

# VAUGHN MUNICIPAL SCHOOLS

## STUDENT AND PARENT HANDBOOK

2015-16

THIS AGENDA BELONGS TO

NAME \_\_\_\_\_

GRADE \_\_\_\_\_ HOMEROOMTEACHER \_\_\_\_\_

STUDENT ID# \_\_\_\_\_ LOCKER # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY, STATE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_



## 1.ABOUT THE DISTRICT....

### VISION

*The vision of the Vaughn Municipal School District is to provide an educational opportunity for each of its students that is unsurpassed and empowers all of its students to become everything they can be.*

### MISSION

*The Vaughn Municipal School Board of Education believe and affirm the mission of Vaughn Municipal schools to make available to all of its students the opportunities to develop the knowledge, skills, attitudes, habits, values and character essential to enrich their personal lives; to help its students develop relationships based on mutual respect; to help students become effective workers in their chosen vocations; to provide a directed school system committed to common needs of all children regardless of age, race, religion, sexual orientation, gender, abilities, challenges, or socioeconomic status, recognizing and addressing the unique differences and needs of each student; and to enable the cooperative efforts of students, teachers, staff, parents, and the community.*

### The Educational Philosophy of the Vaughn Municipal School Board

We believe that:

- We are living in an ever-changing world and that education must be subject to change to meet the challenges of today and tomorrow. Our students must be prepared with 21<sup>st</sup> century skills.
- Education is a local function, a state responsibility, and a national concern.
- We have a responsibility to our students to make available the opportunities as listed in our mission statement above.
- An active public school system must be directed toward the common needs of ALL students as listed above.
- Education is a profession and staff should be treated as professionals. The proper environment of mutual respect should prevail in the school system so that the talents of the staff may be fully realized.
- The sum-total of education demands the cooperative efforts of the students, staff, parents, and community.

### VMS Board of Education Goals

- Increase the reading and math abilities of all of our students.
- Improve the standardized test scores throughout the district.
- Continue improving the use of technology in the classrooms.
- Provide a safe learning environment for all students.

### VMS Instructional Program Objectives

The overall instructional program objective is to enable our students to do the following to the best of their abilities:

- Learn how to learn and be active problem solvers;
- Acquire at least the basic skills of communication, mathematics, science, social studies, practical arts, and fine arts;
- Think objectively and creatively;

- Establish meaningful and satisfying interpersonal relationships based on honesty, fairness, and respect for everyone;
- Develop a positive, realistic self-concept;
- Become increasingly self-directed, self-disciplined, and independent;
- Become knowledgeable, responsible citizens who can function effectively in an ever-changing global society.

With input from stakeholders in the Vaughn Municipal Schools, the following three disciplines have been identified for focus by the District. These measures have been approved by the Public Education Department in the Educational Plan for Student Success (EPSS) for Vaughn Municipal Schools.

1. Reading – The percentage of students scoring at the proficient level in the area of reading on the PARCC will increase to 50%.
2. Mathematics – The percentage of students scoring at the proficient level in the area of mathematics on the PARCC will increase to 40%.
3. Parent Involvement – The percentage of parents who are engaged and who support their children’s academic achievement will increase to 80%.

## 2. INTRODUCTION

The purpose of the Student Handbook is to give Vaughn Municipal Schools’ students and their parents/guardians an understanding of general rules and guidelines for attending and receiving an education in our schools. Students, parents and staff need to be familiar with the Discipline Policies which set out consequences for inappropriate behavior. The Discipline Policies are required by law and are intended to promote school safety and positive atmosphere for learning. Where practical, the consequences of not meeting behavior standards are spelled out. We all know how to dress and behave at home. It is part of the school’s responsibility to make sure that students know how to dress and behave in educational settings.

The Student Handbook was developed by and has been reviewed annually by administrators, teachers, students, and parents. In case of conflict between Board Policy and the Student Handbook, the most recently adopted Board Policy will prevail. Annual review is needed because policy adoption and review are an ongoing process. Board Policy may supersede provisions in the Handbook. The Handbook is not a contract between the school and parents or students. It can be amended at any time at the discretion of the District. If the District revises the Handbook during the school year, Administration will attempt to communicate those changes to parents and students.

The campus administration may impose rules in addition to those found in the Student Handbook which apply to particular campus needs. These rules will be posted and given to students. The Handbook is intended to inform all stakeholders of appropriate expectations.

It is very important to understand that it is not possible to identify every rule or infraction of a rule in advance. In a case where a question arises that is not specifically outlined in this handbook, VMS administrators will determine the most appropriate course of action.

Vaughn Municipal Schools exist solely for the education and general benefit of its students. Classes, extracurricular activities, field trips, assemblies, etc., are designed to help provide the best educational experience for all students. Students must take ownership of their responsibilities, as must their parents. If you are a parent or guardian reading this, we encourage to become even more active than you already are – please join the Principal-Parent Advisory Committee (PPAC).

### 3. ATTENDANCE

Regular school attendance of a child of school age is required by state law.

- A. Except as otherwise provided, a school-age person shall attend public school, private school, home school or a state institution until the school-age child is at least eighteen years of age, unless that person has graduated from high school or received a general educational development certificate. A parent or guardian may give written, signed permission for the school-age person to leave school in case of hardship approved by the school superintendent.
- B. A school-age person subject to the provisions of the Compulsory School Attendance Law shall attend school for at least the length of time of the school year that is established in the school district in which the person is a resident, or the state-chartered charter school in which the person is enrolled, and the school district or state-chartered charter school shall not excuse a student from attending school except as provided in that law or for parent-authorized medical reasons.
- C. Any parent of a school-age person subject to the provisions of the Compulsory School Attendance Law shall be responsible for the school attendance of that person.
- D. The Vaughn Municipal Schools Board shall enforce the provisions of the Compulsory School Attendance Law for students enrolled in the Vaughn Municipal Schools.
  - 1. Definitions
    - a. "Attendance" means students who are in class or in a school-approved activity. If a student is in attendance up to one-half of the total instructional time during a school day, the student will be counted as having attended one-half of the school day. If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for the full day.
    - b. "School-age person" means a person who is at least five (5) years of age prior to 12:01 on September 1 of the school year and who has not received a high school diploma or its equivalent. A maximum age of twenty-one (21) shall be used for a person who is classified as special education membership as defined in Section 22-8-21 NMSA 1978 or as a resident of a state institution.
    - c. "Tribe" means an Indian nation, tribe or pueblo located within New Mexico.
    - d. "Early identification" means the process by which school districts including charter schools promptly determine and identify students who have excessive absences and tardiness from an instructional day. Early identification includes the school district's defined system for recording, reporting, and summarizing daily attendance of its students and then providing that data to the district's central administration.
    - e. "Home school" means the operation by the parent of a school-aged person of a home study program of instruction that provides a basic educational program, including reading, language arts, mathematics, social studies, and science.
    - f. "Home school truant" means a school-age child whose parent(s)/guardian(s) have filed a home school notification about that child with the department, but the child has failed or refused to participate in, or is no longer being offered, any home-study program of instruction.
    - g. "Unexcused absence" means an absence from school or a class for which the student does not have an allowable excuse pursuant to the compulsory school attendance law or rules of the local school board, governing authority of a private school, or governing board of a charter school.
    - h. "Student in need of Intervention" means a student who has accumulated five (5) unexcused absences within a school year.
    - i. "Habitual truant" means a student who has accumulated the equivalent of ten (10) or "Prevention" means school-based innovative or proven successful programs, including alternative programs, whether school-based or non-school based, that encourage regular and on-time attendance for students.

- j. "Intervention" means the partnering that schools engage in with other agencies to implement administrative remedies, provide services and provide support programs that aggressively reduce, if not eliminate, truancy in a school district or charter school.
2. Attendance Requirements
- a. Parent Notification of Absence: A parent/guardian shall notify the school each day if his/her child will be absent from any class and the reason for the absence; or shall provide a written and signed verification of the reason for the student's absence, to be presented upon the first day a student returns to school from any absence. If a student has been absent for three (3) or more consecutive days, the Principal or his/her designee may require written verification from the student's professional health-care provider. Any absence that goes three (3) school days without being verified will remain an unexcused absence.
  - b. Tardies: If a student has five (5) unexcused tardies in a 9-week period, the student and parent will be required to meet with the Principal. A student is tardy if he/she is not in his/her class if he/she is not in his/her assigned class at the beginning of class.
  - c. Prolonged Illness: In cases of chronic or prolonged illnesses expected to last ten (10) days or longer and during which the student is able to do school work, the student's parent/guardian shall present written verification by the student's professional health care provider of the expected length of the illness and of the student's ability to do school work at home. The student shall be placed on home-bound study until he/she can return to school.
  - d. Make-up work Missed: Following an excused absence, a student shall be given two (2) days for every day missed. A student may not be provided the opportunity to make up works during an unexcused absence. If an absence is unexcused, or if the student fails to make up the work missed during an excused absence within the time permitted, any work for which a grade was taken may be counted as a zero for such student in the teacher's grade book, and averaged into the student's grades for the relevant grading period.
  - e. Discipline: In addition to other measures to be imposed according to this policy, students may receive lunch detention, in-school suspension, after-school detention, or other discipline designed to keep the student in school and progressing academically, for each unexcused absence, at the discretion of the principal or his/her designee. Out-of-school suspension and expulsion will not be used as punishment for truancy or unexcused absences.
  - f. Notice to Parents of Unexcused Absences: If a student is absent from school without a parent notification of absence, as required by Paragraph 2A above, the Principal or his/her designee will, as soon as practicable, contact the parents or guardians by telephone or certified mail to give notice of the student's absence and to ascertain and document the reason for the absence.
  - g. Third Unexcused Absence: If a student has accumulated three (3) absences from school without a parent notification of absence, as required by Paragraph 2A above, the school will provide written notice to the student's parent/guardian to the address provided by the parent/guardian.
  - h. Fifth Unexcused Absence: If a student has accumulated five (5) absences from school without a parent notification of absence, as required by Paragraph 2A above, the school will provide written notice to the student's parent/guardian to the address provided by the parent/guardian. The Principal will contact the parent to come to a conference because the student has now become a "student in need of intervention." The parent will meet with the Principal and sign an attendance contract. This contract is in effect for the rest of the school year. Should the student break this contract, disciplinary consequences may be issued.
  - i. Tenth Unexcused Absence: if a student has accumulated ten (10) absences from school without a parent notification of absence, as required by Paragraph 2A above, the school will provide written notice by certified mail or personal service to the student's parent/guardian to the address provided by the parent/guardian. The student has now become a "habitual truant."

- j. Additional Unexcused Absences: If a student continues to accrue unexcused absences after written notice of habitual truancy has occurred, the student shall be reported to the Probation Services office of the Judicial district court where the student resides for an investigation as to whether the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy and thus subject to the provisions of the New Mexico Childrens' Code.
- k. Pregnant and parent students may be excused as follows:
  - 1. A student who provides documentation of the birth of the student's child may be allowed ten (10) days of excused absences and given a time period to make up the work the student missed that equals the number of days the student was absent for the birth of a child.
  - 2. A pregnant or parenting student may be given additional days of excused absences if deemed medically necessary by the student's physician and the student may have a time period to make up the work that the student missed that equals the number of days that the student was absent.
  - 3. A pregnant or parent student may be given four days per semester of excused absences, in addition to the number of allowed absences for all students, for a student who provides appropriate documentation of pregnancy or that the student is the parent of a child under the age of thirteen needing care and allows the student a time period to make up the work that the student missed that equals the number of days the student was absent.
  - 4. The pregnant or parent student is responsible for communicating the student's pregnancy or parenting status to the appropriate school personnel if the student chooses to disclose the information.
- E. The Vaughn Municipal Schools shall take into consideration the sovereignty of a Native American tribe. While all children attending the Vaughn schools shall be subject to the requirements for reporting habitual truancy, the Vaughn Municipal Schools shall respect tribal laws and traditions in carrying out its duties of early identification, intervention and parental notification.

#### Excused Absences

In the event of a necessary absence known in advance, the parent is required to inform the school. If the absence is caused by an emergency, such as illness, the parent must call the school office, if possible, in the morning and inform the secretary that his/her child will not attend school that day. When a student returns to school following an absence, a written note of explanation from the parent is required unless the parent notified the school advance.

The Vaughn Municipal Schools Board of Education has identified absences that qualify as "excused": illness; death in the family; dentist or doctor's appointment; family emergency; post-secondary campus visit with parents; or job interview.

If a student goes home for lunch and will not return, a parent/guardian must call the school. If the parent does not call, the student will be considered truant.

In the event of an extended absence, a parent may make arrangements with the Principal for home study. A doctor's note will be required in these cases. The student will be enrolled as a homebound student.

Classes missed for school-related functions that have been approved in advance by the Superintendent and Principal will not count against the student's attendance record.

Missed Assignments: Any assignment missed while a student is absent must be made up. It is the student's responsibility to find out what assignment was missed. In order to receive a grade for missed assignments, the student must turn in the assignment in the form required by the teacher. Assignments will be made up according to the number of days absent. If the

student is absent one day, he or she has one day to make up the assignment. The student may be required to attend Friday school to help the student to catch up.

In extreme circumstances, other arrangements may be made through the Principal.

Exception: If a work assignment is provided to the student before or during the absence, the work is to be turned in on the student's first day back.

### Perfect Attendance

Perfect attendance is defined as being in the classroom every day of both semesters of the school year. If a student at school but asks and is approved to leave school to perform a community service, that requires medical attention, and must leave school, the student will be counted as present that day.

Students who are on a school-related activity off campus that has been approved by the Superintendent will not be counted absent for the duration of the activity.

Vaughn Municipal Schools values attendance and provides awards for perfect attendance. Perfect attendance awards are given at the conclusion of the first and second semesters.

### Unexcused Absences

Unexcused absences are defined as absences for which a student does not have permission from the parent/legal guardian, health professional, or school to be absent from school.

### Tardies

In the morning: School begins at 7:50 a.m. Students are to be in their classrooms before the tardy bell rings or they are tardy. Teachers will report students who are tardy to the office. Tardy students must have an admission slip to be admitted to the classroom. The student, at the discretion of the administration, will receive after-school or Friday detention after being tardy twice to one class during a nine-weeks grading period.

Between classes: Students in grades 7-12 have three-minute (3) passing periods between classes. This provides ample time to go to one's locker and/or the restroom, and be in one's seat in class before the tardy bell. Being tardy to all other classes means arrival any time after the tardy bell. Three (3) tardies will equal one (1) absence.

### Student leaving school during school day

If a student must leave school during the day, parents/guardians must provide written permission to the Principal. The student must sign out on a sign-out sheet at the office prior to leaving campus. If a student does not sign out, he/she will be considered truant.

Students may not leave with friends. Students may leave only with authorized adults who are listed on the Emergency Information form completed by parents and kept on file in the school office. A signed form must be on file in the school office. Identification may be requested and verification may be required before students are released.

Lunch: Students in Kindergarten through 11<sup>th</sup> grades may not leave campus for lunch unless checked out by a parent/guardian. Parents/legal guardians of 12<sup>th</sup> grade students who do not want their children to leave campus must notify the administration in writing. Seniors are allowed to leave campus for lunch, but must only leave during the regularly scheduled lunch time. Students must be checked out for lunch ONLY during the regularly scheduled lunch period assigned



to the student's grade level; if the student is absent for lunch during regular class time, the student will be considered truant.

High school students may not sit in their cars on school property during lunch. If seniors return to school before the lunch period is over, they must go to the cafeteria with the other students; no outside food or drink may be brought into the cafeteria or any other school building.

#### Leaving School-Sponsored Off-Campus Activities

If it is necessary for a student to leave a school-sponsored, off-campus activity, a school official must have a district form signed by the parent/guardian in order to release the student from the activity. If it is necessary to release the student to someone other than a parent/guardian, the student will be released only to a person identified by the parent on the Emergency Information form. Approval must be granted by the Principal or Superintendent prior to the student leaving the school. Identification may be requested and verification may be required before students are released.

#### Student Vehicles on Campus

Students who are properly license in New Mexico to drive a vehicle and who provide current license and proof of automobile liability insurance may park on campus in designated areas. Any vehicle driven by a student must display a Vaughn High School parking permit which is free of charge. The high school secretary will copy the license and proof of insurance and maintain the documents on file for the remainder of the school year, as well as issue the parking permit. The parking permit must be displayed on the windshield on the lower right corner. Vehicles not displaying the permit will not be allowed to remain on campus. If proper documentation to obtain a permit cannot be provided, the parent of the student will be notified to remove the vehicle from school property.

As proof of insurance expires, the student must provide current proof of liability insurance to the school.

In the fall of 2014, students with permits will be able to park on the south side of 4<sup>th</sup> street. Once the renovation is complete at the high school, students with permits will be allowed to park in the parking lot north of the high school. Students may not remove vehicles from the parking lot at any time during the school day without approval from the Principal, except for seniors who may leave in their vehicles for lunch.

Failure to park in the appropriate area or display a parking permit can result in the loss of the privilege to drive a car to school. Vehicles that do not display the parking permit and are not removed by a parent at the request of the school administration are subject to towing at the owner's expense.

## **4.HONORS & AWARDS**

Grades are calculated at the end of each nine weeks and at the end of each semester in order to determine which students have succeeded in meeting the requirements of the honor lists. These are our students who have demonstrated a continual, successful commitment to learning.

### **Superintendent's List**

The Superintendent's List is an award given to students who have earned a 4.0 GPA (all A's).

### **Honor Roll**

The Honor Roll is an award given to students who have earned a 3.0-3.99 GPA. To qualify in grades 7-12, a student must be enrolled in a minimum of three (3) core courses (English, Math, Science, Social Studies), have no grade of "C" or lower in a core or elective class. All classes except Study Skills will count toward computation of Honor Roll, including I-TV.

#### Junior Honor Guards

The two juniors with the highest grade point average (GPA) and who have attended Vaughn High School at least three (3) semesters (including the entire junior year) will be the Honor Guards at the Commencement Exercises.

#### National Honor Society

Members of the Vaughn chapter of the National Honor Society will be selected according to national guidelines. These guidelines state that candidates will be selected through a balloting process by a committee of teachers. A ballot will be given to all high school teachers. All students in grades 10-12 will be considered for the National Honor Society.

\* Students must have a 3.0 cumulative GPA to be placed on the ballot.

\* Teachers will give each nominee a letter grade for each of the following: Character, Leadership, and Service. The letter grade will then be converted to its numerical equivalent and averaged. The average must be equal to or higher than a 3.0 in order to be inducted into National Honor Society.

\*The Vaughn chapter of the National Honor Society will not be a fund-raising club. It will be an active service club in school activities, such as graduation and the Spelling Bee. The school will provide funding for certificates, pins, arm bands, etc.

#### National Junior Honor Society

Members of the Vaughn chapter of the National Junior Honor Society will be selected according to national guidelines. These guidelines state that candidates will be selected through a balloting process by a committee of teachers. A ballot will be given to all high school teachers. All students in grades 7-9 will be considered for the National Junior Honor Society.

\* Students must have a 3.0 cumulative GPA to be placed on the ballot.

\* Teachers will give each nominee a letter grade for each of the following: Character, Leadership, and Service. The letter grade will then be converted to its numerical equivalent and averaged. The average must be equal to or higher than a 3.0 in order to be inducted into National Junior Honor Society.

\*The Vaughn chapter of the National Junior Honor Society will not be a fund-raising club. Members will be called upon to assist at school functions along with National Honor Society members. The school will provide funding for certificates, pins, arm bands, etc.

#### Valedictorian-Salutatorian

Graduating seniors who have attended Vaughn High School for at least five (5) semesters, which must include the entire senior year, may compete for the honors of Valedictorian and Salutatorian. The senior who has met the attendance requirement and has earned the highest cumulative high school (grades 9-12) grade point average, through the second (2<sup>nd</sup>) nine-week grading period of his/her senior year, will be named Valedictorian. The senior with the second highest cumulative GPA will be named the Salutatorian. In order to be considered for the honor of Valedictorian and Salutatorian, students must meet the GPA criteria of 3.5. The above attendance requirements will not affect the class rank.

Grades earned in Math, Science, English and Social Studies will be the only grades used to calculate the GPA for Valedictorian and Salutatorian. In the case of a tie, two candidates will be named. In determining Valedictorian and Salutatorian awards, the following apply:

- Computation of the cumulative GPA will include the highest cumulative GPA from the ninth grade through the 2<sup>nd</sup> nine-week grading period of students' senior year. GPAs will be based on a 4.0 scale and will be computed to the hundredth of a point.
- Courses taken in approved external education programs, including but not limited to I-TV classes, are computed to determine GPA.
- Students who have been home-school during high school are ineligible for Valedictorian and Salutatorian awards.
- Student Speaker(s)
  - First choice will be given to the Valedictorian who will address the future.
  - Second choice will be given to the Salutatorian who will address class memories.
  - Third choice will be approved by the administration and will address motivation.
  - Speeches must be submitted to the administration for approval at least four (4) weeks prior to commencement.
  - In the event that there is not a Valedictorian or Salutatorian speaker, a student will be given the opportunity to speak as follows: all seniors are eligible; the student must submit the speech to the administration four (4) weeks prior to commencement.
- \* Adult Speakers
  - Will be selected in January by the administration.
  - Previous speakers will be re-considered after five (5) years.

### Graduation Requirements

High school graduation requires the successful completion of graduation requirements as stated in New Mexico statute and additional requirements of the Vaughn Municipal Schools Board of Education. Students must successfully complete 26 credits to graduate with a diploma from VMS. Students must have demonstrated competency on the Standards Based Assessment in Reading and Math, or demonstrate competency on the PARCC, or other alternative demonstrations of competency in Reading and Math, including passing scores on the Accuplacer, End of Course Exams, ASVAB, ACT, SAT, PLAN, PACT, or other state-approved assessment. Students must also demonstrate competency in Social Studies, Writing and Science by one of the methods listed above.

All classes earn a one-half (0.5) credit per semester. Credits will be recorded on a semester basis and students will earn credit for classes completed and passed. Final examinations will be administered to all students in all classes offered for credit.

Students must meet the following requirements:

- To enter grade 10: 6 credits must be earned
- To enter grade 11: 13 credits must be earned
- To enter grade 12: 19 credits must be earned

### Courses and Credits Required for Graduation

ENGLISH (grammar, nonfiction writing and literature)	4 credits
COMMUNICATIONS	1 credit
MATHEMATICS (one equal to Algebra II or higher unless parents sign off; financial literacy may meet one required credit)	4 credits
SCIENCE (two must have a laboratory component)	3 credits
WORLD HISTORY/GEOGRAPHY	1 credit
U.S. HISTORY/GEOGRAPHY	1 credit

GOVERNMENT/ECONOMICS	1 credit
NEW MEXICO HISTORY	0.5 credit
HEALTH	0.5 credit
PHYSICAL EDUCATION OR APPROVED ALTERNATE	1 credit
PRACTICAL ART	1 credit
CAREER CLUSTER	1 credit
READINESS OR LANGUAGE	1 credit
ELECTIVES	7 credits
<b>TOTAL</b>	<b>26 CREDITS</b>

#### 5. BUSES (AND OTHER SCHOOL-PROVIDED TRANSPORTATION)

While the law requires school districts to furnish transportation, parents are responsible for supervising their children before and after boarding the bus each day. Once a student boards a bus, and only then, he/she becomes the responsibility of the school district. This responsibility ends when students are delivered to their regular school bus stop at the close of the school day.

Students transported by the District just comply with the Student Code of Conduct. Any student failing to comply with that code or established rules of conduct while on school-provided transportation may be denied transportation services and also will be subject to disciplinary action. In such cases the student's parents are responsible for their child's transportation to and from school and/or activities.

Bus drivers are in charge of students while they are on school buses. Poor behavior may result in the loss of bus privileges and/or school sanctions. Among Public Education Department school bus conduct regulations are the following:

1. The driver is in charge of pupils when they are riding the bus. Pupils must obey drivers promptly. Pupils who do not obey rules and regulations may be reported to the Principal. Transportation privileges may be revoked by the Principal.
2. Pupils should never stand in the travelled portion of the roadway while waiting for the bus.
3. Pupils who must walk a distance to meet the bus must walk on the side of the road to their left facing traffic, except on divided highways.
4. Pupils must not carry on unnecessary conversations with the driver while the bus is in motion.
5. Use of tobacco, alcohol, drugs, or weapons in any form is not permitted.
6. Pupils may not get on, or off, or move about when the bus is in motion.
7. Pupils must sit in the seats assigned to them by the bus driver or school official. Pupils in less desirable seats may move to more desirable seats when pupils assigned to those seats are not on the bus, and moving to another seat may only be done when the bus is stopped and with the bus driver's approval.
8. Pupils shall not, at any time, ride on the outside of the school bus.
9. Pupils must not open or close bus windows without the permission of the bus driver.
10. Pupils must not extend their hands, arms, heads, or bodies through the bus windows.
11. Pupils will not be permitted to throw any items inside or outside the bus while riding the bus.

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with provisions of the student's Individual Education Plan.

## **6.CAFETERIA**

The Vaughn Municipal Schools cafeteria is a place of learning, as well as eating and socializing. Students are expected to practice common courtesy to others while in the cafeteria. Common courtesy includes, but is not limited to, saying "please" and "thank you", making sure that one's mouth is closed while chewing food, speaking in a reasonable volume, clearing the table, and pushing in chairs when leaving. Failure to behave in an appropriate manner may lead to losing the right to eat in the cafeteria for a specific period of time. Furthermore, the standard Disciplinary Referral plan will be applied.

Students who fail to use common courtesy will be sent to the end of the line. Students who want additional food or drink must enter the kitchen the same way they entered originally and ask if they may have more.

All students must go to the cafeteria at breakfast. No students will be allowed to remain in the school buildings.

## **7.CHARACTER COUNTS & COMMON COURTESY**

Vaughn Municipal Schools teaches the six pillars of character. Students will be expected to act as students of character. Character will modeled by staff and volunteers each day. By teaching VMS students to be trustworthy, responsible, respectful, fair, caring, and good citizens, we teach them valuable traits that will enhance their personal lives. Students who practice common courtesy as well as all of the traits of good character will reap the benefits of spending their days in a more pleasant and meaningful atmosphere that is conducive to learning.

Learning and practicing the six pillars of character, as well as the rules of common courtesy and etiquette, will enable students to develop what industry refers to as "soft skills." Research has shown that employers rather hire a person who has these skills and train them to do a specific job than to have a technically trained person who lacks these skills.

## **8.COMPUTER ACCESS AND USE**

In order to access any computer or computer laboratory, students must have a district Internet Use Policy Contract signed by the student and the parent/guardian on file in the Principal's office. Violation of the contract content and requirements will result in the loss of computer and/or laboratory privileges. Some assignments, especially in grades 7-12, require students to use a computer.

## **9.MAINTENANCE OF THE SCHOOLS AND GROUNDS**

Vaughn Municipal Schools custodians spend much time and energy making sure that the schools and grounds are clean and safe for students and staff. Students are responsible for picking up their trash and reporting any spills.

## **10.DISCIPLINE**

The Discipline Policy for Vaughn Municipal Schools follows state guidelines and has been approved by the Vaughn Municipal Schools Board of Education. The interventions outlined below are considered the normal response to infractions. When circumstances dictate a different course of action, that course will be taken. The Principal may contact law enforcement or juvenile probation for certain infractions. The Vaughn Municipal School District reserves the right to refer a student to the appropriate community agency when necessary.

**ALL STUDENTS ARE REQUIRED TO FOLLOW CLASSROOM RULES ESTABLISHED BY THE TEACHER.**

## Discipline Referral Plan

The Discipline Referral Plan is designed to keep school disruptions to a minimum. Instruction and learning cannot take place when a student is disruptive.

**Prohibited Activities:** The commission of or participation in the activities designated and defined below are prohibited whenever they are subject to school control.

- Criminal or delinquent acts;
- Behavior that disrupts the educational process;
- Refusal to identify self;
- Refusal to cooperate with school personnel;
- Damage to or destruction of school and/or private property;
- Assault on a school employee, student, or other person not employed by the district
- Possession or use of weapons or dangerous instruments (VMS BE Policy J-3100) – Note that VMS BE Policy J-3100 requires that individuals found to be in violation of this policy shall be suspended from the Vaughn Municipal Schools for not less than one (1) calendar year. A weapon is defined, for purposes of this policy, as any firearm, knife, explosive, or other object, even if manufactured for a non-violent purpose, that has a potentially violent use, or any “look-alike” object that resembles an object that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon;
- Possession, use, transmission, or being under the influence of a narcotic, drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
- Repeated refusal to obey lawful directions;
- Deviation from scheduled program;
- Distribution or sale of unauthorized materials;
- Sexual harassment;
- Hazing;
- Bullying;
- Use of tobacco.

## Regulated Activities

Beyond those activities designated above as prohibited, all other areas of student conduct may be regulated within legal limits by school boards as they deem appropriate to local conditions. Conduct by non-students that affect school operations may be regulated within legal limits pursuant to any of the forms of authority such as the New Mexico Criminal Code or the Liquor Control Act.

## Activities Subject to Local Board Regulations

- School attendance;
- Use of and access to the public schools;
- Restrictions on vehicular traffic on school property;
- Prohibition of or conditions on the presence of non-school persons on school grounds or in school buildings while school is in session;
- Reasonable standards of conduct for all persons attending school-sponsored activities or other activities on school property;

- Student dress and personal appearance;
- Speech and assembly within the public schools;
- Publications distributed in the public schools;
- The existence, scope, and conditions of availability of student privileges, including extracurricular activities and rules governing participation.

**Basis for Disciplinary Action:**

A student may appropriately be disciplined by administrative authorities in the following circumstances:

1. For committing acts prohibited by this regulation, if the student knew or should have known that the conduct was prohibited;
2. For violating valid rules of student conduct established by the local school board or by an administrative authority to whom the board has delegated rulemaking authority, if the student knew or should have known of the rule in question or that the conduct was prohibited;
3. For committing any act that endangers the health or safety of students, school personnel, or others for whose safety the public school is responsible, or for conduct which reasonably appears to threaten such dangers if not restrained, regardless of whether an established rule of conduct has been violated.

**Selection of Disciplinary Sanctions**

Within legal limits, local school boards have discretion to determine the appropriate sanction(s) to be imposed for violations of rules of student conduct, or to authorize appropriate administrative authorities to make such determinations.

1. School discipline and criminal charges;
2. Non-discriminatory enforcement;
3. Detention;
4. In-school suspension;
5. Friday school;
6. Short-term suspension (1-2 days by Principal)
7. Long-term suspension (10 days or more, up to one year, requires a hearing)
8. Expulsion (permanent removal from VMS for life, requires a hearing)
9. Detention, Suspension, and/or Expulsion of special education students shall be subject to further requirements of the following subsection:

**Discipline of Students with Disabilities who have Individual Education Program**

The public schools are required by federal and state law and regulations to meet the individualized education needs of students with Individual Education Program (IEP). Before a long-term suspension or expulsion may be imposed on a student with an IEP, a Manifestation Determination meeting must be held to evaluate whether or not the behavior at issue is related to the student's disability and whether or not the student's educational program is appropriate and has been implemented. An IEP may include a behavior management plan and may specify individualized disciplinary modifications or accommodations.

1. Long-term suspension, successive short-term suspensions, or expulsion of students with IEPs will constitute a change in educational placement and will require special procedures as per federal and state guidelines. A

manifestation determination meeting must be convened prior to a hearing on long-term suspension or expulsion, or if cumulative short-term suspensions exceed ten (10) school days during the school year.

2. In emergency circumstances a student with an IEP may be removed from campus on a short-term basis.
3. In the event of a long-term suspension or expulsion, the school district is responsible for providing special education services as per the IEP. If a hearing officer determines that regular school attendance is not the least restrictive environment for the student, the school district will provide alternative instruction in the areas of the student's exceptionality as specified in the Individualized Education Program.

For further details, please refer to the board-approved Special Education Procedures Manual.

## LEVELS OF MISCONDUCT AND CONSEQUENCES

### LEVEL I: OFFENSES

Offenses at this level include, but are not limited to:

1. Being involved in an isolated instance of insubordination;
2. Failing to conform to classroom or school rules;
3. Using inappropriate, vulgar, or obscene language and/or gestures;
4. Engaging in physical contact inappropriate to school environment (public displays of affection);
5. Running, pushing, shoving, littering, throwing objects not part of a supervised activity, or cutting in line;
6. Producing loud, unnecessary noises;
7. Eating, drinking, or chewing gum in unauthorized areas;
8. Failing to complete assignments, have required materials, or return school forms;
9. Violating safety rules;
10. Engaging in any other comparable offense that disrupts the school environment or educational process and that does not require administrative action.

### LEVEL I OPTIONS FOR CONSEQUENCES OF MISCONDUCT

Discipline options at this level include, but are not limited to:

1. Verbal or written reprimand or warning;
2. Student-teacher conference;
3. Time-out in classroom;
4. Withdrawal of privileges;
5. Changing seat assignment;
6. Telephone call or note to parent/guardian;
7. Parent-teacher conference;
8. Detention;
9. Referral to counselor or social worker;
10. Duty assignment;
11. Other similar behavior management techniques determined by the Principal.

### LEVEL I DISCIPLINE PROCEDURES

- A. Intervention should be immediate, consistent, and handled by any school employee who observes the misconduct.
- B. For classroom misconduct, the teacher shall maintain a record of offenses and disciplinary actions with a copy to the Principal. For each offense, the teacher shall send written notice to the parent regarding the infraction.



- C. Repeated violations shall result in a more severe disciplinary action and/or a referral to Level II.

## LEVEL II OFFENSES

Offenses at this level require ADMINISTRATIVE ACTION and include, but are not limited to:

1. Failure to follow a directive;
2. Use of inappropriate, vulgar, or obscene language or gestures directed to school personnel or others;
3. Ditching, skipping class, truancy – leaving school grounds or educational setting without permission;
4. Repeated violation of classroom or school rules or Level I offense;
5. Violating bus rules;
6. Habitual tardiness;
7. Cheating or plagiarism;
8. Using prohibited articles, such as cellular phones, pagers, beepers, I-Pods, or similar electronic devices during class;
9. Damage to school property;
10. Gambling;
11. Loitering, littering, or trespassing on school property;
12. Use and/or possession of tobacco products;
13. Engaging in any other comparable offense that disrupts the school environment or educational process and requires administrative action.

## LEVEL II OPTIONS FOR CONSEQUENCES OF MISCONDUCT

Discipline options at this level include, but are not limited to:

1. Administrative conference with student;
2. Restitution, repair, or replacement of damaged property;
3. Referral to counselor or social worker;
4. Parent-Principal conference;
5. Telephone call to parent/legal guardian;
6. Loss of privileges;
7. Detention;
8. Confiscation of device;
9. Reassignment of class;
10. Friday school;
11. In-school suspension (ISS) – students cannot participate in extracurricular activities while in ISS;
12. Out of school suspension (OSS) – students cannot participate in extracurricular activities while on OSS;
13. Loss of bus privileges;
14. Special assignments, such as school or community service;
15. Notification of outside agency and/or law enforcement, with filing of charges, when appropriate;
16. Other similar behavior management techniques deemed appropriate by Principal or designee.

## LEVEL II DISCIPLINARY PROCEDURES

- A. A Student Discipline Report will be completed for each infraction and may be initiated by any school employee. For each offense the Principal or designee will provide verbal and/or written notification to the parent or legal guardian within twenty-four hours.
- B. The administrator will investigate the infraction(s) and, if necessary, confer with the person initiating the report.

- C. The administrator will give the student an opportunity to explain his/her version of the incident.
- D. The administrator will determine the appropriate disciplinary action to be taken, record the action taken on the Student Discipline Report, and distribute copies.

### LEVEL III OFFENSES

1. Engaging in conduct that is punishable as a felony, misdemeanor, or delinquent act;
2. Engaging in conduct that constitutes a threat of retaliation against a school employee for actions taken in discharge of the employee's duties, regardless of time or place;
3. Engaging in conduct that constitutes assault or battery on school personnel;
4. Engaging in conduct that threatens or puts at risk the health, safety or welfare of school personnel, students or school property;
5. Selling, giving, or delivering to another person, possessing or using, or being under the influence of the following: marijuana; drugs defined as controlled substances under state or federal law (including, but not limited to, cocaine, crack, amphetamines, heroin, PCP, methamphetamine, hallucinogens, inhalants, legal prescriptions, or over-the-counter drugs used or possessed or distributed for unauthorized purposes and imitation, counterfeit, or look-alike substances);
6. Selling, giving, or delivering to another person an alcoholic beverage, possessing or being under the influence of alcohol;
7. Engaging in conduct that constitutes inhalation or abuse of flue or aerosol paint;
8. Engaging in conduct that constitutes a sexual offense under state law, including indecent exposure;
9. Unruly, disruptive, or abuse behavior which seriously interferes with a teacher's ability to communicate effectively with other students in the class or with the ability of classmates to learn, or disrupts a school activity;
10. Displaying or distributing materials not approved by school officials;
11. Forgery or any tampering with notes excusing absences, or with official school documents or records;
12. Insubordination – failing to comply with lawful directives of school personnel;
13. Inciting a fight or fighting;
14. Membership or solicitation of membership in a gang;
15. Robbery or theft;
16. Intentionally engaging in disruptive activities on school property, or a school-sponsored activity;
17. Disruption of transportation of students to or from school or during a school-sponsored activity;
18. Sexual harassment;
19. Verbal abuse or profane language, including name-calling, racial or ethnic slurs;
20. Extortion, coercion, blackmail;
21. Hazing;
22. Third offense, bullying;
23. Possession or use of smoke bombs, stink bombs; firecrackers, pepper spray, mace;
24. Engaging in repeated or combined Levels I and II offenses;
25. Engaging in comparable offenses that disrupt the school environment or educational process that requires administrative action.

### LEVEL III OPTIONS FOR CONSEQUENCES OF MISCONDUCT

1. Parent contact;
2. Reassignment of classes;
3. In-school suspension (ISS) – student may not participate in extracurricular activities while in ISS;

4. Short-term suspension out of school (OSS) – student may not participate in extracurricular activities while suspended;
5. Long-term suspension out of school (OSS) – requires hearing;
6. Expulsion – requires hearing;
7. Alternative program, if available;
8. Any other similar behavior management technique deemed appropriate by Principal;
9. Notification of law enforcement, with filing of charges when appropriate;
10. Voluntary enrollment in resident drug or alcohol rehabilitation/treatment program. Terms of placement prohibit the student from attending or participating in school-sponsored or school-related activities.

### LEVEL III DISCIPLINARY PROCEDURES

- A. A Student Discipline Report will be completed for each offense and may be initiated by any school employee.
- B. A one-page, written notification will be sent to parent/guardian within twenty-four hours for each offense.
- C. The administrator will review the Student Discipline Report to determine if it is a Level III or Level II offense. Consequences will be given according to the Level of the offense.
- D. If the administrator concludes that the student's conduct constitutes a Level III violation, he/she will advise the student that the records indicate that the student's conduct meets the guidelines and that he/she is considering suspension or removal of the student to an alternative education program, if available.
- E. The administrator will give the student the opportunity to respond regarding whether the student's conduct meets the guidelines for a Level III offense.
- F. Before suspending a student, the administrator will consider reasonable alternatives. If, after following due process, the administrator determines that suspension is the most appropriate alternative, the administrator is not required to precede the suspension with another disciplinary action. The parent or legal guardian, or adult student, will be notified and a copy of the Student Discipline Report will be mailed. The student will not be allowed to attend any school functions or be on or around school property without the Principal's permission during the time the student is suspended.
- G. If, after administering due process, the administrator proposes that the student be placed in an alternative program if available, the parent/guardian or adult student will be notified by mail.
  - a. The letter will advise the parent/guardian or adult student that a hearing has been scheduled to be held within the next three (3) school calendar days and will specify the date, time, and place of the hearing.
  - b. The hearing may be postponed to a later date and time upon request of the parent/guardian or adult student.
- H. Long-term suspension or expulsion shall be subject to procedures set forth in 6.11.2.12 NMAC.

*Nondiscriminatory Enforcement: School rules shall be imposed and enforced without regard to the age, race, religion, color, national origin, ancestry, gender, sexual orientation, or disability of any student. Other disciplinary actions may be imposed upon students for violation or misconduct, or upon any similarly pertinent factors or consideration.*

### CHEATING/PLAGIARISM

Vaughn Municipal Schools recognize the need for all students to assume responsibility for their own schoolwork. Academic integrity must be preserved not only for its own sake, but also in fairness to the objective evaluation of all students. Cheating in any form will not be permitted and will result in Level II disciplinary actions.

Assignments, quizzes, and tests are given to students to assess student learning. Students have the opportunity to practice academic skills being taught. A student who copies answers to an assignment from another student's paper, or is given the answers by another student, does not practice the skill, or demonstrate the knowledge, and will experience difficulty

learning the material. Quizzes and tests are given to check a student's progress so that teachers can determine if a student has learned the material or if it should be re-taught.

Students must complete their own work without cheating. Cheating is an offense by the student who copies the answers and by the student who provides the answers. Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author which is presented as one's own original work.

## **SEXUAL MISCONDUCT/HARASSMENT**

The Vaughn Municipal Schools Board of Education forbids harassment of any student on the basis of sex, sexual orientation or gender identity. The Board will not tolerate sexual harassment of students by employees or other students. The intent of this policy regarding conduct between employees and students is clear and straightforward.

### **Definitions and Standards of Conduct**

If between an employee and a student, sexual harassment is any conduct of a sexual nature. Between students, sexual harassment is unwelcome conduct of a sexual nature.

1. Conduct of a sexual nature may include, but is not limited to:
  - a. Verbal or physical sexual advances, including subtle pressure for sexual activity;
  - b. Repeated or persistent requests for dates, meetings, and other social interactions;
  - c. Sexually-oriented touching, pinching, patting, staring, pulling at clothing, or intentionally brushing against another person;
  - d. Showing or giving sexual pictures, photographs, illustrations, messages, text messages, or notes;
  - e. Writing graffiti of a sexual nature on school property;
  - f. Comments or name-calling to or about a student regarding alleged physical or personal characteristics of a sexual nature;
  - g. Sexually-oriented "kidding," "teasing," double-entendres and jokes;
  - h. Any obscene or sexually suggestive gestures;
  - i. Any harassing conduct to which a student is subjected because of or regarding the student's sex, sexual orientation, or gender identity.

### **Standard of Conduct for Employees**

No employee may engage in conduct of a sexual nature with a student at any time or under any circumstances, regardless of whether such conduct takes place on school property or in connection with any school-sponsored activity.

### **Standard of Conduct for Students: Unwelcome Conduct of Sexual Nature**

Verbal or physical conduct of a sexual nature by one student towards another may constitute sexual harassment when the allegedly harassed student has indicated by his or her conduct that the conduct is unwelcome or when the conduct, by its nature is clearly unwelcome or inappropriate.

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

### **Reporting, Investigation and Sanctions**

1. Reporting by Students. It is the express policy of the Board to encourage students who feel they have been sexually harassed by a school employee or by another student or students to report such claims.

2. Reporting by Employees. It is mandatory for any employee who receives any report of sexual harassment of a student, whether the report is given by a student, a parent, or another employee, or who himself or herself observes instances of sexual harassment to notify his or her immediate supervisor or the Superintendent regardless of whether the employee receiving the report or observing the instance considers the matter credible or significant.
3. Investigation. All reports of sexual harassment of students will be appropriately and promptly investigated by the Superintendent or designee. The investigation will consider the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred in order to determine whether alleged conduct constituted sexual harassment.
4. Sanctions.
  - a. Any employee found to have engaged in conduct of a sexual nature with a student shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or terminations, subject to any applicable procedural requirements.
  - b. Any student found to have engaged in sexual harassment of a student shall be subject to discipline, including but not limited to suspension or expulsion, subject to any applicable procedural requirements. Nothing in this policy shall be construed as a denial of rights under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA). If any form of student sexual misconduct or harassment has been found, Level III disciplinary procedures will be followed.

## BULLYING

Bullying has **NO PLACE** at Vaughn Municipal Schools. A Level III offense, bullying occurs when one person seeks to exert power over another person with the intent to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's educational benefits, opportunities or performance. Bullying includes, but is not limited to the following, and creates a hostile educational environment for a student:

- Physical assaults (touching in angry ways)
- Threats
- Harassment (continuously bothering someone)
- Name-calling
- Racial slurs
- Intimidation
- Spreading rumors
- Extortion
- Foul language
- Taunting
- Insults
- Sexting
- Hazing
- Cyber-bullying
- Sexual harassment

## HAZING

Hazing has **NO PLACE** at Vaughn Municipal Schools. A Level III offense, hazing includes, but is not limited to

- Offensive or dangerous physical contact, restraint, abduction, or isolation of a student;

- Requiring, pressuring, or encouraging a student to perform any dangerous, painful, offensive, demeaning physical or verbal act, such as ingestion of any substance, exposure to the weather, deprivation of sleep or rest, or extensive isolation;
- Subjecting a student to any dangerous, painful, offensive or demeaning conduct, or conduct likely to create extreme mental distress, for any purpose, such as a conduction of membership or initiation into any class, team, group, or organization, sponsored by or permitted to operate under the auspices of the school or district.

## OTHER CONDUCT

Situations may occur where inappropriate behavior takes place that is not covered in the handbook. In these situations, the school administrator has the discretion to determine consequences.

## EXPULSION

The Vaughn Municipal Schools Board of Education and Administration hope never to need to expel a student, however, expulsion will be enacted in cases where the health, safety, or normal functioning of students, staff and/or school are endangered.

Long-term suspension from school (more than ten days) and expulsion are subject to provisions outlined by the NMAC 6.11.2.12. Written notice of charges against a student will be sent to the student and parent/legal guardian by certified mail. The notice will include the charges, the policies violated, the time and place for an expulsion hearing. The burden of proof of violation is the responsibility of the disciplinary authority. The student and parent will have the opportunity to present their own evidence and may be represented by legal counsel. The hearing authority will be the Superintendent or designee. The parent/legal guardian may appeal the decision of the hearing authority to the Vaughn Municipal Schools Board of Education.

Infractions that may lead to expulsion include

- Possession of any type of firearm, knife, or weapon;
- Acts that result in injury with implements of any nature;
- Acts of burglary, vandalism, or arson of school property, illegal trespass on school property, and other acts of similar nature;
- Battery resulting in serious injury;
- Possession, use, transportation, or trafficking of illegal drugs in school, at school activities, or on school property at any time.

Consequences for the above infractions include an immediate out-of-school suspension of no less than five (5) days and up to ten (10) days. Administration will conduct a thorough investigation with an automatic report to law enforcement and referral to juvenile authorities.

## 11.DRESS CODE

The VMS Dress Code applies to all students during regular school hours and at all school-sponsored activities.

A student's appearance will be governed by standards consistent with decency, cleanliness, safety, and an atmosphere of learning. Clothing and/or accessories that disrupt the educational process and atmosphere will not be allowed.

VMS has the right and responsibility to intervene any time that the student's appearance does not meet district standards. The administrator or designee will have the final say on the appearance of a student's attire. The administrator or

designee will telephone the parents of students violating these standards to request they bring a change of clothes to school for the student. The school may provide a shirt for the student to wear until he or she can change into acceptable shirt. A student may be placed in isolation until appropriate clothing is secured; this will be avoided if possible. Sponsors and coaches may require participants to adhere to a more stringent dress code.

VMS will prevent any and all inappropriate dress in order to prevent sexual or other misconduct among the students.

## DRESS CODE GUIDELINES

1. Clothing and/or accessories, including but not limited to jewelry, containing symbols, pictures, and/or printing referring to drugs, alcohol, obscenities, death, violence, or sexual references are not allowed.
2. Shirts must reach below the waist at all times. No midriff may show at any time. Students may not wear half-shirts, mesh, see-through clothing, shirts or tops with missing/partial sides, low-cut shirts or tops, tops with spaghetti straps, tank tops or jerseys without a shirt or jacket over them. If bra straps or cleavage are showing, the student is violating the dress code and will be asked to change tops.
3. Shorts, dresses, skirts, and skorts must reach no higher than six (6) inches from the middle of the knee when sitting. This applies even if leggings, tights, or sweat pants are worn under them. If a measurement is required, it is probably too short.
4. T-shirts may not reach below the middle of the thigh. For this purpose, the middle of the thigh is eight (8) inches above the middle of the knee. If a measurement is required, it is probably too long.
5. Clothing should be free of rips and tears.
6. Sunglasses, hats, caps, and other types of head gear are not allowed to be worn in the buildings. They may be worn during outside school activities if approved by the Principal.
7. Bandanas, regardless of color or design, may not be worn or displayed in any manner.
8. Chains, including wallet chains, are not permitted.
9. Both sides of suspenders/shoulder straps must be fastened and worn over the shoulders.
11. Pants must be worn around the waist in an appropriate manner and must fit properly. No sagging is allowed.
12. All footwear must be worn and fastened securely at all times unless otherwise specified. No bed-time shoes, slippers, steel-toed shoes, flip flops, slides, heelys, or any shoes without backs are allowed.
13. Belts must not hang more than six (6) inches below the student's waist.
14. Students may not wear visible body jewelry in piercings other than earrings.
15. Students must wear clothing to cover any tattoos they have.
16. Graduating seniors must wear district-approved caps and gowns. Students are not allowed to decorate the caps and gowns and cannot add items other than academic regalia that they earned through academic excellence, such as honor cords or medallions.

## 12. ELECTRONIC DEVICES

The term "electronic device" includes, but is not limited to, cell phones, MP3 players, I-Pods, portable DVDs, Walkman, cassette/CD players, radios, laser pointers, electronic games, pagers, and other devices as may be identified by the administration. Use of these devices is prohibited during school hours. Students are to store these devices in their lockers during school hours. In extreme, isolated instances, special prior approval may be granted by the administration. The request must come, in writing, from a teacher to the Principal.

### Consequences

- First offense results in the device being confiscated. The student will be counseled about the policy. The device will be returned only to a parent or legal guardian.
- A second offense will result in the device being confiscated. The student will receive one day of in-school suspension. The device will be returned only to a parent or legal guardian.
- A third or subsequent offense will result in the device being confiscated. The student will receive two or more days of in-school suspension. The device will be returned only to a parent or legal guardian.

Vaughn Municipal Schools is not a storage facility for electronic devices and is not responsible for any stolen electronic devices.

### **13. ENROLLMENT AND WITHDRAWAL**

Every student must be registered by the parent/legal guardian every year. A student who enrolls at VMS must provide the name of a legally responsible parent or legal guardian and must reside in that person's home. Parents/legal guardians must furnish the school proof of current immunization records, as well as emergency contact information, and court documents when there is a change in custody or guardianship. The parent/guardian must notify the school secretary any time that emergency contact information changes.

Parents of a student who withdraws from Vaughn Municipal Schools must complete a withdrawal form which is taken to the student's teachers. Teachers and designated staff sign the withdrawal form to document return of all books and payment of any outstanding fees. If this procedure is not followed, course credit is not given to the student and the school will not forward student records to the next school.

If withdrawal is absolutely necessary during the last two (2) weeks of school, the parent/legal guardian is required to submit a letter including the request and reason for early withdrawal. The parent and student must meet with the Principal.

In the event that a student accrues ten (10) consecutive unexcused absences, the student will be disenrolled.

### **14. EXTRA-CURRICULAR ACTIVITIES**

Students earn the privilege of participating in extracurricular activities when they meet all of the eligibility requirements.

- Maintain a 2.0 GPA;
- Failing no more than one (1) class;
- Have a permission form on file that is signed by the parent/legal guardian;
- Have proof of medical insurance and a completed physical form if participating in athletics;
- Students must travel to events on school-provided transportation.

Additional requirements may apply. The athletic director, principal, or sponsoring teacher will determine eligibility if so.

All NMAA rules apply and supersede these policies if there is a difference between NMAA and VMS requirements.

#### **Loss of privileges**

Any student-athlete absent from any part of the school day may not practice or participate in athletic contests on the day of the absence. Legitimate excuses may permit participation if the parent provides the administrator or athletic director a written doctor's excuse or written parent's explanation.



Any student who is suspended, whether in-school or out-of-school, will not be allowed to participate in or attend any school activity during the suspension.

If a student is ruled ineligible to participate in athletics or extra-curricular activities at the end of grading period, he or she will remain ineligible for the next nine-weeks grading period. Students who demonstrate progress through a progress report may practice. These are minimum requirements for all extracurricular activities.

### **Uniforms**

Uniforms may not be worn at any time other than at the official athletic games or school events. Students may not wear uniforms to school at any time unless authorized by coaches and administration.

### **Sportsmanship**

Vaughn Municipal Schools requires its students to demonstrate positive attitudes. Preparation for contests should be focused on developing confidence, loyalty, dedication, and strength as a team. Cheers and rallies must support the Vaughn players, coaches, school, and ideals set forth in the Vaughn Mission statement. Vaughn Municipal Schools will not tolerate verbal abuse of any kind directed at any person, team or school.

### **Prom**

Servers for the prom will be chosen from the 7<sup>th</sup> or 8<sup>th</sup> grades. Students in the 11<sup>th</sup> and 12<sup>th</sup> grades will receive invitations to give their parents/legal guardians, and guests. All school staff and school board members are to be invited. The number of invitations given to each member of the junior class will be determined by the Principal. The Principal must approve invitations to student guests no older than 20 years of age who do not attend Vaughn High School; these guests must fill out and return appropriate paperwork by the date specified by the school administration in order to be approved to attend. Except for the servers, only students in grades 9-12 may attend the prom, with or without a date. The attire will be formal and the school dress code will apply otherwise.

## **15.FIELD TRIPS**

Throughout the school year Vaughn Municipal Schools will provide opportunities for students to attend field trips and other activities away from campus. Students who attend these trips must meet eligibility requirements determined by the teacher or trip sponsor. Students must travel on school-provided transportation. Occasionally sponsoring teachers will ask parents to attend field trips or activities as chaperones. If seating is available, parents may have the option to travel on school-provided transportation. Otherwise parent chaperones may provide their own transportation.

Students who have received a Student Disciplinary Report for a chronic or serious infraction during any nine-week grading period may not be eligible to attend school-approved activities or field trips.

Only eligible Vaughn students may attend a field trip. Other family members who attend field trips, other than as a chaperone, will not be part of the school group.

## **16.FIRE AND OTHER EMERGENCY DRILLS**

An Evacuation Plan is posted in every room of the school buildings. Students should know the plan for each room. Fire drills must be conducted monthly. Other emergency drills must be conducted twice per school year.

When a signal sounds or is given, students must respond quietly and immediately as per the plan. If it is necessary to evacuate the building, all students must leave the classrooms in a quiet and orderly manner following the prescribed route to clear the building. Students and teachers must report to their designated areas. It is critical for students to stand in a line with their class and teacher until a signal or alarm sounds for them to return to the classroom.

## 17.GRADES

Percent	Grade	Grade Point	Percent	Grade	Grade Point
100-94	A	4.0	76-73	C	2.34
93-90	A-	3.97	72-70	C-	2.00
89-87	B+	3.67	69-67	D+	1.67
86-83	B	3.34	66-63	D	1.34
82-80	B-	3.00	62-60	D-	1.00
79-77	C+	2.67	BELOW 60	F	0.00

Elementary students will receive a grade of "S" for Satisfactory or "U" for Unsatisfactory work in penmanship, art, physical education, bilingual education, and computers.

Progress Reports will be sent out near the middle of each nine-week grading period.

The nine-week grade will be calculated using the teacher's system, which will have prior approval from the administrator. The administrator must approve the value of the nine-week's examination.

All classes taken for credit must include a semester examination. The value of the semester exam is twenty percent (20%) of the semester grade. The semester grade will be calculated by averaging the two nine-week percentage grades with the semester exam grade.

### Incomplete Grades

Extenuating circumstances will be reviewed by the administration and arrangements for completion of incomplete work must be made with teachers and administration.

## 18.GRIEVANCE AND COMPLAINT PROCEDURE

Vaughn Municipal Schools recognizes that parents may disagree with a decision that affects their child, or they may believe that a policy has been improperly applied to their child. Parent complaints should first be taken to the teacher involved or to the Principal or designee. A parent conference conference will be scheduled with the teacher and/or principal or designee, followed by a written or oral response. When a conference does not resolve the complaint, the parent may make a written request to the Superintendent to consider the complaint. If the problem is not resolved at that level, a written request should be submitted to the Board of Education for review at the next regular board meeting.

Individual Board of Education members CANNOT respond to parent complaints beyond referring the matter to administration. In order for the Board to take action on a complaint, the established process must have been followed. (VMS BE Policy 2.12)

## 19.GUIDANCE AND COUNSELING

The purpose of the guidance program is to help each student achieve his/her highest growth academically, emotionally, and socially. The counselor or social worker will hold individual conferences whenever a student, teacher, counselor, or social worker deem it necessary. The counselor will also help students with career planning and help with financial aid applications for institutions of higher learning. The counselor will supervise the ongoing development and implementation of each student's Next Step Plan in grades 8-12.

## **20.HALL PASSES**

Any student who is in the hallway during class must have a pass signed by a teacher. It is the student's responsibility to get the pass, not the teacher's to provide it.

## **21.PUBLIC DISPLAY OF AFFECTION**

Anything other than hand-holding is considered as unacceptable behavior in school. Students will receive one (1) warning. If employees of the school see the students repeating the behavior, the students will receive a Student Discipline referral and taken to the Administrator's or Counselor's office. The students will receive detention and parent/legal guardian will be notified by administration.

## **22.PERSONAL PROPERTY**

Students should not bring large amounts of money or personal valuables to school. The district is not responsible for loss or theft.

## **23.PLAYGROUND, GYM, PLAYING FIELDS, WEIGHT ROOM**

### **RULES TO ENSURE SAFETY AND FUN**

1. Be patient, wait your turn, and share.
2. You may not fight, push, shove, or bully others.
3. All equipment must be used in a safe and correct manner. Don't jump off swings, walk up the slide, climb the swing set, or twist swing chains.
4. Do not walk close to any piece of equipment you are not using.
5. Do not run around equipment.
6. Do not play rough games, tackle others, throw sticks or other objects unless as part of school-sanctioned, supervised activity.
7. Do not touch animals on the playground or fields.
8. Do not climb fences, trees, walls, etc.
9. If you see someone breaking safety rules, tell a teacher or coach immediately.\
10. Observe posted safety rules in the classroom, on the playground, on playing fields, the gym, and weight room.

## **24.SCHOOL CLOSINGS AND DELAYS**

In the event of a school closing or delay,

- The Superintendent will notify the Principal, the media, business manager, and bus drivers.
- Each bus driver will notify the students who ride with him or her.
- The school secretaries will notify parents of students not bused to school, as well as all staff.

Information about closings or delays will be announced on the following television stations:

KOB-TV, Channel 4; KOAT-TV, Channel 7; and KRQE, Channel 13

## **25.STUDENT ASSISTANCE TEAM (SAT)**

The function of the Student Assistance Teams at Vaughn Municipal Schools is to help students to be successful. Teachers or administrators may refer students to a SAT. Parents will be asked to be team members on the SATs for their children. The teams will meet to review academic, social-emotional, physical, or disciplinary concerns, including student achievement, progress, and attitude. The teams will recommend interventions for academic or behavioral issues, then review the interventions and make adjustments if necessary. Should a student not make progress after providing changes in frequency, intensity and duration of the interventions, a student may be referred for testing to determine if the student's lack of progress is due to an underlying disability as per state and federal statute and regulations. Should a SAT team recommend retention in grades K-8, the team will follow procedures outlined in the New Mexico Public Education Department Student Assistance Team Manual.

## **26.STUDENT DROP-OFF AND PICK-UP**

Elementary students will be dropped off in the parking lot east of the elementary school building. Adults dropping students off must follow the directional arrows in the parking lot. Students will use the crosswalk to cross to the elementary school in the morning or from the elementary school to the parking lot in the afternoon.

High school students typically would be dropped off in the parking lot behind the high school. However, for the fall semester of 2014 during renovation of the high school, parents should follow the directions for elementary students described above.

These drop-off and pick-up areas are designed to provide a safe environment for our students by preventing students from crossing 4<sup>th</sup> Street during high traffic times.

## **27.STUDENT HEALTH**

**Communicable Diseases.** Many communicable diseases affect school-aged children and youth. Parents of a student with a communicable disease should notify the school office immediately.

**Student Accident Insurance.** Students of Vaughn Municipal Schools may obtain an accident insurance policy from the district at a nominal fee. Parents may choose school-time coverage or year-round coverage at a higher rate. All students participating in inter-scholastic athletics are required to provide proof of personal health/accident insurance.

**Students with Medical Needs.** Parents must notify the Principal and/or School Nurse if their child has medical needs. This includes asthma, allergies, or chronic illnesses.

## **28.SUBSTITUTE TEACHERS**

Teachers may be absent for various reasons. Vaughn Municipal Schools relies on licensed substitute teachers to cover classes in that event. Students must be respectful to substitute teachers. Disruptive, disrespectful behavior will be reported and dealt with by administration.

## **29.TELEPHONE USE**

School telephones are for school business and emergencies only. Students are not allowed to use classroom phones unless it is a class-related assignment made by the classroom teacher. If a student must hone home, he or she must do so at the office with the permission and supervision of an adult. The definition of "emergency" does not include forgotten homework or a forgotten uniform. Parents may leave messages for their children with the school secretary.

### **30.TEXTBOOKS AND SCHOOL EQUIPMENT**

Students are responsible for damage to and loss of textbooks and school equipment. Books are numbered and school equipment is inventoried. Students should know the numbers of the books and equipment checked out to them.

When students withdraw from school, they must turn in their books and equipment to the teacher or Principal in order to clear their record. Any fees and fines must be paid before student records will be cleared for release by the Principal.

### **31.TUTORING**

Students who are failing core academic classes will be referred to the Student Assistance Team (SAT) and may be required to attend tutoring sessions after school and on Fridays.

### **32.VISITORS**

Parents are welcome to visit the schools. Parents should request permission to visit from the Principal with twenty-four (24) hours notice. Upon approval, they must ring the buzzer at the front door of the school to request admission. Visitors must sign in at the office where they will be issued an identification tag that must be worn at all times.

Students from other schools are not allowed to visit VMS classes. Small children and/or babies are not permitted in school except when accompanying an adult on school business. Staff members are not allowed to have visitors in classrooms during the work day.

### **33.VOLUNTEERS**

Volunteers are highly valued at Vaughn Municipal Schools. All volunteers must first complete an application, meet training requirements, submit to a fingerprint background check, and be approved by the Superintendent. As with all other visitors, volunteers must be scheduled in advance and must wear identification badges at all times when on campus.

### **34.SEARCHES AND SEIZURES**

The Vaughn Municipal Schools Board of Education definition for Searches and Seizures is as follows:

"Contraband" is any substance, material, or object prohibited from schools by school policy, state law, federal law, including drugs, alcohol, fireworks, or weapons.

The district reserves the right to search persons, personal effects and vehicles as follows:

1. A pat-down search of a person may be conducted on a basis of a reasonable, individualized suspicion that such person is in possession of contraband. Any such search shall be conducted in private by an authorized school official of the same sex as the person to be searched and in the presence of a witness of the same sex. Strip searches are not allowed.
2. Lockers, desks, and similar storage facilities are school property and remain at all times under the control of the school. However, persons using such facilities are expected to assume full responsibility for the security of their

lockers, desks, and similar facilities. Periodic general inspections of lockers, desks, and similar facilities may be conducted by school officials for any reason, at any time, without notice and without consent.

3. Persons are permitted to park on school premises as a matter of privilege, not of right. The district retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. Such patrols and inspections may be conducted without notice and without consent. The interiors of vehicles on school property may be inspected whenever a school official has a reasonable suspicion that contraband is within such a vehicle.
4. In any of the foregoing enforcement actions, the administration is authorized to use dogs whose reliability and accuracy for sniffing and detecting contraband has been established. The dogs will be accompanied by a qualified and authorized dog trainer-handler who will be responsible for the dog's actions. Any indication by the dog that an illegal or unauthorized substance or object is present on school property or in a vehicle on school property will be reasonable cause for a search by school officials.
5. A child under the age of thirteen (13) alleged or adjudicated to be a delinquent child shall not be fingerprinted or photographed for identification purposes without obtaining a court order.  
(Chapter 32A, Children's Code, Article 2, Delinquent Act)

### **35.STUDENT RESPONSIBILITIES**

Students at Vaughn Municipal Schools have these responsibilities:

- To attend school regularly and arrive on time;
- To work to achieve your potential.
- To follow classroom, school, and community rules;
- To bring a note from your professional provider to verify an excused absence;
- To accept responsibility for your actions;
- To address and treat all people with common courtesy.
- To complete your class work and homework on time.
- To take care of school property as well as your own.
- To take an active role in your learning.

### **36.STUDENT RIGHTS**

Students at Vaughn Municipal Schools have these rights:

- To talk to your teachers, counselor, and other school staff about concerns at an appropriate time;
- To receive fair discipline without discrimination;
- To access your own records within appropriate guidelines;
- To receive information in a language you can understand;
- To a learning environment that is safe, drug-free, weapons-free, tobacco-free, and promotes learning;
- To due process for school-related matters;
- To access prevention and intervention programs such as conflict resolution, counseling, peer mediation, and/or Student Assistance Team recommendations to promote your success.

### **37.PARENT/LEGAL GUARDIAN RESPONSIBILITIES**

Parents and/or legal guardians have these responsibilities:

- To be involved in and to support your child's education;
- To assume the primary responsibility for the discipline of your child;
- To comply with the state compulsory attendance law for school-aged children (5-18 years of age);
- To notify the school as soon as possible when your child is absent;
- To recognize that school personnel must concern themselves primarily with educational responsibilities;
- To ensure that your child carries out his or her responsibilities as a student;
- To cooperate with school personnel by responding in a timely manner to requests for conferences regarding your child's academic, behavioral, and health concerns;
- To provide proof of a *bona fide* residence in the Vaughn Municipal Schools district;
- To furnish the school with proof of your child's age at the time of registration;
- To provide the district with proof at registration that your child's immunizations are current;
- To support the Principal-Parent Advisory Committee.

### **38. PARENT/LEGAL GUARDIAN RIGHTS**

Parents and/or legal guardians have the following rights:

- To be treated with courtesy by all members of the school community;
- To expect reasonable protection for their children from physical harm while under school authority;
- To be informed of the academic requirements of the school programs;
- To be informed of school policies and administrative decisions that affect their children;
- To be informed of approved procedures to follow when seeking changes in school policies;
- To be informed of Special Education programs when appropriate;
- To participate in meaningful parent-teacher conferences to discuss their children's school progress and welfare, and school expectations;
- To seek information from school personnel to further the progress of their children which includes, but is not limited to, counseling, tutoring, intervention programs, academic, behavioral, and health services available in the school and community;
- To request a conference to inspect their children's cumulative records and request the correction of any incorrect, false, or misleading information in compliance with guidelines established by Board policy, state and federal statutes and regulations.
- To confidentiality of their children's records according to the Family Education Records Protection Act (FERPA).

*The contents of this handbook are intended to cover normal situations that may occur. There may be situations that arise which are not covered in this handbook. In those cases, the school and district administration will determine the most appropriate course of action.*

# VAUGHN ATHLETICS HANDBOOK

2014-2015

## Mission Statement

Athletics plays an integral part of the Vaughn High School mission to educate the whole child to his/her fullest potential in preparation for a productive and fulfilled life. Vaughn High School athletics serves as a source of tradition and pride for our school, faculty, staff, alumni, friends and community. We strive to create an environment through physical activities and athletics that contributes to the physical, mental, emotional and social health and development of every student-athlete. The emphasis of our program at Vaughn High School is based on dedication, desire, effort and "Pursuing Victory with Honor".

## Core Values

Academic Excellence

Earnest Effort

Honorable Conduct

Dedicated Service

Wellness of Mind, Body & Spirit

*"We strive through our work ethic; we overcome by developing mental toughness; we continue to improve through self-discipline." Anonymous*

## Primary Goals

Each coach will help student-athletes reach their full potential and overcome the adversity presented in each game/match. They must pursue winning each event through dedication, commitment, teamwork, and individual preparation. Athletes should feel confident in saying: "I am a valuable part of my team, and I know the value of applying myself in the classroom—I will be a winner!" This goal affects us on three levels:

- 1) Education: Coaches will play an active role in each student-athlete's education by monitoring grades and attendance, as well as mediating the communication process between teacher and student. Teachers/Coaches model the importance of education by being the best teacher possible.
- 2) Winning: Coaches will make a year-round commitment to a fundamentally sound program that researches best practices and teaching techniques to develop a plan to effectively utilize our resources (athletes, facilities, time and staff). Diligently working towards executing this plan fairly and with an emphasis on Sportsmanship, Team and Total Effort.
- 3) VALUES: When a student-athlete completes our program, he/she should be a better person for having done so. Learning the value of: Academic Excellence, Earnest Effort, Honorable Conduct, Dedicated Service, Wellness of Mind, Body & Spirit, Loyalty, Respect, Responsibility, Self-Discipline, and TEAM.

## Philosophy



Athletics, as well as extra-curricular activities, should be an integral part of the school curriculum. They are not an end unto themselves. They must be inherently educational and conform to the goals, values, and stated purpose of the school district.

Our athletics programs at Vaughn High School and our community help each student-athlete develop the desire to secure the finest education possible. We must demand a commitment to excellence and to winning, not only in athletics, but also to every endeavor in life which student athletes consider worthwhile and meaningful. Student-athletes must learn that discipline, sacrifice, dedication, and hard work are necessary ingredients in performing any task that will lead to the attainment of a valued goal or a life objective.

The student-athlete in our program is in a favorable and unique position. He/She is a part of a team and must learn to work and function effectively and cohesively with a wide variety of personalities. Lasting and treasured friendships will be nurtured and developed. He/She will also represent our school district in a very visible role and we will encourage him/her to conduct himself/herself with character, poise, integrity, honesty, and humility.

We will never place the value of a win above that of instilling the highest desirable ideals and character traits in our student-athletes. Our total athletic program is built around the following objectives:

- 1) Contribute to the development and well-rounded maturity of our student athletes.
- 2) Train the student-athlete for leadership.
- 3) Encourage the student-athlete to achieve academic success.
- 4) Make the student-athlete concerned and aware of the importance of self-discipline and commitment in all areas of life.
- 5) Develop, define, and teach ethical values.
- 6) Teach the practice of excellence in competition.
- 7) Encourage the student-athlete to be concerned about his attitude in the overall educational process.
- 8) Have a first rate strength and conditioning program that develops every student-athlete mentally and physically.

### Coach/Player Contract

#### Coaches' Expectations of Athletes

1. The coach expects the student-athlete to do something worthwhile with his life.
2. The coach expects the student-athlete to have a good attitude. The student-athlete should anticipate a great day, a great practice, a great season, and a great life.
3. The staff at VMS expects the following from student-athletes:
  - a. To take education seriously
  - b. To give total effort and make the most of the talents the athlete has.
  - c. To give unselfishly and respect fellow teammates.

- d. To practice to the best of the athlete's ability every day.
- e. To be honest in all dealings with coaches, officials, teammates, and opponents.
- f. To be loyal to the school administration, teachers, coaches, teammates, families, and friends.
- g. To be prompt.
- h. To be courteous.
- i. To always encourage.
- j. To be caring and enthusiastic.
- k. To finish the season.
- l. To always want to be better

### Athletes' Expectations of Coaches

1. The student-athlete may expect the coach:
  - a. To be loyal and honest.
  - b. To provide the leadership and training necessary to achieve success.
  - c. To have high expectations and work the athletes hard, so they may achieve personal and team goals; and reach full potential.
  - d. To assist in any way possible now and after graduation.
  - e. To treat all team members with respect.
  - f. To make all decisions predicated on what is best for the team first, and what is best for the individual second.
  - g. To maintain the athletic facilities.
  - h. To help the athlete mature and grow as a person.
  - i. To help the athlete set, work towards, and reach future goals.

*Teams (players, coaches, parents, school and community) that work every day to achieve these expectations make the choice to become WINNERS AND CHAMPIONS, both in athletics and in life!*

### Rules

The rules are based on three questions:

- 1) Will my actions make me a better young man/woman?
- 2) Will my actions make me a better student?
- 3) Will my actions make me a better athlete?

If the answer to the question is "no", then there will be a rule against it and there will be no exceptions!!! If the answer is "yes", then there is no need for a rule.

- 1) No drinking, smoking, or illicit drugs of any kind.
- 2) No profanity.
- 3) Hair and appearance should be kept neat at all times.
- 4) Keep locker room and weight room clean.

- 5) Be prompt and on time for all meetings and practices.
- 6) The athlete must alert the coach BEFORE the activity begins if he/she is going to be absent from practice or a game.

### Attendance Policy

#### Expectations:

- Student-athletes are expected to be at practice every day.
- When circumstances arise that are unavoidable, the student-athlete should call to notify or make prior arrangements to miss and/or make up academic or athletic work.
- Student-athletes should schedule appointments at times that do not interfere with school or practice.
- 

### Consequences for Being Absent

1. Excused absence – an absence which has been confirmed prior to a workout either by phone call or prior arrangement.
  - a. Unavoidable – no make-up with immediate participation
  - b. Avoidable – make-up work completed prior to participation
2. Unexcused Absences – an absence which has not been confirmed prior to a workout either by phone call or prior arrangement
  - a. Unavoidable – “Do Right” prior to participation
  - b. Avoidable – “Do Right” plus make up work prior to participation

### Definitions

**Unavoidable** – Absences that occur for reasons outside the athlete’s control (ie, death in the family, illness preventing them from attending school, etc.).

**Avoidable** – Absences that compromise the team’s preparation because they could have been avoided (ie, scheduling a medical appointment during practice, opting to miss practice for other considerations).

**Make up Work** – additional work designed to be cardiovascular in nature and keep the player in playing shape. Make up work may also be in the form of a specific skill related to the sport in which the athlete is participating.

**Do Right** – a consequence to a rule violation. A “Do Right” is designed to remind an athlete of their obligation to the team. A “Do Right” will be tough enough in nature to be a deterrent.

**Illicit Drugs**—any drug or narcotic that is illegal to possess, distribute, use or consume and any prescription drug that is not prescribed to the person who possesses, distributes, uses or consumes it.

### Participation Policy

We believe athletics is a privilege which is earned each and every day. An athlete is expected to be a role model for the school and the community. The athletes' actions, whether good or bad, will reflect on the Vaughn athletic program as a whole. If a student decides to become an athlete, he/she is expected to be the best person, player, and teammate he/she can possibly be, and to be a positive influence in the community.

### Participation Standards:

Participation in athletics will be determined by the following criteria. The student athlete must:

- Meet or exceed the academic requirements for eligibility.
- Behave and respect teachers and students in the classroom.
- Have been in good academic/athletic standing if coming from another school.
- Attempted to enter the program at the earliest date possible.
- Meet all eligibility requirements as established by NMAA and Vaughn Municipal Schools.
- Obtain Parent/Guardian permission.
- Complete a physical and provide an insurance provider name and policy number.

**\*\*Failure to meet all of the above requirements may result in one of two consequences:**

1. The student-athlete will be asked to stop participating and improve in deficient areas. The student-athlete will be able to return only as established by NMAA rules.
2. The student-athlete may be placed into the program by the coach and/or administration under a probationary period which outlines specific requirements to be met in a given time period.

### Removal From Athletics

Student-athletes who violate the Vaughn Athletic Code are subject to immediate disciplinary action which may include dismissal from the program. This would be done at the discretion of the Head Coach, Athletic Director, and the Administration of VMS. Student-athletes who continually violate the participation standards are subject to reprimands in the following progression:

1. A verbal reprimand and/or a "Do Right".
2. A player conference and/or Parent Call.
3. A behavior contract which outlines specific a behavior improvement plan.
4. A Parental meeting with player, coach, athletic director, and administrator present.
5. Removal from Athletics

It is the responsibility of the Head Coach to keep the appropriate documentation of each disciplinary step. A copy will also be maintained by the Athletic Director.

### Quitting a Team

A player wishing to quit a team should meet with the head coach prior to exiting the program. It is the policy of this athletic program to encourage student-athletes to finish what they start. Before a player may officially quit, he/she will be instructed to speak with his/her parents and return the next day with a final decision. During this process, the coach should also notify the parents.

Any player who quits a sport may only return with the express permission of the Athletic Director and coach. Usually, once a student quits a team she/he must wait until the next season to rejoin that team.

Student-athletes who quit and return (by permission of AD AND Coach) will have to earn their way back on the team. To earn their way back they must complete and log a minimum of five (5) days of a conditioning workout designed by the coach. In addition, they will sit out one game/match.

### Academic Guidelines

NMAA academic and attendance eligibility guidelines will be adhered to strictly. Students must have a 2.0 GPA and no more than one "F" at the end of the 9 week grading period. If a student does not meet eligibility requirements, he/she may practice, but may not play in a game until the next 9 week period. Each coach is responsible for monitoring their student-athletes' attendance, grades, and academic progress. At Vaughn High School, communication between parents, teachers, and coaches will assist each student-athlete. We want to find the best way to make our student athletes accountable for their education. Our athletes should be better students for having participated in athletics and being held accountable to high standards.

### Alcohol, Tobacco, and Drug Use Consequences

#### Alcohol

In the event that a student-athlete has been drinking alcohol, in or out of school (witnessed by a staff member, by law enforcement, or self-reported), Vaughn School Policy will be followed, as well as the following will apply:

**First Offense:** A meeting will be held between the student-athlete, the parent(s), the coach and the administration. The consequences may include:

- Two to four sessions of intervention counseling from the school social worker AND one game/match suspension.

**Second Offense:** The student-athlete, parents, coach, and administration will meet to consider ramifications of the offense. The student athlete may not compete until after this meeting has taken place. The consequences may include, but are not limited to, the following:

- Suspension of one or more games/matches;
- Removal from the team for the remainder of the season;
- Probation for the remainder of the school year.

#### Tobacco

In the event a student-athlete has been using tobacco (witnessed by a staff member, by law enforcement, or self-reported), Vaughn School Policy will be followed as well as the following will apply:

**First Offense:** Two to four sessions of intervention counseling from school social worker.

**Second Offense:** Consequences may include, but are not limited to the following:

- suspension of one or more games/matches;
- removal from the team for the remainder of the season;

- probation for the remainder of the school year.

### Drugs

In the event a student-athlete has been using illicit drugs (witnessed by a staff member, by law enforcement, or self-reported), Vaughn School Policy will be followed. The following will apply:

- There will be an immediate investigation;
- The coach, the AD, and the administration will have a meeting with student and his/her parents;
- The student-athlete will be suspended for a minimum of one game/match;
- Intervention counseling will be required prior to returning to play;
- There may be other disciplinary actions deemed necessary by the Athletic Director or the VMS administration.

### Definitions:

Illicit Drugs -- Drugs whose use, possession, or sale is illegal. There are five categories of illicit drugs - narcotics, stimulants, depressants (sedatives), hallucinogens, and cannabis. These categories include many drugs legally produced and prescribed by doctors, but used illicitly, as well as those illegally produced and sold outside of medical channels.

Prescription Drug--Pharmaceutical drugs available only on the prescription of a registered medical practitioner and available only from pharmacies.

### Aguila/Eagle of the Year Award

A committee consisting of the Athletics Director, Superintendent, Principal, Coaches and others appointed by the Superintendent will use the following criteria and point system to determine the recipients for this award which will be given to seniors only.

- |   |           |
|---|-----------|
| 1. Minimum of 3 sports completed                              | 15 points |
| 2. Demonstration of the core values of the athletics program: | 25 points |
| academic excellence; earnest effort; honorable conduct;       |           |
| Dedicated service; wellness of mind, body & spirit.           |           |

Each athlete must complete the entire season to qualify for points in that sport.

### Scholar/Athlete Award

A committee consisting of instructional staff, coaches, counselor, and administration will use the following criteria and point system to determine the recipient for this award.

1. Minimum of three (3) sports;
2. A GPA of 3.2 or higher based on core classes (math, science, language arts, social studies).

### Athletics Letters

In order to letter in a sport, a student-athlete must do the following:

1. Be a member of the varsity team;
2. Complete at least one half of the games, matches, or meets of the season;\*
3. Finish the season, including district events and post-season play.\*

\*(Student-athletes moving into the District or student-athletes who begin a sport late must complete at least one-half of the games, matches, or meets in a season to be eligible for a letter award. Student-athletes who miss two or more games, matches, or meets for unexcused reasons will only letter at the discretion of the coach and athletic director. A student-athlete who suffers an injury that prevents him or her from completing a season will be eligible for a letter award only if the player completed at least one half of the games, matches, or meets during that season).

### Traveling To/From Athletic Events:

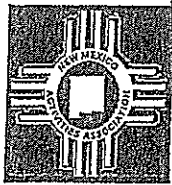
During all Vaughn School approved trips, athletic or otherwise, VMS policy will be followed. If a parent wishes for his/her child to ride home from an athletic event in a vehicle other than the school in whence they came, a school official must have the proper form signed by the parent or legal guardian before the student may be released. Should it be necessary to release a student to someone other than a parent or guardian, the student will be released only to a person identified on the approved emergency information form, and approval must be granted by a school administrator prior to the student leaving the school. Identification may be requested and verification may be required prior to releasing the student.

### Athletics Dress Code

- Team shirts will be worn to all games;
- Pants or skirt will be worn to all games, not shorts;
- During tournaments, shirts and pants must be in good taste and reflect common respect. Clothing may not have art, writing, or designs other than the original small logo. Coach and/or Administration have final approval;
- All student-athletes will adhere to the VMS school dress code.

### Team Support

Players will sit together and cheer/support the team that is playing. The Vaughn High School Aguilas/Eagles must be seen as a TEAM, actively supporting each other.



# NMAA

New Mexico Activities Association

## CONCUSSION IN SPORTS

### A Fact Sheet for Athletes and Parents

#### WHAT IS A CONCUSSION?

A concussion is an injury that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from a fall or from players colliding with each other or with obstacles, such as a goalpost.

#### WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

##### Observed by the Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not "feel right"

##### Observed by the Parent / Guardian

- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events after hit or fall
- Appears dazed or stunned

#### WHAT TO DO IF SIGNS/SYMPTOMS OF A CONCUSSION ARE PRESENT

##### Athlete

- TELL YOUR COACH IMMEDIATELY!
- Inform Parents
- Seek Medical Attention
- Give Yourself Time to Recover

##### Parent / Guardian

- Seek Medical Attention
- Keep Your Child Out of Play
- Discuss Plan to Return with the Coach

*It's better to miss one game than the whole season.*

*Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.*