

Dora Consolidated Schools



Student Handbook

2019 - 2020

This Handbook Belongs to: _____

Introduction:

Dora Schools maintain a strict structure in which students have a positive attitude toward learning, respect for authority, and respect for each individual within the group. Constant movement toward achievement, whether academic or social, appropriate classroom participation, and involvement in the whole school are goals that are monitored and encouraged. In order to achieve these goals a cheerful atmosphere, the willingness to work and move in a positive direction, and an environment that is drug-free is essential.

Every student has the right to a free education and to participate to the fullest in that education. However, NO student will be allowed to step onto the rights of another, in any way, for that then denies the other student the "right" to full participation.

Choices and consequences are an important part of life. Students are often faced with difficult decisions and must be able to not only decide but also live with the results or consequences of their decision. The school is taking an active role in guiding the students toward positive decision-making skills. Consequences are an essential part of good decision-making skills, and parents are, therefore, asked to assist in this process actively and to back the school in its attempt to establish this skill. The parents are reminded that it is their responsibility to check on their student's progress on a regular basis.

Dora Schools are governed by the policies set forth by the School Board and contained in the Student Handbook. It is the responsibility of the STUDENT and PARENT to read and be familiar with the policies in said handbook.

Mission Statement of Dora Consolidated Schools

The Dora Consolidated Schools and our community believe it is our responsibility to prepare students with the skills and knowledge necessary to become successful, productive citizens. Through a positive, caring, actively engaging academic environment our students will have the foundation to achieve their goals for a prosperous future and become lifelong learners.

Vision Statement of Dora Consolidated Schools

“Educating the Leadership of Tomorrow”

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ACADEMIC INFORMATION

Accreditation

Dora Consolidated Schools are accredited by the New Mexico Public Education Department. All faculty members, curriculum offerings, activities, and school facilities meet the requirements of the state of New Mexico.

Awarding of Diplomas

A diploma will be awarded to students meeting the graduation credits and attendance requirements established by the Board of Education and by the State of New Mexico. Diplomas will be awarded on a date approved by the Board of Education. Eligible students who successfully pass the State of New Mexico Competency Examinations and meet the course requirements will receive a diploma. Those unable to pass the State of New Mexico Competency Examinations but complete the required course work shall receive a certificate of completion. Only students who have successfully completed all graduation requirements will be allowed to participate in graduation ceremonies and will be awarded a diploma. Students who receive a certificate of completion have five (5) years to complete all sections of the New Mexico Competency Examinations and will receive a diploma at that time.

Class Rank

Cumulative grades from all high school credit bearing courses taken during eighth grade through the end of the twelfth grade shall be utilized for Valedictorian, Salutatorian and class rank. The final cumulative grade point average will be used to determine Valedictorian-Salutatorian. In the event of a tie, a Co-Valedictorian or Co-Salutatorian will be honored. Students must be enrolled at Dora High School the first day of school their Junior Year and enrolled their entire Junior and Senior year to be considered for Valedictorian/Salutatorian. The Principal on a case-by-case basis will consider co-Valedictorian and Co-Salutatorian. Cyber Academy students are not eligible for Valedictorian/Salutatorian.

Credit Recovery Policy

When a student fails a course, the grade is factored into their GPA until the course is retaken. According to the retake policy, the student may replace the failing grade on their transcript if they pass the course on their second attempt. However, if multiple attempts are required to pass the course only one failing grade will be replaced. All other failing attempts will be factored into the student's GPA. All attempts will be shown on the student's transcript.

Correspondent work that is outside the normal school environment may be completed by a student for credit recovery or to replace a credit at the expense of the parent and with administration approval. No more than two units by correspondence will be accepted toward graduation. Required courses may not be taken by correspondence unless it is impossible to get them at Dora High School. Correspondence grades must be received at least 30 days prior to graduation if they are to count toward graduation.

Credit Re-take Policy

When a student wishes to take a class, they have already taken and has received credit for, the student must have received a grade of 75 or lower in order to qualify. The principal must grant permission by the end of the regular school year for the summer session or the next school year. Increasing the student's knowledge and understanding in the subject area is the main reason for repeating a class. This class may be repeated by various means, as long as the Principal deems it a credible class. Ways to re-take a class may include, but are limited to: On line courses, Correspondence courses, and Summer school courses.

According to State statute, a student may not receive credit if the same class is taken again. When the student has successfully re-taken the approved class and the Dora Consolidated Schools has received the final grades, the grade received the second time will be the grade counted for credit, even if the grade is lower than the first-time grade. The first-time grade will not be reflected in the student's GPA. Both classes shall be shown on the student's transcript. A student may only re-take two classes per year.

Credit Requirements

English	4 Credits
Math	4 Credits (1 must be Algebra II level or higher)
Science	3 Credits (2 must be a lab science)
Social Studies	3.5 Credits (.5 New Mexico History, 1 World History, 1 US History, .5 Government, .5 Economics)
Physical Education	1 Credit
Health Education	.5 Credit
Electives	7.5 Credits
Other	1 Credit (Career Cluster, Work Place Readiness, or Foreign Language)
Total	24.5 Credits

*1 unit must be advanced placement, honors course, dual credit or distance learning

Dual Credit Program

The Dual Credit Program allows eligible students to enroll in academic and/or vocational courses with postsecondary institutions. Through agreements with these institutions, it is permissible for students to receive high school elective credit as well as college credit for certain classes. Classes taken through the Dual Credit Program will be at a level of sophistication sufficient for postsecondary credit. It shall not be the intent of the Dual Credit Program to shift the responsibility of providing basic, academic, vocational, or developmental education to any institution of higher learning. Nor, is the intent of the Dual Credit Program to replace secondary courses or programs that are offered by Dora Consolidated School District. Therefore, dual credit classes will count towards high school elective credit except for students who meet the qualifications.

Enrollment requirements

- Only 10th – 12th grade students may apply for admission to the Dual Credit Program.
- Students must have at least a 3.0 cumulative Grade Point Average to be eligible for college level Dual Credit classes. All students who apply must receive the approval of the Principal prior to each semester of participation in the Dual Credit Program.
- Students will need to have demonstrated readiness for college coursework through PARCC or AccuPlacer assessments.
- Some courses and programs may have additional requirements placed on them by the institution.
- Students who enroll in dual credit classes will do so with the understanding that the classes will count toward their overall Grade Point Averages.
- Only programs approved by the Principal will be used for dual credit classes.

First Semester / Provisional Enrollment

- During the first semester of a student's participation in the Dual Credit Program, they will be under provisional enrollment and may only enroll in one course.
- All 10th graders will remain under provisional enrollment until the completion of their sophomore year.
- Students who do not meet the cumulative 3.0 requirement, may provisionally enroll in the Clovis Community College Technical Career Vo-Tech courses that do not require college level reading, writing, and math. Student must be progressing toward high school graduation and receive the approval of the Principal prior to each semester of participation in the Dual Credit Program.
- Students earning a grade of C or lower in a dual credit course, will return to provisional status for the next semester and may only enroll in one course.

Ongoing Eligibility

- Students who earn an A or B grade in dual credit courses taken may:
 - Take two dual credit course each semester and two summer courses.
 - Enroll in college mathematics and/or college English courses
- If a student fails a course, he/she will not be eligible to take another course the next semester.
- In the event the student must be withdrawn prior to successfully completing the course because of a lack of effort, failing grades or disciplinary reason, the student shall be placed in the most appropriate class in the regular curriculum and will not be eligible to take another course the next semester.
- If the student chooses to withdraw from the course for any other reason, they must do so before the withdrawal date by the college, and the student will be assigned to the most appropriate class in the regular curriculum.
- The Principal has the right to limit the number of courses an individual may attempt per semester in the best interest of the student and program.

Dual Credit grades

Final grades for all college level courses will be based on the weighted grading scale. Final grades for courses taken as part of the Clovis Community College Technical Career Vo-Tech program will not be weighted.

Dual Credit Fees

Dora Consolidated Schools shall provide for the tuition and textbooks for Dora High School students enrolled in dual credit courses under the following conditions:

- The student and his/her parents shall be responsible for all other expenses and fees incurred for the course other than tuition and textbooks.
- If a student withdraws from a course once it has begun, they will be responsible for reimbursing the school district the cost of the textbook.
- If a student must travel to the Dual Credit enrollment school for participation, the student and parents will be responsible for the transportation or cost involved. Dora Consolidated Schools will not provide transportation and will not be held liable for the student once off campus.

Final Grade Calculations

Semester grades will be computed using the following formula: 1st nine weeks (40%) + 2nd nine weeks (40%) + semester exam (20%). Each semester will be worth .5 credit. Students must pass both semesters in order to receive a full credit. Individual teachers will have a grading scale to calculate daily grades for their classroom. Final grade calculations from concurrent or distance learning will reflect each institution's requirement.

Grade Point Averages (GPA)

All classes taken in High School counts toward the computation of GPA and class standing.

Grade averages will be computed on the following point system:

A = 4 points
B = 3 points
C = 2 points
D = 1 points
F = 0 points

Weighted classes will be computed on the following point system:

A = 5 points
B = 4 points
C = 3 points
D = 2 points
F = 0 point

Grading Scale

90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
0 - 59 = F

S = Satisfactory
U = Unsatisfactory
I = Incomplete

Graduation Requirements

All students must demonstrate competency in the subject areas of reading, writing, mathematics, science, and social studies in order to receive a New Mexico Diploma of Excellence. Students may demonstrate competency by meeting any of the cut-scores or methods for demonstrating competency that have been provided by the New Mexico Public Education Department.

However, students who are unable to demonstrate competency using the traditional assessments have the opportunity to demonstrate competency through an alternative demonstration. Students may demonstrate competency with a rigorous portfolio of standards-based evidence by using the local procedures adopted by the Superintendent pursuant to this policy. Performance-based evidence must, be complete and scorable, address the appropriate academic content standards, and be determined as

adequately showing competency. An alternate demonstration of competency must not contain those items listed in Rule 6.19.7.10(B) NMAC.

A Portfolio Review Committee will be established consisting of:

- High School Principal or Designee
- Counselor
- Content Teacher Representatives
- Special Education Representative as applicable.

The Portfolio Review Committee will review the performance-based evidence of any student who has **SUCCESSFULLY COMPLETED THE REQUIRED TWENTY-FOUR (24.5) UNITS BUT HAS NOT DEMONSTRATED COMPETENCY BY MEETING ANY OF THE CUT-SCORES OR METHODS FOR DEMONSTRATING COMPETENCY THAT HAVE BEEN PROVIDED BY THE NMPED.**

Portfolio documents to be reviewed as evidence of Demonstration of Competency may include but are not limited to:

- **End of Course Exams**
End of course exams will consist of a combination of the two semester exams. Students who achieve a combined average of 70% will be considered having demonstrated competency.
- **Short Cycle Assessments**
Students who achieve proficient on a final short cycle assessment will be considered having demonstrated competency.
- **College Transcripts**
Students who have passed a college level course for the appropriate subject with a 70 or better will be considered having demonstrated competency. Remedial college courses are not eligible.
- **State-Approved ADC scores**

Upon review of this comprehensive body of evidence, the committee will determine whether or not the student has demonstrated competency by this portfolio of performance-based indicators. The student will be awarded a Diploma of Excellence if the committee determines the student has demonstrated competency. A student in disagreement with the committee's determination may appeal to the superintendent or designee.

A student with an IEP is entitled to receive any modifications, variations, waivers, or accommodations described in the student's IEP while demonstrating competency.

In all cases the Superintendent or Designee makes the final determination of whether or not a student has demonstrated competency in the required subjects. The Superintendent's determination of alternative demonstration of competency will include whether the alternative demonstration of competency is complete and whether the portfolio addresses academic content standards, and adequately demonstrates competency.

Students may demonstrate competency during school or up to five years after they exit school.

National Honor Society

National Honor Society will be open to sophomores, juniors and seniors who have earned a 3.5 cumulative grade point average. If a student's cumulative grade point average falls below a 3.5, the student will no longer be an active National Honor Society member. In addition, all candidates for selection must demonstrate qualities of leadership, service and character. The day-to-day operation of the society is a function of the chapter advisor. Accordingly, the advisor in consultation with the principal and the society's membership determines all procedures, rules and regulations pertaining to the honor society. These rules and regulations are available to interested parties.

Next Step Plans

At the end of grades eight through eleven, each student shall prepare an interim next-step plan that sets forth coursework for the grades remaining until high school graduation. Each student must complete a final next-step plan during the senior year prior to graduation (22-13-1.1). These plans will remain on file in the Principal's office.

Promotion Requirements: Elementary and Middle School

A student must receive a cumulative passing score for the year on all core curriculum classes, or he/she is denied promotion to the next grade. "Core curriculum" refers to the following classes: English, Math, Science, and Social Studies. Student progress will be closely monitored. Regular grade reports and individual letters will notify parents if a student is in danger of failing a core class. If a student is in danger of failing, he/she will be referred by the teacher to the Student Assistance Team.

Promotion Requirements: High School

High School students are promoted and classified by the amount of credits they have earned.

Class Standing:

Senior.....	>18
Junior.....	12-18
Sophomore.....	6-12
Freshmen.....	<6

Report Cards / Progress Reports

Report cards are given to students approximately every nine weeks. Nine-week grading periods are noted on the school calendar. Parents should receive report cards approximately one week after the nine weeks grading period ends. Should parents have concerns, they are encouraged to contact the school. Progress reports will be given to each student at the end of the 3rd and 6th week of each quarter.

Incompletes will be calculated as a failing grade when determining grade point average and eligibility. If a student receives an "Incomplete" for any class they have 4 school days to complete the work in order to change to a passing grade. The Principal has the discretion to grant more days in extenuating circumstances.

Scheduling

At the beginning of each semester scheduling will be done through the Counselor's office. Secondary students will have the ability to change their schedule the first week of each semester. In order for a schedule change to occur the student must get both teachers to sign the transfer form, a parent signature, and then turn the form into office for final approval. After the first week of the semester the student must meet with the Principal to begin the schedule changing process.

ATTENDANCE POLICIES

Attendance Requirements

School attendance is important for the success of your student. Anytime students miss school, they miss valuable instruction that is almost impossible to make up, especially for a school with a four-day week. This makes it critical that students be in attendance on regular school days. Students will be allowed up to eight (8) absences, *excused or unexcused*, per semester. High School attendance is done by class period. Parents will be notified with a letter stating the number of student's absences after the fifth (5) absence. After the seventh (7) absence, parents will again receive a letter stating the number of student's absences, in addition to being required to meet with administration.

On an elementary student's ninth (9) absence, a retention hearing letter will be sent home stating the number of student's absences and the appeals procedure.

On a high school student's ninth (9) absences in any one class, a "loss of credit" letter will be sent home stating that the student will not earn any credit for that class period and the appeals procedure.

The school administration will schedule a hearing before the end of the semester. The parent may appeal the retention/loss of credit status at this hearing. The principal will determine the student's final status based upon attendance, grades, test scores, and information brought forth by the parent. The student/parent may appeal the principal's decision by submitting a written statement asking for a hearing with the superintendent of schools. This letter should be submitted within two (2) school days of the principal's decision. The superintendent's decision may be appealed to the Dora Consolidated School Board of Education with a written request, submitted in two (2) school days following the superintendent's decision.

Check Out Policy

Only authorized adults who are listed on a student's official enrollment form may checkout a student. All checkouts must be recorded in the secretary's office before a student is permitted to leave the school campus. Students should only be checked out from school for illness, family emergencies, or a death in the immediate family. Unauthorized checkouts will be treated as ditching of school classes.

Makeup Policy

When a student is absent from school he/she will have the number of days absent to complete assignments. Assignments will be due the following day after this length of time. The Principal can extend this time under extenuating circumstances. No student will be out-of-school suspended or face expulsion as a punishment for absences and habitual truancy.

School Activity Absence Policy

When a student is absent from school for a school activity, it is the student's responsibility to obtain all assignments from each class that will be missed during the school activity. The assignments are due upon the student's return from the school activity.

Tardy Policy

Elementary – Arriving to class after the 7:55 tardy bell has rung.

High School - Arriving to any one of the seven class periods during the school day after the scheduled tardy bell has rung.

A student may be tardy to any one (1) class, two (2) times during a semester. On students 3rd tardy for the same class, an unexcused absence shall be issued. At this time the tardy count will reset. A discipline referral for high school students will be submitted when a student receives an unexcused absence due to three (3) tardies for the same class during a semester. The following consequences will be issued:

- 1st offense – Administrative warning
- 2nd offense – 2 days after school detention or 2 hours Friday School
- 3rd offense – 3 days after school detention or 3 hours Friday School
- ≥4th offense – Friday School (8:00 – 12:00)

Types of Absences

School Activity Absence

Absence caused by a school-sponsored activity that meets the eligibility requirements of the New Mexico Activities Association for an "official absence" including, but not limited to: athletic contests, BPA, FFA, Rodeo, and sanctioned 4H events. Participation in "official" activities is recorded as a

school absence but is not recorded on the student's attendance record.

Excused Absence

In order to lift the burden from parents and school personnel to determine whether an absence is necessary, absences that are verified by the parent will be accepted as excused. When a student is absent, it is the parent's responsibility to call the school on or before the day of the absence in order to advise the school as to the reason for the absence if a telephone is available. If a parent does not have access to a phone, either at home or at work, a note upon the student's return to school will be accepted for verification purposes. All Absences not verified by parents within these timelines will be considered unexcused.

Medical Doctor Excused Absence

Absences due to a medical appointment or a medical condition for which the student was under a doctor's care do not count toward attendance requirements. Documentation from the Doctor must be supplied within a week from the date of absence or the absence will not be coded as "Medical Doctor Excused."

Unexcused Absence

Unverified absences by the parent within the stated timelines or three (3) tardies constitute as an unexcused absence.

Compulsory Attendance Statutes 22-12-2 and 22-12-7 provides that a child who has more than ten (10) unexcused absences during a school year is a "child in need of supervision" by the youth authorities. If a student accumulates ten unexcused absences within a school year, the parent shall be given written notice that the student has been habitually truant and is not in compliance with the Compulsory Attendance School Laws. State law requires the schools to report violations of the compulsory school attendance laws to the juvenile probation office 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. Violations of the compulsory school attendance laws can subject parents to fines.

CODE OF CONDUCT

The following school rules will guarantee that the rights of all students and staff at Dora Consolidated Schools are respected. Infractions of this Code of Conduct are grouped into three sections, based on the severity of the infraction.

The following represents the recommended guidelines in the disposition of discipline situations at Dora Consolidated Schools. Therefore, depending on the circumstances of your behavior and your prior history or lack thereof in matters such as these (or the degree to which you may have attempted to adhere to the accepted school rules – our behavior standards), responses may vary from situation to situation at the discretion of the administration.

Dora Consolidated Schools cannot describe all negative behaviors and situations that can be exhibited at school or school sponsored events. Therefore, Dora Consolidated Schools' reserves the right to impose discipline for these situations at the discretion of the administration.

Bullying Policy

Bullying behavior by any student in the Dora Consolidated Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

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

religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property; or
- Physically harming a student or damaging a student's property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator(s), up to and including suspension and/or expulsion.

Staff will be reminded at the beginning of each school year about the Anti-Bullying Policy, as well as their responsibilities regarding bullying behavior. A copy of the policy will be distributed annually. The Anti-Bullying Policy will be available on the Dora Consolidated Schools website, and in all student, staff, and parent handbooks.

Description of Consequence

After School Detention

After School Detention will occur from 3:55 pm – 4:45 pm.

- Rules: (1) Students must be on time
(2) Sleeping, talking, using electronic devices, not completing each day's detention assignments, or failure to follow rules will result in additional day.

Friday Detention

Friday Detention will occur every Friday from 8:00 am to 12:00 pm.

Friday Detention may be given in place of other consequences, based upon the discretion of administration. Community Service during the detention may be assigned upon discretion of administration.

- Rules: (1) Students must be on time
(2) Sleeping, talking, using electronic devices, not completing each day's detention assignments, or failure to follow rules will result in additional day.
(3) Failure to attend Friday detention will result in two days of ISS.

In-School Suspension (ISS)

In-School Suspension will occur every day from 7:55 am to 3:51 p.m.

Community Service during the detention may be assigned upon discretion of administration.

- Rules: (1) Students must be on time
(2) Students will not be released until all ISS assignments and classroom homework have been completed.
(3) Sleeping, talking, using electronic devices, or failure to follow rules will result in additional day.
(4) Students may not participate or practice in extracurricular activities until the conclusion of their suspension.

Lunch/Recess Detention

- Rules: (1) Students must be on time
(2) Sleeping, talking, using electronic devices, not completing each day's detention assignments, or failure to follow rules will result in additional day.

Out-of-School Suspension (OSS)

Students who are suspended from Dora Consolidated Schools are prohibited from being on the campus or in attendance at any school activity or event for the duration of their suspension. Students who come onto campus during the period of an OSS will be subject to arrest and prosecution.

Long-Term Suspension (More than ten days)

Written notice of charges against a student shall be supplied to the student and his parents or guardian by CERTIFIED MAIL or hand delivered; included within this notice shall be a statement of the time and place for the suspension hearing. If the parents or guardian are dissatisfied with the action of the principal/instructional leader, they may appeal to the Superintendent to review the decision. "Long-term suspension" means the removal of a student from school for a specified time exceeding 10 school days. If the suspension takes place within the last 10 days of a semester, attention shall be given during the formal hearing to the question of whether the student may have the opportunity to take final tests and receive credit for course work during that semester. Decision to either allow or disallow taking final tests shall be based on the merits of each individual case. A student suspended under this policy has the opportunity to re-enroll at the beginning of the next regular session. Suspension under this policy is subject to the provisions in New Mexico State Board of Education Rules and Regulations, regulation 12.7.

Expulsion

"Expulsion" means the removal of a student from school either permanently or for the remainder of the school year. A decision to expel or not to expel shall be made by the on the recommendation of the Superintendent and/or a formal hearing as stated in the State Board of Education Regulations.

Discipline Management Plan**Level I**

Types of Behavior: Failure to follow rules, Classroom disruption, Horseplay, Disrespectful behavior, Profanity, Inappropriate display of affection, Rudeness, Insubordination (Refusal to follow directions), Misbehavior for a substitute, student conflict, etc.

Parents will be notified. After multiple referrals a student will be referred to SAT. Number of referrals is based on total referrals from Level I, II, or III.

Referral Chart			
	Kinder-1 st	2 nd -6 th	Secondary
1st Referral	1 day Lunch Detention	2 days Lunch Detention	3 days After School Detention
2nd Referral	2 Lunch Detentions	4 days Lunch Detention	2 days ISS
3rd Referral	½ Day ISS	1 day ISS	3 days ISS
4th Referral	1 Day ISS	3 days ISS	4 days OSS
5th Referral	3 Days ISS	4 days OSS	Up to 10 days OSS or recommendation for Long-Term Suspension
6th Referral	Up to 10 Days OSS or recommendation for Long-Term Suspension	Up to 10 days OSS or recommendation for Long-Term Suspension	Up to 10 days OSS or recommendation for Long-Term Suspension

Level II

Due to the severity of Level II infractions, each violation has three levels of specific responses. The Referral Chart will be followed unless a student's total number of referrals requires a greater consequence. Parent will be contacted.

Behavior	First Offense	Second Offense	Third Offense
Verbal or physical threats, verbal abuse, harassment/bullying, or sexual harassment of a fellow student	4 days ISS/OSS, or recommendation for expulsion. (Based on Severity of offense)	Up to 10 days OSS or recommendation for expulsion. (Based on Severity of offense)	Long-Term Suspension or recommendation for expulsion. (Based on Severity of offense)
Verbal abuse toward Staff	2 days ISS	4 days OSS.	Up to 10 days OSS or recommendation for expulsion. (Based on Severity of offense)
Ditching	1 day ISS	3 days ISS	5 days ISS. Refer to Truancy Officer.
Disrupting a School Activity, Event or Bus activities	Removal from event and/or bus and 1 day ISS. Depending on severity of the incident other actions may be administered up to recommendation of expulsion.	Removal from event and/or bus and 3 days OSS. Depending on severity of the incident other actions may be administered up to recommendation for expulsion.	Notify Police, 10 days OSS and recommendation for expulsion. Require counseling before allowing to return to school.
Plagiarism or Forgery/Cheating	1 day ISS	3 days ISS, mandatory counseling	4 days OSS, mandatory counseling.
Instigated, purposefully attended, or video taped a fight/disruptive activity	1 day ISS	3 days ISS	4 days OSS
Stealing (Taking another's property without permission)	3 days ISS, restitution, and counseling. Law Enforcement notified at discretion of Principal.	5 days OSS, restitution, and counseling. Law Enforcement notified at discretion of Principal.	10 days OSS, restitution, and recommendation for expulsion. Law Enforcement notified at discretion of Principal.

Level III

Due to the severity of Level III infractions, each violation has three levels of specific responses. The Referral Chart will be followed unless a student's total number of referrals requires a greater consequence. Parent conference will be required.

Behavior	First Offense	Second Offense	Third Offense
Substance Abuse (selling, exchanging, distributing, or manufacturing narcotic drugs, hallucinogenic, amphetamine, barbiturate, marijuana, anabolic steroid, alcohol, or any other controlled substance to another student)	Notify Police, 10 days OSS or recommendation for expulsion (based on severity and history) Require counseling before allowing to return to school.	Notify Police, 10 days OSS and recommendation for expulsion. Require counseling before allowing returning to school.	Notify Police, Long-Term Suspension and recommendation for expulsion. Require counseling before allowing returning to school.
Personal Substance Abuse (consuming, in possession, or under the influence of alcohol, drugs, narcotic drugs, hallucinogenic, amphetamine, marijuana, anabolic steroid, alcohol, or any other controlled substance)	Notify Police, 5 days OSS with mandatory substance abuse counseling.	Notify Police, 10 days OSS and recommendation for expulsion. Mandatory substance abuse counseling.	Notify Police, Long-Term Suspension and recommendation for expulsion. Mandatory substance abuse counseling.
Fighting (assault, mutual combat and/or self-defense)	3 days OSS. Law Enforcement notified at discretion of Principal. Refer to counseling.	Up to 10 days OSS or recommendation for expulsion. Law Enforcement notified at discretion of Principal. Mandatory conflict mediation counseling.	Long-Term Suspension or recommendation for expulsion. Must complete anger management counseling before returning to school. Law Enforcement notified at discretion of Principal.
Vandalism (involved in defacing and destroying school or private property)	3 days ISS/OSS and restitution. Law Enforcement notified at discretion of Principal.	Restitution and up to 10 days OSS or recommendation for expulsion. Law Enforcement notified at discretion of Principal.	Restitution and Long-Term Suspension or recommendation for expulsion. Law Enforcement notified at discretion of Principal.

Using incendiary devices in a dangerous, threatening or illegal manner. (Firecrackers, lighters, matches, etc.)	2 days OSS or recommendation for expulsion (Based on Severity of offense). Law Enforcement notified at discretion of Principal.	5 days OSS or recommendation for expulsion (Based on Severity of offense). Law Enforcement notified at discretion of Principal.	10 days OSS or recommendation for expulsion (Based on Severity of offense). Law Enforcement notified at discretion of Principal.
Possessing or using any form of tobacco or any form of e-cigarette on school grounds, or at a school-sponsored event	3 days ISS	5 days OSS and smoke-enders class.	Up to 10 days OSS or recommendation for expulsion. Law Enforcement notified at discretion of Principal. Mandatory counseling
Physically Intimidating or Threatening a Staff Member or Student	5 day OSS or recommendation for expulsion. Mandatory counseling. Law Enforcement notified at discretion of Principal	10 days OSS and recommendation for expulsion. Law Enforcement notified at discretion of Principal.	10 days OSS and recommendation for expulsion. Law Enforcement notified at discretion of Principal.
In possession of a folding pocketknife with a blade less than 2-1/2 inches that cannot be locked in an open position. (A knife not meeting these requirements will be considered a weapon and will result in OSS or recommendation for expulsion.)	2 days ISS	3 days OSS	Up to 10 days OSS or recommendation for expulsion. Law Enforcement notified at discretion of Principal.
Multiple Violations	After a student has received ten (10) days of suspension (ISS and/or OSS) during any semester, upon the next violation of the Student Code of Conduct, a hearing will be held with a recommendation for long-term suspension for the remainder of the current semester.		
Weapons	Dora Consolidated Schools has a zero tolerance for weapons. A Weapon means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. {18 USC 930(g)(2)} Notification of Law Enforcement is mandatory and recommendation for one calendar year suspension is possible.		

Dress Code

Since everyone has his/her own ideas about what constitutes “appropriate” clothing, we have worked together with students, parents, and staff members to establish a dress code that allows other students to focus on learning, while not infringing on your individuality. With that in mind, the following clothing is prohibited:

- Clothing or jewelry that is disruptive to the learning environment such as; tank tops, undershirts, clothing that is shredded, off the shoulder, low-cut, see-through, excessively tight, too revealing, cutoffs or have straps that cover less than 1.5” of shoulders.
- Shorts/skirts/dresses/long blouses/tunics, which are higher than the student’s extended fingers when standing straight, unless some form of leggings are worn under these clothing articles. When wearing tight fitting clothing such as leggings, tights, or other various spandex pants, the student’s back and front must be equally and fully covered. Long sweaters and t-shirts do not meet these guidelines.
- Spandex shorts unless they are worn under shorts which are finger length.
- Headwear, sunglasses, and similar articles are not allowed in buildings during school hours for boys or girls. When hats are worn on school grounds or at a school event, the bill must shade the eyes.
- Hairstyles that are not a natural color or become disruptive by drawing attention to one self are not permitted. (Multiple Colors, ponytails for males, designs cut in hair, etc.)
- Body piercing is not allowed at Dora Schools (nose rings, tongue rings, etc). Boys are not allowed to wear earrings.
- Pants worn below the waist, or in a manner that exposes underwear or bare skin. Pant cuffs that drag on the floor or pants, which are excessively baggy/saggy. No skin may be seen through pants higher than the students extended fingers when standing straight. Pants cannot be shredded or have excessively large holes.
- Shirts/tops, which expose skin when arms are stretched upward.
- Clothing, tattoos, or accessories that advertise, display, or promote any drug (including tobacco and alcohol), violence, weaponry, profanity, sexual innuendo, hate, or bigotry towards any group.
- Clothing that displays gang affiliation. Clothing with symbolism and/or insignias that suggest illicit behavior and gang affiliation.
- Shoes that have wheels or blades.

Teachers and administrators will use their discretion to determine if the student’s dress is appropriate. If the student’s dress is deemed inappropriate, then the following sanctions will occur:

- A. On the first (1st) and second (2nd) offense the student will change his/her clothes at school to something appropriate. The student will not be allowed to go to class until a change of clothing has been made.
- B. The third (3rd) violation of the dress code will result in a one (1) day **In-School-Suspension**.
- C. The fourth (4th) and subsequent violations will result in two (2) **Out-of School-Suspension** days. Dora Consolidated Schools believes that when a student is constantly violating the dress code policy they are acting in an insubordinate manner.

Dress code applies at all school functions, including sporting events, homecoming ceremonies, and prom.

Electronic Devices Policy

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during instructional time and may not be displayed. Elementary students will leave electronic devices turned off and in their classroom lockers throughout the entire school day. High school students will place their electronic devices in their assigned locations within the classroom at the beginning of each period. Mobile telephones and other electronic devices (MP3 players, video or audio recorders, cameras, games, etc.) may only be used before school, during lunch, or after school. Campus employees shall confiscate any electronic device found on school campus during the school day that violates this policy and will turn them in to the principal's office. The district will not be responsible for damaged, lost, or stolen telecommunications devices. If a parent must contact a student during the instructional day they may contact the office.

- On the first violation, the student may pick up the confiscated telecommunications device from the office at the end of the school day, following a conference with the campus administrator.
- On the second violation, the confiscated telecommunications device will be held until the parent picks up the device from the office.
- On the third and subsequent violations, the confiscated telecommunications device will be held until the parent picks up the device from the office. A level 1 referral will be issued to the student.

Elementary Playground Rules

- Safety first. Before doing anything consider if it is safe.
- Courtesy, Respect, Sharing must be practiced on the playground.
- You must have permission from the duty person to re-enter the building.
- Good sportsmanship is to be shown at all times.
- All equipment is to be taken back to class or given to duty person.
- No food or drinks on the playground unless it's a class or school sponsored activity.
- When the whistle sounds, students must Stop, Look and Listen. Three sounds of the whistle means recess is over.
- The duty person will assign time-out to students not following the rules. They will also advise the teacher/principal of repeated misbehavior.
- Equipment needs to be used for its purpose
- Don't bring toys from home.
- Students should stay within playground boundaries.
- High School and Junior High Students are not allowed on the playground equipment.
- Administration will determine if students will go outside on bad weather days.

Prohibited Accessories

In order to create an effective learning environment for students and staff, the following accessories are not allowed at Dora Consolidated Schools, unless prior permission has been obtained from the principal.

- Playing cards
- Fountain drinks, canned drinks, insulated cups, or bottled soft-drinks (Only bottled water or Sport Hydration drinks are allowed within the building)
- Food items are not allowed outside the cafeteria or front foyer.
- Because of concerns for safety and security, scooters, skateboards and rollerblades are also not allowed on campus at any time.
- Students are encouraged not to bring valuables or large sums of money to school or school events.

Search and Seizures

The Board of Education, in recognition of the necessity of conducting searches and seizures from time to time in order to enforce school policies, adopts the following policy regarding searches and seizures. The school administration has a responsibility to operate the school as an educational institution and it has a reasonable right to inspect the school as necessary in the performance of its duties. A variety of appropriate search methods may be utilized as deemed necessary and will be carried out in cooperation with professional law enforcement programs. Individual possessions or persons will not be searched at Dora Consolidated Schools without reasonable suspicion that illegal or dangerous items are being concealed.

- A. Definition: As used in this policy "contraband" means any substance, material, or object prohibited from school pursuant to school policy or state or federal law, including drugs, alcohol, fireworks, or weapons.
- B. Rules Regarding Searches and Seizures: 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 the 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 permitted.
 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 and desks and similar facilities. School officials may conduct periodic general inspections of lockers, desks and similar facilities 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 a 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 shall be reasonable cause for a search by school officials.

Sexual Harassment

It is the policy of Dora Consolidated Schools to prohibit sexual harassment of its students and staff in any form. The purpose of this policy is to provide guidance and procedures regarding sexual harassment so that everyone can comply with both state and federal laws. Sexual harassment can adversely affect an individual's right to learn and enjoy his/her experience at Dora Consolidated Schools and, therefore, will not be tolerated.

What is sexual harassment? Sexual harassment is an unwelcome advance that is sexual in nature. It is not necessarily that the sexual advance or sexual favor asked for be for the person requesting the favor. If someone directs that you should or implies that you should perform a sexual favor in exchange for something you are entitled to have or do, this is one type of sexual harassment.

Sexual harassment can also mean that someone's inappropriate behavior (see examples below) is interfering with your school performance, or creates an atmosphere at school that is intimidating, threatening, hostile or offensive to you.

Examples of inappropriate behavior can be, but are not limited to, sexual advances or propositions, repeated offensive sexual flirtations, continued or repeated comments about a person's body or any parts thereof, sexually offensive language or jokes, and displaying on lockers, notebooks, etc., of sexually suggestive pictures or objects (written or oral). All of these behaviors are strictly prohibited at Dora Consolidated Schools.

Sexual harassment may be committed by a fellow student, a staff member, or visitors to Dora Consolidated Schools. Sexual harassment can take place during school hours or at school events. A student who believes that he/she has been sexually harassed should tell the person harassing him/her that the behavior is offensive that the harasser must stop. The student should also report the behavior immediately to his/her teacher or the principal. If for some reason the affected student cannot report the behavior to his or her teacher, and then report it immediately to the counselor or principal.

The complaint of sexual harassment will be investigated in a timely manner and to the extent possible all information supplied will be kept confidential. If the complaint, after investigation is determined valid, the appropriate disciplinary action will be imposed. Finally, if you are not sure whether someone's behavior is sexual harassment - ask.

Student Boundaries Policies

The following areas are off-limits to students at all time:

- Teachers' lounge
- Staff Restrooms
- Confidential record rooms
- Unattended classrooms
- Janitorial closets
- Behind school buildings
- Vehicle parking lots, during school hours
- Elementary buildings / playground (Secondary Students)

Student Parking: Cars, Trucks, and Motorcycles on Campus

In order to be eligible to drive on campus you must have a valid driver's license, insurance and registration on file in the office. Students will be allowed to park in the parking areas directly east of Rogers Gym. Students who drive vehicles must park their vehicle upon entering the school campus. Vehicles will not be moved between classes. No sitting in vehicles will be permitted. Students who drive recklessly, park other than in the designated area, or who move their vehicles between classes, will be warned on the first offense and will lose driving privileges after the second offense. Students are not allowed to drive off campus at lunch without prior Principal permission. This includes during lunch. Speed limit in the parking lot is five (5) miles per hour, fifteen (15) miles per hour in the streets bordering the school. Football, track, baseball, and softball athletes may move their vehicles to practice facility parking lots during the athletic hour. However, no passengers are allowed with the driver. Football and track athletes will park in the south football parking lot outside of the fence. Baseball and softball athletes may park at their fields on non-game days. If there is a baseball or softball game, students will park in the west parking lot of the Luscombe gym or behind the softball field.

Zero's Aren't Permitted (Z.A.P.)

In an effort to help students acquire the self-discipline/work habits that will allow them to be successful at Dora Schools and in their future endeavors, we have implemented the "Zeros Aren't Permitted" (Z.A.P.) policy. The Z.A.P. policy sets the expectation that all assignments need to be turned in to the teacher on time. Teachers use assignments as a way of knowing if a student has learned a concept. When students do not complete an assignment on time, teachers are not able to provide quick

interventions or adjust instruction to meet the student's needs. Simple math also shows how much a single zero can damage an otherwise passing grade.

Elementary Z.A.P.

When a student fails to turn in an assignment on time, their teacher will assign them to Z.A.P detention. Upon a student's first referral to Z.A.P. during a school year, the teacher will visit with the student. Subsequent referrals will result in the student reporting to the Z.A.P. classroom during recess. Parent contact will be sent home in the student's planner. As a positive incentive, students who have not been referred to the Z.A.P. program during the nine weeks grading period will have their names entered into a drawing for prizes during our Elementary Celebrations.

6th Grade / High School Z.A.P.

When a student fails to turn in an assignment on time, their teacher will assign them to Z.A.P. detention. Each referral will result in the student reporting to the Z.A.P. classroom from 3:55-4:45. If transportation is an issue or there is a conflict, the student/parent must contact the office by 12:00 to make alternative arrangement. If a student is assigned to Z.A.P. they must attend regardless if they bring the work completed at a later time. If an extra-curricular competition is on the student's scheduled Z.A.P. day, an alternative day will be served. After the 5th ZAP assignment during a semester, students will serve Friday Detention for each subsequent ZAP assignment. This policy will reset each semester. Students who fail to serve their Z.A.P. assignment will be issued a referral unless previous arrangements have been made with the office. As a positive incentive, students who have not been referred to the Z.A.P. program during the nine weeks grading period will have their names entered into a drawing for prizes.

MEDICAL INFORMATION

If it becomes necessary for a student to take any medication (such as Tylenol, cough medicine, etc) at school, a signed note from a parent must be presented to the office. All medication will be kept in and dispensed through the nurse's office.

Please notify the school nurse or principal if your child has any kind of medication or food allergies.

Self-Administration

Older students may be allowed to assume responsibility for administration of their own medications, provided that self-administration is recommended, in writing, by the prescribing physician and the parent/guardian. The child must be instructed by parent or guardian and prescribing physician on how to take his/her medication. The school nurse or authorized personnel must be given instruction in a sealed envelope containing the child's name, the name of the medication and the date and time to be taken. The school nurse or other authorized person will give the medication to the child and instruct him/her to take the medication at the specified time.

If your child is taking any medications outside of school, please let the administration and nurse know in case there are any reactions.

Student Immunizations

Students must be in compliance with the New Mexico School Immunization Law in order to enroll and remain in the Dora Consolidated Schools. According to New Mexico's School Immunization Law, the Health Services Division has the responsibility for promulgating schedules which define immunization requirements for school children. It is solely the responsibility of the parent/guardian to ensure that their child is properly immunized for school pursuant to the regulations as specified by Health Services Division. It is a violation of New Mexico's compulsory school immunization law (Section 24-5-2), NMSA, 1978 Comp.), for a student to enroll who is not:

- Appropriately immunized; or

- In the process of receiving needed immunizations or
- Properly exempted to school immunizations.

Transfer students are no longer allowed a six (6) week conditional enrollment period to provide proof of immunization; they are subject to the same limitations on enrollment as are all other students.

Medical exemptions to school immunizations are only acceptable from licensed medical doctors or licensed doctors of osteopathy. The written statement from the duly licensed physician must state that the physical condition of the child is such that immunization would seriously endanger the life or health of a child. Medical exemptions must be in the child's school/health file.

Religious exemptions to school immunizations are only acceptable if the parent/guardian completes a CERTIFICATE OF RELIGIOUS/CONSCIENTIOUS OBJECTION TO IMMUNIZATION and submits the notarized certificate to the Immunization Program for approval. All certificates are kept by the Immunization Program and a letter of approval or disapproval is sent to the parent/guardian who has the responsibility of forwarding a copy to the child's school.

Exemptions, both medical and religious, are for a period not to exceed nine (9) months and do not extend beyond the school year in which they are submitted/approved.

Notice of Asbestos in the Facilities of the Dora Consolidated Schools

Pursuant to Federal Regulations, it is the obligation of the Dora Consolidated Schools to notify each patron that materials that contain asbestos were used in building certain components of the facilities. However, these components have been checked and are continually monitored to determine if or when they pose a threat to humans. The main areas of concern are the older floor tiles, (which encapsulates the asbestos and thus removes the threat). The only reason that you are being notified that asbestos exists at the school is because it is required by federal law and not that there is any threat to humans or danger to children. If you have questions regarding this situation, please do not hesitate to call the school administration.

OTHER INFORMATION FOR PARENTS & STUDENTS

Computer Usage

With so many different pieces of modern technology available for use at Dora Consolidated Schools, it is imperative that you have respect for and take care of all school equipment. Likewise, it is equally important for the work of others and that you not access, copy, or alter files that were not created by you, without proper permission. Items which will be considered grounds for disciplinary action and possible legal action include plagiarism, copyright violations, invasion of privacy, unauthorized access, or any action that could result in damage to computer files, systems, or facilities or which violate Dora Consolidated Schools rules/policies. In addition, to prevent unauthorized and inappropriate access to computer networks, web sites, or home pages, all students and their parents/guardians will be required to sign an Acceptable Use Policy which will detail the rules for using our internal computer network as well as the Internet/WWW.

Directory Information

Dora Consolidated Schools are occasionally requested by colleges, universities, and branches of the U.S. military, to provide student names, addresses and phone numbers. Honor rolls may be posted in the classroom or put in the newspaper. This information will be made available to these entities unless otherwise instructed, in writing, by the parent/guardian of the student.

Discipline Procedures for Special Education Students

A. General.

1. Special Education students are not exempt from Dora Consolidated Schools disciplinary process. However, a special education student may not be excluded from his/her educational program for more than ten (10) days per school year.
2. No special education student shall be expelled if the student's particular act of disobedience or misconduct is, or results from, a behavior or a condition defined as part of the student's handicapping condition.
3. A special education student may be suspended regardless of whether the student's misconduct or disobedience is related to his/her handicapping condition. A suspension of a special education student is not a change in educational placement as long as it is less than ten days in one school year.
4. A special education student may be temporarily excluded from school if exclusion is warranted because of the student's physical danger to himself or herself, other students, faculty or school property. During the period of temporary exclusion, the school district shall be responsible for developing and providing an appropriate educational program for the special education student.
5. If the administrator reasonably concludes that a non-special education student who is about to be disciplined may be eligible for special education services, he shall not discipline the student immediately, but shall refer him or her for a case study evaluation. If warranted, after a conference with appropriate special education personnel, the administrator may stay all disciplinary proceedings until a case study report is completed and reviewed.

B. Suspension Procedures.

1. All pre-suspension, notice and suspension review procedures set forth above of this policy must be followed in suspending a special education student.
2. At the time of any pre-suspension conference of a student ascertained as a special education student, the administrator shall determine whether the student's disobedience or misconduct is related to, or results from his/her handicapping condition. Such determination shall be made only after consultation with the appropriate special education personnel.
 - a. If the administrator reasonably concludes that the special education student's behavior is related to, or results from, his/her handicapping condition, the school district shall provide appropriate services to the student during any period of suspension.
 - b. If the administrator reasonably concludes that the special education student's behavior is unrelated to, or does not result from, his/her handicapping conditions, the school district need not provide services during any period of suspension.
3. If the parents of a suspended student object to the suspension for special education reasons, whether prior to or at an appeal hearing, the parents shall be informed in writing that they may request a Eligibility Determination Team review to determine whether the student's conduct might necessitate a change in the student's educational program.
4. If the Eligibility Determination Team determines that a changed educational placement offers a reasonable possibility for correcting the specific behaviors of disobedience or misconduct, this determination shall replace the disciplinary proceedings and a change in placement shall be taken.
5. If the Eligibility Determination Team determines that a change in the student's placement would offer a reasonable possibility to correct the student's behavior, then the disciplinary proceedings shall continue.
6. Either decision may be reviewed according to the appropriate federal special education regulations.

C. Expulsion Procedures

1. Prior to making a recommendation to expel a special education student, the administrator, shall consult with the appropriate special education personnel to determine whether the student's act of misconduct or disobedience is related to, or results from, his handicapping condition.

2. If the administrator, based upon special education consultations, reasonably concludes that the special education student's act of disobedience or misconduct is related to, or results from, the student's handicapping condition, the administrator shall not recommend expulsion. The administrator may request a review of the appropriateness of the educational placement of the student.
 3. If the authorized administrator, based upon consultations with special education personnel, reasonably concludes that the special education student's act of disobedience or misconduct is not related to, or does not result from, the student's handicapping condition, the authorized administrator may recommend expulsion. The expulsion notice to the parents shall also include two (2) additional statements that:
 - a. Any board decision to expel the student will constitute a change in placement; and
 - b. The parents are entitled to all applicable rights concerning special education placements.
 4. The expulsion procedures set forth above in Section IV above shall be followed when expelling a special education student.
 5. The administrator must present evidence at the expulsion hearing as to whether the special education student's conduct is unrelated to, and does not result from, his/her handicapping condition.
 6. If the administrator finds that the special education student's particular act of disobedience or misconduct was related to, or resulted from, his/her handicapping condition, then the board shall not expel the student, but may request a review of the student's special education placement or may temporarily exclude the student, pending a review of the student's placement.
- D. Parental Objections to an Expulsion
1. Parent of Special Education Students
 - a. If the parents of a special education student, either before or at the expulsion hearing, objects for special education reasons to the recommendation for expulsion, the administrator shall:
 2. Proceed with the expulsion hearing and make a determination, including whether the student's misconduct is related to or a result of the student's handicapping condition;
 3. If the board determines that expulsion of the special education student is appropriate, it may stay the expulsion pending results of the parents' request for a review of the student's educational program;
 4. Temporarily exclude the special education student, if warranted; or
 5. Commence its own review of the special education student's educational program.
 - a. If the parents of an expelled special education student, after the expulsion hearing, object for special education reasons to the expulsion, the board shall:
 6. Stay the expulsion and return the student to his/her current special education placement, unless temporary exclusion is warranted;
 7. Commence appropriate proceedings that will result in the student's expulsion.
 8. If the Eligibility Determination Team determines that a changed educational placement offers a reasonable possibility for correcting the specific behaviors of disobedience or misconduct, this determination shall replace the disciplinary proceedings and a change in placement shall be taken.
 9. If the Eligibility Determination Team determines that a change in the student's placement would offer a reasonable possibility to correct the student's behavior, then the disciplinary proceedings shall continue.
 10. Either decision may be reviewed according to the appropriate federal special education regulations.

Due Process Procedures for Discipline

When administering discipline, the administrator will consider the seriousness of the offense, the academic placement, attitude, and age of the student, whether there is a pattern of misconduct, the degree of cooperation, and any other aggravating or mitigating circumstances. The process is intended to be instructional and corrective, not punitive.

- A. Time and Place of Application: The policies and administrative procedures apply to actions of students during school hours, before and after school while on school property, while traveling on vehicles funded by Dora Consolidated Schools, at all school sponsored events, and when the actions affect the missions or operations of the Dora Consolidated Schools.
- B. Rudimentary Due Process: All disciplinary actions for misconduct should include notice to the student by a Dora Consolidated Schools staff member of the school rule alleged to have been violated. The notice can be oral or written. The student is given the opportunity to respond to the allegation. If the student denies the allegation, the staff member shall provide whatever evidence exists to support the allegation. If it is determined that discipline is appropriate, the staff member who is to administer the discipline, must explain the action to the student before implementing the consequence. If appropriate, the student's parent(s) or guardian will be notified.
 - 1. Rudimentary due process will be provided prior to implementing discipline, unless the student's presence endangers persons or property or threatens disruption of the academic process, in which case he or she will be removed from school immediately but will be provided a notice and hearing as soon as practicable after his/her removal. Students shall have no right of review for imposition of lesser disciplinary measures, e.g. detention, in-school suspension or other disciplinary measures.
- C. Formal Due Process: A more formal procedure to provide students with notice and an opportunity to present his/her side of the story will be used in cases where the proposed discipline involves long-term suspension (more than ten days) or expulsion. Formal due process will consist of the following:
 - 1. Pre-Suspension Conference.
 - a. The administrator shall confer with any student who is under consideration for suspension prior to taking such disciplinary action.
 - b. Prior to or during a pre-suspension conference, the administrator shall ascertain whether the student is a special education student or may be eligible for special education services.
 - c. At the conference the student shall be advised of the reasons for the proposed suspension and the evidence in support of those reasons. The student shall also be given an opportunity to respond to the charges.
 - d. The administrator conferring with the student shall make a written record of the conference.
 - e. After following these pre-suspension procedures, the administrator shall then determine whether to suspend the student and, if so, shall follow the notification requirements set forth below.
 - f. When, in the opinion of the administrator, a student poses an immediate threat to school personnel, other students or school property, or poses an ongoing threat of disruption to the educational process, the student may be summarily removed from the school without holding a pre-suspension conference as set forth above. In this event written notice, sent by certified mail, return receipt requested, shall be given to the parents. The notice shall request the student to attend a post-suspension conference as soon as practicable after the notice is received. Failure to attend the scheduled conference shall constitute a waiver or such conference.
 - 2. Suspension Notification.

- a. If the pre-suspension or post-suspension conference results in a decision to suspend, the parents or the student shall be advised immediately of the decision by written notice sent by certified mail, return receipt requested.
- b. The notice to the parents shall include:
 - i. A statement of the reasons for the suspension, including any school rule which has been violated;
 - ii. The dates and duration of the suspension;
 - iii. A statement of the parents' right to request a review of the suspension with Dora Consolidated Schools;
 - iv. A statement that the failure to request a review within three (3) days after receipt of the notice, or five (5) days after mailing, whichever is earlier, shall be deemed a waiver of the right to a review hearing;
 - v. Notification of the right to be represented at the suspension review hearing by an attorney or other representative; and
 - vi. A copy of the suspension review hearing procedures.
 - vii. Request to Review Suspension.
- c. A request to review the suspension may be oral or in writing directed to the Superintendent. Oral notification shall be confirmed in writing by a letter from the Superintendent to the parents. If a request for review of the suspension is timely made, the parents of the suspended student shall be given notification of the time and place of the review hearing at least one (1) week prior to the review hearing.

3. Expulsion Notification

- a. The administrator shall send a letter by certified mail, return receipt requested, to the parents of the student notifying them of the expulsion hearing.
- b. The expulsion notice to the parents shall include:
 - i. A statement of the reasons for the proposed expulsion, including any school rule which has been violated;
 - ii. The potential maximum duration of the expulsion;
 - iii. The time and place of the expulsion hearing;
 - iv. Notification of the right to be represented at the expulsion hearing by an attorney or other representative; and
 - v. A copy of the expulsion hearing procedure.
 - vi. General Procedures for Suspension Review/Expulsion Hearings

- 4. A suspension review or expulsion hearing shall be conducted by a hearing officer who shall be the superintendent or his/her designee.
- 5. The hearing shall take place within ten days from the date the parents received notice.
- 6. All student discipline hearings shall be held in closed session.
- 7. The student may attend the hearing with his parents, legal guardian or representative. If the student chooses to be represented by legal counsel, he/she must notify the hearing officer seventy-two hours in advance of the hearing. A representative of its choice may represent the school board. If the parents or student do not attend a scheduled hearing, but the administrator or board representative has proof that the parents received notice of the hearing, then the prescribed disciplinary action will be implemented, and the student must abide thereby. You may request an interpreter if one is needed.
- 8. The hearing may be recorded steno graphically or by tape. If either party causes a recording to be made, the other party shall be offered an opportunity to purchase a copy of the transcript or the tape.
- 9. The hearing officer may announce his/her decision at the close of the hearing and follow up with a written decision within three (3) days to the student and parents.

D. Hearing Procedures.

1. At the commencement of the hearing, either party may request the exclusion of witnesses.
2. The administrator or his/her representative and the student and/or his/her representative may make short opening statements concerning both the charges of disobedience or misconduct and the appropriate discipline.
3. The administrator or his/her representative shall first present the school's evidence.
4. The student or his/her representative shall then present his/her evidence.
5. All witnesses shall be subject to cross-examination. All documentary evidence shall be subject to examination by the other side.
6. Both sides will be allowed to make short closing statements.

E. Evidence

1. The hearing officer may receive all relevant oral or written evidence without regard to the legal rules of evidence but shall consider the weight of the evidence in determining the issues.
 - a. If the hearing officer determines that any witness would be subject to physical or mental harassment, the witness need not be present at the hearing, but the evidence may be presented as a written summary of his testimony prepared by the absent witness. The summary shall include the reason for the witness' absence and a statement verifying that the contents of the summary are true. If an imminent fear of reprisal exists, the hearing officer may also present a written statement in which the witnesses' identity has been concealed.
 - b. The hearing officer shall not consider the student's academic or disciplinary records in determining the validity of the charge of disobedience or misconduct. The hearing officer, however, may review the students' records, in determining the appropriate discipline.

F. Decision

1. If the hearing officer decides that no allegation of misconduct has been proven, or if the administrator declines to impose a penalty despite a finding that misconduct was proven, the matter shall be closed. If the hearing officer decides that the allegation of misconduct are proven, then proposed discipline shall take effect immediately upon initial notification to the parent.

G. Appeal of Hearing Officer's Decision

1. An appeal of the Hearing Officer's decision shall be submitted to the school board or executive committee for review of record and the student's written appeal.
2. A student/parent or guardian shall submit an appeal in writing to the School Board within five (5) days from the date of the hearing officer's written decision.
3. If a parent/guardian is of limited English proficiency he/she may request assistance to write the appeal from the school's Parent Liaison/Parent Involvement Coordinator and/or the school-counseling department. All requests for such assistance must be made within two (2) days from the date of the hearing officer's written decision. Submission of the request shall be within five (5) days of the hearing officer's decision.
4. The written appeal must state the grounds for requesting a review of the decision.
5. A Review of the Record shall take place before the school board or executive committee within five (5) days after the appeal is submitted.
6. Those students who have not been suspended for drug/alcohol/violence related infractions and who do not pose a threat to the educational environment of the school (as determined by the sole discretion of the administration) would be allowed to return to school until a decision from the appeal hearing has been issued.
7. The school board or executive committee's decision shall be final.

Meal Policy

Student lunches are **\$2.00 (full price) or \$0.40 (reduced price)**. **Breakfasts are \$1.50 (full price) or \$0.30 (reduced price)**. Applications must be made each year to receive free or reduced meals. A student must buy meals in advance at the beginning of each month (usually 16 days a month) Charge slips will be sent home when excessive charges have been accrued. **STUDENTS ARE NOT TO CARRY CHARGES ABOVE \$10**. We appreciate your cooperation in timely payment.

Adult meals for staff and visitors are **\$3.50 for lunch and \$2.00** for breakfast. You are welcome to join your student for lunch during his/her mealtime; but please remember to call the school office before 8:30 a.m. so you can be added to the lunch count for the day. Prices are subject to change.

Section 504

It is the policy of the Dora School District to provide a free and appropriate public education to all students with disabilities/handicaps within its jurisdiction, regardless of the type of disability/handicap or its severity. Students who are disabled/handicapped consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973 will be identified, evaluated and provided with appropriate instruction and educational services. Persons who are thought to be handicapped shall have the following rights in accordance with Section 504:

- Right to file a grievance with the district concerning allegations of violations of Section 504 regulations;
- Right to an evaluation drawing upon different sources;
- Right to be informed of any actions pertaining to eligibility and any proposed service plans;
- Right to review any personal information in an understandable mode;
- Right to periodic evaluations;
- Right to evaluation prior to any significant change in services;
- Right to contest the district's proposed actions through an impartial hearing;
- Right to be represented by counsel in the impartial hearing; and
- Right to appeal the decision from any hearing.

The Section 504 Coordinator for the district is Kendra Messick.

This person may be contacted at Dora Consolidated School (575) 477-2211

Textbooks, Uniforms, Equipment and Lockers

Students will be assigned school property for educational or athletic reasons throughout the school year. When you are assigned school property or check out equipment or books you are financially responsible. If it is lost or destroyed, you will be charged the replacement cost.

Each secondary student will be assigned a locker in the High School wing for his or her bags and books. The locker should be kept in good order and will be inspected by school officials. If you put a lock on your locker leave a key or the combination with the secretary. For safety reasons, no items are allowed above the lockers or in the hallways. Shelves have been provided in the hallways to hold bags and other large items.

Visitors

A visitor is someone who is not a student or employee at Dora Consolidated Schools. All visitors must sign in at the high school office. Visitors will not disturb students during classroom instruction. Unauthorized visitors may be asked to vacate the school premises by staff and/or law enforcement officers if necessary. Guest students are not allowed at Dora Consolidated Schools.

PUBLIC CONDUCT AT SCHOOL SPONSORED ACTIVITIES

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students. The activities are an extension of their classroom education.

Spectators are permitted to attend school sponsored or approved activities only as guests of the school district; and, accordingly, as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators, or with the performance of employees and officials supervising the school sponsored or approved activity.

Spectators, like the student participants, are expected to display mature behavior and sportsmanship. Failure of spectators to do so is not only disruptive but also embarrassing to the students, the school district and the entire community. Good sportsmanship is viewed as a commitment to fair play, ethical behavior and integrity. The ideals of sportsmanship are critical and apply equally to all. All individuals, regardless of their role, are expected to be aware of their influence on the behavior of others and to model good sportsmanship.

To protect the rights of students to participate without fear of interference and to allow sponsors and officials of such activities to perform without interference the following provisions shall be in effect:

- Abusive, verbal or physical conduct of spectators that interferes with the performance of or directed at participants, officials or staff involved in such activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, officials, sponsors, or other spectators at an approved event will not be tolerated.
- Smoking, use of tobacco products, alcohol, drugs, and firearms are prohibited in all facilities on school grounds.

If a spectator at an approved or sponsored activity violates these provisions the spectator may be warned or instructed to leave the property of the District by the Superintendent, or a person authorized by the Superintendent. No refunds of admission charges will be paid. The spectator may also be prohibited from attending future school sponsored events and activities.

Following the removal, a school official will follow-up with a letter. A number of issues will be addressed in the letter, including:

- Details of the event;
- Behavioral expectations of spectators;
- A timeframe as to if/when the individual will be allowed to return as a spectator.

The following represents the recommended guidelines in the timeframe that a spectator will be prohibited from attending Dora School's sporting events. Dora Consolidated Schools cannot describe all negative behaviors and situations that can be exhibited at school or at school sponsored events. Therefore, depending on the circumstances of your behavior and your prior history or lack thereof in matters such as these (or the degree to which you may have attempted to adhere to the accepted school rules – our behavior standards), responses may vary from situation to situation at the discretion of the administration.

- 1st Offense: The spectator will be required to complete the NFHS "Sportsmanship" and "The Role of the Parent in Sports" courses and supply school officials with certificates of completion before being allowed to return to school sporting events.
- 2nd Offense: The spectator will be prohibited from attending the next 3 home sporting events.
- 3rd Offense: The spectator will be prohibited from attending any Dora School's sporting events for the remainder of the school year.

ACTIVITY CODE OF ETHICS

Philosophy

The philosophy of the Dora Schools Extra-Curricular Activities program is that all students will be provided with a wide range of opportunities for development beyond the academic program. We believe that activities are an integral part of the educational process, offering many opportunities for mental, social, and physical growth.

Participation in activities is a privilege offered to students; it is not an inherent right. Participation in any of these programs demands a major commitment, not just during practice or competition, but at all times in order to be prepared mentally and physically to do his/her best.

Students, school personnel and community-school assistants are representatives of their school and community. Their conduct is expected to exemplify high standards at all times. This code of ethics covers the following activities: volleyball, football, basketball, track, softball, baseball, cheer, spirit squad, BPA, and FFA.

Goals

It shall be the goal of the Dora Schools to provide and to teach each participant the following:

- A feeling of positive self-worth and the attitude of self-discipline.
- An opportunity to develop the participant's full physical, mental, and emotional potential.
- An opportunity to compete with and against others in preparation for a competitive society.
- A sense of responsibility to the organization, school and community.
- A standard of values and ethics, which demonstrate sportsmanship and positive representation of the school and community.

Extra-Curricular Guidelines

- A student is subject to the general laws of the community and regulations of the school.
- A participant, by participating in the activities program, agrees to abide by and be subject to these activities regulations of Dora Consolidated School and the articles and regulations of the New Mexico Activities Association. (BPA AND FFA GUIDELINES)
- It is the responsibility of the participant to understand and comply with all school regulations.
- All students are under the direct supervision of their coach/sponsor during practices, contests, games, and travel to and from contest locations. This also includes any time spent on an overnight activity. Failure to comply with the coach/sponsor's guidelines can result in temporary or full dismissal from the activity. These preset guidelines on overnight trips are to be made available in advance to: students, parents, and the building principal.
- It is understood that it is impossible to have a regulation for every possible circumstance. Coaches and sponsors shall use discretionary judgments in dealing with individual situations not covered by a specific written regulation.
- Students are expected to attend all scheduled practices. If circumstances should arise whereby a student cannot attend practice, the student shall notify the coach or sponsor prior to the practice or arrange for notification by his/her parents. The coach or sponsor shall determine the validity of missing practice.
- Students in grades K through 5 must be accompanied by a parent or legal guardian to gain admittance to athletic contests and events. All Dora School students receive free admission into all regular season games played in Dora.

Eligibility to Participate in Extra-Curricular Activities

Realizing that academics is the prime reason for public education, the following eligibility requirements are set for students to remain eligible to participate in extra-curricular activities:

- A student must not have an “F” or any more than one “D” for a 9 weeks grading period on dual credit courses. Only the final weighted grade for dual credit courses will apply for eligibility. If a student fails to meet these guidelines they are ineligible for competition until the next progress report date on the calendar, at which time they must meet the guidelines to become eligible again. This does not apply if the student does not meet the following minimum standard established by N.M.A.A. for eligibility:
 1. N.M.A.A. scholastic eligibility will be determined by semester grades. A student must have a minimum GPA of 2.0 and no F’s. Eligibility checks for those deemed unable to participate at semester will be conducted at the 9 weeks reporting period. If the student meets the 2.0 and the no F’s requirements, they are eligible for immediate participation that semester.
 2. The cumulative provision may only be used at the beginning of the semester to meet the N.M.A.A. standard if no more than one F grade was earned at the semester. The cumulative must include all semester grades beginning with the 9th grade year. It does not apply to meeting Dora’s eligibility guidelines.
- In order for students to participate in an activity contest or practice, he/she must attend school that day. Exceptions would include written confirmation from a doctor’s visit, attendance at a school activity, or prior approval from administration.
- Students who are absent from school the day following a contest will not be allowed to participate in the next contest without written confirmation from a doctor’s visit or prior approval from administration.
- Students will not participate in extra-curricular activities on the day/days of any assigned detention.
- A student becoming 19 years of age after August 31 of the current school year is eligible for the entire school year.

General Appearance and Conduct

- Student shall adhere to high standards in personal appearance at all times. (Must meet school dress code). Appropriate clothing shall be worn as determined by the coach or sponsor.
- Boy’s hair shall be out of the eyes, off the shoulders, and no longer than the middle of the ear. Sideburns are not to exceed the bottom of the ear.
- Girls may not wear spandex shorts during practice or games unless worn under athletic shorts. Practice shirts will not have large hole openings that expose undergarments.
- Game uniforms should only be worn during pre-game and game. Students must change into their street clothes after each game.
- Caps may not be worn at any time while on the playing floor or on the bench.
- Good sportsmanship is a major objective during practices and activities.
- Participants shall not use profane language.
- Participants will treat teammates, opponents, and officials with respect.
- Participants shall follow other specific rules set up by the coach or sponsor.
- Student participants will show self-discipline on and off the athletic field or activity site.
- Students will adhere to the high standards of Dora Schools with the use of technology and social media.

NMAA guidelines

Before a participant may be issued equipment or begin practice, she/he must provide the coach with the following:

- Agreement signed by the parents/guardians and the student participating, certifying the understanding of the regulations of that activity and agreement to abide by the same.
- Proper insurance coverage.
- A completed physical after May 1 of the previous year for those competing in athletics.

Travel

Students are required to travel with their team in school sponsored transportation to and from out-of-town contests. Parents or guardians may provide written approval to the coach/sponsor to transport their child to and from events. No student will be allowed to ride to or from an activity with another adult that is not their own parent/guardian, unless prior approval has been made with the Principal or written approval from the child's parent is provided. The school notification system (Remind) qualifies as written approval. Unique circumstances will be handled by the Principal.

Students that choose to leave their vehicle at the Portales drop off location and not ride all the way back to Dora must have a Parental Agreement with signatures on file in the school office. The student must follow the bus to Portales and may not carry passengers.

Students shall maintain the school vehicles in a state of cleanliness. (No trash left in the vehicle.)

Students will remain seated and behave in a manner that does not distract the driver or bring discredit to themselves or the school. Any vandalism of vehicles or property can result in dismissal from the activity. The sponsors will inspect vehicles after the trip.

Equipment and Facilities

A participant is responsible for the personal equipment issued at the beginning of the season and must return all equipment issued by the end of the season. Students must pay for equipment that has been lost, stolen, misused, or damaged beyond normal usage. Participants are to use facilities only with the supervision of a coach or sponsor.

Punishment and Discipline

If the student fails to meet any of these guidelines or standards, a proper course of action will be taken first by the coach or sponsor. This action could include, but not be limited to, counseling, disciplinary action, or dismissal for a determined length of time. Parent notification must occur if a student is suspended or expelled from an extra-curricular activity. All discipline conferences will be documented by all coaches or sponsors and kept on file.

Dismissal for disciplinary reasons in one activity doesn't necessarily mean dismissal from all activities. Depending on the nature of the cause for disciplinary action, a student may be dismissed from one activity but allowed to participate in other activities offered by Dora Consolidated School. However, a student may be disciplined in more than one activity.

In the event a sponsor finds it necessary to send a student home from an out-of-town activity, the student may have to return unsupervised and at the student's own expense. The sponsor will notify the parents/guardian before the student is sent home.

In all situations involving suspensions or expulsions, the coach or sponsor must notify in writing the Athletic Director and Principal.

Use of Prohibited Substances

A Statement of Need and Purpose

The Board of Education recognizes that abuse of tobacco, alcohol and other drug use are problems afflicting our society and that they are treatable health-related problems. Health problems of youth are primarily the responsibility of the home and community. The school shares that responsibility because substance-abuse problems often interfere with school behavior, student learning, maximum development, and the educational process. The Board of Education further recognizes the health and safety problems which substance abuse can create for student athletes and students involved in extra-curricular activities. Therefore, the Board prohibits the use of tobacco products, in any form, and the use or possession of alcohol or drugs, as defined below, by students involved in extra-curricular activities. These activities include: FFA, BPA, Volleyball, Football, Basketball, Softball, Baseball, Track, Rodeo, and any other activity sanctioned by the New Mexico Activities Association (NMAA).

Objectives

- To provide for the health and safety of all students involved in school activities
- To undermine the effects of peer pressure by providing a legitimate reason for students involved in school activities to refuse to use illegal drugs
- To encourage students involved in school activities who use drugs to participate in drug treatment programs. The program is designed to create a safe, drug free, environment for students involved in school activities and provide them with a list of agencies to seek help when needed.
- To prevent injury, illness, and harm as a result of drug use and its effects.
- To ensure that students involved in school activities set an appropriate example for their fellow students, for whom they are often role models.

Use of Prohibited Substances

No student covered by this policy shall distribute, dispense, possess, use, transport, give, sell, or be under the influence of any substance which may include, but are not limited to:

- Alcoholic beverages
- Marijuana; Cocaine; Opiates; Amphetamines; Methaqualone; Benzodiazepines; Phencyclidine (PCP); Methadone; Barbituates; and Propoxyphene
- All prescription drugs that were obtained without authorization
- All prescription *and/or* over-the-counter drugs that are being used in an abusive manner
- Performance-enhancing drugs
- Tobacco Products
- Inhalents
- Other substances used for intoxication
- “look-alike” drugs
- Any other controlled substance

The use of tobacco in any form and use or possession of alcohol, drugs and other substances, as listed above, is prohibited by state law and school policy while on school property or participating in a school sponsored event. Further, abstinence from the use and possession of these substances is required of the student during participation in extra-curricular activities season or off-season program. Students involved in extra-curricular activities should serve as role models, and therefore are expected to not knowingly attend an event where any of these controlled substances are present.

Consent for Drug Testing

All students in eighth (8) through twelfth (12) grades who wish to participate in at-least one extra-curricular activity during the course of the school year at Dora Consolidated Schools must declare that intention at the time of their registration each school year. The student shall be provided a copy of policy JH: DRUG USE IN SCHOOL ACTIVITIES (Random Drug, Alcohol, and Tobacco Screening). They will also be provided with a “Drug/Alcohol/Tobacco Testing Consent Form” which shall be read, signed, and dated by the student and parent or legal guardian before that student shall be eligible to practice or participate in any extra-curricular program. They will then be subject to the random testing program for the entire school year. All students will participate in the first scheduled drug testing after their initial enrollment at Dora Consolidated Schools or after the implementation of this policy. Students who do not declare their desire to participate in an extra-curricular activity upon their initial enrollment each school year and later decide to join an extra-curricular activity, will not be eligible to participate until they have completed a drug test. They may participate in the next random drug test or their guardian may choose to pay for the expense of an individual drug test.

Selection for Drug Testing

The Superintendent will conduct up to ten (10) drug tests per school year. Students will be selected for each drug testing based upon the following factors:

- 1) Chosen by the random selection basis;
 - a) At least ten percent (10%) and not more than twenty-five percent (25%) of students involved in extra-curricular activities shall be randomly selected to be tested for drug use at each test. Students will be selected by a random selection process on the testing dates. A random number generator will be used to determine which students are to be tested to ensure that all students in the pool will have an equal chance of being selected on an unannounced basis for the testing. Students who are selected to be tested during one (1) test period will be eligible for future tests and if selected may be tested in successive tests.
- 2) Chosen based upon reasonable suspicion from observed behavior or valid reports;
- 3) Required by a previous violation;
- 4) A student voluntarily discloses, or a parent reports, use or abuse by the student;
- 5) Has yet to complete their initial enrollment test; and
- 6) Did not declare their intention to participate in extra-curricular events at the beginning of the school year.

Students who are selected to be tested for drug use will be required to provide a sample when requested to do so. A refusal to provide a sample, or the alteration or falsification of a specimen or test result, will be treated as resignation from all extra-curricular activities for the next 365 calendar days.

Procedures for Drug Testing

All aspects of the drug-testing program will be conducted in a manner that will safeguard the personal and privacy rights of the students to the maximum degree possible. The random testing of students shall be performed by a certified drug testing company contracted by the District. The company chosen to conduct the testing shall be required to have detailed written procedures to assure proper chain of custody of the samples, proper laboratory control, and scientifically validated testing methods. Tests for alcohol use may be by means of a breathalyzer or saliva test.

The Superintendent or the Superintendent’s designee shall designate a staff member to accompany the students to a restroom or other private area where the sample is to be produced under supervision and presence of a designated health care professional. The monitor(s) shall not observe the student while the sample is being produced but shall remain within hearing distance in order to guard against

tampered samples and to ensure an accurate chain of custody of the sample. If at any time during the sampling procedure a monitor has reason to believe that a student is tampering with the sample, the monitor may inform administration who will then determine if a new sample should be obtained.

The monitor shall give each student a form on which the student may list any medications the student has taken or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding four (4) days. All samples will be identified with students' individual student identification number, sealed, and submitted to a licensed professional for testing.

The licensed professional will promptly contact the Superintendent or the Superintendent's designee if the result of the drug use test for any students involved in extra-curricular activities is positive. The principal and/or athletic director will promptly contact the student and the student's parents or guardians, if the student is under the age of eighteen (18). A conference will be scheduled at which time the student or parents may offer any explanation of the positive result. Parents or guardians may provide any doctor's prescriptions of drugs that the student was taking that might have affected the outcome of the drug use or alcohol test and may request that another test be conducted on the remaining portion of the sample. The parent or legal guardian will be financially liable for the additional test.

Violation of Drug Use Policy

A violation of this policy shall be determined when:

- A student tests positive to a drug/alcohol/tobacco test administered under this policy.
- A student is found by any school employee, law enforcement official or investigation by coach/sponsor/administrator to be using (including the smell thereof), in possession of, or under the influence of, any prohibited substance.
- A violation of this policy shall also be determined if a student attends an event where any of these prohibited substances are present, and the student does not make an appropriate attempt to immediately leave the event.

Sanctions

All offenses are cumulative for the student's enrollment in grades eight (8) through twelve (12) in the Dora Consolidated School District. A student found to have been in violation of this policy shall be subject to the following consequences:

A. Drugs, Alcohol, and Tobacco

1. First Offense:

- a) The student will be suspended from 30% of their combined extra-curricular activities for the current season (fall, winter, or spring). The 30% will round to the nearest whole game. If less than 30% of the current season remains, then the remaining percentage will be served in their next upcoming extra-curricular season. If a student is not currently competing, the suspension will begin when a student begins a season during the next 365 calendar days.
- b) The student will attend mandatory counseling with the school counselor. Counseling must be completed before resuming activities.
- c) The student will be subject to each random drug test for the remainder of the current school year and for the entire next school year.

- a. Second Offense:
 - a) The student will be declared ineligible for the next 365 calendar days.
 - b) The student will attend mandatory counseling with an approved outside agency. (Outside agency will be at the student/guardian expense). Counseling must be completed prior to resuming competition.
 - c) The student will be subject to each random drug test for the remainder of their time at Dora Consolidated Schools.

- b. Third Offense:
 - a) The student will be suspended from participation in all extra-curricular activities for as long as he/she attends Dora Consolidated Schools.

Appeals

A student may appeal a suspension under this policy by providing a written notice of appeal with the Superintendent and a copy to the principal whose decision is being appealed within five (5) school days of the principal's decision. The notice shall state the reasons the suspension should be reversed. The principal shall provide the Superintendent the reasons the suspension should be sustained.

The Superintendent or the Superintendent's designee shall review the principal's suspension decision in light of the provisions of this policy and issue a decision in writing sustaining or reversing the suspension.

A student may appeal the Superintendent's decision to the Board of Education by providing a notice of appeal to the Superintendent within five (5) school days of the date of the Superintendent's decision. The Superintendent may provide the Board with the reasons the suspension should be sustained. The Board's decision shall be final.

Students will remain ineligible for extra-curricular activities pending appeals.

Self-Referral Policy

Students with drug dependence may voluntarily be tested and obtain intervention. Students who voluntarily come forward and ask for help for their drug problem should be given help without automatic loss of eligibility, if the self-referral happened prior to the day of the random drug testing and prior to any investigation by administration, coaches, or other staff. The student will be required to attend mandatory counseling with the school counselor as a condition of this self-referral policy. An athlete may only self-refer one (1) time while they are enrolled in the Dora Consolidated School District.

Due Process

Participants or parents/guardians who have a concern regarding the program are asked to following procedures:

1. Contact the coach or sponsor.
2. If the matter is not resolved, contact the Athletic Director.
3. If the matter is not resolved, contact the Principal.
4. If the matter is not resolved, contact the Superintendent.
5. If the matter is not resolved, ask to be put on the agenda for the next school board meeting.

The administration of Dora Consolidated Schools cannot describe every negative behavior and situation that can be exhibited at school or at school sponsored events. Therefore, Dora Consolidated Schools reserves the right to impose discipline for these situations at the discretion of the administration.

GUIDELINES FOR HONORARY SELECTIONS AND EVENTS

Class Officers

Qualifications:

- Must have a cumulative grade point average of 3.0 or higher
- Must not have been in ISS or suspended during the previous two semesters.
- Principal does not consider the student to have excessive referrals.
- Selections will be made from eligible students from each class.

Mr. and Miss D.H.S.

Qualifications:

- Must have **attended entire Junior and Senior year at Dora High School.**
- Must have a cumulative grade point average of 3.0 or higher.
- Must be a senior.
- Must not have been in ISS or suspended during the previous two school years. (Junior and Senior year.)
- Must not have received any disciplinary action from Dora High School or N.M.A.A. which resulted in the removal or suspension from extracurricular activities, during the last two school years. (Junior and Senior year.)
- Principal does not consider the student to have excessive referrals.
- Must have participated in an extracurricular activity or organization during the last two school years.

Nomination:

The student body (Grades 7-12) will nominate by secret ballot three boys and three girls from a list of eligible seniors. If there are only four boys or four girls, then all four may be nominated.

Election:

The student body (Grades 7-12) and faculty will vote for the nominees. The boy and the girl receiving the most votes will be Mr. and Miss DHS. The other two will be Senior Attendants. The Senior Attendants will walk with each other. If the seniors choose to walk, they will pair up with other seniors, only if there are more boys than girls or vice versa, then the extras may choose a boy or girls from the junior class to walk with. Seniors will declare not later than two weeks, before homecoming their intentions to walk and with whom.

Homecoming attendants:

Grades 9-10-11 will select one boy and one girl from their class to represent them as homecoming attendants. Attendants from all grades must meet the same requirements as Mr. and Miss D.H.S.

Prom

Guidelines:

- Must be a current 9th, 10th, 11th, or 12th grader at Dora High School or Dora Cyber Academy.
- Guests must complete prom application, agree to follow Dora High School's rules, be no more than 19 years old, and approved by administration.
- Clothing that is low-cut, see through, excessively tight, shorter than finger length, shows mid-section, or is too revealing will not be allowed. Failure to comply with these requirements will be grounds for removal from this event without refund.
- Prom King and Queen will be selected from a list of all seniors in attendance who **attended entire Junior and Senior year at Dora High School.**

Greatest Coyote

Qualifications:

- Must have at least a 3.0 grade point average
- Must compete in at least two sports during year of selection
- Other things to be considered:
 - Attitude
 - Sportsmanship
 - Leadership
 - Adherence to training rules
 - Cooperation with coaches, teachers and fellow students
 - Level of skills
- Nominated by coaches and approved by administration.
- Must not have received any disciplinary action from Dora High School or N.M.A.A. which resulted in the removal or suspension from extracurricular activities, during the last two school years. (junior and senior year.)
- Principal does not consider the student to have excessive referrals.

Scholar Athlete Award

Qualifications:

- Must have at least a 3.5 grade point average for the 1st, 2nd, and 3rd 9 weeks.
- Participated in 2 or more sports during the school year.
- Must not have received any disciplinary action from Dora High School or N.M.A.A. which resulted in the removal or suspension from extracurricular activities, during the school year.

EPAC Honoree

Qualifications:

- Must have at least a 3.5 grade point average
- Must compete in at least two sports (with one being an EPAC sport) during year of selection
- Other things to be considered:
 - Attitude
 - Sportsmanship
 - Leadership
 - Adherence to training rules
 - Cooperation with coaches, teachers and fellow students
 - Level of skills
- Nominated by coaches and approved by administration.
- Must not have received any disciplinary action from Dora High School or N.M.A.A. which resulted in the removal or suspension from extracurricular activities, during the last two school years. (junior and senior year.)
- Principal does not consider the student to have excessive referrals.