

Mayfield High School

Preparing Students for Success...

Committed to Excellence -
Always



Where Students Come First

We are Mayfield!:

50 years of Excellence

Student Handbook

2017 - 2018

DEAR STUDENTS:

Welcome to Mayfield High School, home of the Trojans! By choosing Mayfield you are choosing to become part of an educational community that has demonstrated academic, sports, and extracurricular excellence for over fifty years. The expectations at Mayfield are understandably high, and we expect that you will demonstrate the dedication and determination needed to ensure that your high school career is successful.

The Mayfield staff is here to ensure that you have every opportunity to learn and excel. It will be your responsibility to actively engage in those opportunities and learn and grow from them. At Mayfield we also recognize that students learn and mature outside of the classroom and we encourage you to become involved in the many clubs, sports, and extracurricular offerings at Mayfield.

If you need help or assistance, please feel free to contact your counselor or any of the administrators. We are here to support you in any way we can and our doors are always open.

Eric Fraass
Principal, Mayfield High School

Administrators:

Eric Fraass, Principal
Daniel Gomez, Assistant Principal
Christina Mullins, Assistant Principal
Alfred Rue, Assistant Principal
Ellen Torres, Assistant Principal

Counselors:

Monica Makens: A-D, X, Y, Z
Sam Tapia: E-K, W
Mayra Meza: L-Q
Victoria Alarcon: R-V

Office:

Mary Audetat: Office Manager
Lorie Morales:
Athletic/Textbook Secretary

Rebecca Mondragon: Receptionist
Melissa Leyva: Guidance Secretary
Debbie Preece: Registrar
Sandra Sanchez: Assistant Registrar
Jenny Herrera: Attendance Clerk
Riba Calloway: Nurse
Dolores Ortiz: Health Assistant
TBD: Lead Custodian
Robert Gonzales: Night Lead

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PLEASE NOTE: LCPS Policies and Regulations are on the district website in their entirety. Due to the length of policies and regulations, we may only summarize critical points in this handbook.

Regular Bell Schedule - Monday through Friday

Teacher Prep	8:00 - 8:30	(30 Minutes)
1st or 2nd Period	8:40 - 10:07	(87 Minutes)
3rd or 4th Period	10:13 - 11:40	(87 Minutes)
Lunch	11:45 - 12:25	(40 Minutes)
5th or 6th Period	12:30 - 1:57	(87 Minutes)
7th or 8th Period	2:03 - 3:30	(87 minutes)

The schedule is a true A/B Schedule with odd and even classes meeting every other day. The cycle is odd/even every other day, including Friday, for a two-week period, and then begins again. Advisory will meet once or twice a month on Fridays, meeting in alternating class periods throughout the year. The Advisory schedule is on the calendar on pages 6-7 of this handbook.

Mayfield High School - Mission Statement

Our purpose is to create a positive environment in which all students will acquire the education necessary to become productive, fulfilled citizens. To achieve this we are committed to providing a safe environment conducive to learning, increasing the graduation rate and implementing innovative programs designed to achieve academic excellence.

Mayfield High School Commitments

We have established these guiding principles as a basis for our values as teachers and professionals. They represent our shared purpose and will continue to guide us as educators.

- We will develop curriculum and instructional strategies that promote active involvement of students that allow for individual ability and talents.
- We will assist each student in their transition to high school, through appropriate instruction, guidance, and support tailored to individual needs.
- We will engage a continuous search for exemplary instructional practices through on-going professional development.
- We will create conditions that appreciate diversity to include values, language, and contributions of all students.
- We will provide a supportive school atmosphere where everyone feels valued and safe.
- We will act in a professional manner in all situations. Our relationships will be characterized by integrity, honesty, caring and respect.
- We will hold high expectations for staff to support student learning.
- We will promote respect for all.
- We will hold high expectations for student achievement and character.
- We will guide students to make responsible choices necessary to succeed in post-secondary education and the workplace.
- We will care for Mayfield High School facilities and will expect the same of our students.
- We will communicate with parents and will encourage them to be involved in their children’s education.

Mayfield High School Student Commitments

Mayfield High School students are responsible for a long-standing tradition of excellence through their commitment to the following expectations:

Participate and support school and community activities

Represent Mayfield through exemplary demeanor

Involve yourself in doing what is right, not what is popular

Decide to succeed in academics, co-curricular, and extracurricular activities

Elicit respect by respecting others—adults, teachers and peers

P.R.I.D.E. . . . TROJAN PRIDE!

SCHOOL SONG

Roll on Trojans, fight to victory
We’ll fight until we win this game.
Roll on Trojans, Fight to victory
The Green and Gold will bring us fame.
We are always on the winning side,
The Green and Gold will signify
The best of courage and spirit
From Mayfield High,
We’ll fight until we die

ALMA MATER

Dear Mayfield High, Our Alma Mater
Home of the Green and Gold.
With memories sweet
And friendship true
We sing our song to you.
We walk these halls but once in life
Our future burning bright,
With heads held high
We pledge to thee our lifelong loyalty.

*******DO NOT PLAN VACATIONS OR MISS SCHOOL DURING TEST DATES*******

Some tests are state mandated and scores may impact graduation eligibility. Schools do not necessarily have the option to allow students to make up a missed test. If a student earns 9 or more absences in a class, regardless of the reason, the student will have to appeal their grade at the end of the semester. There is a time limit on when students may appeal a grade or grades.

NOTICE: Standardized testing is now required several times per school year, depending on what grade the student is in and also whether the student has scored “Proficient” on the HSGA. Students must pass the HSGA in order to be eligible for graduation. It is important that all students are in attendance and on time. This is “high stakes” testing. Please work with counselors on meeting graduation requirements.

2017-2018 CALENDAR b LAS CRUCES PUBLIC SCHOOLS

August '17

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
		Last Day K-3+	LCPS Prof Develop; 9th Gr. Orien*	Prof Dev; Registration, K-8; 6th Gr. Orien*	Staff Work Day - no other mtgs	
6	7	8	9	10	11	12
	ODD	EVEN	ODD	EVEN	ODD	
13	Classes Begin # 1st-12th	Kindergarten Classes Begin	Preschool Classes Begin			
	EVEN	ODD	EVEN	ODD	EVEN	
20	21	22	23	24	25	26
	ODD	EVEN	ODD	EVEN	Advisory 2nd	
27	28	29	30	31		

September '17

SUN	MON	TUE	WED	THU	FRI	SAT
					ODD	
	Labor Day - no school	EVEN	ODD	EVEN	ODD	Advisory 1st
3	4	5	6	7	8	9
	EVEN	ODD	EVEN	ODD	EVEN	
10	11	12	13	14	15	16
	ODD	EVEN	ODD	EVEN	ODD	Advisory 3rd
17	18	19	20	21	22	23
	EVEN	ODD	EVEN	ODD	EVEN	
24	25	26	27	28	29	30

October '17

SUN	MON	TUE	WED	THU	FRI	SAT
	ODD	EVEN	ODD	EVEN	Parent Conf preK-12; no classes	
1	2	3	4	5	6	7
	Prof Dev; no classes	ODD	EVEN	ODD	EVEN	Advisory 4th
8	9	10	11	12	13	14
	ODD	EVEN	ODD	EVEN	ODD	
15	16	17	18	19	20	21
	EVEN	ODD	EVEN	ODD	EVEN	Advisory 6th
22	23	24	25	26	27	28
	ODD	EVEN		Elem. Report Cards		
29	Middle & High Report Cards	30	31			

November '17

SUN	MON	TUE	WED	THU	FRI	SAT
			ODD	EVEN	ODD	Advisory 5th
			1	2	3	4
	EVEN	ODD	EVEN	ODD	Veterans Day - no school	
5	6	7	8	9	10	11
	EVEN	ODD	EVEN	ODD	EVEN	Advisory 8th
12	13	14	15	16	17	18
	Thanksgiving Holiday					
19	20	21	22	23	24	25
	ODD	EVEN	ODD	EVEN		
26	27	28	29	30		

December '17

SUN	MON	TUE	WED	THU	FRI	SAT
					ODD	Advisory 7th
					1	2
	EVEN	ODD	EVEN	ODD	EVEN	
3	4	5	6	7	8	9
	ODD	EVEN	ODD	EVEN	ODD	
10	11	12	13	14	15	16
	EVEN	ODD	EVEN	Winter Holiday		
17	18	19	20	21	22	23
	Winter Holiday					
24	25	26	27	28	29	30
31						

Fall 2017 Back-To-School Schedule

Elementary Schools:

- Aug. 10: Student Registration, Kindergarten-5th; 9-11 a.m. (no buses)
- Aug. 14: 1st-12th Grades Classes Begin
- ⊕ Aug. 14: Kindergarten Transition Day
- Aug. 15: Kindergarten Classes Begin
- ⊙ Aug. 15: Preschool Transition Day
- Aug. 16: Preschool Classes Begin

Middle Schools:

- New** and returning students - Registration for all middle schools: Parents should check with their individual schools for exact schedule.
- ⊙ Aug. 10: 6th Grade Student/Parent Orientation, 6:00 p.m.; 6th graders to pick up schedules
- Aug. 14: 6th-8th classes begin. Check with individual schools.

High Schools:

- High school students **new** to LCPS can register in summer, Mondays through Thursdays at all high schools; Counselors available Wednesdays.
- * Aug. 9: 9th Grade Student/Parent Orientation, 6:00 p.m.; Freshmen to pick up schedules; CHS, LCHS, MHS, OHS, RGPI: check for times at individual schools
- Aug. 14: 9th-12th grades classes begin

End of Semester

Dec. 20: Half day of classes-morning only; Staff works full day; End of semester

January '18

2ND SEMESTER

February '18

SUN	MON	TUE	WED	THU	FRI	SAT
	Student Winter Holiday Staff Winter Holiday		Student Winter Holiday LCPS Prof Develop	School Prof Devel	Staff Work Day	
	ODD Classes Begin preK-12	EVEN	ODD	EVEN	ODD Advisory 1st	
	Dr. King Holiday - No School	EVEN Elem. Report Cards	ODD	EVEN Middle & High Report Cards	ODD	
	EVEN	ODD	EVEN	ODD	EVEN Advisory 2nd	
	ODD	EVEN	ODD			

SUN	MON	TUE	WED	THU	FRI	SAT
				EVEN	ODD	
	EVEN	ODD	EVEN	ODD	EVEN Advisory 4th	
	ODD	EVEN	ODD	EVEN	ODD	
	Presidents' Holiday - No School	EVEN	ODD	EVEN	ODD Advisory 3rd	
	EVEN	ODD	EVEN			

March '18

SUN	MON	TUE	WED	THU	FRI	SAT
				ODD	Parent/Teacher Conf. pre-K-12	
	EVEN	ODD	EVEN	ODD	EVEN Advisory 6th	
	ODD	EVEN	ODD	EVEN	ODD	
	Spring Break					
	EVEN	ODD	EVEN	ODD	Spring Holiday preK-12; No School	

April '18

SUN	MON	TUE	WED	THU	FRI	SAT
	Spring Holiday preK-12; No School	EVEN	ODD Elem. Report Cards	EVEN Middle & High Report Cards	ODD Advisory 5th	
	EVEN Advisory 8th	ODD Advisory 7th	EVEN	9th-11th Next Steps; No 9th-12th classes	8th Gr. Next Steps, no 8th classes	
	ODD	EVEN	ODD	EVEN	ODD	
	EVEN	ODD	EVEN	ODD	EVEN Advisory 2nd	
	ODD					

May '18

SUN	MON	TUE	WED	THU	FRI	SAT
		EVEN	ODD	EVEN	ODD Advisory 1st	
	EVEN	ODD	EVEN	ODD	EVEN	
	ODD	EVEN	ODD Seniors' Last Day	EVEN	ODD Graduation APECHS, TBA	Graduations: 9 am-CHS; 1:30 pm-RGPI; 6 pm-OHS; all at Pan Am
	EVEN Graduation MHS, 6 pm; Pan Am 21	ODD Graduation LCHS, 6 pm; Pan Am 22	EVEN	ODD	EVEN Semester Ends; half day	
	Memorial Holiday	Weather Make-up Day, Staff				

SPRING TESTING

Testing dates vary depending on grade level. Contact schools for specific testing dates.

SPRING SCHEDULE

- March 2: Parent-Teacher Conference Day, preK-12
- April 12-13: 9th-11th Next Steps (preregistration) Planning (check with school for times/appointments); No 9th-12th grade classes.
- April 13: 8th grade Next Steps Planning; No 8th grade classes; Check with middle school for more information; 6th & 7th grades will attend classes and pre-register for next year.

END OF SECOND SEMESTER

- May 21-22: MHS and LCHS graduations - Early dismissal (after lunch), one high school per day, only on the day of the school's ceremony.
- May 25: Classes in morning only; Breakfast only; Early dismissal; Staff works full day; Elem report cards issued.
- May 25: Elementary Report Cards Available
- June 5: Middle & High School Report Cards Available

* In the event of severe weather and school is cancelled earlier in the year, the Weather Make-up Day may be used for staff only (no students) per the Supt's direction.

05.02.17

IMPORTANT GRADUATION ANNOUNCEMENT: Graduation Ceremony dates have been revised after the printing of the above calendar. All Ceremonies are now scheduled to take place on May 18 and May 19. Times to be announced. Please see the LCPS district website for updated information.

Academic Policies

OPEN ENROLLMENT/TRANSFERS

LCPS secondary schools have an open enrollment policy. Students are required to attend the school within their residential boundaries unless approval of a transfer has been obtained. All open enrollment transfers must be submitted to and approved by LCPS Office of Instruction annually. Acceptance of an open enrollment transfer will be approved only if available space, staff and facilities exist. Transportation of open enrollment students shall be the responsibility of the parent/guardian as bus transportation will not be provided. (LCPS Policy JFB, Open Enrollment)

REQUIREMENTS FOR ENROLLMENT

New students will provide the following:

1. Official withdrawal papers from former school with complete list of current classes and withdrawal grades.
2. Current immunization record.
3. A statement of proof of residence.

After all papers are in order, the new student will be assigned classes based on his/her withdrawal form. Substitutions will be made for any classes not offered at Mayfield High School when possible. Evaluation of credits for graduation will be made from a completed, official transcript.

REQUIREMENTS FOR WITHDRAWAL

Students withdrawing from Mayfield High School must request a withdrawal form from the Registrar. Students will be withdrawn for the following reasons:

1. Parent request in person or in writing with approval of administration. Students who are 18 years of age and not living with the parent may sign for disenrollment.
2. Non-attendance. A student may be withdrawn after nine (9) consecutive days of absence. Students may be withdrawn from an individual class after nine (9) consecutive days of absence.

Students are withdrawn and a transcript will be sent after:

1. All fines and fees are paid in full.
2. All books are returned or restitution is made.
3. All classes are cleared by teachers' signatures.
4. Books are cleared in library by librarian's signature.

GED: If a student and parent have agreed that the student wishes to pursue his/her GED, then they must follow LCPS Policy IHDB, Adult High School/GED Programs. <http://lcps.k12.nm.us/wp-content/uploads/2013/04/IHDB-R-GED.pdf>

STUDENT RECORDS – FERPA

The school maintains confidential student records for each student enrolled in the school. The school complies with the U.S. Family Educational Rights and Privacy Act (FERPA) to keep student records confidential and to provide procedures and establish responsibility for collecting, maintaining, and releasing information about students that is contained in student records. Parents who wish to have student directory information restricted need to complete and submit LCPS Form JRA-E1: Request to Restrict Release of Child's Directory Information.

GRADING AND REPORTING

Students and parents will be informed on grading criteria at the beginning of each course. Parents and students will be able to follow attendance and grade progress in classes by using **ParentVUE/StudentVue**. This program is free and accessible via the internet. Parent email addresses are required to gain access to their student's information. This program will be used district-wide. Grade progress will be reported formally every nine weeks. Parents/guardians of students who have a "D" or "F" will be notified by mail at the interim grading period. Parents are responsible for notifying the school of address changes. Grading period intervals are indicated on the school board approved district calendar. Parents are encouraged to use **ParentVUE/StudentVue** to check student progress in classes and to meet with the counselors and teachers when a student's grade falls below acceptable levels. Meeting as a team helps reinforce student expectations and increase communication between the school and the home. (LCPS Policy IKAB, Grading and Reporting)

FINAL EXAMS

Students are required to take a final exam in all courses. The final exam will count as 20% of the final grade. There is no exemption from final exams. (LCPS Policy IKAB, Grading and Reporting)

GRADUATION REQUIREMENTS for Class of 2014 and beyond		
Subject Area	Units	Additional Information
English	4.0	English I, II, III* and IV or higher
Mathematics	4.0	One must be equivalent to Algebra II* or higher
Science	3.0	Two must earn lab science credit
Social Sciences	3.5	New Mexico History - .5 US History – 1* World History - 1 Principles of Democracy - 1
Physical Education	1.0	
Health**	.5	
Career Cluster, Workplace Readiness or a Language other than English	1.0	See your counselor to find out what classes fulfill this requirement.
Electives:	12.0	
TOTAL CREDITS:	29.0	
>>>One credit must be earned in an Honors, Dual Credit, AP Course, or online/distance learning course.		
<p><i>* If a student does not earn “proficient” scores on their state-mandated Graduation Exam, but they have taken the test every time required, then the student may earn the right to use an Alternative Demonstration of Competency (ADC). One of the ADC’s requires a student to pass specific courses and their End of Course (EOC) exam. Examples of classes and tests they must pass are: English III, Algebra II, US History, Biology or Chemistry. <u>Check specific details with the school counselor.</u></i></p>		
<p><i>** Health is required for the on-time graduating class of 2017 and beyond. It is not required for the on-time graduation classes of 2015 & 2016, who will need an additional .5 elective. Regardless of graduation year, 29 credits are needed for graduation.</i></p>		

>>>>Additionally, students must pass the graduation exam<<<<

Students must work very closely with their COUNSELOR to make sure they are taking the correct classes to qualify for graduation. If a student fails a class, they should make the class up at night school or summer school

ATTENDANCE AND CREDIT APPEALS

According to the state attendance requirements, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. Basically, if a student accrues 9 or more **unexcused** absences in a full credit course, he/she will not earn credit for the course without going through the Attendance/Credit Appeals process with the Attendance Review Committee. The Attendance Review Committee will review all factors to determine if credit will be awarded. **The credit appeal process must be completed within 2 weeks of the end of the semester.** It is the student’s/family’s responsibility to get the Credit Appeal Packet from the MHS Attendance Office at the end of the semester and schedule an appeal with the Attendance Review Committee. Failure to comply with the process or deadline could interfere with the student earning credit in a class or classes.

>>>>IMPORTANT: All requirements for graduation must be met completely before a student can participate in graduation exercises. This means students must have completed the required credits and have passed the High School Graduation Exam before the end of the regular school year. The High School Graduation Exam is given in early spring, of the junior year, with a makeup test given in early fall. Additionally, all fees and fines must be paid in full, credit appeals must be completed, the student must have completed the senior survey and the official check-out paperwork, before a student is allowed to participate in graduation ceremonies or have official transcripts mailed on their behalf. Please pay fees each year so they do not accumulate over the high school career.

CLASS RANK/HONOR GRADUATES

Rank in class will be determined by a weighted grading system and will include all eight semesters of high school enrollment. Some district-specified Advanced Placement and dual credit courses earn weighted credit on the GPA. (LCPS Policy IKC, Grade Point Average and Weighted Grade Point Average)

Mayfield High School honor students fall into two categories: Top “Ten” students and the “Top Ten Percent.” Students in the top ten percent of their class will be designated as Solid Gold Graduates and will be designated in the graduation program. Additionally, they wear a graduation cap and gown that are gold in color. “Top Ten” students are those that have achieved a 4.0 of higher cumulative GPA for all eight semesters of their high school career. In both cases, honor status is conferred on the basis of one's eight - semester GPA. Special achieving undergraduates and seniors are recognized in separate awards assemblies each year.

ACADEMIC INTERVENTIONS

Rio Grande Preparatory Institute is the district-wide alternative high school. Many of their courses are online (computer based), therefore students may also meet the graduation requirement for an online class. Mayfield High School provides a variety of interventions to support academic success and achievement. Parents may contact their student's counselor for more information. Parents and student should understand that if a student fails a class, there may be a cost to make up the credit/class. It is critical that students, parents, teachers and counselors work on behalf of the student's success before there are academic problems.

RESPONSE TO INTERVENTION (RTI)

RTI is a process that provides immediate intervention to struggling students at the first indication of failure to learn. Through systematic screening of all students, classroom teachers identify those who are not mastering critical skills and provide differentiated intervention to small groups of students. Students' responses to these interventions allow teachers to adjust and differentiate instruction accordingly. In addition, RTI allows teachers to identify students in need of additional targeted intervention(s). RTI is an integrated service delivery approach for all students and should be applied to decisions in general and special education. RTI is the process that all student assistance teams (SATs) in New Mexico must follow to ensure that schools meet all students' needs.

INTERIM GRADE NOTICES

Interim notices will be issued to students who are failing or near failing at the midpoint of each reporting period. **WARNING:** It is possible that students may fail for the nine weeks, even though they had a passing grade when interim notices were mailed. Parents must make sure they notify the school of any address changes. It is suggested that parents access students' grades on a regular basis by using **ParentVUE**. Parents will be able to see whether assignments have been handed in, are on time, test results, attendance, and other student information. Additionally, parents are able to email teachers using **ParentVUE**.

INTERNET USE

All LCPS students, employees, contractors, volunteers and other district officials who use or have access to technology must sign and abide by the district's Acceptable Use Policy (AUP) indicating their knowledge of and agreement to terms and conditions of the use of district technology resources. Failure to follow the acceptable use procedures will result in the loss of the privilege to use these tools and may result in disciplinary action up to and including suspension, expulsion, and termination. All technology resources must be used in a responsible, efficient, ethical and legal manner and in accordance with the LCPS Mission Statement, Priorities, and Goals. (LCPS Policy EJA, Acceptable Use of Technology Resources)

CUSTODIAL RIGHTS OF PARENTS

Each parent or court-appointed guardian shall be assumed to have all legal rights pertaining to parenthood or guardianship unless otherwise court ordered. The requesting parent must provide the building administrator with a court order delineating the custodial rights of the parties involved. It is the responsibility of parents to update school records indicating names, addresses and contact information of custodial parents. (LCPS Policy JLIB, Custodial Rights of Parents/Guardians)

RELEASE OF STUDENTS DURING THE SCHOOL DAY

To minimize the loss of instruction, verification of appointments may be requested by the school. Parents/guardians have the responsibility to furnish schools with accurate, up to date information on who has permission to pick students up from school. The school must always receive notification or authorization from the custodial parent/guardian before releasing the student to a non-custodial parent. If a person is not listed on the students' records, they will not be allowed to act on behalf of the student. (LCPS Policy JLIB, Custodial Rights of Parents/Guardians).

>>>>>Additionally, parents who need to pick up their student at the end of the school day, must pick them up at the Front Office/Reception Area, BEFORE 3:15 pm. All persons picking up students must show personal ID every time they pick up a student from school. This is for the safety of the student.

Student Code of Conduct

WORK HABITS

Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to complete class work and homework accurately and on time, and to prepare for quizzes, tests and examinations. Students are expected to be respectful to their teacher and their peers, and maintain a positive learning environment. Personal respect and responsibility are non-negotiable.

RESPECT FOR SELF & OTHERS

Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions, and attire. Students are expected not to harass or intimidate others verbally and physically. Students are expected to come to school free from the influence of tobacco products, alcohol, or drugs. Students are expected not to use or possess such substances. In addition, students are expected to exhibit appropriate behaviors that do not offend or distract others or the educational process.

RESPECT FOR AUTHORITY

Students have the duty to comply with all official school policies and personnel and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school-sponsored activities. This includes the conduct of students who are on their way to and returning from school, regardless of whether the student is using school transportation, private vehicle or walking.

RESPECT FOR PROPERTY

Students are expected to treat all property belonging to the school and to others with care and respect.

TARDINESS

Excessive tardiness is a discipline problem. Students have six minutes to travel between classes. A student not present in the assigned classroom when the tardy bell rings will be subject to further disciplinary action including lunch detention,

parent/school meeting, revoking of the off campus pass, or more. The attendance clerk may accept notes from doctors or parents. All notes regarding missed classes must be handed in within three days of the absence.

LATE ARRIVAL AND LEAVING CAMPUS

To leave campus, a student must check out through the office. For illness and emergency, the student's parent or guardian will be telephoned and permission granted by the parent before the student will be allowed to leave. If the parent cannot be reached by telephone, the school nurse will be called to care for the student. No student may leave campus for a doctor's appointment without checking out through the attendance office. **A written request from the student's parent to the office is required.** On returning from the appointment, the student must go to the Attendance Office and hand in the doctor's note, before going to class. It is recommended that all appointments be made before school or after school. A permanent pass from the building must be obtained in the office by students who do not attend school a full four periods. Any student who leaves campus in violation of this policy will be subject to disciplinary action. Parents picking up their student before the end of the school day must do so before 3:15 pm.

OPEN/CLOSED CAMPUS

There may be specific reasons why it is necessary and appropriate for a high school student to leave campus during the school day. Students must always have their current student ID on their person at all times. If a student is granted off-campus privileges, he/she must have the appropriate documentation and class schedule to show to school authorities any time it is requested. High school students may be allowed to leave campus during the school day if they are in good standing at the school and only under the following conditions:

1. The student is reporting to an off-campus location to participate in a dual credit class or EXCEL
2. The student has a scheduled appointment with a provider for health reasons, such as a dental, medical, or counseling appointment, as verified by the provider; and/or the student is signed out by his/her parent/guardian.
3. The student is a sophomore, junior or senior and has earned special privileges which allow him/her to leave campus during lunch period only. The student must have the proper paperwork to go off campus during lunch.
4. The student is a senior and has an off period. (Las Cruces Policy JHCA, Open/Closed Campuses)

PROCESS

- A. Freshmen shall not be allowed to leave the campus during the school day.
- B. Sophomores and juniors shall be allowed to leave school campus during the school lunch period only if they have at least a 3.0 grade point average and meet school district attendance and credit hour requirements, and have written parental permission. (LCPS Policy JEA, Compulsory School Attendance). **Get the paperwork from the Front Office.**
- C. Seniors shall be allowed to leave school campus during the school lunch period without restriction if they have a Senior school ID issued by school administration, which specifies that they meet school district attendance, behavior, and credit hour requirements. (LCPS Policy JEA, Compulsory School Attendance).
- D. Any student who violates these guidelines shall be subject to lunch detention or an in-school suspension by the school principal or his/her designee, who shall contact the student's parent(s)/guardian(s) to inform them of the violation. Privileges could be revoked if the regulation isn't followed.

COMPULSORY ATTENDANCE, TRUANCY AND TARDINESS

All qualified students in the LCPS district, except those exempted by law, regulations, or rules, must enroll in school and are required to attend school full time. Schools shall identify students who have attendance problems as early as possible. Any parent of a student subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that student. In order for an absence to be considered excused, students must provide written documentation from a parent/guardian within three (3) school days after their return to school.

Parent(s)/guardian(s) will be notified when the school has concerns regarding students' unexcused absences according to the Compulsory School Attendance Law. Excessive absences, trancies (defined as unexcused absences) and/or tardiness may result in disciplinary action, possibly including notification to the Juvenile Probation and Parole Office and the District Attorney's Office. (LCPS Policy JEA, Compulsory School Attendance, LCPS Policy JHB, Students In Need of Early Intervention for Attendance)

ACTIVITIES

Because activities are an integral part of the total educational program, all students are encouraged to participate in the activity and athletic programs at Mayfield High School, either as an active member or as a spectator. The major goal of the extracurricular programs at MHS is to give students the opportunity to develop their potential to the maximum level through mental, physical and social activities. School spirit can be measured directly by how many students attend various activities. To this end, students are encouraged to support school-sponsored activities provided for their entertainment. However, it is important that one always strive to achieve better relationships with other schools. True Trojans respect the rules of sportsmanship by supporting the home team without being critical of the efforts of the opponent.

SCHOOL DANCES

School dances are sponsored by the student body, clubs, or classes, and the admission price is set by the sponsoring group. Dances are only for Mayfield High School students and their pre-approved dates. Guest passes are REQUIRED for students that are not current Mayfield High School students and are age appropriate, in good standing in school or within the community. Guest requests must be completed and approved by an administrator BEFORE the dance. To do this, guest passes must be signed by an administrator; this could take a couple of days. Current ID cards are required for all school dances; this would include an ID for the MHS student and an ID for their guest. Students must enter the dance by 9 pm; dances are over at 11:30 P.M. unless otherwise announced. The School & District Behavior Code applies to all participants. Students may not leave a dance and return. Rules pertaining to DRESS STYLE, ID's, and GUEST PASSES will be announced the week of the dance. MHS students must be in good standing with MHS in order to attend school functions. If a student is serving a suspension, they are not allowed to attend any LCPS school function. The Junior/Senior Prom is a formal dance and students must be dressed accordingly. This means no jeans, tennis shoes, or other attire that is not considered "formal." Ask for clarification on the dress code before going to the dance. Students under the influence of or in possession of drugs/alcohol will be suspended from school.

TROJAN ORGANIZATIONS & ACTIVITIES, ATHLETICS AND EXTRA and/or CO-CURRICULAR ACTIVITIES

Students who are involved in activities tend to be more successful in school and in life. Make a choice to join one of the many opportunities available to Mayfield students. Students who choose to join athletic teams and/or extracurricular organizations will be expected to follow the tenets of "Pursuing Victory with Honor" and/or the "Athletic Code of Conduct." Parents are also required to follow parents' code of conduct. For additional information, please reference the Athletic Handbook found at: <http://www.lcps.k12.nm.us/Departments/Athletics/handbooks.shtml>

The Mayfield High School athletic program is open to all students on an equal basis. Students are encouraged to participate in one or more of the many athletic teams at MHS. State and local eligibility requirements include the following: 1. Maintain at least a 2.0 GPA. 2. Pass at least three classes per semester. 3. Not fail more than one class per semester. Students in activities and/or athletes at Mayfield High School are held to a higher standard than the typical member of the student body and are expected to maintain this standard on and off the field. Students active in any extra-curricular activity must maintain a 2.0 GPA or better to be eligible for participation. Students, who are referred to the office for disciplinary reasons such as truancy, abusive language, etc., may be removed from any school team or club office. Any violation of policies, regulations or statutes will be subject to school discipline and/or legal ramifications.

Behavior Policies

MHS DISCIPLINE PLAN

School disciplinary action will focus on changing or managing inappropriate student behaviors and applying appropriate consequences. All available resources will be utilized, including the SRO and local law enforcement, as preventive and responsive interventions to support students' needs. Conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for suspension and/or other disciplinary action. Administration will address inappropriate behaviors of students based on severity of offense and individual factors. Administrators may use their discretion in applying discipline from the following plan. The following is a general guide.

MAYFIELD HIGH SCHOOL DISCIPLINE PLAN

Category A: Lunch Detention(s)				Category D: ISI/OSS/Long Term			
Littering	1 Day of Lunch Detention for First Offense			Fighting, Assault and Battery - Third Degree	3-9 Days OSS	3-9 Days OSS to LTS	Long Term Suspension
Horseplay				Plagiarism			
Inappropriate Dress				Sexual Misconduct			
Lack of Classroom Supplies/Book(s)				Profanity towards a Staff Member			
Off Task Behavior				Vandalism/Petty Theft (\$50 - \$250.00)			
Running, Throwing in the Hall				Incorrigible Behavior			
Minor School Disruption/Disturbing Class				Rumors/Gossip Leading to Confrontation			
Writing on Classroom/School Materials (Non-Gang)				Harassment/Bullying (1st Offense Intervention/Mediation)			
Inappropriate Public Display of Affection (PDA)							
In the Hall Without a Pass/Excessive Tardies							
Loss of Privilege				Chronic Category (List Separately)			
Category B: Lunch Detention and ISI/OSS				Category E: OSS or Long Term Suspension			
Disorderly Conduct	1-3 Days LD	1-5 Days LD	1-9 Days LD	Major Vandalism/Theft (\$250 - \$1000.00)	5-9 Days to LTS	Long Term Suspension	Long Term Suspension
Misbehavior for a Substitute				Fighting, Assault and Battery - 2nd Degree			
Off Campus without Authorization				False Fire Alarm Pull			
Profanity to Another Student				Extortion/Arson/Robbery Using Force			
Uncooperative with Staff Member				Prank Call 911/Bomb Threat			
				Unlawful Assembly or Disturbances of a Lawful Assembly			
				Interference & Willfully refusing a direction to cease engaging in disruptive conduct with Administration			
Verbal Confrontation/Verbal Assault				Gang Related Activity (additional offenses - Expulsion)			
				Possession, use, and/or Under the Influence of illegal substance, solvents, drug paraphernalia, Tobacco, or alcohol			
				Possession or use of fireworks			
Computer Use Violations	1-5 Days LD to 3 Days OSS	1-5 Days LD to 5 Days OSS	1-5 Days LD to 9 Days OSS	3-5 Days OSS	LTS	EXP	
Rumors/Gossip				1-9 Days OSS	LTS	LTS	
Chronic Category A (List Separately)							
Category C: OSS/ISI				Category F: Long Term Suspension			
Failure to Identify oneself	1-5 Days OSS	1-9 Days OSS/Possible LTS	Long Term Suspension	Fighting, Assault and Battery - 1st Degree	Long Term Suspension to Expulsion		
Insubordinate, Obstinate Disobedient or Rebellious				Assault with a Weapon			
Threatening Behavior/Intimidation				Possession of a Firearm			
Removal From Class for Misbehavior				Possession or use of explosive device			
Inappropriate Physical Contact				Assault & Battery to a staff member (felony)			
Creating or Contribution to an Unsafe Situation				Selling illegal substance, solvents or alcohol			
Vandalism/Petty Theft (under \$50)				Gross Sexual Misconduct			
				Major Vandalism/Theft (over \$1000.00)			
				Possession of a Weapon			
Chronic Category B (List Separately) (No Truancy)							

INSUBORDINATION

Students must comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, security guards, the SRO, or other authorized school personnel during all times when they are under the authority of school personnel, on school grounds, or at school activities. This includes identifying oneself by giving one's name when asked. Failure to comply with the above is considered insubordination and will cause students to be suspended. Repeated violations will be cause for recommendation for a long-term suspension.

VIOLENT, GANG AND/OR GANG-LIKE ACTIVITIES

The Board of Education recognizes that the presence of any violent, gang, and/or gang-like activities can cause a substantial disruption of or interference with the school educational process and/or activities. In addition, the Board of Education recognizes that the primary focus in providing gang and potential violence intervention is involving parents and the community in developing a proactive approach designed to offer assistance to students and families in dealing with the problems of a changing society. (LCPS Policy JICF, Violent, Gang and/or Gang Like Activities)

DISRUPTION OF SCHOOL

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, subterfuge, or any other conduct intentionally or knowingly cause or attempt to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Neither shall she/he urge other students to engage in such conduct, nor shall she/he continuously and intentionally make a noise or act in any way, so as to seriously interfere with the instructor's ability to conduct class in a manner, which prevents attainment of educational objectives. This is a serious offense, which may result in a student being removed from class, suspended for up to nine days, or recommended for a long-term suspension.

FIGHTING

Fighting is not acceptable behavior. Generally, students will be suspended for up to TEN days for the second fight. Repeated fighting will be cause for long-term suspension. Students in gang-related fights will receive an immediate ten-day suspension, and will be considered for a long-term suspension. We have a zero tolerance policy for fighting of any type and for any gang-related activities.

WEAPONS

Weapons of any type are absolutely forbidden at school or at any school event. Students carrying any weapon in a vehicle are subject to suspension. Guns, whether toy guns or otherwise, are absolutely forbidden. Weapons include, but are not limited to, fireworks of any kind, clubs or night sticks, razors, metallic knuckles, chains, mace, pepper spray, knives of any size (including pocket knives), and any other object that may be used in a way that threatens to inflict bodily injury on another person. The possession or use of objects not generally considered weapons may be prohibited when, in the principal's or designee's judgment, a reasonable apprehension of danger exists. Possession of weapons on school grounds, or at school activities may result in a one year suspension.

The Board of Education forbids the possession, care, use, or distribution of all weapons by students or unauthorized persons in or around a school location or school zone as defined by LCPS guidelines. 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), Gun-Free School Zones Act of 1990, 18 U.S.C., Sections 921-924, LCPS definition of a weapon, and it is the intention of the Board of Education that LCPS conform to provisions of those referenced laws and regulations. This includes anything used to abuse, intimidate, injure, or harm, whether mental or physical. (LCPS Policy JICF, Violent, Gang and/or Gang Like Activities)

ASSAULT

Students who assault anyone on school property or at any school related event will be subject to disciplinary action. This includes verbal assault as well as physical assault. One who instigates someone to assault another person will be subject to disciplinary action.

SUSPENDED STUDENTS

Suspended students are not allowed to attend school or LCPS district-sponsored functions or activities, which are held during the time of their suspensions. They are not allowed on school property during suspension. Students suspended In-House will be responsible for class work or homework while confined. Students who are on suspension will be allowed the opportunity to make up work, as per district policy.

SUSPENSION

The authority of the state and of boards of education to prescribe and enforce standards of conduct for public school students must be exercised consistently with constitutional safeguards of individual student rights. The right to a public education is not absolute; it may be taken away, temporarily or permanently, for violations of district and/or school regulations. However, it is a property right which may only be denied when school authorities have adhered to procedural safeguards required, affording the student due process of law. (LCPS Policy JKD, Suspension or Expulsion of Students)

FOUL OR VULGAR LANGUAGE

Foul or vulgar language can never be justified and will be discouraged by school personnel in every way possible. Students who use this type of language will be subject to disciplinary sanctions.

CHEATING

The faculty and administration do not approve of cheating in any form. If a student is caught cheating, the students will receive a zero for the assignment and a parent conference may be held. The student may lose credit and may be removed from class. Students allowing others to cheat from their assignment are equally guilty.

DAMAGE OR THEFT OF SCHOOL OR PRIVATE PROPERTY

A student shall not intentionally cause damage to school property, or steal or attempt to steal school or private property. Students violating this policy may receive up to a ten-day suspension or possibly a long-term suspension and will be expected to pay for the damages and/or the stolen property.

FALSE FIRE ALARM

Any student who knowingly activates a school fire alarm will be subject to suspension and possible criminal prosecution.

SKATE BOARDS

Skateboards are allowed for transportation from home to school and with prior approval from principal. Skateboards must have the name of student on the board and be checked in to the front office daily by an administrator or other designated personnel. The student may pick up the skateboard at the end of the school day or when the student is leaving school for the remainder of the day. Skateboards may not be carried around to classes. The school is not responsible for stolen or damaged skateboards. In accordance with Las Cruces City Ordinance, helmets must be worn at all times while skating. Failure to follow rules will result in loss of skating privileges to/from Mayfield High School.

USE OF TOBACCO

The Las Cruces School system has adopted a tobacco free policy. This prohibits smoking, dipping, or chewing on school grounds or inside the buildings. Students who violate this policy will be suspended. Additional violations may result in further disciplinary action. Lighters and/or matches will be confiscated. NMAA sanctions may also be imposed for students who are required to follow these rules.

NARCOTICS AND ALCOHOLIC BEVERAGES

A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, e-cigarette, alcoholic beverage, or intoxicant at school or at any school activity. This includes games, dances, competitions, demonstrations etc. Students are subject to a possible nine-day suspension for each violation. Help is available for students through Safe and Drug Free Schools. SEE STATE AND DISTRICT SUBSTANCE ABUSE POLICIES. NMAA sanctions may also be imposed for students who are required to follow these rules.

TELEPHONES

Telephone messages will not be delivered to students unless they are emergencies and parents are willing to state the emergency to one of the principals. Parents and students should NOT call each other or text during class periods.

CELL PHONES, MP3's, and OTHER ELECTRONIC COMMUNICATION DEVICES

Cell phones and other ECD devices are to be turned off during instruction or other school activities. First offense: The student's cell phone or other ECD shall be confiscated by the classroom teacher and returned by the teacher to the student at the end of the class period. Second offense: The student's cell phone or other ECD shall be confiscated and retrieved by the student from the school principal or designee at the end of the school day. Third offense: The student's cell phone or other ECD shall be confiscated and retrieved only by the student's parent or guardian from the school principal or designee. Fourth and additional offenses: Students committing repeat violations of the cell phone and ECD use policy or regulation shall be subject to additional disciplinary actions. At the discretion of the school principal, the student may be prohibited from bringing a cell phone or other ECDs to school for the remainder of the school year. The school principal or designee may refer violations of the cell phone/ECD use policy to appropriate law enforcement officials if the violation involves potentially illegal activity. Further, the principal or designee may impose sanctions against any student who violates state or federal law or school district policy, including, but not limited to, Board policies against bullying and harassment of students by use of a cell phone or other electronic means, to include participation in social networks. Said sanctions may include, but are not limited to, a ban on the student's use of a cell phone while the student is on school property, which may, at the discretion of the principal or designee, include the confiscation and safeguarding of the cell phone during school hours. MHS will not assume responsibility of lost or stolen electronic devices. (LCPS district policy JICJ, Use of Electronic Communication Devices by Students)

STUDENT DRESS

Hair must be clean and safe for any activity in which the student participates and must not be a distraction to the educational process. Footwear must be worn at all times; bedroom slippers and pajamas are forbidden. Clothing must not be disruptive. Gang, satanic, obscene or revealing attire is prohibited. Wearing attire showing use of or possession of illegal drugs, inappropriate activity, scantily dressed persons, or alcoholic beverages is strictly forbidden; this is a violation of the dress code policy. Any student in violation of this policy will be asked to change into appropriate clothing or a parent will be called to bring appropriate attire. If a student refuses to cooperate, the student will be considered insubordinate and be disciplined accordingly. Hats will not be worn in the building. Only prescription sunglasses will be worn in the building. Sun glasses are to be worn outside only. Pants, shorts, and trousers will be worn above the hips (no sagging). Suspenders and belts will be worn as the manufacturer intended. Make-up is to be worn as to not distract the instructional environment. Undergarments are not to be exposed. No low cut blouses or shirts. Blouse straps must be at least 1 inch in width; shoulders must be covered; no halter or tube tops. No short skirts or apparel with holes and rips that expose skin, are allowed. Shirts are to be long enough to cover midriff. No chains, bandanas, slippers, sleep wear, or other inappropriate attire as determined by administration is to be worn at school or school functions. This is a school, and appropriate school attire is expected to be worn. Student dress and personal appearance shall meet reasonable standards of cleanliness and safety and must show respect for others. Personal appearance and dress that violate reasonable standards, demean, slur or harass others through symbols, words or images, and/or disrupt the educational process shall not be tolerated and may be subject to disciplinary action. (LCPS Policy JICA, Student Dress)

NOTICE OF PROHIBITION AGAINST BULLYING AND ANTI-BULLYING INTERVENTIONS

Bullying behavior by any student in the Las Cruces Public Schools is strictly prohibited, and such conduct may result in disciplinary actions, including suspension and/or expulsion from school. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at designated bus stops, 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 be, but need not be, based on the student's race, color, sex, ethnicity, national origin, religion, disability, age, or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property; or
- Physically harming a student or damaging a student's property; or

- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

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

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, hazing-like and/or other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

MHS believes that providing an educational environment for all students, volunteers, and families free from harassment (disability, ethnic, racial, religious or sexual), intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation, bullying, and hazing are forms of dangerous and disrespectful behavior that will not be tolerated. Students participating in one or more of these activities are subject to school discipline and/or legal ramifications. (LCPS Policy JICK, Sexual Harassment of Students, LCPS Policy ACA, Sexual Harassment)

SEXUAL HARASSMENT

Sexual harassment of students and faculty will not be tolerated. Anyone observing or involved in incidents of sexual harassment should report the situation to a teacher, nurse, counselor, SRO, security, or principal. Incidents will be investigated and appropriate action will be taken.

PREDATOR AWARENESS / GROOMING

Grooming is the process in which a predator (peers or adults) gains trust and affection from their victim(s) for the purpose of malice. Students should be aware of the following signs and individuals who:

- Take exceptional interest in a student's personal life
- Go out of their way to offer sympathy and support to students who are experiencing conflict at home, school, or work
- Try to build a personal relationship with a student who lacks confidence, is shy, isolated (feels different) from their peers, and/or spends time alone or unsupervised
- Offer gifts, their time, attention, illegal substances in order to gain a student's trust and build a relationship
- Share personal information/problems/secrets with students to establish a bond
- Threaten a student to remain silent about their conversations and/or relationship (keep secrets)
- Physically invade a student's personal space (this may include a progression of physical contact which may eventually become more personal and intimate - the predator's ultimate goal)

Persons aware of individuals experiencing any of the above situations or have suspicions of inappropriate behaviors should immediately contact any of the following resources:

- Local law enforcement at 526-0795 (Central Dispatch)
- Children Youth and Families Department (CYFD) at 1-800-797-3260 or 524-6400
- School personnel or a trusted adult
- Family members
- LCPS Safe Schools Tip Line at <http://www.lcps.k12.nm.us/Departments/Safety/index.shtml>

STUDENT INTERROGATIONS, SEARCH AND ARRESTS (SEARCH AND SEIZURE)

The Board of Education recognizes the necessity of conducting interrogations, searches, seizures, and arrests of students periodically in order to enforce school policies, statutes and discipline. The guidelines from (Regulation JIH-R) Student Searches and Seizures will be adhered to at all times.

SEARCH OF SCHOOL PROPERTY

All school property is held in public trust by the Board of Education. A search of school property, including but not limited to school lockers, may be made at the discretion of the Superintendent or Principal if there appears to be

reasonable grounds to conduct the search. Search of a student's person or vehicle shall be conducted only if there is reasonable cause to believe that a crime or breach of misconduct of the rules has been committed by the student. Searches of a student's person shall be conducted by a certified school employee of the same sex, and in the presence of another certified school employee.

BY AUTHORIZED SCHOOL PERSONNEL

When reasonable suspicion exists, authorized school personnel have the right and responsibility to conduct student interviews, searches and seizures. School administrators are responsible for determining when it is appropriate to request assistance from law enforcement when investigating a possible crime.

BY LAW ENFORCEMENT

All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. The principal or designee will be present during interviews unless otherwise requested by law enforcement. Every attempt should be made for parents to be notified by the school prior to interview or interrogation by law enforcement unless otherwise requested by law enforcement. (LCPS Regulation JIH-R, Student Searches and Seizures)

GENERAL MISBEHAVIOR

Students referred to the office for less than flagrant offenses will be handled at the discretion of the principals.

Health Services Policies

The primary purpose of the school health services program is to promote optimal health for the school community to increase opportunities for learning. (LCPS Policy JLC, Student Health Services)

ADMINISTERING MEDICATIONS TO STUDENTS

Secondary students may carry and administer their own medications under most circumstances. A parent may visit the school to dispense medication. Any students requiring supervision must deposit their medication with the school nurse or school administrator for safekeeping. Medications should be delivered to the school by the parent/guardian. Written physician orders and parent consent must be received regarding administration of all medications. Limited over the counter medications can be administered only by the school's registered nurse with signed parental consent on a medical referral card and only be administered after an assessment of the student's health concern(s) have been made. (LCPS Policy JLCD, Administering Medicines to Students)

IMMUNIZATIONS OF STUDENTS

Students shall not be enrolled at any school unless satisfactory evidence of completed immunizations, or proper exemption, can be presented. For any enrolled student without an immunization exemption, the administration can commence disenrollment proceedings if immunizations are not completed or as current as possible. It is unlawful for any parent to refuse or neglect to have his child immunized, as required by this section, unless the child is properly exempted. (LCPS Policy JLCB, Immunization of Students)

HEALTH EDUCATION

Parents may request their child be exempted from the parts of the health education curriculum/services that address the sexuality education performance standards. Students whose parents request they be exempted from the curriculum that addresses these standards, will be provided with alternative lessons. (LCPS Policy IHAM, Health Education)

STUDENT HEALTH SERVICE

All students are required to register when entering the nurse's office and must bring a signed pass from their teacher. Medical Referral Cards must be on file in the nurse's office in case of accident or illness. Students are not permitted to

leave school for illness unless a parent or responsible party designated on the Medical Referral Card has been contacted to arrange for care and transportation. Limited over the counter medications can be administered only with signed parent consent on a medical referral card. Injuries occurring during school hours, which require the student to go home or to see a doctor, must be reported to the nurse. Students with a temperature of 100 degrees or more will be required to go home.

STUDENT-BASED HEALTH CENTER

When a student visits a SBHC to seek other than confidential services from SBHC staff, the staff shall contact the student's parents/guardians before providing service to the student. At that time, the parent shall have the option to either allow the SBHC staff to provide the requested service to the student, or to decline to have the service provided to the student. A parent may also decline primary care for his or her child by completing LCPS Form JLCG-E1: Parental Decline of Medical Services, and taking the completed form to the nurse at his or her child's school.

As provided in New Mexico state law (24-1-9 NMSA 1978), 24-1-13 NMSA 1978, 24-1-13.1 NMSA 1978, 24-8-5 NMSA 1978, NMSA 1978, and 24.8 NMSA 1978), minors are allowed to consent to their own care (without parental permission) for the following confidential services: 1) reproductive health services, including contraception and prenatal care; 2) testing for and treatment of sexually transmitted infections, including HIV; and 3) mental health services. C. As provided in New Mexico state law (24-10-2 NMSA 1978), emergency treatment may be given to a minor when a parent or guardian cannot be reached. (LCPS Policy JLCG, School Based Health Centers).

Miscellaneous Policies/Building Use

IMPORTANT - VISITORS' PASSES/POLICY

Parents/Guardians of students are invited to visit the school at any time. However, school and district policies will be enforced in order to provide a safe learning environment for students and staff. **All visitors are expected to enter the school and go immediately to the front office and check in.** Entry to school grounds must be made through the SOUTH or SOUTHEAST doors of the main building, and then visitors go to the front office. Other doors/access is for students and staff only. A parent/guardian may not visit their student's teacher during the instructional part of the day **without prior approval** from an administrator.* **See below.** Parents/guardians and visitors must check in and out from the Front Office every time they are on campus.

Before proceeding with a visit to any part of the school or school grounds, visitors shall comply with the school's rules regarding identification and safety. This means parents, guardians, and visitors will check in at the front office every time they are on campus and must present a photo ID each time. Depending on the circumstances, a pass may be issued for the visitor to gain access to another part of the campus. Parents are not allowed to go to any part of the school during the school day without prior approval, including the cafeteria and gym.

With advance notice to, and authorization by, the building principal or assistant principal, parents shall have reasonable access to observe their child's classes or activities. This requires administrative approval, a minimum of 24-hour prior notice, and the issuance of a visitor's pass. Visitors may not just walk in and around the building without a pass.

All persons of the general public who conduct themselves in a boisterous, disorderly, threatening, obstructive, and/or intimidating manner are subject to restricted access to school property. Principals and campus guards are authorized to escort persons off of school property who have violated this policy. (LCPS Policy JI, Student Rights and Responsibilities)

Students shall not be released into the custody of any organization, institution, or individual without prior consent or communication with the parents/legal guardians. Possible exceptions include: child abuse investigations, law enforcement and/or Children, Youth, and Families Department (CYFD), or in emergency situations where immediate arrest or removal of a student for safety reasons is deemed necessary. (LCPS Policy JLIBA, Release of Students during the School Day)

For the protection of the persons and property of students and employees, all visitors to school campuses are to report their presence to the school office at the beginning of each visit. Visitors are expected to abide by school rules while present on campus.

Visitors will park in designated visitor parking spaces in the front of the school.

VOLUNTEER CLEARANCE

All people requesting to volunteer in the school district are required to apply with the Human Resources Department. State law and district policy mandate that volunteers must: Complete the waiver statements and volunteer information sheet available at the school and apply for and provide evidence of an FBI background check (cost paid by the volunteer or by the requesting school) (LCPS Policy IJOC, School Volunteers). A release form will be forwarded to the school when all paperwork is complete.

COUNSELING SERVICES

School counseling is integral to the mission of schools and to the total educational program. School counseling programs assist in removing barriers to learning and promote knowledge and skills necessary for academic achievement and personal growth of all students through prevention and intervention services. Social and emotional learning delivered through a comprehensive, developmentally appropriate school counseling program has a positive impact on student academic performance. Please contact your school's administrative offices for more information. (LCPS Policy JLD, Guidance and Counseling)

Services available through the counseling offices are as follows:

- (1) Interpretation of all standardized tests taken by the student;
- (2) Administering special tests which the student may need;
- (3) Career choice advisement;
- (4) College choice information;
- (5) Scholarship information and application process support;
- (6) Personal counseling or outside referral and
- (7) Specific schedule problems.

SCHOOL ADVISORY COUNCIL (SAC)

Elections for membership will be conducted yearly in accordance with local school board rule. School council membership shall reflect an equitable balance between school employees, parents and community members. At least one member shall represent the business community, if such a person is available. (LCPS Policy KCB, School Advisory Councils)

SCHOOL CAFETERIA

Breakfast and lunch are offered daily to students. Free and reduced lunch applications are available from the school lunch cashier. Information regarding yearly menus, cost, instructions on payment, and dietary issues can be found by visiting: <http://www.lcps.k12.nm.us/Departments/FoodServices/index.asp> Contact your school administrator or cafeteria manager to discuss specific food allergies or special needs your child may have. Besides the cafeteria, there are other vendors on campus that provide lunch options but students must pay cash for these items.

LIBRARY PROCEDURES

Library hours are between 7:30 A.M. and 4:00 P.M. Fiction and nonfiction books may be checked out for two weeks and renewed one time. Reference materials may be checked out after 3rd/4th period for overnight use and are due in the library by the beginning of 1st/2nd period the next morning. Current ID cards are required for a student to check out a book. A fine of 5 cents per day per book will be assessed for each day that a book is overdue. A fine of 25 cents per period or \$1.25 per day will be assessed for overdue reference materials. All copies are 5 cents per copy. **NO FOOD, DRINK, GUM, OR CANDY WILL BE ALLOWED IN THE LIBRARY.**

TRANSPORTATION

Except for field trips, all students must be registered through a bus registration form in order to utilize school transportation. Students are expected to comply with school bus rules at all times. Student misconduct will be reported to the LCPS Department of Transportation, parents and school administration. Discipline procedures range from verbal/written warnings to indefinite suspensions. Students shall abide by regulations as per the Student Transportation Handbook.

MEGAN'S LAW

Las Cruces Public Schools Board of Education supports the purposes of the Sex Offender Registration and Notification Act (New Mexico's version of "Megan's Law") Chapter 29, Article 11A NMSA 1978. Registered offenders are listed on the state website: <http://www.nmsexoffender.dps.state.nm.us/> (LCPS Policy JLIA, Megan's Law-Sex Offender Registration and Notification Law) <http://www.homefacts.com/offenders/New-Mexico/Dona-Ana-County/Las-Cruces.html> <http://www.icrimewatch.net/index.php?AgencyID=54317>

SCHOOL PICTURES

A commercial photographer takes student pictures annually and photo packets are available on a prepaid basis. Though students may purchase packets, those students choosing not to buy one will still have their pictures used for the school yearbook. All students are required to take pictures. Retakes will be scheduled later in the semester, but usually arrive too late to be used in the yearbook. There are very specific rules and deadlines for senior pictures to be included in the yearbook. Check with the yearbook teacher for details. **ALL student pictures must follow the dress code.**

ID CARDS

All Mayfield High School students will be required to have a MHS school ID card on their person at all times. Cards will be made and distributed to students during assigned registration days. If a student does not have their ID card on their person, a new ID card will be made and the student's account will be charged \$5 for the replacement ID. These ID cards will be required to attend all school dances and to check out books from the library. Students will pay for the cost to replace lost ID cards.

EMERGENCY SITUATIONS

Certain situations may require the early release/relocation or delay of students to and/or from school. The superintendent will authorize such actions only in times of extreme emergency. All possible attempts to notify parents will be made as soon as possible. If an emergency occurs and an early release/relocation is necessary, school safety procedures will be implemented.

For the most current information in emergency situations, parents may access the LCPS website at <http://www.lcps.k12.nm.us> or call the hotline at 647-LCPS (647-5277). Additional information may also be found through local news sources.

SAFETY

Students are expected to contribute to a safe school environment free from fear. Acts of violence, weapons and contraband are never acceptable. To report safety concerns please contact school administration or access the district's website at: <http://lcps.k12.nm.us/department/safety> or call 527-6653. (LCPS Policy EB, Environmental Safety Program) Students should only cross Valley Drive with the light and in the crosswalk.

CLOSED CAMPUS POLICY

Mayfield High School is operated as a closed campus. Once students report to school, they are expected to stay on campus until their regular school day is over, unless they have special permission from the principal stating that it is necessary for them to leave campus.

IF YOU DRIVE TO SCHOOL

Under the closed campus policy, once students arrive at school, they must proceed directly to the student parking lot and park their automobiles. They are prohibited from moving automobiles or sitting in them during the school day. Students are not allowed to loiter in the parking lot before or after school, between classes, or during the lunch period. Students who fail to comply with these regulations will be subject to immediate suspension, and parking privileges could be revoked for the year. Students must practice safe driving habits as they enter and exit the parking lot. Do not leave vehicles unlocked and do not leave valuables in the vehicle. The school is not responsible for unsafe student behaviors or actions. Students are required to leave campus immediately after school is over and leave in a safe manner.

Seniors are to park in the Senior Parking Lot which is adjacent to the gymnasium. Juniors and sophomores are to park in the Junior Parking Lot which is east of the Senior Parking Lot. Freshmen are not allowed to drive to school and are not allowed to leave school during the school day, unless they are with a parent or guardian. Motorcycles are to be parked in the area of the parking lot designated for MOTORCYCLES ONLY. Parking in handicapped or yellow zones can result in the vehicle being towed at student expense.

PARKING PERMITS

All students who drive vehicles to school are required to complete a student vehicle registration form for each vehicle before a parking permit is issued. Ninth grade students are not allowed to drive to campus. Parking stickers may be obtained from the front office free of charge upon completion of a vehicle registration form. Parking permits should be requested by the end of the third full week of school. Failure to display the parking sticker on the windshield only is reason to have your vehicle towed away, at your expense, from the parking lot or to have parking privileges revoked.

Students must provide proof of current liability insurance, current registration, and valid driver license in order to receive parking privileges on campus. The number assigned to the permit is in your name only and should only be displayed on a vehicle registered in your name. Permits for additional family vehicles are available with completion of an additional registration form. Students are expected to park only in designated marked areas.

OFF CAMPUS LUNCH PASSES

Off campus lunch passes will be issued to students if an off campus lunch pass form is completed, signed by a parent or guardian, and office staff makes a call for verification. Unless designated an emancipated minor, each student must have parental permission to receive an off-campus lunch pass. Freshmen will not be issued passes to leave campus. Passes are typically issued to students per semester so that they may go to lunch, however, they may also need a pass for dual credit courses or to participate in the Excel program. Off-campus pass privileges can be revoked if a student is constantly tardy or returns to campus late after lunch. Passes must be in legible condition. Replacement passes can be obtained in the front office. (LCPS Regulation JHCA, Open/Closed Campuses)

HALL PASSES

Valid hall passes will be required of any student not in an assigned classroom. This rule also applies to teacher assistants. Remember that student ID's must be on your person at all times, even when using a hall pass. There shall not be any loitering in hallways or on campus. Violators will be subject to disciplinary action. No hall passes are allowed in the first and last 15 minutes of classes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under federal authorization, the Las Cruces Board of Education on June 28, 1978, adopted a policy, based on the Family Educational Rights and Privacy Act, which permits the Las Cruces Public Schools to forward, upon official request, student records to other schools without further notification or consent of the parent or student involved. Parents and students 18 years of age or older who wish to have records exempted from this policy must complete the appropriate form upon request.

ACTA DE DERECHOS EDUCACIONALES Y PARTICULARES DE LA FAMILIA (FERPA)

Con la autorizacion del Gobierno Federal, el Consejo Educativo de Las Escuelas Oficiales de Las Cruces adopto la maxima basada en el Acta de Derechos Educacionales y Particulares de la Familia de enviar, solamente con solicitud oficial, los archivos de estudiantes a otras escuelas sin ser necesario el aviso u consentimiento de los padres or estuñantes en el caso.

Los padres o los estudiantes de 18 anos de edad o mayores que deseen que sus archivos no formen parte de esta maxima, deben presentar sus deseos por escrito al Superintendente de Las Escuelas, 505 S. Main, Suite 249, Las Cruces, New Mexico 88001. Si ya expresaron su deseo de que sus archivos no formen parte de esta maxima, queda en efecto su deseo. No se requiere mas de su parte.

INSPECCION DE PROPIEDAD DE LAS ESCUELAS - MAXIMAS DE LAS CRUCES, ADOPTADO ANUALMENTE

Toda la propiedad de las escuelas es responsabilidad legal del Consejo de Educacion. La inspeccion de la propiedad de las escuelas, incluyendo pero no limitada a los lugares donde se guardan los abrigos, libros, etc., se puede hacer a la discrecion del superintendente o del director si hay motivo para hacer la inspeccion. Inspeccion de la persona o vehiculo del estudiante se harasi hay motivo para creer que un crimen o abuso de las reglas de conducta se esta cometiendo por el estudiante. Inspeccion de las escuelas, certificado y del mismo sexo, y es preferible que sea en presencia de otro empleado de las escuelas, certificado y del mismo sexo.

STUDENTS SHOULD SHARE THIS HANDBOOK WITH THEIR PARENTS. It is impossible to put all details in a handbook, but students and parents should investigate policies that are of concern. The underlying reasoning and regulations are to support a positive and safe learning environment. Students, parents, and staff are expected to follow rules and be respectful.

To see complete LCPS district policies and regulations, please visit the district web site.
<http://lcps.k12.nm.us/school-board/policies-and-regulations/>

Annual Public Notification of Nondiscrimination

The Las Cruces Public Schools does not knowingly discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, socio-economic status, gender, sexual-orientation, physical characteristics, disability, marital status or age, in admission or access to, treatment or employment in, or participation in its programs and activities, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Individuals with Disabilities Education Improvement Act.

Las Cruces Public Schools does not discriminate in enrollment or access to any of the programs available through the career clusters.

The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs.

Las Cruces Public Schools also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).



Mayfield High School
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Las Cruces, NM 88007
Phone 575-527-9415 or FAX 575-527-9420
<https://sites.google.com/a/lcpsmail.org/mhs/home>