

CLAYTON HIGH SCHOOL

YELLOWJACKETS

323 South 5th Street
Clayton, NM 88415
Telephone (575)374-2596
Fax (575) 374-6012
www.claytonschools.us

Student body-

This is your school, and its reputation is what you make it. A school's reputation is based on the conduct, standards and general attitudes of its students.

At the Clayton High school we firmly believe that a strong work ethic with respect for one's self and others promotes our philosophy: **CLAYTON HIGH SCHOOL: STRAIGHT A'S- Attendance, Attitude, and Achievement.** Graduating not only with an excellent educational background and extra-curricular involvement, but with a sense of personal responsibility and pride makes for a well-rounded young person with the foundation and skills to meet future goals and dreams.

The purpose of this handbook is to inform and aid you and your parents in understanding the importance of and following school policy that is put into place to assist students in developing personal character and responsibility.

We hope that you will take every advantage of this school year and the opportunities available to make your high school years here both meaningful and enjoyable. **HAVE A GREAT YEAR!**

Administration

Principal-	Mrs. Athena Trujillo
Academic Counselor-	Mrs. Neta Coulter

Support Staff

Technology	Mrs. Sherry Lambert
Nurse	Mrs. Shelly Trujillo
Cafeteria Manager	Mrs. Joy Montoya
Secretary/Registrar	Mrs. Pam Simpson
Custodians	Mr. Michael Montoya
	Mr. Tommy Montoya
	Mr. Alfred Sisneros

This Student Planner belongs to:

NAME _____
ADDRESS _____
CITY/STATE/ZIP _____
PHONE # _____

**CLAYTON HIGH SCHOOL
STUDENT HANDBOOK
PARENT AND STUDENT ACKNOWLEDGEMENT FORM
2010-2011**

Rights and responsibilities are part of the life of every high school. This student handbook describes very clearly what we expect from our students and staff. For all of us who are part of the Clayton High School community, there are certain guidelines that we must follow in our daily activities on campus.

Ideally, we would like all students to be involved in the life of this school, participating in a wide variety of programs and activities and we expect all faculty members to contribute to the being of our students. Parents are an integral part of the school community. Your support and involvement with your student and the school nurtures and determines the success of both. Your ideas, comments and concerns are always welcome as we believe in an open door policy. We are working hard to create a school in which all students can grow to their full potential, academically and personally, and you are encouraged to participate in the many programs and events that are sponsored by this school.

However, we also know that it is necessary to set limits for students and to establish clear guidelines for student behavior and well-defined consequences for violations of these standards.

The rules and standards outlined in this handbook have been developed to protect the rights of everyone, to insure that all students and staff are treated with respect, and to assure that our school operates in an orderly manner. **It is understood that it is impossible to have regulations for every possible circumstance. Administrators and activity leaders will use discretionary judgment in dealing with individual situations not covered by a specific written regulation.**

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 handbook, understand your responsibilities as a student, and agree to follow all the guidelines listed within this handbook.

Student Name (please print) _____

Date of receipt _____

Student Signature _____

Parent Signature _____

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Clayton Municipal Schools Mission Statement

To teach knowledge, skills, and character necessary to adapt to a changing world

Clayton High School believes in:

Straight A's: Attendance, Attitude, Achievement

OUR FIVE PROMISES TO STUDENTS AT CHS

1. We promise to provide you with an education to meet your future needs, challenge you, and hold you accountable for your performance.
2. We promise to encourage each student to reach their highest potential.
3. We promise to give you every opportunity to succeed in the classroom.
4. As a staff we promise to be consistent with school rules.
5. We promise to foster an atmosphere of mutual respect leading to academic excellence.

Clayton High School Fight Song

All our praises to our high school
The school we love so dear
Teams that fight for victory
Fighting every year
For dear old Clayton High School
Singing forth and shouting
Giving every cheer (Rah! Rah! Rah!)
Glory to our high school
The school we love so dear!

Clayton High School

School colors: Orange and Black
School mascot: Yellow jacket

Architectural History

The Clayton High School campus, in New Mexico's architectural style, is part of a proud heritage from the 1930's and the Works Progress Administration (WPA). The high school buildings were erected in 1939 and were furnished with products created by the vocational programs of the WPA. Items like curtains, furniture and iron works were put into use, and some are still being used today. Some items have been saved and are on display at **Clayton High School** (323 S.5th St.) in a small WPA museum put together in 1990. The school also houses upwards of 30 excellent etchings and paintings by various WPA artists, like Manville Chapman, Regina Tatum Cooke, Gene Kloss and Helmuth Naumer.

Accreditation

Clayton High School is accredited by the New Mexico Public Education Department.

Notice of Non-Discrimination

It is the policy of the Clayton Municipal Schools not to discriminate on the basis of race, sex, religion, national origin, or handicap in any of its educational programs or employment practices. Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, or Section 501 of the Rehabilitation Act of 1973 may be directed to the office of the superintendent.

ATTENDANCE POLICY

New Mexico State law provides that all students must attend school as long as school remains in session. It is important that parents/guardians and students be aware of the New Mexico “Compulsory Attendance Law.” Relevant portions follow: “A person subject to the provisions of the Compulsory School Attendance Law (22-12-1 to 22-12-7, NMSA, 1978) shall attend school for at least the length of time of the school year that is established in the school district in which the person is a resident. Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the attendance of that person.”

Make-Up Work

Make-up work will be allowed only for the following reasons:

- Illness or personal injury
- Death in the immediate family
- Medical appointments that cannot be scheduled apart from school
- Family emergencies (with administrative discretion)
- Educational experience (previously approved by the administration)
- Religious holidays
- When the school bus cannot make its run
- Activity absences (school related absences)

Absences

Excused Absences

To excuse an absence, the parent or guardian must call the attendance office. If this cannot be done, a note signed by the parent/guardian, including a phone number to verify the authenticity of the note, along with the date and reasons for the absence, must be presented to the Attendance Office the day the student returns.

MAKE-UP WORK: Teachers are happy to assist a student with makeup work for excused absences, however, it is the student’s responsibility to initiate make up work with each teacher. Students have the number of days absent plus one to make up their missed work. In the case of tests, quizzes, and labs special arrangements will be made to afford the student enough time to make up work in all of his/her classes.

Unexcused Absences

Unexcused absences, those absences for a day or period of the day without parental notice being received, unexcused by an administrator or in violation of the compulsory attendance laws of the state of New Mexico, may result in disciplinary action to encourage attendance. The school may require an appointment card or a letter from a hospital or clinic when the parent has not

MAKE-UP WORK: Work for which a grade was taken for that class or day of unexcused absence may be counted as a zero at the discretion of the teacher. Out-of-school suspension is also an unexcused absence caused by student conduct. Out-of-school suspension and expulsion will not be used as punishment for an unexcused absence, however.

Compulsory School Attendance and the Coalition Against School Truancy

Three Day Unexcused Absence

The school will notify parents, by mail, of a student’s third (3rd) unexcused absence

Five Day Unexcused Absence

The school will notify parents, by certified mail, of a student’s fifth (5th) unexcused absence. The student is considered “**truant**” in the eyes of the law. . The school will schedule a meeting in order to develop an intervention contract for both the student and his/her parent(s).

10 Day Unexcused Absence

The school will notify parents, by certified mail, of a student with ten (10) unexcused absences. The student is considered a “**habitual truant**” in the eyes of the law.

Tardy Policy

Tardy students disrupt the educational process, and our goal is to have all students in class for the full instructional period. Students must be in the classroom and ready for class when the bell rings. If a student is tardy, they must report to the office for a tardy slip which will admit them to class. The tardy will be recorded by the attendance secretary.

Per Semester: After the student has three (3) unexcused tardies in any one class period, one unexcused absence shall be applied to the student's attendance record. For every unexcused tardy after this, one day of unexcused absence shall be applied to the student's attendance record. These unexcused absences shall be applied to the 20 Day Rule Policy whereas the student shall not receive credit for the class. ALL TARDIES ARE UNEXCUSED (students are given a four-six (4-6) minute passing period between classes). A tardy in excess of ten (10) minutes will be considered an absence. Any student, who is tardy by more than ten minutes, although considered absent, must report to class or that student will be considered truant.

20 Day Rule

Any student absent twenty (20) days in any one class (*excused or unexcused*) will lose credit for that class for the semester. Extra-curricular absences are excluded. A student who reaches twenty (20) absences in any one class will be required to continue attending that class. Students who do not attend class will be referred to the discipline office for failing to follow the Compulsory School Attendance Policy. Parents/Guardians shall be notified by *return receipt* mail of the 20 absences and the loss of credit. Parents/Guardians, and the student shall have an opportunity to request a 10 days upon receipt of the notification to the Appeals Committee, Clayton High School 323 S. 5th Street, Clayton, New Mexico 88415.

Procedures

1. All students with ten (10) absences, in any one class, shall be sent an Initial Letter of Notification warning the student and parents that the student is in jeopardy of losing credit(s) for that semester.
2. All students with twenty (20) absences, in any class shall, be sent a Follow-up Letter of Notification, outlining course(s) in which credit will be lost. This letter will be sent as certified mail.
3. Upon receipt of a request for a hearing, the Appeals Committee will be present determine the date of the hearing. The implementing teacher shall at the hearing.
4. At the end of the semester, the students who have lost credit(s), due to absences, will be notified.

Appeal Process

When a student has reached the 20 day limit because of tardies, absences or a combination of both, Clayton High School will send a letter to the parents of the student notifying them of the loss of credit for that particular class. If the parents and student wish to appeal this and recover the credit through **Global Student Network** they will have to do the following:

1. Contact the Appeals Committee within 10 days of notification to set up a meeting with the committee (the committee will be made up of one staff member, the guidance counselor, the school Attendance and Truancy Principal, and the implementing staff member).
2. When the student and his/her parents/guardians meet with the committee, the student will be offered a contract to address the issue of tardies, absences or both and given the chance to recover credit.
3. If the student fails to adhere to the contract, the school counselor will be notified and the student will lose the credit for that class.

CAMPUS SECURITY PROCEDURES

To ensure a safe and academically sound environment, the Clayton High School campus is closed during daily Nutrition Break. However, it is an open campus during lunch time. Students are required to have, on file, a signed parent permission form in order to leave campus for lunch. Transporting a student off campus who does not have permission to leave is a violation of school rules. Truancy incurred by leaving campus without permission may not be cleared after the fact.

Reckless driving around campus before, during and after school has become a serious issue. Students must be responsible when behind the wheel during the school day or face school related and/or legal consequences.

Check-out Procedures

If a student must leave campus during the day, the following procedures must be followed:

1. The student **must have** written permission from the parent(s) or the school must have verbal permission from parent by telephone.
2. The student must sign the checkout sheet if leaving during the school day and sign in if returning. Failure to sign out will result in truancy and will be filed as such. NOTE: An admit must be obtained from the Attendance Office for those classes missed.

Notification of Law Enforcement

Administrative authority shall have the discretion to notify the local children's court attorney, district attorney, or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

Visitors

ALL VISITORS ARE TO CHECK IN AT THE PRINCIPAL'S OFFICE. Visitors remaining on campus for an extended time must obtain a pass at the front office, and the pass must be worn while on campus. Clayton students may not bring relatives or friends to visit.

Search and Seizure

Administrators or his/her designee are authorized to conduct searches when a search is permissible. An authorized person who is conducting a search may request the assistance of some other person, who upon consent becomes an authorized person for the purpose of that search only. Female students will be searched by a female authority and male students will be searched by a male authority. An authorized person may conduct a search when he/she has reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions and also when he or she has reasonable cause to believe that a search is necessary to maintain school discipline. Students vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched.

GENERAL INFORMATION

Change of Address

Whenever there is a change of address or telephone number, parents/guardians should notify the Attendance Office immediately. In case of an emergency, it is to your advantage to have the correct address and telephone number on file so that parents can be contacted.

Collection of Debts

Any debt incurred by a student will be recorded as the debt is incurred. Debts may be incurred by the following descriptions: lost or damaged textbooks, instructional materials or equipment; lost or damaged library materials; lost or damaged athletic equipment; lost or damaged organization or club material; fund-raising merchandise or money not turned in; damages to school property, building or any other debt deemed to be legitimate by the administration. All money is to be turned in to the school bookkeeper where it will be received. All debts must be cleared prior to obtaining a course schedule and/or report card or transcripts.

Family Educational Rights Privacy Act (FERPA)

Clayton Municipal Schools complies with the provisions of FERPA, the Individuals with Disabilities Act (IDEA), and the No Child Left Behind (NCLB) in the establishment, maintenance, correction, and disposition of student records.

Fees and Supplies

There is no general textbook fee for students. Students will be issued textbooks and are expected to cover and take care of them. In the event that they are lost or damaged, students will be responsible for paying the cost of the textbook. Students will be issued an ID card and an agenda free of charge; however, in the event that these items are lost, students will be expected to pay replacement fees. Students may be requested to pay laboratory fees and to purchase supplies and materials in certain elective courses and special class projects. There may also be class and club dues. All money is to be turned in to the proper school sponsor/bookkeeper where it will be received. ***Students shall be required to be in possession of their handbook while on campus as it is to be used as their hall pass.**

Fire Drills

As per state law, the school must have a minimum of one fire drill per week during the first month of school and one every month thereafter. Evacuation routes are posted in each room. When the fire alarm sounds (cricket sound) students must evacuate to the area designated for that particular class. Teachers are to review evacuation procedures with each of their classes. Evacuation by students should be orderly, quiet, and taken seriously. Students will return to classes after a bell rings and the teacher directs them.

Hall Passes

Before a student may leave any classroom, he or she must have a signed hall pass from the teacher. If permission is granted, the teacher will mark the date, time, teacher/signature, and destination. Students will not be given hall passes to leave campus to run errands for teachers or activities. In rare instances that this *may* occur, the teacher must make the request through the principal ahead of time.

Hot Lunch and Nutrition Programs

Clayton High School serves during nutrition break and operates a hot lunch program on a daily basis. **Application forms for free or reduced meals are available at the office.** These forms are confidential and allow many students appropriate nutrition through the Nutrition and Lunch Program. Students will be notified as soon as possible after forms have been submitted if qualifications for programs have been met. **Nutrition and lunch bills must be paid regularly.**

Lockers

Student lockers are available and are assigned by grade. Students are responsible for the contents of their assigned locker. The school reserves the right to inspect the lockers. Inoperative lockers should be reported to the front office immediately. Students are not to share lockers or locker numbers. Students are discouraged from bringing valuable items to school. The school is not responsible for lost or stolen items. In order to avoid theft and other issues, students will be issued a combination lock for their locker. Locks are the property of the school and **MUST** remain on the locker and used appropriately.

Lost and Found

Any books or other articles found should be turned in to the front office where owners can claim lost articles after providing proper identification. Lost and found items can be turned in and recovered in the office.

Medication

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

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

PE Dress Code

Interpretation of Dress Code will be ultimately up to the instructor, within the guides of the dress code.

Physical Education is a required course for graduation and students must dress out and participate to pass this class.

School Messenger

Clayton Municipal Schools utilizes a telephone calling system to notify parents of student attendance and important information/activities relating to their child and his/her school. Attendance calls should go out daily notifying parents of both excused and unexcused absences and tardies.

Physicals

Each student participating in high school and junior high school interscholastic athletics is required to submit to a physical examination when required by the New Mexico Activities Association or to submit evidence of being physically fit, as verified by competent medical personnel.

Student Insurance

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

Telephones

Students will not be called out of class to use the telephone unless there is an emergency. The school phone, which is in the front office, is not to be used unless the students are given permission to do so. Telephones are to be used during passing periods and lunch only. As per the student policy, electronic devices and cell phones are strictly prohibited and will be confiscated if seen on campus during regular school hours.

Textbooks

Textbooks, which are issued by title and number, are provided for students from the annual allotment made from the state textbook fund. Each student is responsible for seeing that each book checked out to him/her is covered and well cared for. If books show excessive damage when they are checked in, the student will be charged accordingly. Due to greatly increased textbook costs, it is absolutely necessary students pay for the lost books before new books are issued. Withdrawals, report cards and transcripts will not be issued until damaged or lost textbooks are paid for.

GUIDANCE AND CURRICULUM

Academic Letters

Each letter will be based on the cumulative semester GPA for each class. Letters will be awarded once a year, given at the National Honor Society Induction Ceremony.

First Year Academic Letter	The academic "C" cloth letter
Second Year Academic Letter	Gold Bar
Third Year Academic Letter	Gold Bar
Fourth Year Academic Letter	Gold Bar

Admission

New students entering Clayton High School will be directed to the guidance counselor who will enroll the student in the proper classes. Students are admitted on the following conditions:

1. Promotion from 8th grade.
2. Transfer from another accredited high school. In the case of transfer students, all credits earned from another school in New Mexico will be accepted on the same basis as they were earned. Transfer from other states will be evaluated and equivalent credit will be awarded.
3. A parent or guardian must enroll students. All exceptions must be cleared by the school administration.
4. Homeschoolers- must have notarized, documented evidence of work/completion from an accredited program.

Basic Skills Requirements

The State Board of Education adopted the New Mexico Basic Skills Plan in April 1977. It is designed to ensure that students educated in New Mexico acquire certain life skills and competencies prior to graduation from high school. The New Mexico High School Competency Examination measures the acquisition of these skills.

Class Focus

Each student is required to maintain a schedule of seven (7) courses. However, seniors may carry a reduced load due to scheduling conflicts and/or work. CHS highly recommends full schedules during a student's high school career to effectively prepare them for post-secondary endeavors.

Class Rank

Rank in class is required by colleges and universities on transcripts submitted for entrance evaluation. Class rank shall be determined as follows: Class ranking will be determined each semester beginning with the first semester of the ninth grade. Class rank will be based only on the grades earned in classes that meet or exceed graduation requirements. Total grade points begin accumulating with the ninth grade. These are divided by total units attempted to produce the solid grade point average. Students are then ranked according to their solid grade point average.

Classification of Students

Students are classified according to the following number of earned credits:

- A Sophomore must have 6-11 credits
- A Junior must have 12-17 credits
- A Senior must have 18+ credits (Graduation requirements are 24 credits in order to earn a diploma)

Course Offerings

English

English I, II, III, IV
Honors English
Comm. Skills
Yearbook
Reading Intervention

Mathematics

Algebra I, II
Honors Algebra
Geometry
Honors Trigonometry

Science

Physical Earth
Biology (Reg./Honors)
Chemistry (Reg./Honors)
Anatomy/Physiology
Environmental Science

History

New Mexico History
World/Geography
U.S./Geography (Regular/Honors)
Govt./Economics (Regular/Honors)

Mod. Language

Spanish I, II

Industrial Arts

Shop I, II, III, IV
Welding

Fine Arts

Band
Art I, Advanced Art
Drama

Agriculture

Ag I, II, III, IV
Ag Lab

Phys Education

Regular P.E.
Conditioning
Weightlifting

Other

Drivers Education
Health
Computers Applications

On-line Coursework

Global Student Network (credit recovery)
Mesalands
Clovis Community College

Credit

Each course offered at Clayton High School has been assigned credit. A student earns the assigned credit provided that a semester's work is passed. Partial credit will not be given for a course not completed. There will be **NO** schedule changes after the 10th day for each semester.

Grade Reporting

- Progress Reports – After 3, 6, 9 weeks of each grading period mailed home to parents
- Nine Week Report Cards - One week after the end of each nine week grading period
- Weekly Progress Reports Available upon parent's request
- Incomplete Grades – Must be completed 2 weeks after the end of each grading period. Must be completed 5 days after the end of each grading period for all students involved in extra-curricular activities.

Grading System

Regular Grading System

A	90-100	(4.0)
B	80- 89	(3.0)
C	72- 79	(2.0)
D	65- 71	(1.0)
F	64 or below	(0.0)

Dual Credit (Honors) Grading

A	(5)	90-100
B	(4)	80- 89
C	(2)	72- 79
D	(1)	65- 71
F	(0)	Below 64

Any student who completes any honors course with a grade below a "B", will have their GPA in that class calculated on a 4.0 scale according to the regular grading system.

Graduation Requirements (Twenty four (24) credits)

As of 2010 all incoming freshmen will be required to have the following:

- At least one (1) credit earned in an advanced placement, honors, dual-credit course offered in cooperation with an institution of higher education, or a distance learning course
- Four (4) credits in English
- Four (4) credits in mathematics, of which one shall be the equivalent to or higher than the level of Algebra II
- Three (3) credits in science, two of which shall have a laboratory component
- Three and a half (3.5) credits in social science which shall include United States history and geography, world history and geography, and government and economics, and one-half credit of New Mexico history.
- One (1) credit in physical education
- One (1) credit in one of the following: a career cluster course, workplace readiness, or a language other than English
- Seven and a half (7.5) elective credits

All graduating seniors must have all classroom work and on-line courses completed at least one (1) week prior to graduation in order to walk with his/her class.

Honor Roll

To be named to any honor roll, you must meet the following points and may not have any grade below a "C".

Principal's A+	All A's	4.00 - 5.00
A Honor Roll		3.60 – 3.99
B Honor Roll		3.00 – 3.59

Next Step Plan

As students move into the high school setting, it's important that they undertake a broad view of all available options. To provide students with a tool for exploring and organizing these possibilities, Clayton High School has implemented the Next Step Plan. This process allows students and their parents to select courses that cultivate individual growth and development in view of personal goals beyond high school. Through this process, the guidance counselor will familiarize students with academic and personal goal setting, credits needed for graduation, and future course planning. Students will plan, year-by-year, which courses *best fit their academic path*. CHS recognizes that everyone may not have a firm grasp of their future plans and that many changes will occur during the course of the four years. It is important, however, to begin planning early to avoid missed opportunities or options.

Programs of Study

Comprehensive High School

Clayton High School offers a full, four-year curriculum designed to prepare students for entry into a college or university and other post secondary educational training programs including vocational school and military service. In addition, a general education is provided for those students who plan to enter the work world immediately after high school.

Special Education

Special Education Services are provided at Clayton High School for students found eligible under the Individuals with Disabilities Education Act. Courses are developed to address student needs. Students in the Special Education Program generally receive a continuum of support from mainstream to self-contained services.

Dual Credit Enrollment (Honors)

For qualified students, our school will honor courses taken at a college, university, or vocational school for credit while simultaneously enrolled in high school. Summer school courses are accepted as credit provided they are taken at an accredited school. Dual Credit enrollment allows students to accelerate their learning and to supplement those courses offered in our regular program. **Students are advised to meet with a counselor prior to enrollment in any supplemental program to discuss limitations of concurrent enrollment classes.** Dual Credit (Honors) courses have their own grade point system. A transcript and the number of institutional hours completed must be received in order to document the assigned credit.

Global Student Network (Credit Recovery/Alternative Program)

Clayton High School's Global Student Network program is a unique educational program designed for students who are deficient in academic credits and/or have extenuating circumstances which require modification of the traditional school environment. There are required fees paid by the student for coursework.

PASS (Promoting Academic and Student Success)

Each school morning will begin with **PASS (8:00 – 8:30)**, a tutorial/advisory seminar for students who need extra assistance from core teachers and time to meet with advisors. Student grades will be checked every three (3) weeks and students will be assigned to the program by their teachers. Students are **required** to attend the **PASS** program. **Non-attendance to this tutorial will result in unexcused absences.**

Schedule Changes

Schedules can be changed for the following reasons:

- Conflicts in schedules.
- Changes needed to satisfy graduation requirements.
- Changes needed for the health of a student.
- Successful completion of the course in summer school.
- Inappropriate placement as determined by teacher/counselor.
- The administration may be required to make late changes to balance class loads or correct student misplacement.

All schedule changes are to be approved by the Clayton High School Guidance Counselor. The counselor will schedule a conference (among the administration, student, and appropriate staff member) to identify the reasons for the proposed schedule change. The counselor and/or principal will determine whether to honor the student request. **There will be NO schedule changes after the first 10 days of each semester.**

Scholastic Awards

Two awards are presented to seniors; these being the **English Award** and the **Bausch-Lomb Science Award**. To be eligible, the recipient(s) of these awards must have an overall grade average of ninety (90) for his/her four years in school. The student must have taken English and science for four years. Outstanding work in English and/or science throughout high school is the primary requirement.

Testing

State law requires students to pass the *New Mexico High School Competency Exam* in order to receive a high school diploma. The examination is taken during the sophomore year. Students who do not pass the examination in the sophomore year must take it again the following year. The *Standards Based Assessment* will be administered to all juniors. The school counselor will announce college entrance tests for the *PSAT* (juniors qualifying for the National Merit Scholarship), *ACT/SAT* (juniors and seniors required for admission to many colleges and universities and to all New Mexico colleges). Other tests of scholastic aptitude and vocational interests are available through the counseling office. Also, final examinations are mandated by statute when classes are offered for credit.

General Testing Information:

Each year the state of New Mexico requires a series of tests for specific grade levels. These tests are considered high stakes tests because it is the outcome of these tests that determine a school's ranking. It is important that students attend school every day of the test and make an effort to do well. Clayton Municipal Schools also gives the short cycle assessment, *Northwest Evaluation Measures of Academic Progress* to specific grade levels. This test is given at intervals during the school year and provides information on student growth and proficiency. The data gleaned from these tests is used to assist in student placement, curriculum, intervention, and student support.

New Mexico High School Competency Exam

At this point in time, all students must pass the *New Mexico High School Competency Exam (NMHSCE)* to receive a diploma upon graduation. Students must score 175 in each section to pass the NMHSCE. It is administered to sophomores, but students not passing will have a chance to retake the test their junior and senior years.

New Mexico Standards Based Tests

The New Mexico Standards Based Assessment will be administered each year to juniors in the spring. These tests assess students' performance in reading, language arts, mathematics, science, social studies and writing. Since New Mexico schools are rated in part on the number of students present for testing, this is considered a high stakes test.

College Entrance Examinations

Beginning in their junior year, students have the opportunity to take the *American College Test (ACT)* college entrance examination. This test is required for admissions. The counseling office will provide information on dates, deadlines and costs of the test. Also, for further information, you may visit *ACT's* website at www.act.org or www.collegeboard.org.

Plan Test

The *PLAN Test* is a preliminary *American College Test* developed for sophomores. The *PLAN* is designed to give students experience with the *ACT* and identify possible weak area(s), thus improving the chance of higher scores on the *ACT*. It is recommended that all students who plan to take the *ACT* take *the PLAN Test* first. The *PLAN* is administered each fall.

Compass Test

The *Compass Test* is a required test for students interested in taking Dual Credit courses through Mesa lands Community College unless they have taken the *ACT* and have received qualifying scores.

PSAT

The Preliminary Scholastic Aptitude Test (PSAT) is also available to sophomores and juniors. Like the *PLAN Test*, it is designed to give students experience with the *SAT* and profile possible weak areas. This test is a strong indicator for student success in Advanced Placement and Honors courses and is the qualifying test for National Merit Scholars. All students are strongly encouraged to take this exam. The *PSAT* is administered in October of each year.

ASVAB

The Armed Services Vocational Aptitude Battery (ASVAB) is available to juniors and seniors. It is designed to help students identify strengths and interests with regard to career choices and can be used to provide information to the military.

NWEA MAPS Test

Clayton Municipal Schools also gives the short cycle assessment, *Northwest Evaluation Measures of Academic Progress* to specific grade levels. This test is given at intervals during the school year and provides information on student growth and proficiency. Students are tested in the areas of Reading, Language Arts, Math and Science. The data gleaned from these tests is used to assist in student placement, curriculum, intervention, and student support.

Transcripts

Any student needing a transcript can request one from the counselor or high school registrar by completing a Transcript Request Form. Transcripts will not be sent to any school or business until all bills due the school are paid.

Transfer of Transcripts from State Accredited Schools

Clayton High School will accept credits and courses in progress from another school that is accredited by the State Board of Education.

Valedictorian/Salutatorian Policy

In order to qualify for valedictorian or salutatorian, a student must attend Clayton High School his/her junior and senior years, and earn a minimum of 24 credits, none of which may be work experience credits. The valedictorian must have the highest solid grade point average in the courses required for graduation taken at Clayton High School. The salutatorian must have the second highest solid grade point average in the courses required for graduation taken at Clayton High School.

Withdrawal

A parent or guardian must accompany a student to withdraw from Clayton High School. The parent/guardian will sign a withdrawal form, issued by the front office, which will be taken to each of the student's teachers. Teachers will check in all books and clear the student of all fees or fines prior to assignment of withdrawal grades. When all grades are obtained, the student will acquire the remainder of the checkout signatures and check out in the front office.

STUDENT ACTIVITIES & ATHLETICS

Students are encouraged to participate in extracurricular organizations and activities. This involvement helps students to become well rounded as an individual, acquiring experiences that cannot be taught in a classroom. The level of successful participation in these activities is important for scholarships, applications, and recommendations by the faculty. Clayton High School is a member of the New Mexico Activities Association and abides by its rules and regulations with reference to extracurricular and co-curricular activities. This includes eligibility of students and compliance with Clayton High School athletic and activity codes. Students will be given these codes, and they must familiarize themselves with them if they participate.

Eligibility Requirements for Athletic, Extra-Curricular, and Co-Curricular Participation

All organizations including clubs, athletics, band, cheerleading, dance, queen/king contestants, class officers, student council, but not including National Honor Society, will use the following standards of eligibility. A student shall have a 2.0 average on the 4.0 grading scale used by Clayton Municipal Schools, either for the semester immediately preceding participation, or cumulative, in order to be eligible to participate in any extra-curricular or co-curricular activities for the current semester. Also, the student must not be failing more than one (1) subject at the end of the grading period. At the end of the 1st and 3rd nine (9) week periods, a student must attain a 2.0 average and not be failing more than one (1) class to be eligible for the next nine week period. At the end of the grading period, a student who is participating in extra-curricular or co-curricular activities has five (5) days to make up assignments for an incomplete or that grade becomes an "F" for eligibility purposes. Progress reports will be sent out to parents and students at three (3), six (6), and nine (9) weeks to help and encourage students to be proactive and to keep them informed of failing/passing grades. It is the responsibility of sponsors/coaches to check the ineligible list as it comes out. The use of an ineligible student is a violation of the New Mexico Activities Association rules and could result in disciplinary action taken against the sponsor/coach. All absences for school sponsored activities are considered extra-curricular and will not be counted against them. However, a student must not be absent for more than fifteen (15) days per semester for extra-curricular and co-curricular activities. **Eligibility must be maintained during the school year, as summer school and/or on-line coursework will not be accepted to meet eligibility for the fall.**

Activities and Organizations at CHS:

(Athletics, Cheerleading, Class Officers, Drama Program, Future Farmers of America, Band, National Honor Society, Student Council, Science Olympiad, English Expo, and Yearbook Staff) All activities and organizations are bound by the guidelines in The Athletic/Activity Code of Conduct or Organizational Bylaws specific to their group. Students participating in these groups will be issued guidelines and their parents and them are expected to read and familiarize themselves with the rules, expectations and consequences.

Athletic Program

The Athletic Program at Clayton High School consists of the following sports:

Boys Compete in football, basketball, track, and baseball.

Girls Compete in volleyball, basketball, track and cheerleading.

The school is a member of the New Mexico Activities Association and competes at the AA level in all sports except football which is A. Teams are divided in to Varsity, Junior Varsity, and "C" levels. We are members of the 6AA district for volleyball, basketball and track, 1A for football, and baseball is 4AA.

School Sponsored Activities and Trips

- A. All rules that apply to student behavior on campus and in the classroom apply to any student attending a school-sponsored activity. Even if the activity is after school and at another location, the students must behave in such a manner as to credit the Clayton Schools. Any student participating in activities that discredit the school may not be allowed to attend future activities.
- B. On a field trip or activity trip where school transportation is being used and where the school is providing supervision, a signed parental permission form to attend the event will be required before the student is allowed to board the bus.
- C. Conduct on all school buses and vehicles will be in accordance with all campus and classroom conduct requirements.

STUDENT BEHAVIOR AND DISCIPLINE

The purpose of this document is to assist students, parents, teachers, staff and school administrators in understanding that the school community exists to help all students develop their full potential for learning and the necessary self-discipline to enable them to become productive, responsible members of a democratic society.

The quality of the school community, both socially and academically, depends in a significant way on the choices made by the student population. Upon entering a school, students assume part of the responsibility for creating a stimulating academic and social environment in which everyone is free to grow and learn.

Students may exercise their constitutional rights of free speech, press, assembly, and privacy. The exercise of such rights, however, must be conducted in a manner that does not disrupt the learning of others in the educational process. Maintaining a school climate free of disruptions enables all participants to learn and grow. Students, teachers, parents, and administrators, working together create a common willingness to learn.

Certain student behaviors and attitudes foster the desirable, healthy learning environment schools encourage. Among these are the following:

- Friendliness and acceptance of people of different political, economic, social, religious, and racial backgrounds and abilities;
- Eagerness to participate in both academic and non-academic activities;
- A spirit of cooperation and willingness to share abilities, time, skills, not only to further one's own goals but also to help others to succeed.
- Prompt and regular attendance in classes and at activities of school-sponsored organization;
- Willingness to adhere to school rules and to make positive contributions to the academic and social climate.

Certain other student behavior disrupts the educational process. School authorities shall promptly, efficiently, and with a district-wide consistency, deal with such negative behaviors. Unacceptable behavior is defined, and the consequences of this behavior are outlined in this document. The list is not all-inclusive; acts of misconduct not specified herein shall also be subject to discretionary action by appropriate school personnel.

The principal has the responsibility to take discretionary action any time the educational process is threatened with disruption. Nothing in the following is intended to prevent a staff member, teacher, or principal or other administrator from using his/her best judgment with respect to a particular situation.

Statement of Behavioral Expectations

The right to attend public school is not absolute. It is conditional on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through established processes.

Teachers, administrators, and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public schools. **In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their lawful requests and instructions followed by students.** Students are required to follow staff requests promptly without argument or disruption. Failure to follow school rules will result in administrative referral. Students will have the opportunity to discuss problems and concerns in private with the administration but must not disrupt the learning environment of the school.

The schools have both the authority and responsibility to ensure those suitable rules of student conduct and appropriate disciplinary processes are established.

PLEASE NOTE: UPON REQUEST FOR ENROLLMENT/ADMISSION TO CLAYTON HIGH, a student's history will be used in determining enrollment/admission and /or disciplinary action by the school administration.

Alcohol and Drug Abuse

The nonmedical use, possession, distribution, delivery, or sale of drugs or counterfeit substances on school property or at school events is prohibited. Students in violation of this policy shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law and shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

Bullying and Hazing

Bullying and hazing will not be tolerated by Clayton Municipal Schools as per Clayton Board Policy JH. Bullying and/or hazing are prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events.

Cell phones and Electronic Devices

The Clayton Board of Education believes that students need a safe, positive and productive learning environment free from disruptions, distractions, and threats. The Board has determined that Personal Electronic Devices have created a disruption to the learning environment, distracted students from the primary purpose of education and have been used to threaten other students. Accordingly, it is the policy of the Board to forbid possession, custody and use of Personal Electronic Devices during school activities and school trips.

Personal Electronic Device – an electronic device that emits an audible or visual signal, displays a message, or otherwise summons the possessor, including, but not limited to, cellular telephones, paging devices, electronic emailing devices, radios, tape players, laptop computers, personal digital assistants (PDA), cameras, and any device that provides a wireless connection to the Internet.

Prohibition – It is the policy of the Board that no student shall bring Personal Electronic Devices to school, nor carry or keep any Personal Electronic Device on school property or while attending or participating in any school activity, including transportation to or from such activity.

Students who discover they have inadvertently brought a Personal Electronic Device to school shall have the option to self-report the incident to the building administrator to have the Personal Electronic Device held in the office until the end of the school day. A student who inadvertently brings a Personal Electronic Device to school and fails to self-report the incident, shall be subject to discipline pursuant to the policy.

Loss of and Damage to Personal Electronic Devices: The District shall not be liable or responsible for the loss or damage to any Personal Electronic Device at school or at school-sponsored activities.

Penalties for Violations: School employees with student supervisory responsibilities are authorized to confiscate Personal Electronic Devices.

First Offense: The Personal Electronic Device will be confiscated and the parent will be given a choice of having the PED held for two weeks by administration or the remainder of the day plus one additional day of suspension. The Personal Electronic Device will be returned to a parent or guardian of the offending student at a meeting with the designated building administrator.

Second Offense: The Personal Electronic Device will be confiscated and the parent will be given a choice of having the PED held for three weeks by administration or the remainder of the day plus two additional days of suspension. The Personal Electronic Device will be returned to a parent or guardian of the offending student at a meeting with the designated building administrator.

Third Offense: The Personal Electronic Device will be confiscated and the parent will be given a choice of having the PED held for four weeks by administration or the remainder of the day plus three additional days of suspension. The Personal Electronic Device will be returned to a parent or guardian of the offending student at a meeting with the designated building administrator.

Subsequent Offenses: The Personal Electronic Device will be confiscated and the student will be recommended for long term suspension in accordance with the Board Policy on long-term suspension. The Personal Electronic Device will be returned to a parent or guardian of the offending student at a meeting with the designated building administrator.

Computer Use

All students will abide by the rules set forth in the Clayton Municipal Schools Board Policy and will sign an Acceptable Use Policy with their parents prior to using any school technological device.

Corporal Punishment

The Clayton School Board authorizes the use of corporal punishment. However, corporal punishment may not be administered to any student, whose parent or legal guardian has stated, in writing, to the school principal, that corporal punishment is not to be administered to that student.

Motor Vehicles

Students who drive to school must observe posted speed limits and yield to school bus traffic. Reckless driving may cause a student to lose driving privileges. The students are required to park and lock their cars upon arrival on campus and are prohibited from going to their cars or loitering in the parking lots at any time during the school day unless they have checked out of the front office and have permission to leave. Student vehicles when on campus or otherwise under school control may be searched in accordance with school board policy.

Sexual Harassment

Sexual harassment is a violation of the policies of the Clayton Municipal Schools and it is against the law. As a student, you do not have to tolerate sexual harassment of any kind. A copy of the Clayton Municipal School's Board Policy is available for your review in the school office or the Central Administration office. If you feel you are being sexually harassed by another student or students, please report the matter to administration. If you feel you are being sexually harassed by any employee or official of the District, please report the matter to administration or the superintendent. If you have any questions about sexual harassment issues, please discuss them with the school counselor or administration.

Tobacco

The possession or use of tobacco products is prohibited on school grounds, school buildings, school parking lots, school playing fields, school buses and other District vehicles, and off-campus school-sponsored events. Disciplinary penalties may include, but are not limited to suspension or expulsion.

Weapons

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District. A student who violates this policy shall be subject to disciplinary by the District and/or law enforcement.

What types of behavior disrupts the educational process?

This list is not all-inclusive; acts of misconduct not specified herein shall also be subject to discretionary action by appropriate school personnel. This document does not attempt to set societal standards. The criterion used for defining unacceptable behavior is whether or not it has the potential to disrupt the educational process. These guidelines follow municipal and state guidelines.

The following are some of the prohibited activities:

- Criminal or delinquent acts
- Gang related activity
- Sexual harassment
- Disruptive conduct
- Refusal to identify self
- Refusal to cooperate with school personnel
- Engages in conduct that is disorderly
- Fighting or engaging in violent behavior
- Making unreasonable noise
- Using abusive or obscene language or gestures
- Obstructing vehicular or pedestrian traffic
- Creating a hazardous or physically offensive condition
- Engages in conduct that is subordinate
- Selling, distributing, using or possessing alcohol, drugs, or other controlled substances or drug paraphernalia
- Selling, distributing, using or possessing weapons, fireworks, or other dangerous instruments or contraband
- Selling, using or possessing obscene materials
- Using profane, vulgar, or abusive language
- Gambling
- Hazing
- Engaging in lewd behavior
- Lateness for missing or leaving school or class without permission or excuse
- Cheating
- Plagiarism
- Use of electronic devices
- Record of absenteeism

How will the school handle unacceptable behavior?

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following:

- Verbal warning
- Written warning
- Written notification to parents

- Probation
- Detention
- Corporal punishment
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extracurricular participation
- Suspension of other privileges
- Exclusion from a particular class
- In-school suspension
- Lunch detention
- After-school detention
- Involuntary transfer
- Community service
- Suspension
- Expulsion

STUDENT DRESS

A student's appearance will be governed by standards that are compatible with decency, cleanliness, safety and an atmosphere of learning. Dress, which disrupts the educational process, will not be allowed. The school has the right and responsibility to intervene anytime it feels that the appearance of a student does not meet these standards. Sponsors and coaches may require participants to adhere to a predetermined dress code for some events.

CLOTHING WHICH IS UNACCEPTABLE

1. Half shirts (shirts which expose the belly button), muscle shirts, tank tops with straps less than 2" wide, mesh or see through clothing, shirts or tops with partial or no sides or revealing clothing that exposes under garments.
2. Clothing which contains symbols, pictures, and/or printing referring to drugs, alcohol, obscenities, and other clothing which is deemed offensive.
3. Skirts, shorts, and dresses should not be shorter than 4" above the knee cap.
4. Hats, caps, sunglasses, and any other type of headgear may not be worn in the classroom or buildings and must be worn facing forward.
5. Clothing that is worn in any way to represent gang activity or membership (no bandanas).
6. Chains, (including wallet chains) are not permitted.
7. Body piercing and jewelry/ornamentation must be worn in good taste, small in size and not disrupt the educational process.
8. Pants must be worn around the waist in an appropriate manner (NO SAGGING, BAGGING or DRAGGING)
9. Shoes, sneakers or appropriate footwear must be worn at all times unless specified by an adult authority.
10. Sunglasses are not to be worn in the building, on top of the head or on the back of the head
11. Hair length, colors and styles that are such and are an extreme deviation from the norm that they attract attention to an individual are considered inappropriate.

Administration has the authority to use discretion for any instance that Dress Code may be questionable or when violations are not specifically mentioned above. Chronic offenses may include severe consequences

STUDENT SERVICES

Community and Parent Volunteers

The Board of Education recognizes that the development of good schools is promoted when community members, parents, and educators, work together. Community/parent volunteerism and direct involvement in the schools is a principle means of promoting cooperation and understanding between community members, parents, and educator. It is accordingly, the policy of the Board to promote community member and parent volunteerism in the district.

Guidance and Counseling

The guidance counselor is available to students to assist them in making their high school careers successful and in making plans for the future. We encourage you to use this resource to help you meet your needs and interests.

This school counselor is the link between students and administration. The counselor will handle scheduling of classes, registration, "Next Step" plans, student records, credit checks and schedule changes.

The guidance office also provides guidance in the area of student needs and interests in terms of post-secondary and career pathways. In addition, it is in charge of testing and dissemination and interpretation of test data to parents and students. The counselor conducts group and individual counseling on a referral basis.

The high school has a full range of programs and related services for exceptional students who meet the State of New Mexico standard for Special Education.

Library

The library operates as an educational media center to serve faculty and students with print, audio, and visual materials. The use of its facilities is encouraged for personal enjoyment and academic achievement. Teachers may schedule classes for individual reading and research or for lectures in the facility. Students may use the library before school, during lunch, and after school. There is a check-out policy for books, magazines and reference materials. Fines are collected for overdue materials to encourage prompt return.

IT IS YOUR RESPONSIBILITY TO KNOW THE POLICIES, RULES AND PROCEDURES AT CHS

This handbook contains a wealth of important information about our school's mission, and organization, concerning its academic and behavioral standards and about its daily practices and procedures. Please take the time to read this document closely and familiarize yourself with its contents. It is your responsibility to know and adhere to the school's policies, procedures and rules. You have the right to a full and rewarding high school experience at Clayton High School. It is our job to provide an environment in which you are safe and free from fear and intimidation and where you can grow and prosper as a young adult. Within this school you will be expected to exercise good judgment in all matters and to make responsible decisions that will benefit you and the rest of our school community. 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.

The policies and regulations in this handbook apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity or event, or whose conduct at any time or any place interferes with or obstructs the mission of the school, the operations of the school/school district, or the safety and welfare of any student or employee.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

(Clayton Municipal School Board Policy – JII-EB) 4/21/09

Students may present a complaint or grievance regarding one (1) or more of the following:

- Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- Intimidation by another student.
- Bullying by another student which means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern 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.
- Concern for the student's personal safety.

Provided that:

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

The guidelines to be followed are:

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

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

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

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

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

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