

*Raton High School*



*2022-2023*

*Student Handbook*

# **RATON HIGH SCHOOL**

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Mr. Beaver Segotta, Member

Mr. Ryan Boone, Member

Kristie Medina  
Superintendent

Olge Neurauter  
Principal

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## **Student/Parent Handbook**

## Notable Changes and Reminders 2022-2023 Handbook

**Academic Eligibility for Athletic Participation** – Students participating in athletics must have a 2.0 grade point average for the semester and NO F's – student athletes may regain eligibility at the end of the 9 weeks.

### **Cell Phones-**

No Cell Phones in Classrooms.

The school is not responsible for electronic devices brought on school grounds; Nor is the school responsible for electronic devices students take on school related athletics or activities trips.

**Dress Code** - no outdoor coats may be worn in the school building during the day; hoodies are allowed, but hoods are not allowed to be worn.

**Parking Regulations** - only licensed drivers will be permitted to drive on school grounds; all drivers must have a parking permit issued and displayed; to receive a permit students must provide: a driver's license and proof of insurance; students may not leave campus or go to their vehicle during the school day unless approved by an administrator; students will be allowed to park in the East parking lot only.

**Lunch** - 7-8<sup>th</sup> grade lunch at Raton High School is a **Closed Campus**; 9-12<sup>th</sup> grade lunch at Raton High School is an **Open Campus**.

**Cell Phones Used to Video or Post Pictures** – any student identified as using a cell phone or other electronic device to video other students engaged in inappropriate behaviors will receive a consequence equal to the parties involved in the inappropriate behavior.

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# *Welcome to Raton High School*

## *Home of the fighting Tigers*

An essential part of the Raton High School tradition has been a commitment to excellence. Our black and gold school colors, school song, and Tiger mascot are all emblematic of this spirit. The cheerleaders, dance team and successful athletic teams including several state champions, outstanding band, active Student Senate, the many and varied student organizations, cooperative sponsors and administration have contributed to the tradition of outstanding school spirit in Raton High School.

The history of Raton High School is the story of the community of Raton. It is the story of pioneers building a community and building schools. Our story begins in 1866, following the Civil War. There were many years of tremendous expansion across America. A vital part of this westward expansion involved the Santa Fe Trail and the construction of the vast, transcontinental railroad system that spanned the country. In 1879, the Atchison, Topeka and Santa Fe Railroad, rapidly building westward, crossed Raton Pass and paused at a spot then known as Willow Springs. Within a year, a post office was erected and the community of Raton was born. With the founding of Raton, came the founding of the tradition of leadership in education. In 1880, the Santa Fe Railroad erected a small school—Raton Free School. This was the first of many schools in Raton. At one time, it is said, Raton had as many as thirty-nine schools! Most of these schools were private or parochial; they specialized in teaching everything from dancing and plumbing to the three R's (reading, writing, and 'arithmetic).

On July 4, 1884, the cornerstone of Raton's first public school was laid. The school, called the Mary and McCuision Institute, was the first publicly owned school in the territory of New Mexico—a truly pioneer school! The entire community with a gala parade, led by a wagon bearing the cornerstone, celebrated the laying of the cornerstone. There was music, fireworks, and barbecue along with a ball in the evening at the old skating rink. Shortly after New Mexico became a state, in 1913, the old Mary and McCuision building was renamed Colfax County School and later, renamed again Raton High School. In 1939, the old building and the present Raton Middle School Building were erected on the original site to serve as Raton High School for almost 20 years. The present buildings of Raton High School were constructed during the 1957-1958 school year while the gymnasium was added later in 1965. These buildings have been lovingly maintained for over 50 years. You are now a part of this proud tradition. We are proud to welcome you to be a part of Raton High School.



**RATON HIGH SCHOOL**  
**Office of the Principal**

1535 Tiger Circle Raton, NM 87740

Phone: 575-445-3541 Fax: 575-445-2237

Website: [ratonschools.com](http://ratonschools.com)

## WELCOME BACK

Welcome to Raton High School and the start of the 2022-2023 school year. On behalf of the entire faculty and staff, I am delighted to greet our students back to school.

The entire Raton High School staff is looking forward to another great year of academic and personal growth, challenges, and accomplishments. Our entire faculty and staff work with students to achieve high academic and social standards as well as personal and community responsibility. With active parent participation, we work to make each day a positive experience for our students. Our learning approach is to offer a balanced instructional program in a team setting that emphasizes academic integrity while making a connection with students as they continue to develop their social skills.

The real strength of our school is found in the strong core and exploratory educational programs that will be offered to students by a knowledgeable, caring, and experienced teaching staff. A large support staff (cafeteria workers, custodians, counselors, librarian/media specialist, nurse, administrators, secretaries, and special education personnel) stands ready to help students.

Please review this handbook carefully, as it contains Raton High School's expectations for students, and key policies and rules of our school. It is important that students and their parents and guardians are familiar with this information as it will help establish and maintain the positive learning environment that is so essential for a successful school experience. Working together, I anticipate that we will have a wonderful year of success and accomplishments.

**Students should return the completed and signed Student Handbook 2022-2023 acknowledgement sheet to their advisory teachers indicating that they and their parents or guardians have reviewed and discussed the contents of this handbook. (All students will be receiving a planner that will have the Student Handbook inside.)**

Respectfully,

*Olga M. Neurauter*

Olga Neurauter, Principal

## **Vision, Mission, Goals, and Beliefs**

### **Vision**

We envision a highly effective district-wide safe and orderly Professional Learning Community that results in a premier school of highly engaged and highly motivated students preparing for 21st Century college, career and citizenship responsibilities.

### **Mission**

Our mission is to create a safe and orderly environment with a highly effective PK-13 district-wide Professional Learning Community that appropriately delivers New Mexico Common Core State Standards to a rural, predominantly at-risk student population that will result in 90% graduation of students adequately prepared for College, Career and Citizenship responsibilities.

## **Raton High School Core Beliefs**

- \* Everyone will be treated with courtesy, dignity, and respect.
- \* Our school will provide a positive, safe, nurturing environment.
- \* We will work together to develop appropriate behaviors for our students to become positive citizens.
- \* What we do is as important as what we say.
- \* We will set high standards and support students in achieving them.
- \* Student potential will be developed through academics, service, and extracurricular activities.
- \* We will provide students with guidance in making informed decisions about their post-secondary goals.

## **Raton Public Schools Student Code of Conduct Overview**

The Raton Public Schools believes in the importance of setting forth high expectations for all students and staff. This code of conduct is designed to support the mission and vision of RPS and to support RHS in providing a quality learning environment with a focus on our learning goals aligned with communication, personal development, and character development. Please note that this code of conduct is a living document and will be amended and adapted as we learn and grow as a school.

Note:

In the event this Handbook contradicts any Federal, State or local school board policy the policy would take precedence.

## **Raton High School Contact Information**

Raton High School  
1535 Tiger Circle  
Raton, New Mexico 88740

### **Phone Numbers**

Raton High School Main Office	445-3541
Principal, Olga Neurauter	445-3541 ext. 1001
Dean of Students/Athletic Director, Brock Walton	445-3541 ext. 1011
Counselor, Lynette Simpson	445-2466
Special Education Coordinator, Justin Mattorano	445-3541 ext 1004
School Secretary,	445-3541 ext 1000
Attendance Officer, Payten Walton	445-9312
Athletic/Counseling Secretary, Tonya Menapace	445-3541 ext 1002
Special Education Secretary, Kay Medina	575-707-7130
Central Administration Office	445-9111
Raton High School Fax	445-2237
Special Education Fax	445-7918

## **Raton High School Fight Song**

Hurrah for the black and the gold  
May they wave as our colors forever  
May their radiance never grow old  
Be an emblem of victory  
**RAH RAH RAH**

May we always remember the day  
When our warriors were mighty as ever  
Proclaim as they march to their fame



# And by their fight and by their might We'll win forever

## School Policies and Procedures

### ACADEMICS

Credits are earned on a semester basis. A student receives credit for each semester that a passing grade is received in a given subject. One-half (.5) credit per class is earned for each semester of classes. Students must enroll in seven (7) classes per semester.

Students shall receive a diploma of graduation from Raton High School only after meeting the following requirements. A Raton High School diploma may be issued when a student has acquired a minimum of 26 credits in core and elective subjects with one credit received in an honors course, distance learning course, and/or a dual credit course and successfully receiving a passing score in all five (5) areas of the core competencies: Reading, Writing, Math, History, and Science.

Class of 2023	Class of 2024	Class of 2025	Class of 2026
English—4 credits Math—4 credits History—3 ½ credits Science—3 credits PE—1 credit Health—1 credit Personal Finance—1/2 credit Technology—1 credit Career Readiness—1 credit Electives—7 credits	English—4 credits Math—4 credits History—3 ½ credits Science—3 credits PE—1 credit Health—1 credit Personal Finance—1/2 credit Technology—1 credit Career Readiness—1 credit Electives—7 credits	English—4 credits Math—4 credits History—4 credits Science—3 credits PE—1 credit Health—1 credit Technology—1 credit Career Readiness—1 credit Electives—7 credits	English—4 credits Math—4 credits History—4 credits Science—3 credits PE—1 credit Health—1 credit Technology—1 credit Career Readiness—1 credit Electives—7 credits

**Course Selection:** Course selection should be firm decisions, thoughtfully made by the student after careful consideration with parents/guardians, teachers, and counselor. Consideration should be given to:

- a) Graduation requirements; both total credits and specific courses
- b) Prior successes and failures
- c) Special interests and aptitudes
- d) College entrance requirements and other career plans
- e) Course prerequisites
- f) Dual college credit

School staffing, scheduling, building use and budgetary decisions are based on student pre-registration. During registration, students will have a chance to make appropriate changes with the counselor. After the semester starts, students will have three (3) days to make schedule changes. There will be no schedule changes after the third day. Schedule change request forms for 2<sup>nd</sup> semester are available between Thanksgiving and Winter break. Forms are due on the Thursday before Winter Break by noon and must have all required signatures. Schedule changes may be made after the three (3) day window if the following conditions apply:

- a) To make up for failed courses
- b) Computer error
- c) Outside credit earned
- d) Misplacement due to lack of prerequisite or inadequate background
- e) 504 or IEP change

**Course Fees:** Some elective courses require students to pay fees to cover the cost of supplies, workbooks, uniforms, etc. Payment plan arrangements can be made with permission of administration. The fee will be posted to the student's account during the 2<sup>nd</sup> week of school.

The following courses will require a lab fee that must be paid. This fee will be charged to the student's master fee list. All fees, fines, etc. must be paid prior to graduation. This fee should be paid on a semesterly basis. Fees can be paid to the front office. These fees are semester charges. These amounts may be subject to change.

<u>Course/Fee</u>	<u>Course/Fee</u>
Accounting 1 and 2....\$15	Band Uniform Cleaning fee....\$15
Foods 1-4.....\$25	Computer Aided Design (CAD) 1, 2, & 3....\$10
Foods 7 <sup>th</sup> grade.....\$12	Band Instrument Rental Fee.....\$25
Foods 8 <sup>th</sup> grade.....\$15	8 <sup>th</sup> grade PE.....\$8
Art 1.....\$5	Strings class.....\$25
Graphic Arts/Photoshop.....\$15	Art 2-4/Paint 1-2.....\$10
Ag Mechanics.....\$25	Welding Theory.....\$25
Welding 2, 3, and 4....\$25 \$6.25	Woodshop.....Year \$25, Sem \$12.50, 9 weeks
Exploring Drafting.....\$15	

**Immunizations:** Students must have up-to-date immunizations and proof of these immunizations to be enrolled in school. They may enroll in and attend school as long as the immunization process is being accomplished in a prescribed manner. School nurses will review immunization records on a yearly basis and will notify parents if an immunization is needed. A

student may be suspended from school until the immunization is received. New Mexico requires Diphtheria, Tetanus and Oral Polio immunizations as well as current boosters.

**Graduation Checkmarks:** All students in New Mexico must pass an assessment in 5 areas: Reading, Writing, Math, History, and Science. If a student fails to attain the required score on the NM State Assessments then the counselor will look at Alternate Demonstrations of Competency (ADC) as directed by the NM Public Education Department to help a student attain his/her competency checkmark in that area for graduation with a diploma. A student must have all 5 competency check marks in addition to the required 26 credits to be eligible for a Raton High School diploma. Students who have earned the required credits but do not have all of the 5 competency check marks will receive a Raton High School Certificate of Completion and may return the next year to retake the competency exams. Once the competency exams have been passed the student will be eligible to receive a RHS Diploma for the year that the exams were passed.

**Grading Policy:** RHS uses the weighted grading system. All Honors courses and College Courses are given an added value of one GPA point for each half credit (1/2) earned.

The following is the grading scale used for Raton High School to determine grade point averages:

Grade	A	B	C	D	F
Scale	100-90	89-80	79-70	69-60	59-0
Regular class points	4	3	2	1	0
Honors and College Class points	5	4	3	2	0

**Grade Classification:** Students must have the specified number of credits at the first of the school year to be classified for the following grade levels.

10<sup>th</sup> grade: 6 credits

11<sup>th</sup> grade: 12 credits

12<sup>th</sup> grade: 19 credits

Students who do not have his/her credits will be reclassified at the beginning of the year, after the first semester, and at the end of the year based upon credits earned. This may affect the yearbook, senior composites, homecoming activities, etc.

**7<sup>th</sup> and 8<sup>th</sup> grade Retention Notice:** Any 7<sup>th</sup> or 8<sup>th</sup> grade student who is failing 3 or more core

classes at the semester could be retained to the 7<sup>th</sup> or 8<sup>th</sup> grade. Parents/ Guardians will be notified at the end of the first and second semesters that their student could be retained.

**Advisory:** Advisory is a time that will be used for many different opportunities for students and teachers. A time for building relationships, academic grade checks, team building, social emotional learning/check-ins, exploration of interest areas, school projects, NM Next Step Plans, advising, personal support, tutoring, college presentations, class meetings, etc. Students will be given an advisory grade at the end of the year. Advisory will be worth a half credit toward electives and will be included in the student's cumulative GPA. The final grade will be 50% attendance and 50% participation.

### **Valedictorian and Salutatorian Determination:**

The following is a guide in determining the Valedictorian and the Salutatorian at Raton High School. This is an academic based award. By definition: Valedictorian will be the student that has the highest cumulative grade point average at the end of their eighth semester. Salutatorian will be the next highest cumulative grade point average at the end of their eighth semester. In case of a tie, dual honors will be awarded.

Policy Procedures:

1. To qualify for Valedictorian and Salutatorian at graduation a student must have earned at least 26 core academic credits in which a letter grade was given on the transcript.
2. Any student who transfers into Raton High School after the start of their senior year will not be eligible for consideration for Valedictorian or Salutatorian.
3. The overall cumulative grade point average begins the start of their ninth grade year and will end at the conclusion of the second semester of their senior year for Valedictorian or Salutatorian.

**Honor Guard/Usher Selection:** The Honor Guard and ushers will be determined after the 5<sup>th</sup> semester of the junior year by using the class rank. The top ten (10) students of the junior class will receive the honors of being the Honor Guard for the Senior Graduation Ceremonies. The next six (6) highest ranked students of the junior class will receive the honors of being the Ushers for the Senior Graduation Ceremonies. An official letter will be sent home to parents and students around spring break.

**Jr. Rotarian/ Miss K Selection:** Jr. Rotarians and Miss K's are selected based upon class rank at the end of their junior year. The top 9 male (Jr. Rotarian's) and the top 9 females (Miss K's) will be given this honor. Each monthly representative will be excused to attend the Raton Rotary Association meeting or the Raton Kiwanis meeting. This is an official excused absence. An official letter will be sent home to parents and students at the beginning of their senior year. This selection is determined by the community organization that funds the Jr. Rotarian and Miss K programs.

**Dual Credit:** Students may take dual credit offered by Santa Fe Community College. These classes are governed by the institution the classes are offered through. Students and parents must understand that while these classes are given at Raton High School, the accrediting institution rules, deadlines, etc. must be followed or the student may fail. Only 12<sup>th</sup>, 11<sup>th</sup> and 10<sup>th</sup> and second-semester 9<sup>th</sup> graders may take classes for college credit. New Mexico state dual credit

classes are given an additional point toward a student's GPA and for every 3 credits of college credit taken the student earns 1 credit of high school credit.

**Course Work Acceleration and Credit Recovery:** Students may earn credit towards graduation using the approved online course delivery systems: APEX. These courses may be taken in summer school or during the school year. The cost of these courses will be paid for by the student. All courses taken must be approved by the counselor with a parent/student conference to make sure the courses taken are correct and appropriate for the student. College courses may also be taken for high school credit, must be approved by the counselor, and paid for by the student.

Private tutoring will not be accepted for credit. Students must be officially enrolled and have attended classes at Raton High School before credit recovery credit will be recorded on the high school transcript. Credits earned while in middle school or during the summer before the 9<sup>th</sup> grade year will not be recorded on the transcript unless the HS counselor approves the course.

**National Guard Credit:** Credit can be earned by joining the National Guard and attending their summer program. The maximum credits that can be earned is 2 credits. Credits are considered elective credits. Grades will be recorded as pass or fail. Written verification from the Commander in Charge must be received for credit to be transcribed.

**Upward Bound:** Credit can be earned by joining Upward Bound and attending their summer program. The maximum credits that can be earned is 2 credits. Credits are considered elective credits. Grades will be recorded as a pass or fail. Written verification from the Upward Bound Director must be received for credit to be transcribed.

**Home School:** A recent legislative amendment requires that a school district must place a transferring home schooled student into a grade that is appropriate in terms of the age of the student and the student's standardized test score on achievement tests if available. All home schooling students must complete the Raton High School Course Requirements and pass the NMSBA in order to graduate. Students must attend Raton High School for the final semester of their senior year to receive a diploma from Raton High School. All transcripts from an accredited home schooling agency will be acceptable documentation. The Counselor will evaluate transcripts. Raton High School will assign students the grade they are in according to transferring earned credits.

**Transfer Students:** When students transfer to Raton High School from another school, the credit system from the transfer school can be different from Raton High Schools. The counselor will determine credits granted for graduation based upon the student's official transcript. It is important to note that requirements are different from state to state, etc. A student must meet the RHS/NMPED requirements to receive a RHS diploma.

**Next Step 4 year course plan:** The New Mexico State School Board requires that all high school students prepare a four (4) year course plan upon entering high school. This next step plan will be completed during the eighth (8<sup>th</sup>) grade year prior to registration for ninth (9<sup>th</sup>) grade courses. If this plan is not completed and signed the student will NOT be registered for the ninth (9<sup>th</sup>) grade.

**College Admission Requirements:** Colleges can have varying admission requirements in order

to be admitted and to receive scholarships. Parents and students need to check with the colleges to determine their admission requirements. Please note that high school graduation requirements and college admission requirements will not always match. For example, you do not need 2 years of a foreign language to graduate from high school; however, you do need 2 years of a foreign language to be admitted to some colleges.

**Scholarships:** Scholarships will be emailed to the appropriate group class email and a hard copy will be available to all students in the counseling office. Any student at any time is able to look through the scholarships that have come available. Students must sign for the scholarship applications they take hard copies of. It is especially important for senior parents and students to check their school emails often for new scholarship notifications sent by the counseling office.

Scholarships are announced during graduation ceremonies. Only students that have official scholarship letters and notices will be acknowledged during graduation. Students are encouraged to give a copy of any scholarships they will be receiving to the graduation coordinator for acknowledgement.

**Activities Eligibility:** This policy is applicable to all activities sponsored by Raton Public Schools.

- a) Raton High School's eligibility is determined on a semesterly basis.
- b) Eligibility to participate in activities during any semester is determined by a student passing all classes (No F's) and maintaining a 2.0 grade point average for the eligibility period.
- c) A student must travel in school authorized transportation unless prior arrangements have been made with administration.
- d) Students entering 7<sup>th</sup> grade for the first time will have presumed eligibility to participate. Transfer student's eligibility will be determined based upon his/her grades from his/her previous school.

**Participation in Activities:** Participation in activities (requiring parental permission and/or a physical examination) will not be permitted until:

- a) Physical examinations cards are current from April through April
- b) Any student absent for three or more classes on the day of an activity or day prior to a weekend may not practice or participate in the activity.
- c) Participation may be permitted for legitimate purposes after they are approved by the principal.
- d) Truancies or class cuts will not be excused.

### **ATTENDANCE REQUIREMENT ON DAY OF COMPETITION**

Students must be in attendance at school for at least 4 of their 7 classes to be eligible to participate in athletic or activity events that day. Should a team be traveling to compete and leaving school in the morning, the student must have attended 4 of 7 classes the day prior to the trip. Students who are not in school for at least 4 classes may NOT practice on that day as well. Doctor's notes and family emergencies, and/or funerals exempt a student from this rule.

Making up second semester classes through summer school to be eligible for activities at the

beginning of the next school year will follow NMAA rules and guidelines. Any other eligibility questions should be referred to the RPS Athletic Director.

### **Plagiarism**

The strength of Raton Public Schools depends on academic and personal integrity. In this course, you must be honest and truthful. Plagiarism is the use of someone else's work, words, or ideas as if they were your own. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct. Students caught plagiarizing are also subject to discipline as determined by the school's policies. A written statement outlining the offense and consequences will be placed in the student's file.

## **ENTRY AND DEPARTURE FROM BUILDING**

Entry into the building is permitted upon arrival. The halls are to be cleared and students will leave the building by 3:30 PM, unless they have approved supervised activities or after school detention. Students leaving the building during school hours must check out at the office. Permission from a parent/guardian is required prior to the student leaving campus. Failure to follow the above rules will result in an unexcused absence and disciplinary action (detention or suspension from school). Students are to report to buses promptly.

## **ATTENDANCE POLICY**

Students will be placed in attendance intervention Tiers 1-4 based on the amount of school days or classes missed. Appropriate documentation, intervention, and support will be given for each student and family based on the required level of intercession.

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include, but are not limited to illness, injury, bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith or religious instruction and tribal obligations. For religious instructions and tribal obligations written consent of a parent and approval of the principal are required.

An unexcused absence means an absence from a class or school day (half of the students approved program) for which the student does not have an allowable excuse.

In the event of a necessary absence known in advance, the parent is expected to inform the school. If the absence is caused by emergency, such as illness, or injury the parent is expected to telephone the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent notified the school in advance of the absence. Intervention is called for if a student misses five percent (5%) or more of classes or days of school. A student may be excused for authorized reasons and time shall be provided for the student to make up the work.

If a student misses one day of school, that counts as 7 absences towards them. If a student misses 3 days of school, you will receive the first letter in our intervention Tier. 5 days requires a second letter, 7 days is a third letter, and 9 days is a fourth letter in which CYFD will be called. Students only get 10 days to miss for the whole school year. That is a State Policy.

## **MAKE-UP OF MISSED SCHOOL WORK**

When students miss school, they miss information and assignments. Students must be responsible for checking with teachers to find out what work they have missed. One day absence will give the student two additional days to complete make-up work for credit. Suspended students may make up all work for credit and will be given two days to complete for every one day of absence.

# **BEHAVIOR & STUDENT DISCIPLINE POLICY**

## **DISCIPLINE PHILOSOPHY STATEMENT**

It is our goal to develop young adults who are capable of making good, sound decisions regarding both their academic preparation and the manner in which they conduct themselves in our school and outside our four walls. It is our expectation that students will conduct themselves as “responsible” young adults. The interventions and consequences imposed adhere to our overarching goal of keeping students in class and engaged in meaningful activities designed by our teachers.

We hold students to a very high standard. Those who meet this standard will have opportunities and privileges to participate in activities outside the classroom. However, those students who do not meet the expectations outlined in the code will be held accountable for the decisions they have made and therefore will no longer have access to the multitude of privileges that responsible students will enjoy. The goal will be to guide these students to making more responsible decisions. Disciplinary consequences imposed in response to discipline code infractions are designed, not to “punish,” but rather to redirect students to engage in appropriate and productive behaviors. Administrators will apply the discipline code in a manner that is fair and consistent, and above all, with the goal of encouraging appropriate, responsible behavior moving forward.

All staff and students must hold themselves and each other to high standards of professional behavior. Discipline is most effective in an environment where staff members are positive role models for students. The RHS system of discipline is built on personal accountability, which is understood to mean:

- a. Recognition that misbehavior damages relationships between the person or persons who misbehaved, the person harmed by the behavior, and the community as a whole;
- b. Having an opportunity to repair harm done and restore relationships whenever possible, as opposed to exclusion;
- c. Building personal responsibility by helping individuals develop internal control and motivation;
- d. Maintaining boundaries / limits that preserve the safety and integrity of individuals and the community.”

## **Out-of-School Suspension (OSS)**

Students who commit major and serious infractions or who are repeat offenders may face out-of-school suspension (OSS), which is a denial of school attendance and of participation in or



attendance at school- sponsored activities. Such suspensions are made by the administration in accordance with the policies of the Raton Public School District.

When a student is suspended outside of school, a parent conference will be scheduled upon reentry. Upon return, the student will have the number of days equal to the number of days suspended to make up for all work missed and to reschedule any missed tests; however, making up class participation will not be possible and those grades will remain at zero. All makeup work and tests retaken are to be given full credit if completed within the time allowed.

If a student is suspended from school for any reason, he or she is not permitted to participate in any school activities including, but not limited to, athletic events, practices, clubs, concerts, field trips, etc., nor is the student to be on school property on the date(s) of suspension. This also includes any weekend or holiday that may fall within the days of suspension. If the student is found on school property without administrative permission, he/she is subject to additional disciplinary action and possible trespassing charges. If school is closed due to inclement weather or other emergency on a day of suspension, the day is excluded from the count and the suspension will continue on the day school resumes.

### **In-School Suspension (ISS)**

Students who commit major and serious infractions or who are repeat offenders may also face in-school suspension (ISS), which is a denial of class attendance. Students in ISS will still attend school, but will serve the day in a designated room where he/she will do their school work, eat lunch, etc. Unlike OSS, if a student is in ISS, participation in school- sponsored activities is allowed. Such suspensions are made by the administration in accordance with the policies of the Raton Public School District.

### **Saturday School**

In lieu of ISS, students will sometimes be given Saturday school detention instead. Saturday school begins at 8:00 am and lasts until 12:00 pm. During this time, students will help clean the school and school grounds as well as work on school work.

### **PROHIBITED ACTS:**

**Assault/Threat** – violent action or attempted action (physical/verbal/written) to do harm to another.

**Controlled Substance** – possession, consumption, or use of alcohol or any illegal drug or drug paraphernalia on school property or at school sponsored events.

**Defiance of School Personnel** – blatant disrespect and refusal to obey a direct instruction given by school personnel. (Insubordination)

**Gangs** – an individual, group, organization or club that exists without the sponsorship of the school and has no acceptable social goals.

**Sexual Harassment** – any unwelcome conduct of a sexual nature as per State Regulations.

**Theft** – possession of another person's property without their permission.

**Tobacco (including e-cigarettes)** – possession, consumption, or use of tobacco products on school property or at school-sponsored events.

**Truancy** – student is absent from class without permission

**Vandalism/Graffiti** – willful or malicious destruction or defacement of public or private property.

**Weapons** – Defined by the Gun Free Schools Act of 1994, 33 USC Section 3351 (a) 1 and Gun Free School Zones Act of 1990, 18 USC sections 921-924.ref.

**Raton Public Schools have a zero-tolerance policy for all drugs, alcohol, tobacco, and other related paraphernalia. Violations of this will be handled by administration and in accordance with the district policy up to and including expulsion. Each case will be handled individually based on the facts of the matter.**

### **ALCOHOL AND DRUGS**

The superintendent or designee shall take appropriate action to eliminate possession, use, or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events on or off school campus, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing and/or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

School authorities may search students and school properties for the possession of alcohol and other drugs as long as such searches are conducted in accordance with law.

### **TOBACCO**

Smoking presents a health hazard which can have serious consequences both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew, or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or under the supervision of district employees. Students who violate this policy shall be subject to disciplinary procedures which may result in suspension from school.

### **TRANSFER STUDENTS WITH DISCIPLINARY HISTORY**

Students with a history of expulsion will be considered for enrollment in the Raton Public Schools on a case by case basis as determined by the Superintendent. If accepted for enrollment the student will be placed on a discipline contract at the time of enrollment in the Raton Public Schools. This contract will reflect the discipline level on which the student would be if he/she had attended Raton Public Schools the entire year. This discipline level will be determined after contacting the student's previous school for information about the expulsion.

### **APPEAL PROCESS**

A student or parent may initiate the appeal process by contacting the building administrator within 24 hours of applied disciplinary action. The appeal process seeks to overturn any disciplinary actions enforced on a student. The appeal process should follow the appropriate chain of command.

1. Parent conference with building administrator. If no satisfaction, then
2. Parent conference with superintendent.

An appeal must be based on credible, new evidence that supports the innocence of the student in question. If an appeal is brought but is subsequently turned down, no other disciplinary actions are to be added to the stated disciplinary actions. **THERE WILL BE NO RETRIBUTION FOR ANY APPEAL** whether substantiated or not. All documentation of the Offense is to be removed from the student's file.

An appeal may only be made to the Board of Education in cases where the student has been expelled from the school's system and an appeal had been previously made with the superintendent.

## **WEAPONS POLICY**

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, and use of weapons by unauthorized persons in or around school property. This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 33 U.S.C. Section 3351 (a) (1) and Gun Free School Zones Act of 1990, 18 U.S.C. Sections 921-924, and it is the intention of the Board that it be interpreted to conform to provisions of those referenced laws.

### **Definitions:**

Weapon: For purpose of this policy, a "weapon" is any firearm, knife, explosive, or other object, even if manufactured for a non-violent purpose, that has a potentially violent use, or any "look-a-like" object that resembles an object that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

Firearm: For purposes of this policy, and for purposes of compliance with the federal Gun-Free Schools Act, a "firearm" is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silences, or any destructive device.

School Zone: For purposes of this policy, and for purposes of conformity with the Gun Free Schools Act of 1990, a "school zone" is any area in or on the grounds of a school or within a distance of 1,000 feet from the grounds of a school.

Searches: Student searches are permitted based on reasonable individualized suspicion, and consistent with Board Policy J-3400 JIH and its implementing Regulation J-3411 JIH-R and J-3431 and JIH A, B, and C.

### **Prohibitions**

It is the policy of the Board that no student shall bring a weapon into a school zone, nor carry or keep any weapon in a school zone or while attending or participating in any school activity, including during transportation to or from such activity.

### **Enforcement**

- A. This policy shall be enforced according to the Board's Student Search and Seizure Policy. Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the State board of Education regulation No. 81-3, as amended, and the policies of the District.
- B. Any student who brings a firearm or weapon to a school or within a school zone shall, in addition to penalties imposed under School Board policy, be referred to appropriate law enforcement authorities for prosecution.

### **Penalties for Violations**

- A. Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion.
- B. In compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a firearm, as defined in this policy, shall, at a minimum, be

expelled from school for a period of not less than one year, provided, that the Superintendent or the Board of Education may modify such penalty in appropriate cases in their discretion.

- C. This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA)
1. In accordance with the provisions of 20 U.S.C. Section 1415e (3) (B) of the IDEA, a child with a disability who is determined to have brought a weapon to a school under the jurisdiction of the School Board may be placed in an interim alternative educational setting as specified by the IEP team.
  2. If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting pending such proceedings, unless the parents and school officials agree otherwise.

## **ANTI-BULLYING POLICY**

The Raton Public School District adopted an Anti-Bullying policy in July 2007 and updated it in 2011. When students are afraid to attend school/classes they cannot learn. Bullying prevention programs can help to provide a safe environment in which teachers can teach and students can learn. When a student is bullied, his or her ability to participate in and benefit from the school's educational program or activities is adversely affected.

The goal of this policy is to ensure that procedures are in place to prevent bullying, limit the prevalence of bullying, and to make consequences salient to everyone involved.

The Raton Public School District believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying, supports wellness and freedom from discrimination and abuse. Therefore, harassment, intimidation or bullying are forms of dangerous and disrespectful behavior that will not be tolerated.

A complete copy of this policy can be picked up at Raton High School during school hours.

### **NOTICE OF PROHIBITION AGAINST BULLYING AND ANTI-BULLYING INTERVENTIONS**

Bullying behavior by any student in the Raton Public School District 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 student 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 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, up to and including suspending and/or expulsion.

## **JURISDICTIONAL STATEMENT**

All rules, policies, and procedures apply to school-sanctioned activities both on and off school grounds. Student behavior that occurs off school grounds that constitutes a threat to the health, safety, and welfare of students or staff will be subject to school discipline.

## **STUDENT DRESS CODE**

It is the intent of the Raton Public Schools to promote a learning environment free of distractions as well as to prepare students for a career. Attire must be appropriate for the educational setting. Students should dress in good taste using good judgment and good grooming. Clothing should be constructed and worn in such a manner that is not unduly revealing. Inappropriate attire includes, but is not limited to: clothing that has sexual, gang related, alcohol, drug, or health and safety implications. Hats, sunglasses, Halter-tops, spaghetti-strap clothing, sleeveless muscle shirts, or shirts that bare shoulders or midriffs should not be worn. Also included are short shorts, short skirts and dresses that are inappropriate for the classroom.

Students who are inappropriately dressed will be asked to obtain a change of clothes before returning to class. Absence, as a result of inappropriate dress will be an unexcused absence.

Please use the following guidelines to select appropriate school clothing:

- A. No clothing that promotes alcohol, drugs, drug paraphernalia, violence, or obscenity is allowed.
- B. No bare midriffs or styles that show one's underwear to include both boys and girls. Sleeveless tops must cover at least 2 inches of the shoulder & back must be covered. Blouses that show cleavage will not be allowed unless an undershirt is worn.
- C. Shorts and skirts must be no higher than three (3) inches from the top of the knee. However, no spandex or biker shorts.
- D. Hats (of any style), hoods, and sunglasses are not to be worn in campus buildings.(Homecoming/Tigerfest activities will have allowances)
- E. No "see through" shirt, blouse, etc., may be worn over any garment that does not meet the dress code by itself.
- F. Baggy pants that do not fit the waist or the legs will not be allowed to be worn on campus during a regular school day or at school sponsored events. Pants with many holes will require that leggings be worn underneath.
- G. Shirts may not hang more than 12 inches from the waist.
- H. No pajamas and/or slippers are allowed. Absolutely no blankets to be used as a jacket or sweater. (Homecoming/Tigerfest activities will have allowances)

Staff will be responsible for reporting clothing in violation of the appropriate dress policy to the principal. The Principal will make the final determination. Violations will result in appropriate disciplinary action – refer to blatant disrespect or insubordination.

## **SEXUAL HARASSMENT OF STUDENTS AND STAFF**

**Introductory Statement of Policy:** The effective education of our students requires a school environment in which students and staff feel safe, and secure. The sexual harassment of students by employees or by other students detracts from the learning atmosphere.

Nationwide survey information indicates that the problem is widespread. A majority of students, both boys and girls, reported that they have experienced some form of sexual harassment in school.

Those students reported that their experiences had a variety of negative effects on themselves and their education. Some of the results reported were that students did not want to go to school or did not want to participate in class as much, found it harder to pay attention in class or to study, thought about changing schools, or wondered if they could graduate.

In addition to its negative effect upon education, sexual harassment negatively affects the characters of young people, both the harassers and the victims of harassment. That is particularly so in view of the special vulnerability of students at different stages of their personal development. It is clear that sexual harassment, whether verbal or by other conduct, can create stress and distraction, and upsetting feelings of fear, inferiority, or anger, which are detrimental to the education of young people. Toleration of sexual harassment also sends the wrong message regarding appropriate social conduct. Sexual harassment is inappropriate behavior in school because it is inappropriate behavior in society. It is also illegal. Title IX of the Federal Education Amendments of 1972 provides that schools must provide an educational program that offers equal educational benefits for boys and girls. Decisions of the United State Supreme Court and the United State Department of Education make clear that sexual harassment of student by employees or by other students do violate the law.

The Raton Public Schools Board of Education therefore forbids harassment of any student on the basis of sex. The board will not tolerate sexual harassment of students by employees or by other students. The intent of this policy regarding conduct between employees and students is clear and straightforward: No employee of the school district may engage in any conduct of a sexual nature with any student, regardless of the student's age, ability to consent, or actual consent.

The intent of this policy regarding conduct among students requires some further discussion. Much of the conduct described in the detailed specification of this policy including sexually oriented name calling, graffiti, teasing, etc. – clearly has no place in school, and would not be welcomed by anyone. Requests for dates or other age-appropriate expressions of interest or affection, however, are not characteristically inappropriate, and can even contribute to the socialization process that is a large part of education. Accordingly, requests for dates and other age-appropriate expressions of interest between students is not sexual harassment unless the student to whom such requests or expressions are directed has indicated that they are unwelcome. When a student has made it reasonably clear that he or she does not welcome the requests or attention by the other student, it is sexual harassment for the other student to continue to make such requests or give such attention. In other words, you do have to take ‘No’ for an answer.

## **DETAILED SPECIFICATION OF POLICY**

A. Definitions and Standards of Conduct - Between an employee and a student, sexual harassment is any conduct of a sexual nature. Between students, sexual harassment is unwelcome conduct of sexual nature. Specific definitions follow:

B.

1. Conduct of a Sexual Nature

- a. Conduct of sexual nature may include, but is not limited to:
  - b. Verbal or physical sexual advances, including subtle pressure for sexual activity
  - c. Repeated or persistent requests for dates, meetings, and other social interactions
  - d. Sexually oriented touching, pinching, patting, staring, pulling at clothing, or intentionally brushing against another;
  - e. Showing or giving sexual pictures, photographs, illustrations, messages, or notes;

- f. Writing graffiti of a sexual nature on school property;
  - g. Comments or name calling to or about a student regarding alleged physical or personal characteristics of a sexual nature;
  - h. Sexually oriented “kidding”, “teasing” double-entendres, and jokes;
  - i. Any harassing conduct to which a student is subjected because of or regarding the students sex
1. Standard of Conduct for Employees:
    - a. No employee may engage in conduct of a sexual nature with a student at any time or under any circumstances, regardless of whether such conduct takes place on school property or in connection with any school-sponsored activity.
  2. Standard of Conduct for Students: Unwelcome Conduct of a Sexual Nature
    - a. Verbal or physical conduct of a sexual nature by one student to another may constitute sexual harassment when the allegedly harassed student has indicated, by his or her conduct, that the conduct is unwelcome, or when the conduct, by its nature, is clearly unwelcome or inappropriate.
    - b. A student who has initially welcomed conduct of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

### Reporting, Investigation, and Sanctions

1. Reporting: It is the express policy of the Board to encourage students who feel they have been sexually harassed by a school employee or by another student or students to report such claims.
  - a. Reporting of Sexual Harassment by a School Employee:
  - b. Any student who believes a school employee has subjected him or her to any conduct of a sexual nature may tell a counselor or principal.
  - c. If a student who believes he or she has been sexually harassed by a school employee feels uncertain about who to tell, or feels uncomfortable telling any counselor, or principal, the student should tell his or her parent(s) about the problem, and ask for the parent (s) help in reporting the sexual harassment to appropriate school personnel.
  - d. If a student believes he or she has been sexually harassed by a counselor or a principal, or by any other administrator the student should seek the assistance of his or her parent (s) in reporting such harassment to the superintendent.
  - e. Reporting of Sexual Harassment by a Student or Students
  - f. Any student who believes he or she has been sexually harassed by another student (s) may tell a teacher, counselor, or principal or assistant principal.
  - g. If a student who believes he or she has been sexually harassed by another student (s) and who feels uncertain about who to tell, or feels uncomfortable telling any counselor, or principal, the student should tell his or her parent (s) about the problem and ask for the parent (s) help in reporting the sexual harassment to
    - h. appropriate school personnel.
  - i. Reporting by Employees Mandatory: Any employee who receives any report of sexual harassment of a student, whether the report is given by a student, a parent, or another employee, must notify his or her immediate supervisor or the superintendent of such report, regardless of whether the employee receiving the report considers the report credible or significant.

2. Investigation: All reports of sexual harassment of students will be appropriately and promptly investigated by the superintendent or his or her designee. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

3. Sanctions

- a. Employees: Any employee found to have engaged in conduct of a sexual nature with a student shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to any applicable procedural requirements.
- b. Students: Any student found to have engaged in sexual harassment of a student shall be subject to discipline, including, but not limited to, suspension or expulsion, subject to any applicable procedural requirement.

## **Lunch**

Raton High School is a closed campus during the 7<sup>th</sup> - 8<sup>th</sup> lunch hour and an open campus for 9<sup>th</sup>- 12<sup>th</sup> grade lunch period. RPS will not permit families to deliver lunches for health and safety reasons; Students must come with lunch from home as they enter to begin their day. **NO outside food** will be permitted! Students leaving for lunch are not allowed to return with outside food to eat during the 5<sup>th</sup> hour.

## **PARKING REGULATIONS**

10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students are extended the privilege of driving to Raton High School.

1. Any vehicle driven to school by a Raton High School student, whether parked in a campus lot, or on the street, must be registered with the school and must display the current parking hang tag from the vehicle rearview mirror. Students must provide their driver's license, registration and insurance in order to be a registered driver on campus.

2. Students will be assigned a parking space after payment is received.

- Student Parking: East Lot – all spaces not immediately next to the main building.

3. Parking is not allowed in the following areas:

- Upper lot near the main entrance – this is reserved for teachers and visitors;
- The East Lot immediately next to the main building – this is reserved for teachers;
- The South Lot between the cafeteria and the vocational shop – this is reserved for teachers.

4. Students may have their vehicle towed at their expense or have driving/parking privileges revoked if parked anywhere except the East Lot location.

5. Vehicles parked in lots must be parked between the white lines. All vehicles improperly or illegally parked anywhere, i.e. blocking a driveway, or in a no parking zone will result in a 3 day suspension of parking privileges.

6. The school is not responsible for the vehicle or its contents. Students should make every effort to hide from view any valuables left inside their vehicles.

7. All students must be licensed and covered by insurance. Students are expected to comply with the DMV first-year driving restrictions with regard to transporting other students.

8. There will be no speeding over 5 m.p.h. or any form of reckless driving on school grounds.

9. When violations of these regulations occur, consequences can include suspension of driving privileges, towing of vehicle, and/or being placed on Disciplinary Monitoring.

10. Student vehicles are subject to search by an administrator when there is reasonable suspicion that dangerous, stolen, or illegal goods may be present. A student's refusal to cooperate with



such an examination may be considered sufficient reason to suspend the student, possibly involve law enforcement, or to proceed with expulsion/due process hearing procedures.

11. Students may not leave campus at any time without permission.

12. Seat belts must be worn at all times.

13. Student drivers and their parents are **responsible for the passengers** in their vehicle.

14. Loitering in or around student vehicles, including before and after school, is not permitted. Campus is closed for students in grades 7-12

15. Students are not allowed to leave their vehicles parked on campus overnight (unless they are participating in a school sponsored event such as athletics or other school sponsored activities).

## **ACTIVITIES/ATHLETICS**

### **STUDENT ACTIVITIES**

Student activities are provided to allow students to assume leadership roles, learn teamwork, and to conduct activities for the organization. These activities are available for many different interests. Students are encouraged to explore these groups. Raton High School has a wide variety of interest clubs. Some have a basis in the school curriculum and are sponsored by teachers at the school. Others exist in a non-curricular arena and are led by community leaders and students.

**Student Senate** – This is the student self-governing body of the school. It is a leadership group elected by students and overseen by a faculty sponsor. This group plans and executes activities for the students to enjoy like Homecoming, Blood Drives and other activities that are of educational, recreational, and have school morale value.

**FCCLA** – Family, Career, and Community Leaders of America is a dynamic and effective national student organization that helps students to become leaders and address important personal, family, work, and societal issues through family and consumer sciences education. Members have the opportunity to expand their leadership potential and skills for life planning, goal setting, problem-solving, decision-making, and interpersonal communication.

**FFA** – The National FFA Organization provides students a pathway to achievement in premier leadership, personal growth and career success through agriculture education. Students have an opportunity to build leadership skills, science skills, and business skills, along with many other skills that will prepare students for their futures in or out of the field of agriculture.

**NATIONAL HONOR SOCIETY - NHS** selects students who exhibit exceptional qualities of leadership, character, scholarship, and service. New students are inducted in the spring of each year. Students who are selected into the NHS must have a 3.85 GPA.

**CHOIR** – This is an important vocal performing group at RHS. They perform during the holidays and perform for many civic organizations.

**BAND** – The Tiger Marching Band performs during the football season at games and parades. The Tiger Concert Band then performs for the Holiday Concert as well as pep assemblies. The band performs at the Northeastern New Mexico Music Festivals, programs and other events.

Individual members of the band have been selected to regional honor bands and solo and ensemble contests.

**EXTRA-CURRICULAR ACTIVITIES (Sponsored by School Staff)**

- Ski Club
- FFA
- Student Senate (Student Leadership)
- National Honor Society
- Art Club
- Yearbook
- Band/Choir
- Family Career Community Leaders of America

**NON-CURRICULAR ACTIVITIES (community based)**

- Fellowship of Christian Athletes
- Youth Alive

**NMAA SANCTIONED SPORTS**

- |                    |                     |
|--------------------|---------------------|
| Boys Football      | Tory Giacomo        |
| Girls Volleyball   | Christine Neurauter |
| Coed Cross Country | JR Alderette        |
| Coed Cheer         | Christina Coca      |
| Coed Golf          | David Swanson       |
| Boys Basketball    | Ted Kamp            |
| Girls Basketball   | Brylee Medina       |
| Boys Baseball      | Tory Giacomo        |
| Girls Softball     | Thomas Barksdale    |
| Coed Track         | Brock Walton        |
| Coed Tennis        | Michael Colangelo   |
| E-Sport            | Billy Pier          |

\*\*For the 2022-2023 school year Raton Public Schools will adhere to all New Mexico Athletic and Activity guidance as it relates to sports and activities and these athletics and activities are subject to any and all COVID related guidance.

**ACTIVITY PASSES**

Students and their families may purchase Activity Passes at the Athletics Office. These are designed to provide admittance to events for one price for the year. Family passes as well as individual passes are available,



BELL SCHEDULE  
RATON HIGH SCHOOL  
DAILY SCHEDULE  
2022 - 2023

ACCESS PERIOD 7:30 - 7:50

7<sup>th</sup> - 8<sup>th</sup> Grade

0 - Advisory 8:15 - 8:35

1st Period 8:38 - 9:28

2nd Period 9:31 - 10:21

3rd Period 10:24 - 11:14

**Lunch 11:14 - 11:50**

4th Period 11:50 - 12:40

5th Period 12:43 - 1:33

6th Period 1:36 - 2:26

7th Period 2:29 - 3:19

9<sup>th</sup> - 12<sup>th</sup> Grade

0 - Advisory 8:15 - 8:35

1st Period 8:38 - 9:28

2nd Period 9:31 - 10:21

3rd Period 10:24 - 11:14

4th Period 11:17 - 12:07

**Lunch 12:07-12:43**

5th Period 12:43 - 1:33

6th Period 1:36 - 2:26

7th Period 2:29 - 3:19



BELL SCHEDULE  
RATON HIGH SCHOOL  
EARLY RELEASE SCHEDULE  
2022 - 2023

ACCESS PERIOD 7:30 - 7:50

7<sup>th</sup> - 8<sup>th</sup> Grade

No Advisory on Fridays

1st Period 8:15 - 8:50

2nd Period 8:53 - 9:28

3rd Period 9:31 - 10:06

4th Period 10:09 - 10:44

5th Period 10:47 - 11:22

**LUNCH 11:22 - 11:58**

6th Period 11:58 - 12:33

7th Period 12:36 - 1:11

9<sup>th</sup> - 12<sup>th</sup> Grade

No Advisory on Fridays

1st Period 8:15 - 8:50

2nd Period 8:53 - 9:28

3rd Period 9:31 - 10:06

4th Period 10:09 - 10:44

5th Period 10:47 - 11:22

6<sup>th</sup> Period 11:25 - 12:00

**LUNCH 12:00 - 12:36**

7th Period 12:36 - 1:11

## GENERAL INFORMATION

### BREAKFAST AND LUNCH

All students may receive a free breakfast and lunch in the cafeteria. Prior eligibility is no longer a determining factor. Summit Food Services provides meals for our students.

## **OFFICE**

The Raton High School Office is the central location for all school business involving students, parents and the faculty. This is where school business affairs are transacted: paying fines, fees, class dues, graduation announcements, and other bills.

## **COMPUTER/NETWORK USE AGREEMENT**

Raton High School has computers and Chrome books in several classrooms. These computers are the property of the schools and therefore under the control of school officials. The computers are in the schools to assist students with their learning. They are limited in their search abilities to protect students from misuse. Students shall be held responsible for any damage to computers or chrome books. A \$25 Technology Fee will be assessed to all students each year.

## **CONCERNS AND COMPLAINTS**

If a member of the community has a complaint, the following procedures are intended to assist in its resolution:

- If the matter relates to a student, and it is appropriate, talk with the student's teacher. If the matter remains unresolved, talk with the school principal.
- If resolution of the concern cannot be accomplished at the building principal, either party may refer the matter to the Superintendent for review.
- When a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school principal for study and resolution, if possible.

## **CUSTODIAL/NON-CUSTODIAL PARENTAL RIGHTS**

Custodial parents are entitled to receive information about a student and their education. They are further encouraged to be actively involved in the education of their children. Non-custodial parents do not have the legal right to request student information from the school. A legal document from the court must accompany any request to deny a parent the right to receive information. A copy of this document must be kept in the student's cumulative file. This includes grades, transcripts, and other documents.

### **Maintenance of Student Records**

**State and Federal Law govern maintenance of student records.**

**Each school shall maintain complete permanent records for each student, which is safe from fire and theft. These records shall include the following:**

- **Levels of Attainment;**
- **Attendance;**
- **Health records;**
- **Results of Standardized tests;**
- **Results of available interest test or inventories;**

- **Information required by the local school district, which is consistent with the Federal Family Educational Rights and Privacy Act of 1974.**

## **ELECTRONIC DEVICES POLICY (CELL PHONES)**

RPS permits discretionary use, however use shall not disturb instruction.

The school is not responsible for electronic devices brought on school grounds; Nor is the school responsible for electronic devices students take on school related athletics or activities trips.

### **FEDERAL EDUCATIONAL RIGHTS TO PRIVACY ACT**

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These rights are:

- **The right to inspect and review the student’s education records** within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- **The right to request the amendment of the student’s education records** that parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information** contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- **The right to file a complaint** with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

**FIRE AND EMERGENCY DRILLS**

Fire drills and/or Emergency Evacuation Drills are an important safety precaution and are required, by law, at regular intervals. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. **DO NOT STOP AT YOUR LOCKER!** Note: Students who choose to pull the fire alarm, when no emergency exists, will receive disciplinary action (Automatic Suspension from School).

**LOCKERS**

Students will be furnished with a hallway locker with a combination lock to secure their belongings from loss. The lockers are property of the school district and as such, any certified personnel may search the locker at any time with or without the student present. Any items that are illegal will be removed. Disciplinary actions will be taken according to the RPS Matrix. Raton High School is not responsible for lost or stolen items out of gym and/or hallway lockers. It is the student's responsibility to ensure they lock their belongings in the locker(s) provided. Leave valuable items at home. Do not give your locker combination (s) to any other student. **DO NOT** share lockers.

**LOST AND FOUND**

Lost and found articles will be turned in at the office. Check there for lost items.

**MEDICATIONS**

Students and parents must coordinate student medication distribution with the Tiger's Den Wellness Center. Certain medications require signed parent permission for school personnel to administer while other over the counter medications may be administered by the student. Please coordinate with the Wellness Center.

**STUDENTS**

**Subject to School Authority**

Each student is under the control and direction of the administration or teacher in charge of the school and is subject to district and school policy, regulations and rules during the following times:

- He/she is being transported to or from school by district transportation.
- He/she is attending school.
- He/she is on the school premises.
- He/she is taking part in any school-sponsored activity or athletic event.

## **GUIDANCE AND COUNSELING SERVICES**

Raton High School has a full time Guidance Counselor. Go to the Counselor's office when you need experienced help in solving a personal problem; bring your questions regarding choice of universities, colleges, trade schools, and employment possibilities to the guidance office. Here, you will find a great variety of information: catalogs and bulletins from many educational institutions in the United States, information covering a wide range of occupations, and aptitude and interest tests that will aid you in selecting areas of work and study in which you are most likely to be successful and happy.

## **TRANSPORTATION**

Students may take advantage of bus transportation to school. Contact the bus barn if you have questions about routes or bus stops at 575-445-9510.

## **WELLNESS CENTER (TIGER'S DEN)**

The Tiger's Den Wellness Center is located in Raton High School and serves to provide health services to all students in the Raton Schools.

The necessary parent permission form, that must be filled out and returned, in order for students to be able to use the services provided by the Wellness Center will be provided and must be returned to the office.

**NO SERVICES CAN BE ADMINISTERED WITHOUT THE COMPLETION AND RETURN OF THE APPROPRIATE CONSENT FORM.**

## **WORK PERMITS**

Students who want to work will need a work permit. This is available in the Counselor's Office. These permits are required for students between the age of 14 and 16 for most jobs. Some require permits up to age 18. Please see the counselor for more information.

# **COVID HEALTH AND SAFETY GUIDELINES**

## **Personal Safety Practices**

Certain measures will be needed to reduce the risk of exposure and spread of COVID-19. You can spread COVID-19 to others even when you do not feel sick.



## PHYSICAL DISTANCING



Maintaining space between yourself and others is a best practice and is one of the best tools to avoid exposure to the COVID-19 virus. People can spread the virus without being sick or knowing they are sick, so it is important to maintain social distance from others whenever possible. Physical distancing is **required** on USM's main campus and in satellite locations to limit exposure to the COVID-19 virus and slow its spread.

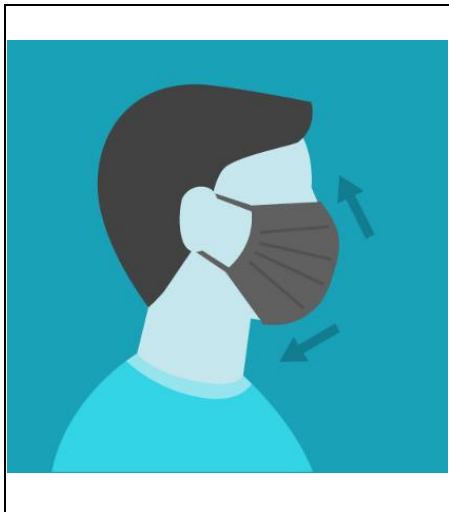
Everyone on campus should follow these physical distancing practices:

- Stay at least 6 feet from others (about two arms' length) at all times.
- All workstations should be oriented to a minimum of 6 feet apart in all directions.
- Meetings should take place online instead of a conference room when possible. If you must meet in person, wipe down surfaces, chairs and equipment after each use, and maintain physical distancing of at least 6 feet.
- Minimize non-essential movement around campus. If duties require movement to other areas on campus, practice physical distancing and follow all health and safety guidelines for those locations.
- Do not gather in groups larger than the size allowable by the current federal, state, and local executive orders.
- Stay out of crowded places and avoid mass gatherings.
- Handshaking and other forms of physical contact are discouraged.

## FACE COVERINGS

The use of face coverings, including homemade masks, scarfs, bandanas or handkerchiefs, helps to minimize risks to the wearer and to those around them. Face coverings are not a substitute for physical distancing and are **required** to help protect the RHS community and the general public. Subject to change in guidance from medical professionals and the CDC, all faculty, staff and students are **required** to wear face coverings while on campus. All faculty, staff, and students must wear face coverings in classrooms, labs, communal office space, on-campus gatherings, and in any indoor or outdoor campus setting where physical distancing is difficult to maintain.

It is the responsibility of each individual to comply with this requirement. Face coverings must cover the nose and mouth, as directed below. Students who willfully refuse to wear a face mask will be assigned to the remote learning environment to protect the health and safety of others.



### **How to Wear a Cloth Face Covering**

Cloth face coverings should:

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine dried without damage or change in properties.

## **HAND HYGIENE**

Frequent handwashing is one of the most important actions individuals can take in preventing the spread of COVID-19. Hand Washing should occur after touching anything in a public area, after using the restroom, prior to eating, and after touching one's face or blowing one's nose.

The correct handwashing technique is as follows:

- Wet hands, apply soap and thoroughly rub hands together for at least 20 seconds.
- Be sure to clean under fingernails and in between all fingers.
- After thorough rinsing, use a paper towel when available to dry hands.
- Use the same paper towel to turn off the faucet and to turn the door handle in public restrooms upon exiting. If a paper towel is not available, use an elbow to turn off the faucet and to activate the accessible door to exit the restroom.
- If soap and water are not available, use hand sanitizer with at least 60% alcohol and rub into your hands until dry.

## **PERSONAL DISINFECTION**

Per CDC guidelines, routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Routine cleaning can reduce risk of exposure and is a necessary step before disinfecting surfaces.

RPS custodial staff across campus will routinely clean workspaces, classrooms and public spaces. Additionally, surfaces frequently touched by multiple people, such as door handles, handrails, light switches and faucets, will be cleaned and disinfected more frequently.

The CDC also recommends individuals wipe down all stud, work and eating areas before leaving any room in which one has been working or eating. This includes a private workspace or any shared-space location or equipment (for example, computers, A/V and other electrical equipment, copiers, desks and tables, chair arms, light switches, doorknobs, handles, etc.). To the best of one's ability, clear desk and table surfaces in personal offices and workstations to aid in thorough cleaning. Using a hand sanitizer also is effective after contact with commonly used surfaces.

## **DAILY SELF SCREENING**

RPS *requires* all faculty, staff and students to self-screen each day for symptoms of COVID-19 before coming onto any RPS property or going to class.

Daily self-screening questions include:

- Have you been in close contact with a *confirmed* case of COVID-19 in the past 14 days?
- Are you experiencing a cough, shortness of breath, or sore throat?
- Have you had a fever or felt feverish in the past 48 hours?
- Have you had a new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

*You must be free of any symptoms before coming on campus for work or school.*

Some of the symptoms related to COVID-19, as identified by the CDC, include:

- Fever above 100.4° F
- Shortness of breath or difficulty breathing
- Coughing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Recent loss of the sense of taste or smell
- Gastrointestinal symptoms which may include diarrhea, nausea or vomiting

If an individual has any of these symptoms and they are not due to a preexisting underlying chronic health condition, *do not come to campus*. Employees should stay home and contact their direct supervisor. Students should notify their teachers and the principal's office.

## **TEMPERATURE MONITORING KIOSKS**

Temperature checks will be located at each of the designated campus entrances. The thermostats are touchless and portable, which will allow them to be stationed or transportable for the monitoring of student temperatures. Our students are encouraged to check their temperatures daily in order to prevent the spread of COVID-19.

## **GUIDING PRINCIPLES**

The following are guiding principles for illnesses and screening for campus:

- Students and employees should *stay home* if sick or if a household member is diagnosed with COVID- 19.
- All students and employees must be prepared to isolate or quarantine when necessary.
- Everyone must be prepared to participate in any case investigation and contact tracing with state, local, or university health officials.
- All students and employees must self-monitor health for symptoms of COVID-19 using the self- assessment protocol in this document.
- All students and employees should immediately notify close contacts when sick with COVID-19 and to be prepared for future contact tracing.
  - Note: Close contacts are defined as people you have been within 6 feet of for at least 15 minutes within the 48 hours before symptom onset until they meet criteria for discontinuing home isolation.
- Employees will be expected to consult with Human Resources regarding COVID-19 related sick leave/time off.

Students who are showing symptoms of COVID-19 and who are *on-campus* will be temporarily relocated to a separate designated room until a parent/guardian arrives.

## **Please Sign and Return this Page**

### **Statement of Conduct and Discipline Expectations Student Acknowledgement Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Grade: \_\_\_\_\_

Raton High School aspires to be a community of learners that support and celebrate a passion for excellence.

Student rights and responsibilities are part of the life of every high school. In the educational setting, rights provide individuals with the basic framework for making sustained progress toward worthy goals. Individual responsibilities make those rights possible. Therefore, all those who are a part of the RHS community must adhere to certain guidelines in the daily activities of this campus.

The faculty and administration of RHS have chosen to redefine the school discipline code in order to meet the changing needs of this high school. The rules and standards outlined in this handbook have been developed to protect the rights of everyone, to ensure that all students and staff are treated with respect, and to assure that our school operates in a safe and orderly manner.

Please read this document carefully and note particularly the changes in policy from the past school year. Your signature at the bottom of this page acknowledges that you have read the Discipline Code, understand your responsibilities as a student, and agree to follow all of the guidelines listed within this handbook.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date of Receipt

**Please Detach This Page and Return to Your Advisory Teacher**