County Assessor's Office.
- **Current Immunizations:** A copy of current immunization requirements must be presented at enrollment. All immunizations must be up to date.
- **Current Transcript (HS Students only):** To be able to schedule and place your student in the correct classes, a current transcript is needed. A release of information form signed by the parent/guardian will be required to obtain official school records from the student's previous school.
- **Official Birth Certificate**

Nonresident Students

A student who does not reside in the District but is a resident of New Mexico who meets the age and other requirements for open enrollment may be admitted to the school without payment of tuition. Admission of students who do not live within Maxwell Municipal School District is allowed as a privilege, not a right, and will not be construed as creating a "property right" for continued attendance for any period.

An Out-of-District Enrollment Application form must be completed and an "Admission of Non-Resident Student Attendance Agreement" signed by student and parent/guardian upon enrollment. The family bears full responsibility for transporting the student to and from school since the student resides outside the attendance boundaries of the district. If the student's attendance reaches the threshold of Tier III or Tier IV of the Attendance Success Act, the district will recommend the student return to the home school where transportation can be provided.

Criteria for consideration of admission for Out-of District students include:

- Any student who is currently under expulsion or is currently on long-term suspension from another school district may not be admitted to the Maxwell Schools.
- Maximum class sizes set by the district cannot be exceeded.

EQUAL ACCESS

The Board does not require our schools to create an open forum or meeting place for non-curriculum related student groups to meet on school premises during instructional or non-instructional time. However, if the administration of our schools allow non-curriculum related student groups (e.g. chess club) to meet on school premises during non-instructional time, before or after, groups shall have the right, guaranteed by the Equal Access Act of 1984, to meet on the same basis and are subject to the controls as any other student initiated non-curriculum group. Activities traditionally sponsored by the school, but not directly related with the curriculum, such as athletic activities, school plays, and school talent shows, etc. shall not be considered as creating a "limited open forum".

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

The Maxwell Municipal Schools (The District) is providing notice of these rights, as outlined below:

- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the Administrator a written request that identifies the record(s) they wish to inspect. The Administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records, the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school Administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right of a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an Administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has a contract to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The District classifies the following as Directory Information: student's name, parent's name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, student's photograph, and the most recent previous school attended by the student. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his or her consent must notify, in writing, the Administrator of the school where the records are kept by 5 working days following enrollment or re-enrollment. The objection must state what information the parent or student does not want to be classified as Directory Information. If no objection is received by 5 working days following enrollment or re-enrollment, information designated above will be classified as Directory Information until the beginning of the next school year.
- Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Administrator's Office of each school within the District.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Maxwell Municipal School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FINAL EXAMINATIONS

Final examinations or end-of-year projects will be administered to all students in classes offered for credit. No extracurricular activities will be held during semester examination week (except Thursday through Saturday). Practices may be held during Finals Week, but will end by 5:00 pm.

EMERGENCY DRILLS

As per state law, Maxwell Municipal Schools will have a minimum of two fire drills, one active shooter drill and one evacuation drill during the first four weeks of school. During the remainder of the school year, each school is required to conduct at least four additional emergency drills, including two fire drills.

Evacuation routes are posted in each room. When the fire alarm sounds students must evacuate to the area designated for that particular class. Teachers are to review evacuation procedures with each class. Evacuation of students should be orderly, quiet, and taken seriously. Students will return to class after a bell rings and the teacher directs them to do so.

FOOD AND DRINK

Computer labs or Library: No food or drink allowed.

Gym: Water bottles are allowed.

Food and drinks may be taken into classrooms on special occasions with the teacher's permission.

FUNDRAISERS

Money collected through fundraisers must be turned in to the sponsor and receipted within 24 hours. All fundraiser monies will be used to provide incentives or materials for students.

GANG ASSOCIATION OR ACTIVITY

For the purposes of school discipline, a gang shall be defined as a group or two or more persons whose purposes include the commission of illegal act(s) in violation of disciplinary rules of the District.

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other related item that evidences or reflects membership in or affiliation with any gang;
2. Engage in any act, either verbal or nonverbal, including gestures, showing membership or affiliation in any gang.

3. Engage in any act to further the interests of any gang or gang activity; including but not limited to:
- Soliciting membership in or affiliation with any gang.
 - Soliciting any person to pay for "protection", or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act.
 - Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property.
 - Engaging in violence, extortion, or any other illegal act, or other violation of school policy.
 - Soliciting any person to engage in physical violence against any other person.
 - Disciplinary actions pursuant to this policy shall follow procedures prescribed by Board Policy.

GRADING POLICY

Academic grades indicate the progress a student is making toward the standards and skills in the subject taught. They become an important part of the student's permanent record and are dependent upon the ability, effort, and determination of the student. Citizenship grades separately reflect student conduct and shall not be used in determining academic performance.

Each semester the student will receive two nine-week grades (each 40% of the grade) one semester examination or project grade (20% of grade), and one semester grade.

Dual Enrollment Classes: Approved dual credit enrollment classes will also be figured into the GPA. Dual credit classes will be weighted as follows:

A = 90 - 100	("A" has the point equivalent of 5.0)
B = 80 - 89	("B" has the point equivalent of 4.0)
C = 70 - 79	("C" has the point equivalent of 3.0)
D = 60 - 69	("D" has the point equivalent of 2.0)
F = 59 or below	("F" has the point equivalent of 0)

The following grading scales will be used for all other classes at Maxwell Municipal Schools:

A = 90 - 100	("A" has the point equivalent of 4.0)
B = 80 - 89	("B" has the point equivalent of 3.0)
C = 70 - 79	("C" has the point equivalent of 2.0)
D = 60 - 69	("D" has the point equivalent of 1.0)
F = 59 or below	("F" has the point equivalent of 0)

If a parent or student has a concern about a grade, parents should first contact the teacher to resolve the question. If there is still disagreement, a conference with the teacher and administration will be scheduled. Progress reports are sent to parents at the end of the fourth week in each quarter. Report cards are mailed out each nine weeks to student's parents/guardians.

HOMEWORK

Maxwell Municipal Schools is preparing students to be college and career ready. Homework is an essential part of student learning and a quality education system. Staff believes that students need to turn in high quality

work in a timely manner in order to be prepared for daily instruction and to be successful in post-secondary education and their chosen career.

When a student is suspended, they will receive homework to do while on suspension. When a student returns to school after being suspended, they will be allowed to make up work missed while being suspended. All work is due upon return to school. If a student chooses not to make up the work they will receive zeros for all work missed while suspended.

**Students on IEP's or 504 plans may have other accommodations.

Homework Requests

Requests for homework should be made to the school office between 8:00 and 9:00 am, if homework is to be picked up on the same day. Homework may be picked up at the school office. Students will be granted credit for made-up work due to absences for school-sponsored activities and will make arrangements to make up work before the absence.

INSURANCE

Each year the school provides students with the opportunity to purchase insurance, which will cover them in case of an accident while under school supervision. This is attributed to the fact that the school cannot be held liable for an accident on school property. All students taking part in extracurricular activities must carry school insurance or present a signed affidavit by parent(s) that the student is covered by the family's insurance.

LIBRARY RULES

The library is a place for work. The rights of those who wish to read and/or do research must be protected by observing the regulations listed below:

Student will:

- Enter the library quietly and remain quiet.
- Bring necessary material for research to the library.
- Check out books for two weeks and renew if necessary.
- Replace reference books, magazines and newspapers before leaving, unless other arrangements have been made with the librarian.
- Not take books from the library unless they are properly checked out.
- Pay for lost or damaged books.
- Check out only two books at a time unless approved by the librarian.
- Return all books to the library.
- Re-new their books if needed for longer than two weeks.

ALL CLASSES MUST REMAIN QUIET WHILE IN THE LIBRARY OR THE CLASS WILL BE ASKED TO LEAVE

LOCKER POLICY/ ASSIGNMENT

Students are assigned a locker at the beginning of the year or upon enrollment. Students are responsible for their personal property and damage to school lockers.

- Locks are not allowed on hallway student lockers unless a key or combination is provided to the School Office.
- Lockers or locker numbers will not be shared.
- Stickers and other items that deface the locker are not to be placed on the locker.
- Athletic lockers should be kept locked using a combination lock. The combination will be recorded in the coach's office.
- Students are responsible for the content of their assigned locker.
- The school reserves the right to inspect lockers.
- The school is NOT responsible for lost items. Students are encouraged to NOT bring expensive items or cash to school.
- Inoperative lockers should be reported to the office immediately.

LOST ITEMS

Any unidentified item found should be turned in to the office, unless it is a suspicious object such as a package or unidentified substance. In that case, the superintendent or designee will determine the proper course of events. On a monthly basis lost and found items will be viewed by students, any unclaimed items will be disposed of at the administration's discretion.

MEDICINE (A form is available in the nurse's office or online.)

Prescription Medication

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container.
- Only the superintendent, school health assistant, or superintendent's designee may administer medicines including prescription drugs to students.
- All medicines must be dispensed from the office. The student may NOT self-medicate during the day.

Over the Counter Medication (OTC)

Over the Counter (OTC) medications cannot be given at school without authorization from a physician. Parents/guardians, will supply the authorized medication in an unopened/original bottle for their child. (The smallest bottle possible is helpful due to space and monetary considerations). All medications must be stored in the nurses' office.

All medications must be labeled with the name and date of birth of the child for whom they are intended. If more than one child from a family is in the school, the names and dates of birth of all children may be placed on a single bottle of OTC medication. After initial opening to treat the child, the date of opening should be marked on the bottle with permanent marker - the bottle may be re-used to treat that child until the medication expires, the school year ends, or one year from opening has passed, whichever comes first.

MONEY AND VALUABLES

Students should not bring large amounts of money, electronics, or valuables to school. The Maxwell School District will not be accountable for items stolen or damaged.

NOTIFICATION OF LAW ENFORCEMENT

Administrative authority has the 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. Law enforcement will not be allowed to question a student without the administration having verified their authorization to do so by viewing identification, written verification and a phone call to the individual's agency. The officer will be requested to contact parents and the school will make every reasonable effort possible to contact parents unless there is a question of child abuse by the parent. The parent may be present for the questioning unless they give the officer permission to do so in their absence and the interview is not in response to a report of child abuse. If an officer has an arrest warrant they must complete the form for Signature of Arresting Officer, the school will make every reasonable effort possible to contact parents and the student will be released to the officer.

OFFICE TELEPHONE USE/MESSAGES

Students may use the telephone in the high school office with permission from authorized school personnel. Messages from parents or guardians will be delivered to students as soon as possible without interrupting class.

PARENT-TEACHER CONFERENCES

Parents who want to have a conference with a teacher may schedule the conference through the principal's office or with the classroom teacher. These conferences shall be scheduled during the teacher's preparation period or before or after school.

PLEDGE TO THE FLAGS POLICY

The pledge to the United States and New Mexico flags may be recited in each school each day. Please note that participation in the pledge is a voluntary activity for any member of our school community. Individuals may choose not to participate for a number of reasons, including:

- family or personal convictions of a religious, philosophical, or political nature;
- citizenship in another sovereign nation; or
- as a logical extension of their constitutional rights.

PUBLIC CONCERNS OR COMPLAINTS

A. Regarding Personnel (forms are available in the office or online)

- Should a school community member be aggrieved by personnel, they must complete the appropriate form. The written complaint shall be presented to the employee toward whom it is directed, with a suggested solution, by the person(s) filing the complaint.
- The employee has a minimum of five (5) working days in which to reply to the complaint at each administrative level at which the matter is reviewed.
- If the complaint is not resolved between the originator of the complaint and the employee, the employee's supervisor shall review the complaint. The Superintendent shall be the final level of review.

B. Regarding Facilities and Services (forms are available in the office or online)

Level 1. The complaint shall be presented in writing, on the appropriate form, with a suggested solution, to the site administrator. Five (5) working days will be allowed for a reply.

Level 2. If a satisfactory response is not received within five (5) working days, a copy of the complaint may be forwarded to the Superintendent, who will have ten (10) working days to reply.

Level 3. If a satisfactory response is not received within ten (10) working days, a copy of the complaint may be forwarded to the Board for its consideration. Consideration as to the disposition of the complaint will be given within thirty (30) days.

C. Regarding Instructional Resources (forms are available in the office)

School community members having a complaint regarding instructional materials will be asked to present a request for reconsideration, the Superintendent will review the work in question. After review by the Superintendent, copies of the request will be sent to the citizen. If not satisfied with the decision contained in the report, the citizen may appeal the decision to the Board. The Board may refer the matter back to the Superintendent for further review, or the Board by reviewing the materials in question.

PROMOTION, RETENTION AND REMEDIATION POLICY

A parent will be notified at the middle of the first grading period if their child is failing to meet grade level expectations. A Multilayered System of Supports/Student Assistance Team (MLSS/SAT) conference consisting of the parent, one or more teachers and administration will be held to discuss interventions and possible remediation. A written plan will be developed containing timelines, academic expectations and the

measurements to be used to verify that a student has overcome their difficulties. Parents will be notified upon the completion of the first semester if retention is being considered.

The following will apply to promotion:

- The student is academically proficient and shall enter the next higher grade;
- The student is not academically proficient and shall participate in the required level of remediation. Upon certification by the School District that the student is academically proficient, they shall enter the next higher grade; or
- The student is not academically proficient after completion of the prescribed remediation program and upon the recommendation of the teacher and school superintendent shall either be:
 - Retained in the same grade for no more than one (1) school year with an academic improvement plan developed by the Student Assistance Team in order to become academically proficient, at which time the student shall enter the next higher grade; or
 - Promoted to the next grade if the parent refuses to allow the child to be retained. In this case, the parent shall sign a waiver indicating a desire that the student be promoted to the next higher grade with an academic improvement plan designed to address specific academic deficiencies. The Student Assistance Team outlining timelines and monitoring activities to ensure progress toward overcoming those academic deficiencies shall develop the academic improvement plan. Students failing to become academically proficient at the end of that year as measured by grades, performance on School District assessments and other measures identified by the School District shall then be retained in the same grade for no more than one (1) year in order to have additional time to achieve academic proficiency.
 - At the end of the eighth (8th) grade, a student who is not academically proficient shall be retained in the eighth (8th) grade for no more than one (1) school year to become academically proficient or if the Student Assistance Team determines that retention of the student in the eighth (8th) grade will not assist the student to become academically proficient, the team shall design a high school graduation plan to meet the student's needs for entry into the workforce or a post-secondary educational institution. If a student is retained in the eighth (8th) grade, the Student Assistance Team shall develop a specific academic improvement plan that clearly delineates the student's academic deficiencies and prescribes a specific remediation plan to address those academic deficiencies.
 - A student who does not demonstrate academic proficiency for two (2) successive school years shall be referred to the Student Assistance Team for placement in an alternative program designed by the School District. Alternative program plans shall be filed with the department.

By New Mexico state law, parents may only waive their student into the next higher grade level one time between grades K-8.

RECORDING DEVICES

The school district prohibits the recording of others at school without consent on electronic recording devices, which includes cellular phones, tablets, computers or cameras. Exceptions are made for those participating in public functions.

REPORT CARDS AND PROGRESS REPORTS

Progress reports will be sent to parents periodically throughout the school year. This report gives a "snapshot" of a student's current grades at any given time. Maxwell Schools will mail the parent/guardian the student's Mid-Quarter Progress Reports. If the student needs help with class work, parents should take advantage of this service to consult with teachers. Semester report cards will also be mailed to the student's home address at the end of each quarter. Parents can also request a PowerSchool password to monitor their child's grades and attendance in real time.

SCHEDULES AND SCHEDULE CHANGES

The counselor will assist students with developing their class schedules yearly. The schedule will be directly related to their Next-Step Plan, which will be updated annually. Parents must approve class schedules. During the first week of the school year, students may meet with an administrator/counselor for a schedule change. No schedule changes will be considered after the first week of each semester.

- The student will consult with the counselor and complete a Change of Class Request Form. A valid reason for the request must be provided.
- The parent/guardian and administration or their designee must approve schedule changes for middle and high school students.
- Online class schedule changes will be made on a case-by-case basis.

SCHOOL NURSE

Maxwell Municipal School District provides the services of a Registered Nurse who is on duty during the school day. The nurse's office is located in the Administration Building. If a student should become injured or seriously ill, the nurse will be called to attend to the needs of the student. In non-emergency cases, students must be given a pass to go to the nurse's office.

SEARCH OF STUDENTS

Administration or their designees are authorized to conduct searches when a search is permissible. 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. A female authority will search female students and a male authority will search male students. An authorized person may conduct a search when they have reasonable suspicion that a crime or breach of other disciplinary rules is occurring or has occurred. An administrator 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 maintain school discipline.

- Students, their personal effects, and their vehicles may be searched when it is determined reasonable to do so. Drug dogs or other detection devices may be used in the searches. If illegal substances, stolen property, or weapons are found they will be confiscated and proper legal action taken.

- Students may be asked to empty pockets, purse, and backpacks; they may be asked to remove jackets, shoes, socks or coats, unlock vehicles, etc. The conducting of strip body searches is strictly prohibited and not authorized by the Board.

NOTICE: Notice of the search policy shall be given to students through distribution of the policies at the beginning of each academic year or upon admission during the school year.

SEXUAL HARASSMENT

Sexual harassment is a violation of the policies of the Maxwell Municipal Schools, and it is against the law. As a student, you do not have to tolerate sexual harassment of any kind. A copy of the Maxwell Schools' Policy on Sexual Harassment of Students is available for your review in the school office.

- If you feel another student or other students are sexually harassing you, please report the matter to the administration.
- If you feel any employee or official of the Maxwell Schools is sexually harassing you, please report the matter to the administration.
- If you have any questions about sexual harassment issues, please discuss them with a school counselor or the administration.

SEX OFFENDER NOTIFICATION

In compliance with the Sex Offender Registration and Notification Act parents may gain access to public information regarding the presence of registered sex offenders residing within the Maxwell Municipal School District by visiting the following website: <https://www.nsopw.gov/Home>. This website should be used to identify sex offenders within the county, city and School District. If you do not have Internet access available you may visit the public library or request assistance from school personnel.

SPECIAL EDUCATION STUDENTS

Special Education services are provided to students found eligible under the Individuals with Disabilities Education Act. Each Special Education student will have an Individualized Education Plan (IEP), which will be implemented as designed to ensure a Free and Appropriate Public Education (FAPE).

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES (Forms are available in the office or online.)

Students, or the parents of a student in elementary school, may present a complaint or grievance regarding one (1) or more of the following:

- Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- Harassment of the student, which means knowingly pursuing a pattern of conduct that is intended to annoy alarm or terrorize another person.
- Intimidation by another student.

- Bullying by another student which means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation, or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District; and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary details.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

The Superintendent shall determine any question concerning whether the complaint/grievance falls within this policy.

Students should file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian who wishes to complain (other than an elementary student's parent) should do so by completing the forms on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

STUDENT DRIVING/PARKING

Students are permitted to drive and park on school premises as a matter of privilege, not of right. MMS retains the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student automobiles may be inspected whenever administration or their designee has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobile. Such patrols and inspections may be conducted without prior notice, without student consent, and without a search warrant. A student who fails to provide access to the interior of the car upon request by a school official will be subject to school disciplinary action.

Vehicles must be parked in designated areas and may not be moved or occupied until the close of school each day, after all school buses have left the campus. Speed limits on the school campus will be enforced. Disciplinary actions may include the daily surrender of keys for the remainder of the school year or loss of driving privileges.

During school hours, students who drive vehicles to school are required to park their vehicles on campus in the gym parking lot.

In order to drive to school and park on campus, the student must present a valid Driver's License and proof of insurance to the high school office.

STUDENT INFORMATION POLICY

Maxwell Municipal Schools may disclose appropriately designated "directory information" in school publications, or to outside organizations without written consent, unless parents/guardians inform the district not to release information without prior consent. If your contact information changes during the year, notify cberry@maxwellp12.com immediately. Information released would include the following:

- Student's name
- Address
- Telephone number
- Date of birth
- Grade level
- Dates of attendance
- Participation in school activities
- Recognition honors and awards

SCHOOL BUS TRANSPORTATION

School bus transportation is a privilege. State law designates which students are eligible to ride the bus to and from school. If the student is in elementary school and lives at least one mile from school, the student is eligible to ride the bus. In grades 7th through 9th, that distance increases to 1.5 miles and students in grades 10th through 12th must live at least 2 miles from the school to ride the bus. Students should be on time to their bus stop. The bus driver is in full charge of the bus and students and must be obeyed promptly and respectfully. Students will:

- Wait in an assigned area for the bus, off of the roadway.
- Enter and exit the bus by walking without crowding or pushing.

- Remain seated, facing the front with both feet on the floor when the bus is in motion.
- The windows may be rolled down with the driver's permission.
- Hands, arms, head and feet may not be stuck out the windows.
- Nothing shall be thrown within the bus or through the window.
- Obey the directions of the bus driver promptly. Students failing to follow the bus driver's requests or creating a disturbance will be referred to the administration.
- Be required to pay for damages to the bus caused by acts of vandalism.

Students could lose the privilege of riding district transportation due to exhibiting inappropriate behaviors.

The principal must approve unassigned passengers on a school bus. Arrangements must be made at least a day in advance by written request.

SCHOOL DISMISSAL/CANCELLATION OF SCHOOL

School will be dismissed for approved holidays (see calendar). Sometimes, it is necessary to dismiss school early without warning, because of emergency situations. Please decide with your student as to where they should go and what they should do at these times.

At times it is necessary to cancel or delay the start of school due to adverse weather conditions. An announcement of the delay/cancellation will be made via SchoolReach, Facebook and the district website as soon as the decision is made. Delayed Schedule: All bus schedules and the beginning school times will be delayed two hours.

SCHOOL-SPONSORED TRIPS

The school district provides transportation for local and out of town school activities. When students go to an activity in a school vehicle, it is the school district's responsibility to see that the students arrive at the event safely, conduct themselves in an orderly manner, and return safely. The following guidelines are therefore established for school-sponsored trips:

- For field trip activities and other scheduled athletic events, students must secure written parental approval. The sponsor of the activity will provide a "field trip" authorization form to the parent/guardian. Sponsors/vehicle drivers have the ultimate responsibility for safety and well-being of students while on the trip. Students must adhere to the rules of behavior and conduct provided to the student. Sponsors/Vehicle drivers will enforce the rules.
- Upon reaching the destination and upon return to Maxwell Schools, the school sponsor has primary responsibility for the safety and well-being of the students. Students will adhere to the rules of conduct and behavior provided or stated by the sponsor.
- Any school-sponsored trip or activity, home or away, serves as an extension of Maxwell Schools. Therefore, students are expected to abide by the "Student Code of Conduct".
- Report all injuries, no matter how small.

- Students who depart in the school vehicle are expected to return in the school vehicle. Parents/Guardians must submit a written request to the teacher/sponsor before students can be released to the parent or guardian for an exception to be made.
- A list of students making the trip shall be prepared 48 hours prior to making the trip and sent to the principal. Times of departure, estimates of arrival times, and all programmed events, meeting place, rest stops and eating stops shall be planned ahead and made known to all students and drivers. Eating arrangements shall be made ahead of time, if possible. At no time shall school transportation be furnished except to program events approved by the designated sponsor. At no time shall transportation be scheduled or continued when it is contrary to law or public welfare.
- Students failing to obey the rules of the vehicle driver or sponsor are subject to disciplinary action upon their return, which may include exclusion from trips. Dress for travel shall be appropriate and in good taste for visiting or attending schools. Any student who requires medication to be taken on the trip must inform the sponsor prior to departure.
- On overnight trips sponsored by the school, there must be a male and female sponsor if students of both sexes are planning on attending the scheduled event.
- Upon return to the school, all attendees will assist in cleaning out the vehicles and throwing away any trash before being released to leave.

STUDENTS LEAVING DURING SCHOOL HOURS

If it is necessary for a parent/guardian to take their child from school or for the child to leave, including students who are eighteen (18) years old or older, permission must be obtained from the office with a written statement or telephone call to/from the parent/guardian. Students must sign out in the office. In case of emergency, the written permission may follow a telephone call.

IF A STUDENT LEAVES CAMPUS WITHOUT PERMISSION, THE SCHOOL IS NO LONGER RESPONSIBLE IN ANY WAY FOR THAT STUDENT.

STUDENT ORGANIZATIONS

1. ***Family, Career and Community Leaders of America (FCCLA)***. FCCLA is a national Career and Technical Student Organization that provides personal growth, leadership development, and career preparation opportunities for students in Family and Consumer Sciences education
2. ***Student Council*** is an organization of student representatives voted into office by the student body. This organization plans student activities and promotes the welfare of student life on campus and in the community.
3. ***National Junior and Senior Honor Society (NJHS/NHS)*** This organization requires its members to be strong in achievement and *character*.

4. **FFA** is a national Career and Technical Student Organization that provides personal growth, leadership development, and career preparation opportunities for students in Agriculture and Related Sciences education.

Procedures For Long-Term Suspensions And Expulsions

The procedure for initiating long-term suspensions and expulsions is outlined as follows: The student will not return to school and will not participate in school activities until these procedures have been followed.

Notice: A written notice will be sent, containing the following information:

The school rule alleged to have been violated, a statement of the possible penalty, the date, time, and place of the Due Process hearing, and statement that both the student and parents must be present. A readmittance conference will be required before the student returns from long-term suspension.

TECHNOLOGY ACCEPTABLE USE POLICY

Maxwell Schools provides computer labs containing computers used for general computer applications, instruction, Internet access, and to access the Maxwell Municipal School District's e-mail. Computers in the lab are available for students to use for research or communication related to any class activity or assignment. They are intended for educational purposes only.

In order for a student to use any computer in the school district, the student and the parent/guardian must sign the Technology Acceptable Use Policy/Student Handbook Form for the current year. The Agreement/Student Handbook Form will be on file in the school office allowing the student to have access to the system.

TECHNOLOGY ACCEPTABLE USE AGREEMENT

Purpose

The purpose of this agreement is to provide the procedures, rules, guidelines and code of conduct for the use of technology and the information network in the Maxwell Municipal Schools District. Use of such technology is a necessary element of the School District's educational mission, but is furnished to staff and students as a privilege, not a right. The School District seeks to protect legitimate users of technology by establishing limits on such use and sanctions for those who abuse the privilege. Eliminating computer abuse provides more computing resources for users with legitimate needs.

- To obtain access to technology equipment, Internet services and email services, all students must obtain parental consent.
- **The signatures on the Student Handbook Agreement Form are legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.**

Summary

Public technologies such as computer laboratories, desktop computers, servers, electronic mail, internet access, and any other form of electronic communication are provided as a service by Maxwell Municipal Schools (hereinafter referred to as "MMS") to students at school. Use is a privilege, not a right. Students should be good citizens; they must refrain from activities that annoy others or disrupt the educational experiences of their peers. The student is ultimately responsible for his/her actions in accessing the above listed services. Failure to comply with the regulations below and in the MMS Handbook may/will result in loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the New Mexico Revised Statutes or Federal Law.

Ownership

All hardware, software, voice-mail, electronic mail, and any other stored documents or data on a retrievable medium that are resident on district equipment, are, and shall remain, the property of MMS. This excludes homework assignments, book reports, and material of a similar nature that the student needs to complete his/her work.

Bring Your Own Device Use

Students may not use any personal devices (laptops, iPad, cell phones, etc.) to connect to the MMS network, unless it is approved by administration.

Unacceptable Computer Use:

Inappropriate use of any computer or computer workstation can be a severe offense. Please note that it is a violation of MMS policy to:

- Copy software; Duplicate copyrighted software. It is a criminal offense to copy ANY software that is protected by copyright, unless such copying is expressly provided for within the copyright;
- Use licensed software in a way in which it was not intended; use licensed software in a manner inconsistent with the licensing agreement;
- Copy, rename, alter, examine, install or delete the files or programs of another person or MMS; or to collect, read, or destroy output other than your own without permission of the owner or an MMS official;
- Use a computer to annoy or intimidate others, including, but not limited to, sending offensive messages, threatening another person, or intentionally cause a computer system or network to crash;
- Use a computer for non-school-related activities, including but not limited to, personal or private business, non-MMS sanctioned clubs, organizations, and/or activities; without the express permission of the Network Administrator;
- Create, disseminate, or run a self-replication program (virus, worm, or any other program that inhibits operation of a computer or network (whether destructive or not), distributing large quantities of information

that overwhelm the network including, but not limited to, chain letters, network games, mass copying of files for no specific reason, etc.;

- Use software not expressly provided by MMS for use on District computing equipment. Students are not to download executable software off of the Internet for any reason. This does not restrict a student from downloading and/or printing an approved document in conjunction with homework or other teacher assigned activities;
- Access or attempt to access a desktop, network, or host computer without having obtained the appropriate access log-in ID and password legitimately, and/or through use of log-in information belonging to another person. This is considered "hacking" and/or "trespass" and will be dealt with appropriately; and
- Tamper with switch settings, move, reconfigure, or do anything that could damage monitors, computers, printers, or other computer related equipment. Individuals responsible for damaging these or any hardware, software, computer system, or computer lab in any manner will be financially responsible for all repairs and/or replacements. This includes, but is not limited to, unplugging cables, plugging cables into inappropriate locations, or other related activities that may cause the network or connection to the network to fail or to function improperly.

Internet Use

The use of your Internet account must be in support of educational research and consistent with the educational objectives of MMS. Internet access may be provided to students for research activities relating to their classes. Their instructor must approve Websites accessed by students. Students may also have access to:

- Electronic mail communication with people all over the world
- Information and news from hundreds of research institutions
- Various discussion groups which include chat rooms
- Many library catalogs
- The graphics based World Wide Web via a web browser
- Electronic bulletin boards
- Online databases for peer-reviewed journals

Network Etiquette. Students will abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- Be polite. Do not be abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate or suggestive language. Illegal activities are strictly forbidden. Do not insult or demean another person or group.
- Do not use the electronic system as a means to harass, intimidate, or cyber bully students, staff or community.
- Do not reveal your personal address or phone number or that of other students or staff members, except when authorized by a parent and where instructed to do so by a teacher or MMS staff member.

- Note that e-mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- Do not disrupt the use of the network by other users.

Inappropriate use of an account. The use of the internet is a privilege, not a right. Inappropriate use will result in cancellation of privileges. The following are examples of inappropriate use.

- Copying, transferring, or duplicating software owned by or registered to MMS.
- Transmission of, or downloading any material in violation of any national, state, or District regulation is prohibited. This includes, but is not limited to, copyrighted documents, threatening or obscene/pornographic material.
- Using the network for commercial, political, personal, or private gain.
- Communication whose sole intent is not for the purpose of education or school-related research/activities.
- Chat rooms, social networking or any form of chatting including but not limited to Facebook is unacceptable. (Unless authorized and needed for off-campus courses.)
- Use or attempt to use another person's login and/or password.
- Deliberate misuse and improper handling of school laptops, personal computer, or technical equipment.

Consequences for Inappropriate Use

The System Administrators will deem what is inappropriate use and may close an account at any time. The administration, faculty, or staff of MMS may request the System Administrator to deny, revoke, or suspend specific user accounts. If, in the opinion of the administration or System Administrator, a student has failed to comply with this policy, the student may:

1. Be removed from the system for a specific period of time or permanently, depending on the nature of the offense;
2. Be assigned in-school suspension;
3. Be assigned out-of-school suspension;
4. Be removed from class for the remainder of the semester or school year;
5. Lose their Internet account, and/or email account;
6. Be permanently restricted from taking any classes where the computer is a significant part of the curriculum;
7. Be required to pay for damages with regard to technician time, computer resources, or other fees;
8. Be criminally charged under local, state, or federal laws.
9. Be financially responsible to compensate the District for damages and/or cost replacement of laptops, personal computers, or technical equipment.

TECHNOLOGY ACCEPTABLE USE CONTRACT

By signing the Student Handbook Acknowledgement Form, the student will abide by the **MMS Technology Acceptable Use Policy**. The student understands that any violation of the regulations above is unethical and

may constitute a criminal offense. Should the student commit any violation, the student's access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

The parent/guardian of their student has read and understands the Technology Acceptable Use Policy. The parent/guardian has reviewed and discussed this policy with their student. The parent/guardian understands that this access is designed for educational purposes. The parent/guardian also recognizes that it is impossible for the Maxwell Municipal Schools System to restrict access to all controversial materials, and the parent/guardian will not hold Maxwell Municipal Schools responsible for materials acquired on the network. Further, the parent/guardian accepts full responsibility for supervision, if and when their student's use is not in a school setting. The parent/guardian hereby gives permission to issue an account for their student, or to otherwise allow him/her access to MMS District computing equipment and the Internet.

Technology Acceptable Use Contract for Email accounts

As a user of the Maxwell Municipal Schools email system:

The student recognizes and understands that the district's e-mail systems are to be used for conducting the educational business only. The student understands that use of this equipment for private purposes is strictly prohibited. Further, the student agrees not to access a file or retrieve any stored communication or data other than where authorized unless there has been prior clearance by an authorized MMS representative.

The student is aware MMS reserves the right to review, audit, intercept, access, and disclose all matters on the district's email systems and servers at any time, with or without employee notice or consent. The student is aware that email is considered district property and public record. Citizens, constituents, staff are legally allowed to request specific users email records under the NM Public Records Law, so that all communication on said system should be edited for content, relevancy, and appropriateness to school functions. The student is aware that use of an MMS provided password or code does not restrict the district's right to access electronic communications. The student is aware that violations of this policy may subject them to disciplinary action.

The student acknowledges that they have read and understand the MMS Technology Acceptable Use Policy regarding e-mail, computer hardware usage, computer software usage, and internet access. The student acknowledges that they have read and understand this notice and that a copy of the entire policy has been provided in the Student Handbook.

By signing the Student Handbook Form, the parent/guardian hereby gives permission to issue an email account for their student, or to otherwise allow him/her access to MMS District exchange services provided for email usage.

TEXTBOOKS

Textbooks, which are issued by title and number, are provided for students from the annual allotment made from the state textbook fund. Each student is responsible for seeing that each book checked out to him/her is well cared for. If books show excessive damage when checking books in, students will be charged accordingly. Due to greatly increased textbook costs, it is absolutely necessary for students to pay for the lost books

before new books are issued. Withdrawals, report cards and transcripts may not be issued until damaged or lost textbooks are paid for.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video and possibly audio surveillance may occur on District property. In the event a video surveillance recording captures a student building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Video recordings may become part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

VISITORS

Parents and visitors are welcome and encouraged to visit the school. ALL PARENTS AND VISITORS MUST CHECK INTO THE OFFICE AND RECEIVE A VISITORS PASS BEFORE GOING TO THE CLASSROOM.

VOLUNTEERS

Volunteers can make many valuable contributions to students and the educational programs of the District. A volunteer program is approved subject to suitable rules, safeguards, and regulations as developed by the Superintendent.

In order to protect the safety and security of children and school staff, any volunteer given access to students without the presence (line of site view) of a licensed staff member shall have a background and criminal history check, with the results received prior to allowing the volunteer such access. Additionally, all volunteers must complete training on identifying and reporting child abuse. Volunteer applicants must submit to a background investigation by completing an application form and background consent form in accord with current district policy. If a background check conducted from these criteria fails to return all necessary information, a background check using fingerprints may be conducted.

Volunteers are to be made aware of and comply with all district policies and procedures relevant to the performance of volunteer duties including but not limited to conduct, privacy, discipline, supervision and ethics.

This policy shall apply to:

- adults who visit a school but have no ongoing individualized interaction with a student or students, including, but not limited to, adults who have been invited to speak to a class or assembly, to judge academic competitions, to give a musical performance, or to participate in a sponsored program;

- a parent or legal guardian who is accompanying his or her child's class on a one-day field trip or on another type of occasional extra-curricular activity that does not involve an overnight stay.

WEAPONS IN SCHOOL

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to administration. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to law enforcement.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period. The Superintendent and/or Board of Education may modify the one (1)-year duration of such disciplinary action on a case-by-case basis through the process of a Due Process Hearing.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion for one (1) calendar year. Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws. For the purposes of this policy: Weapon means any of the following:

- Firearms.
- Knives
- Destructive devices.
- Dangerous instruments.

Simulated weapon means an instrument displayed or represented as a weapon.

Firearm means any of the following:

- Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such firearm.
- Any firearm muffler or silencer.
- Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or similar device.
- Any combination of parts that could be readily assembled to form a firearm.

Destructive device means:

- Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, including but not limited to a BB/pellet gun, slingshot, bow, or crossbow.
- Any collection of parts that could be readily assembled to form a destructive device.

Dangerous instrument means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

School premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.

Deadly weapon means any weapon designed for lethal use, including a firearm.

MAXWELL MUNICIPAL SCHOOLS

School Board Message

The Maxwell Municipal Schools Board of Education is principally charged with developing the educational policies for the District, employing a superintendent, and approving the District's budget. As such, the Board has carefully reviewed the following Handbook and found the rules, policies, and procedures set forth to be consistent with our goal to provide all students with the highest quality educational opportunities.

The Board encourages you to carefully review the Student Handbook; it is a "living document" and is always open to revision and improvement by the Board when those changes enhance the learning opportunities for students and provide for the safe and orderly operation of the District. The Board looks to you—students, parents, teachers, and community members—to provide recommendations on how we all can improve Maxwell Municipal Schools.

Mary Lou Kern, President

Maxwell Municipal Schools Board of Education