

CHS Student Handbook

2025-2026



IMPORTANT PHONE NUMBERS:

Main Office	234-3319	Fax # 234-3393
Athletics	234-3325	Fax # 234-3399
Natatorium	234-3326	
Cave Health Clinic	234-3319	Ext. 2503
Central Office	234-3300	

CHS Building Administrators - 234-3319

CHS Principal	Jason Hightower	Ext. 2657
ATC		Ext. 2656
BIT	Joslyn Rodriguez	Ext. 2659
HHS	Kathleen Arias	Ext. 2660
SIS	Kelli Smith	Ext. 2683
Academic Dean	Chancy Allen	Ext 2658
Dean of Students	Brenda Wilson	Ext 2648

CHS Building Secretaries – 234-3319

Zulma Tabet	Ext. 2646
ATC - Betty Sanchez	Ext. 2528
SIS - Carol Carrasco	Ext.2629
HHS - Destiny Soto	Ext. 2650
BIT - Ashley Montoya	Ext. 2647

Athletic Director Greg Haston Ext. 2663

Ath.- Amy Armendariz Ext. 2668

Receptionist Alondra Valdez Ext. 2737

CHS Guidance Counselors – 234-3319

ATC	Devonica Montonya	Ext
BIT	Tiffany Lewis	Ext. 2628
SIS	Veronica Acheampong	Ext. 2686
HHS	Laura Cordova	Ext. 2611
Bilingual	Daniel Flores	Ext. 2665
Social Worker	Zack Martinez	Ext. 2658

CHS Academies

Arts, A/V Technology & Communication (ATC)

Business & Information Technology (BIT)

Health & Human Services (HHS)

STEM & Industrial Sciences (SIS)

Message to Parents and Students:

This handbook contains valuable information for you and your child(ren). Please familiarize yourself with its content. This handbook is written to list and explain procedures, rules and regulations for the operation of the school. The handbook is designed to be used as a reference for the operation of the school. **The handbook does not, nor was it intended to cover all situations that may occur during the course of the school year.** Situations that are not covered by this handbook will be handled at the discretion of the administration. Parents/guardians and students will be consulted in these determinations.

When problems arise, the proper procedure in a high school setting is to be sure your son/daughter has the first opportunity to address the issue himself/herself. This is an important part of the educational

process. If the parent/guardian believes it is appropriate to get personally involved to clarify an issue or solve a problem, first contact the teacher/sponsor/coach directly. If that communication does not solve the situation, contact the student's academy principal prior to the Head Principal.

CARLSBAD BOARD OF EDUCATION

MISSION STATEMENT

The mission of the Carlsbad Board of Education is to challenge and inspire students to develop the skills and aptitudes to make a living, succeed in post-secondary education, and positively impact their world.

District Goals

- Meet or exceed Adequate Yearly Progress in all schools.
- Provide a rigorous, comprehensive curriculum that challenges and engages each student to achieve his/her full academic excellence.
- Attract, hire, develop and retain an excellent professional staff throughout the district, while addressing the diversity of the district.
- Ensure parental and community trust and involvement through clear, open, and timely communication.
- Maintain a balanced budget while effectively maximizing all resources to fulfill educational priorities.
- Support facility planning and development that is driven by educational priorities including a safe, healthy, well-maintained and positive school environment.
- Recognize achievement and excellence throughout the district.

Carlsbad High School **VISION STATEMENT**

EXCELLENCE TODAY, OPPORTUNITY TOMORROW

TABLE OF CONTENTS

Academies	1	Information (Access to)	10
ADA/504 Accessibility	9	Insubordination	24
Administrators	1	Insurance	14
Advertising/Solicitation	28	Internet Use	26
Affection (Public Display of)	22	Lockers	14
Assembly Conduct	14	Lunch	7
Athletic Programs	30	Medications (Drugs)	8
Attendance for Success Act	16	Nurse	8
Bilingual/Multicultural	10	Organizations (Student)	30
Board of Education Mission Statement	2	Parent Notification	1
Bullying	12,24	Passes (Hall/Grounds)	9
Campus, Closed	9	Phone Numbers (Important)	1
CHS Campus Map	32	Profanity/Obscenity/Pornography	24
College Entrance Exams	5	Property Damage	23
College Visitation	16	Publication	29
Corporal Punishment	11,25	Registrar	7
Counselors	1	Schedule (Delay)	16
Credit Recovery	4,5	Search and Seizure	13
Discipline Code	17	Secretaries	1
Disrespect	24	Security Cameras	15
Disruption of Class	25	Sexual Harassment	23
Dress Code	20	Sleeping (In Class)	25
Drug Testing (Random)	14	Special Education	9
Enrollment	10	Student Assistance Teams	9
Extortion	24	Student Classification	6
Fighting	23	Substance Abuse	23
Flag (Saluting)	14	Substitute Teacher	12
Gambling	24	Tardy	24
Gang Activity	22	Teacher Licensure	10
Grading Policy	6	Textbooks	14
Graduation Requirements	4	Theft	25
Guests (Dances)	7	Tobacco	22
Habitual Offenders	24	Truancy	24
Hall Passes	7	Vehicles	15
Health Clinic “The Cave”	8	Video Taping Events	25
Homebound	10	Vision Statement (CHS)	2
Immunizations	8	Visitors	5
ID (Student)	7	Weapons	23

GRADUATION REQUIREMENTS

**Students planning to attend college or a career technical educational institution are encouraged to explore admission requirements.*

COURSE	CLASS OF 2022-2028
English	4 credits (English I, II, III and IV are required. Dual Credit and Advanced Placement courses are options for grades 11-12.)
Career Cluster, Workplace Readiness or Language other than English	1 credit (Any Career Technical Education course, or a French or Spanish class.)
Health	.5 credit
Mathematics	4 credits (4 while enrolled in grades 9-12) (Algebra I, Geometry, and Algebra II or equivalent* required) *Algebra II or equivalent math courses may be waived for an equal or greater math course with written, signed permission from the student's parent(s).
Science	3 credits Two must be laboratory courses. Earth and Space Science or a higher-level lab science course must be taken in the 9 th grade.
Social Studies	3.5 credits (.5 New Mexico History, World History, United States History/Geography, .5 Government and .5 Economics required)
Physical Education	1 credit (grades 9-12)
Electives	9 credits (.5 Civics/High School 101)
TOTAL CREDITS	26 (at least one of the 26 credits required for graduation shall be earned as an advanced placement, honors course, a dual-credit course offered in cooperation with an institution of higher education or a distance learning course)

Beginning with the CLASS OF 2029		
Content Area	NMPED Coursework Requirements	Coursework
English	4 credits of English (must include a 3-unit sequence)	4 credits (English I, II, III are required. Additional options vary by school. Dual Credit and Advanced Placement courses are options for grades 11-12)
Mathematics	4 credits of math (2 units shall include a sequence of Algebra I and Geometry)	4 credits (Algebra I, Geometry, and two additional math classes that many vary by pathway offerings, and department approved WBL or CTE course) *Algebra II and financial literacy shall be offered as Math courses. Units earned in Algebra I and Geometry Prior to 9th grade shall satisfy.
Science	3 credits of science (must include 2 units of a laboratory component)	3 credits Two must be laboratory courses and one additional Science class that many vary by pathway offerings, and department approved WBL or CTE course)
Social Studies	4 credits of social studies	4 credits (World History, United States History-Comprehensive, United States History/Geography, .5 Government and .5 Economics required) *subject to change due to NMPED requirements
Physical Education	1 unit in physical education	1 credit (grades 9-12)
Health	1 course (0.5 credit) in health	.5 credit
Electives	7.5 elective units	7.5 credits Must have a two-unit pathway concentration of the student's choice.
Special Electives	2.0 elective units Local Governing Board requirement	2 credits (1 Communications course and Capstone Project/ Course *students will be required to fulfill a capstone requirement as determined by NMPED and high school administration)

CREDITS ISSUED. Credits for all courses, grades 9-12, shall be issued on a semester basis. Credit is granted through enrollment, attendance, and mastering New Mexico Standards and Benchmarks for each course and/or subject. **Credit will not be issued via semester exam challenges.**

CREDIT RECOVERY COURSES. If a student receives a failing grade in any core subject, the student will be required to make up the course failed. If a student is unable to make up a course during the regular day, they may be required to take the course in a zero (0) hour class, an after-school credit recovery class, or a summer school class, when available.

For more detailed information consult the Carlsbad High School's curriculum handbook or your counselor.

COLLEGE ENTRANCE EXAM SCHEDULE

It is recommended for any student wanting to apply for a scholarship to begin taking college entrance exams their junior year so test scores will be available when applications are due. Students should begin applying to colleges between their junior and senior year. Academy counselors are available to assist and answer questions if needed.

ACT -- web site: www.act.org

All dates can be found on the website.

SAT -- web site: www.collegeboard.com

All dates can be found on the website.

PSAT/NMSQT—web site: www.collegeboard.com/prof/counselors/

All sophomores will be required to take the test. All juniors that would like to be considered for the National Merit Scholarship must take the test their junior year as well. Junior sign-ups will be tested at CHS on a first come, first serve basis.

NCAA Clearinghouse — web site: www.ncaaclearinghouse.org

It is recommended that any student wanting to compete in NCAA sports to register with the NCAA Eligibility Center at the beginning of freshman year in high school.

VISITORS

ALL VISITORS TO CARLSBAD HIGH SCHOOL CAMPUS MUST CHECK IN AT THE SECURITY GATE AND PROCEED TO THE ATC BUILDING RECEPTIONIST, ALONDRA VALDEZ, FOR A REQUIRED VISITOR’S PASS. Students are not permitted to have visitors during the school day. Visitation during lunch periods is prohibited as well as delivery of off-campus food.

Parents are always welcome at CHS. The visitor pass issued by security upon arrival must be worn while on campus. We do require that you check in at the main office located in the Freshman Academy prior to visiting anywhere on campus. Parents should schedule a teacher conference in advance through the teacher. This allows for scheduling of times convenient for parent/guardian and professional staff. Conferences will be scheduled at such times as to not interfere with a teacher’s instructional time.

Buses will be allowed to enter the faculty parking lot before and after school. Parents dropping students off at school are requested to drop them off in the east gym parking lot. All vehicles will be routed in that direction.

STUDENT CLASSIFICATION

To be classified in the proper grade level a student must have earned credits as listed below

Grade	Class of 2024	Class of 2025	Class of 2026	Class of 2027
9	0-7	0-7	0-7	0-7
10	7.5-14	7.5-14	7.5-14	7.5-14
11	14.5-20	14.5-20	14.5-20	14.5-20
12	20.5+	20.5+	20.5+	20.5+

GRADING STANDARD

A+ = 97-100%	A = 93-96	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
	F = 0-59	

A written exam, counting 20% of the semester grade, is required in each class. The first semester ends just before Christmas break, with exams for the semester scheduled for the month of December. **EXAMS WILL NOT BE GIVEN EARLY.** All make-up exams will be given during designated times only. Incomplete grades not made up automatically become F's.

GRADE POINT AVERAGE

All courses have been grouped into accelerated or regular classes for instructional purposes. Grade averages for scholarships and ranking purposes will be computed in the following manner:

A(90-100) counts	4 points
B(80-89) counts	3 points
C(70-79) counts	2 points
D(60-69) counts	1 point
F(50 or lower) is failure in all class and counts	0 points

All courses as listed in the Carlsbad High School Curriculum Guide will count toward the student's GPA and toward the 26 credits required for graduation. The student will have one grade point average in determining status for scholarships, class ranking, honors, and athletic and activity eligibility.

AP and Honors course work counts for credit, GPA, and rank in class. These rigorous courses are designed for the college bound. They are equivalent to grade 13 and 14 in content and expectations. Upon completion of these courses, a student is expected to take AP examinations by which the student can earn varying amounts of college credit. These courses have specific requirements for add-on credit value, enrollment, and performance.

All principal-approved, post-secondary dual credit class grades will count toward the 26 credits required for graduation and will be calculated, at face value, in the student's GPA. The dual credit grade from the post-secondary institution will be entered on both the student's high school transcript and the student's college/university transcript (indicated by the **DC** symbol).

STUDENT ID

All students must have a school ID in their possession during school hours. If a school ID is not available when a schedule is issued, one may be obtained before or after school in the main office.

All school sponsored dances

Student IDs will be required for:

- To acquire a parking permit

Guests accompanying students to school-sponsored dances must be approved by the administration. Any person not currently in high school (grades 9-12) and 21 years or older will not be approved to attend school-sponsored dances. Deadlines for pre-approval will be announced.

LUNCH

Outside fountain and coffee drinks are not allowed on campus during lunch or any other time. Students may bring their lunch or buy it from the cafeteria or snack bar. During lunch students must remain in the cafeteria building or outside in the Blue Zone (located north of snack bar). **STUDENTS ARE NOT PERMITTED TO CHECK OUT THE CLASS PERIOD PRIOR TO LUNCH.** All other areas are off-limits during lunch. All food must be eaten in the designated areas only. Please help our custodial staff by disposing of trash properly. Have PRIDE in your school.

All lunches are free.

HALL PASS SYSTEM

All students will be using the Hall Pass System to check in and out of classes for any reason. Students not utilizing the Hall Pass System will be considered truant.

REGISTRAR

Clarissa Amos 234-3319, ext. 2642

The registrar provides copies of official documents such as transcripts, health records, and reports. The registrar also mails transcripts to colleges and other schools, provides grade point averages and class ranks for college scholarship forms, and verifies enrollment or graduation information for students entering military service. The registrar handles the admittance and withdrawal from school. Office hours are 8:30 a.m. - 3:00 p.m. Requests for transcripts may be made by phone or in person. The State of New Mexico prohibits the release of records and transcripts until student fines/fees are paid in full.

SCHOOL NURSE

Kelsey Hernandez 234-3319, ext. 2630

The school nurse's office is located in the main academic building near the southwest entrance. The school nurse provides vision, hearing, scoliosis, blood-pressure screening, and immunization records check. This office also provides first aid for minor injuries, counsels students on health issues and makes referrals for serious health matters.

ADMINISTRATION OF MEDICATION(S) AT SCHOOL

Prescription and non-prescription medication(s) may be self-administered at school when necessary. Students will be allowed to, under defined circumstances, carry and self-administer proscribed medications for the treatment of asthma, diabetes, and emergency anaphylaxis [6.12.8 NMAC (New Mexico Administrative Code) & 6.12.2.9 NMAC]. All other medications (prescribed and non-prescribed) must be kept locked in the nurse's office. Medication Consent Forms must be filled out for all medications and returned to the nurse's office each school year. Medications will be supplied by the parent/guardian. Students caught in possession of medication without following proper procedure will be disciplined according to policy.

COMPULSORY IMMUNIZATION OF STUDENTS

No student shall be enrolled in the Carlsbad Municipal School District unless the student can present satisfactory evidence of commencement or completion of immunizations in accordance with the required immunization schedule of the N.M. Department of Health. Students who fail to obtain the required immunizations will be disenrolled from school. Each principal is advised that no student may enroll in New Mexico schools without an immunization record proving commencement or completion of the required immunizations. Immunization objection forms are available at the Carlsbad School Administration Office 408 N. Canyon. [6.12.2.8 NMAC]

Required Immunizations:

- **Series of DTP/DTaP/TD**
- **One dose of Tdap in grades 7-12**
- **Series of Polio (IPV/OPV)**
- **Two MMR's**
- **Series of Hepatitis B**
- **Two Varicellas in K-6; One Varicella in grades 7-12**

SCHOOL-BASED HEALTH CLINIC

The "CAVE" Health Center

Comprehensive medical and mental health services are available to the students of Carlsbad High School in the "CAVE" Health Center. The "CAVE" is in Room # 1, on the lowest level of the Main Building. The CAVE is open Monday through Thursday 8:00 am to 11:30 am following the school calendar. Students are seen on a walk-in basis, but appointments are available. If a student is ill at school, she/he should see the school nurse first. The school nurse will determine whether the student should see the provider in the health center or be sent home. Appointments may be made for physical exams (including sports physicals), laboratory services, immunizations, or chronic illness management (i.e., diabetes, high blood pressure, obesity, etc.).

Mental health services include mental health screening, individual counseling, and substance abuse treatment. In addition to private payment, the health center accepts Medicaid or private insurance. Sliding payment fees are set based upon total income and family size. The receptionist can determine if a student is Medicaid eligible and is able to assist the student in receiving Medicaid benefits.

Parental Consent is required for Non-Confidential Services. Confidential services are offered in compliance with the NM Statutory Authority [24-1-9 NMSA; 24-1-13.1 NMSA; 24-8-5 NMSA; 24-10-2 NMSA; 32A-6-14 NMSA].

CLOSED CAMPUS REGULATION

Carlsbad High School has a closed campus. Students leaving campus must check in/out through their appropriate assistant principal's office. Additionally, the student parking lot is off limits without a pass from their designated principal. Students will be considered truant without an appropriate pass. Off-campus passes will be issued by administrative staff only. Only in an emergency will students be allowed to check out during lunch hours. Students cannot be located during their lunchtime so arrangements must be made prior to if there is a need to check out during this time.

SPECIAL EDUCATION

Carlsbad High School offers a full range of educational and related service options to individuals with various types of exceptionalities in appropriate settings.

STUDENT ASSISTANCE TEAMS

Students experiencing academic or other difficulties in the general education setting are first referred by their classroom teacher(s) to the Student Assistance Team (SAT). Parents may also request help for their children through SAT. SAT collects and reviews relevant information and suggests appropriate interventions to assist students.

Pre-referral documentation and/or overt, observable need for special education and/or related services initiate a direct referral for special education screening. Parents are requested to participate in all pre-referral and referral screening procedures.

504/ADA ACCESSIBILITY

The Carlsbad Municipal School District does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

Section 504/ADA Coordinator:

Carrie Boatwright

Carlsbad Municipal Schools

408 North Canyon Street

Carlsbad, NM 88220

575-234-3300

(Time Available- 8:00 am- 4:30 pm)

BILINGUAL/MULTICULTURAL PROGRAM

The Bilingual/Multicultural Program in the Carlsbad School District is designed to provide identified students with opportunities to study in their home language as they become proficient in English. Bilingual services will be provided for all identified students. Respect for each student's heritage, individuality and cultural diversity is promoted and honored in all educational settings. English as a Second Language (ESL) instruction is provided based on language assessment. A Second language study is encouraged. A Home Language Survey must be completed by all parents/guardians to ensure that the child's language needs are assessed and met.

HOMEBOUND INSTRUCTION

Occasionally, through accident or illness, a child cannot attend regular classes for an extended period. Arrangements for homebound instruction can be made through the appropriate grade level principal. Written verification of the anticipated absence(s) and the absence(s) of communicable and/or contagious disease is needed from the students' medical doctor, in addition to the parent request for Homebound Instruction. (This information becomes a part of the student's school records).

ENROLLMENT

In order to enroll in Carlsbad High School, a parent or guardian must accompany each student and supply the following information:

- * Birth Certificate
- * Immunization Records
- * Student's Social Security Card (parent option)
- * Student Academic Records from previous school

PARENT NOTIFICATION

TEACHER LICENSURE: In accordance with the NCLB Act, Title I, Part A, Section 1111, "Parents Right to Know", the parent has the right to request information about the licensure and other qualifications, teaching assignment, and training of their child's teacher and any paraprofessionals (instructional assistants) who may work with their child. The parent may contact the building principal for this information.

SUBSTITUTE TEACHERS: If a substitute is in a classroom for four consecutive weeks with a sub-standard license, parents must be notified of the certification of the substitute. The parents may contact the building principal for this information. *(NMSA 1978, 22-10-16)*

ACCESS TO SCHOOL RECORDS/INFORMATION: Access to educational records is governed by the requirements of the Amended Family Educational Rights and Privacy Act of 1974 and district policy. Under this act and policy, non-custodial parents have the right only to academic and attendance records. Parents must inform the school principal in writing, on a form provided in the principal's office, if they wish to limit media access to their student's pictures, honors, or other recognition as outlined in Policy 6.41.

MILITARY RECRUITER ACCESS TO INFORMATION/SCHOOL RECORDS: Both the NCLB Act of 2001 (P.L. No. 107-110), and the National Defense Authorization Act for Fiscal Year 2002 (P.L. No. 107-107), entitle military recruiters to receive the name, address, and telephone listing of juniors and seniors in high school. Parents may make a written request to the building principal to opt out of having the school provide directory information to military recruiters.

FERPA/PPRA (Family Educational Rights & Privacy Act/Protection of Pupil Rights Act): In compliance with the NCLB Act, the parent has the right to:

- (a) Inspect surveys created by third parties before such surveys are administered or distributed to students
- (b) Inspect and the right of students to refuse to participate in any surveys designed to collect private information about, among other things, students' or their families' political affiliations, sexual behaviors and attitudes, mental problems, illegal behavior, income, and religious practices or beliefs.
- (c) Inspect, upon request, any instructional material used in the educational curriculum for the student.
- (d) Be informed of the administration of physical examinations or screenings that the school may administer to students.
- (e) Know of the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling such information.
- (f) Inspect, upon request, any instrument used in the collection of personal student information to be used for marketing purposes.

The PPRA now obligates schools to provide parents reasonable notice, at least once annually at the beginning of the school year, of the adoption and implementation of the policies required by the Act. This notice must offer an opportunity to parents to opt the student out of participation in any instructional material used as part of the educational curriculum. The PPRA now requires schools to provide notice to parents of:

- (a) Activities involving the collection or disclosure of personal student information for marketing purposes.
- (b) The administration of any survey designed to gather private student information in the various categories listed under the PPRA.
- (c) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, and scheduled in advance, and not necessary to protect the immediate health and safety of the student or other students.

PESTICIDE SPRAYING NOTIFICATION: As per the New Mexico Public Education Department Regulation 9.13.4, a written request for advance notice of pesticide spraying prior to application may

be made by a parent or guardian. This written request for notification should be turned in to the building principal.

CORPORAL PUNISHMENT/NOTIFICATION: All school personnel are encouraged to practice a high standard of professional ethics regarding discipline. The administration of corporal punishment will not be administered by staff of the Carlsbad Municipal Schools. Additionally, Carlsbad Municipal Schools will not permit nor be a witness to the use of Corporal Punishment by parents/guardians on school premises.

ANTI-BULLYING: Bullying behavior by any student in the Carlsbad Municipal School District is strictly prohibited and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Bullying” means any repeated and pervasive written, verbal, or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more 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 or may 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.
- Physically harming a student or damaging a student’s property.
- 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 complaints concerning suspected bullying behavior with school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion. [NMAC-N, 6.12.7.7, 11-30-06]

NEW MEXICO SEX OFFENDER REGISTRATION & NOTIFICATION: Pursuant to the Sex Offender Registration and Notification Act, the release of sex offender registration information is limited to those individuals convicted of certain sex offenses on or after July 1, 1995, or those individuals convicted of a sex offense prior to that date and were incarcerated or on probation/parole as of that date.

The integrity and accuracy of the information is based on the information provided at the time a sex offender registers; address information is subject to frequent change. Information is updated when a sex offender registers, re-registers, after moving or following annual renewal. However, you are cautioned that the information contained on the web page may not reflect the current residence, status, or other information regarding the offender.

The Department of Public Safety (DPS) manages an Internet web site that provides the public with registration information regarding sex offenders. The registration information provided to the public

does not include a sex offender's social security number or place of employment, unless the sex offender's employment requires him or her to have direct contact with children. The web site is available at: <http://www.nmsexoffender.com>, and can be searched by name, zip code, city, and county. [NMSA 29-11A-5.1(E)]

SEARCH AND SEIZURE

By School Authorities

The school administration retains control over lockers and desk space loaned to students, and regulates admission and parking of automobiles on school grounds. School principals, therefore, have the right and duty to inspect and search students' lockers and desks, and student or non-student automobiles, if the principal reasonably suspects, upon information received from police or otherwise reliable sources, that drugs, weapons, dangerous, illegal, or prohibited matter, or goods stolen from the school or from members of the staff or student body, are likely to be found therein.

School principals also have the right and duty to search a student's person if he has a reasonable suspicion that drugs, weapons, dangerous illegal or prohibited matter, or such stolen goods, are likely to be found on the student's person in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or the student body. The evidence of such a search may nevertheless be turned over to the police for inspection or examination, and may be the subject of criminal or juvenile court prosecution or of school disciplinary proceedings. Strip searches of a student's person shall not be done by school personnel.

Searches by school administrators and personnel shall be conducted pursuant to the procedures set forth by the Public Education Department.

By Police *(Without Request of School Authorities)*

Police officers may not search a student's locker, desk, or automobile unless they have a search warrant, or the search is executed after a knowing, intelligent and voluntary consent is given by the student involved.

A student's person may not be searched in school by the police, unless they have a search warrant, or the student is under arrest, or a frisk of the student's person is done upon reasonable suspicion that the student is concealing a weapon, or the search is executed after a knowing, intelligent, and voluntary consent is given by the student involved.

Notwithstanding the foregoing, a search of a student's person, locker, automobile on school grounds, or desk may be conducted by any police officer on school grounds during school hours if

emergency circumstances are present and there is probable cause to believe that the health and safety of the student or of others requires a search.

Strip searches of a student's person shall not be done by the police on school campuses. A school official may not consent to a warrantless search of a student's locker, desk, or automobile by police unless police are acting at the direction and under the supervision of the school administration.

SALUTING THE FLAG

Daily announcements will begin with honoring the United States Flag by standing. Exceptions on the grounds of religious beliefs are reviewed by the administration.

STUDENT INSURANCE

The Carlsbad Municipal School District does not provide medical insurance coverage for school accidents. Student insurance may be purchased at the beginning of the year. Forms may be picked up at the Main Office or Central Office. The Student Health Care and High Option 24-Hour Accident plans are especially recommended for those students with no other insurance. This plan provides the most help when injuries occur. Extra-curricular activities are covered only by the 24-hour coverage. Students should contact their school counselor if financial assistance is needed.

LOCKERS

Student lockers are considered school property and the school reserves the right to enter or inspect a locker at any time. Students should have no expectation of privacy in their lockers, desks, or vehicles while on the CHS campus. The school cannot assume responsibility for personal articles lost, stolen and/or damaged. Locker assignments must be registered with the assigned teacher and not shared with other students. Any combination and locker not registered with the appropriate teacher will be cut off.

TEXTBOOKS

Textbooks are furnished by the State and are issued at the beginning of each school year. Students will be required to return textbooks prior to taking final exams. **STUDENTS ARE REQUIRED TO PAY FOR LOST OR DAMAGED BOOKS PRIOR TO THE RELEASE OF STUDENT RECORDS.**

ASSEMBLY CONDUCT

All students should be attentive, exhibit proper behavior and school pride. Any misbehavior could result in loss of privilege to attend assemblies/pep rallies for remainder of year. Class seating assignments are:
Seniors - lower section of the north bleachers;
Juniors - lower section of the south bleachers;
Sophomores - upper section of the south bleachers;
Freshmen - upper section of the north bleachers.

RANDOM DRUG TESTING

Students involved or enrolled in co-curricular or extra-curricular activities will be subject to random drug testing. Positive tests may result in exclusion from the activity and will involve other disciplinary measures.

STUDENT VEHICLES

Student vehicles must display a Carlsbad High School parking permit to park on campus. New students to Carlsbad High School have two weeks to obtain a permit after they enroll. The student must register the vehicle in their grade level office and provide the following information: student identification, proof of a valid driver's license, proof of insurance, proof of vehicle registration, and the license plate number for the vehicle being registered. The permit must be affixed on the driver's side of the windshield in the lower left-hand corner. The permit must be purchased by Sept 4. Students that do not comply, will be assigned alternate parking.

Carlsbad High School reserves the right to search any vehicle on campus. The speed limit on campus is 15 miles per hour. **The parking lot on the east side of the ATC Academy Building (Freshman Academy) is designated as student parking. Students may not park in the Faculty, Gymnasium or Vocational Parking lots.**

The vehicle owner assumes all responsibilities for the safety and security of the vehicle while parked or immobilized on the Carlsbad High School Campus. The Carlsbad Municipal School District and Carlsbad High School are not responsible for the safety and security of vehicles parked on the campus grounds at any time – day or night.

The cost of a parking permit is non-refundable and is calculated as follows:

August 4-Sept 30, 2025	\$5.00 (50% discount) per vehicle- During this time frame.
October 1-30, 2025	\$10.00 per vehicle – During this time frame only.
After October 31, 2025	\$20.00 per vehicle – No waivers
Replacement cost	\$10.00 per vehicle (Office records must show lost permit was purchased within same school year.)
Beginning on October 2, 2025	<u>Vehicles that do not display a valid parking permit could be fined \$10.00 or prohibited from parking on school grounds until a parking permit is obtained.</u>
New Driver's License obtained After August 31	<u>\$5.00 per vehicle</u> – New drivers have two weeks from the date issued on the driver's license to obtain a permit at this amount. <u>After two weeks, students will be required to pay \$20.00.</u>
New students to Carlsbad High School after August 31	\$5.00 per vehicle - <u>New students have two weeks from enrollment date to obtain a permit before the fee is increased to \$20.00.</u>

Students with vehicles temporarily out-of-service	Students that are forced to drive an alternative vehicle to school must obtain a temporary sticker from the appropriate Academy office.
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SECURITY CAMERAS

Security cameras have been installed to monitor activity on several areas of the campus. Students and visitors should be aware that their actions may be monitored and recorded at all times.

ATTENDANCE FOR SUCCESS ACT

ATTENDANCE

Regular attendance is a key to school success. Carlsbad Municipal School students can learn only if they are on time and participating in all classes daily. The Federal Every Student Succeeds Act requires that states, school districts and schools be held accountable for ensuring that all students meet high academic standards. Significant changes were made to State Law regarding student attendance during the 2019 legislative session for the 2020-2021 school year.

WHAT IS AN ABSENCE?

"Absent" means not in attendance for a class or school day for any reason, whether excused or not; provided that "absent" does not apply to participation in interscholastic extracurricular activities; authorized school-sponsored trips are considered an extension of the school day, and the student is not counted absent. The student, however, must satisfactorily make up all missed work in a timely fashion. It is prohibited to suspend or expel any student as punishment for truancy. A student shall not be absent from school for interscholastic extracurricular activities in excess of fifteen days per semester, and no class shall be missed in excess of fifteen times per semester for interscholastic extracurricular activities

Percentages are based on the number of days enrolled by the number of days absent.

Tier 1	Satisfactory Attendance - missed less than 5% of school
Tier 2	At Risk (individualized prevention) - missed 5% - 9.99% of school for any reason
Tier 3	Moderate Chronic Absence (early intervention) - missed 10% - 19.99% of school for any reason
Tier 4	Severe Chronic Absence (intensive support) - missed 20% or more of school for any reason

COLLEGE VISITATION

Students planning to visit colleges, for possible future enrollment, should arrange each visit through the Guidance Office using the proper forms. Two days of college visits will be considered excused absences if the correct official documentation from the college has been completed and submitted at least three days following the visitation. If more days are needed you must obtain approval from the Principal, Jim Schapekahm. College days will not be granted prior to or immediately following a holiday vacation, unless prior approval has been obtained from the Principal. Excused absence for college visitation may be denied if excessive absences are documented. NO COLLEGE VISITS WILL BE APPROVED DURING THE LAST THREE WEEKS OF EACH SEMESTER.

DELAYED SCHEDULE

In the event of inclement weather, the Superintendent of Schools, may enact a delayed school schedule or a cancellation. On a delayed schedule all bus pickup and school starting times will be two (2) or three (3) hours later than normal (i.e., 8:45 a.m. first bell would ring at 10:45 a.m. or 11:45 a.m.). Classes are shortened to allow for the bus schedule at the end of the school day.

CARLSBAD HIGH SCHOOL DISCIPLINE CODE

The Discipline Code is reviewed in homeroom class during first week of school. Students are required to acknowledge receipt of discipline code, dress code, handbook, and the internet contract by signing off. Parents may obtain a copy of the discipline code from any administrative office on campus. Students participating in athletics, extra-curricular, and co-curricular activities will be required to sign a behavior contract that assesses consequences for unacceptable behavior. This is including, but not limited to, those found in possession of, under the influence of, allowing self to be served a controlled substance such as alcohol and illegal drugs and other conduct detrimental to the standards set forth by the activity or sport. Additionally, these students will be subject to random drug testing as per Board Policy.

Proper student behavior and conduct are expected and must be maintained in classrooms, on school campuses and during all school activities to promote the students' educational interests and ensure the safety of students, staff and community. Students who misbehave in a class with a substitute will face disciplinary action.

PROGRESSIVE DISCIPLINE CODE:

1. COUNSELING

2. **DETENTION/TIME-OUT CENTER (TOC):** The student may/may not have the option to choose between detention or TOC. All students are allowed three violations that could include detention or TOC. After the third violation, the student will progress to a more severe disciplinary measure.

DEFINITION: In **Detention**, the student will be required to spend a specific amount of time, morning detention (8:05 - 8:35am), lunch time or afternoon detention (4:00 - 4:30), in an isolated, structured, and closely supervised setting. **Time-Out-Center (TOC)** is conducted during the school day. After picking up work from teachers the previous day, the student is required to remain in the TOC classroom all day, taking breaks (morning break and afternoon break for 5 minutes each) and eating lunch in the TOC classroom. One period after lunch will be devoted to campus trash pick-up. Students are monitored at all times.

3. **SUSPENSION:** The student is excluded from the regular classroom instruction for a period of time varying from one to ten days. Suspension may be In-School. (Time-out-Center-TOC), i.e., assigned to a special classroom in strict isolation from the remainder of the school, or OUT-OF-SCHOOL, i.e., prohibited from attending school. The administrator will attempt to notify parents or guardian prior to the student being suspended. No suspended student will be sent home before the regular dismissal time until a parent or guardian has been notified. An administrator will make every effort to inform employers of suspended students, should the student be employed through a school-to-work program. An administrator will contact the sponsor or any club or organization that the student belongs to.

A suspended student is prohibited from participating/attending any school activity or coming on campus for any reason during the suspension times. Violations may result in a criminal trespass citation.

**** SPECIAL NOTES REGARDING SUSPENSIONS**

(Athletics, Activities, BPA, OJT, FFA, Skills USA):

Suspended students are prohibited from competing, performing, practicing or working during the time of the suspension. Students suspended may not attend Drivers' Education classes, either the classroom or behind the wheel portion. Suspended students may not attend after school events (games, talent shows, etc.).

If a student is assigned to TOC, he/she will complete the assignment prior to practicing or working. If a student athlete has an athletic period he/she will remain in TOC from 8:45 – 3:50 then may report to practice after that time. Students coming to school fewer than seven (7) periods will remain in TOC for only the time they are scheduled to be in school.

****If a student is assigned **IN-SCHOOL SUSPENSION (TOC)** he/she will not be allowed to compete or perform on that day.

TRUANCY results in the student not competing, practicing, performing, or working on the day of the truancy.

Extra-curricular and co-curricular participants must be in school the day prior to the scheduled activity when the activity falls on a non-school day. If the activity is on a school day, the participant **must** be in school seven (7) periods prior to leaving for the activity (ex. If student/athlete is leaving for a game/competition at 1:00 p.m., the student must have attended periods 5, 6, & 7 the previous day and attend school the day of the game/competition for periods 1, 2, 3, & 4).

4. **LONG TERM SUSPENSION/EXPULSION:** Long term suspension: A suspension consisting of 10 or more days. Expulsion: The student is denied the privilege of attending any Carlsbad Municipal School for a specified period of time. A building principal may recommend expulsion. Only the Superintendent may uphold the principal's recommendation for expulsion. Expulsion will be for no less than the remainder of the current semester and no longer than one full year. Possession of a firearm carries a maximum punishment of expulsion for one calendar year from date of incident.

J-4611 © JK-R

STUDENT DISCIPLINE

The following are prohibited activities:

- Criminal or delinquent acts;
- Gang related activity;
- Sexual harassment
- Disruptive conduct;
- Refusal to identify self; and
- Refusal to cooperate with school personnel.

A student may be subject to disciplinary action when the student engages in the above or those below:

- ☐ Engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:
 1. Fighting or engaging in violent behavior.
 2. Making unreasonable noise.
 3. Using abusive or obscene language or gestures.
 4. Obstructing vehicular or pedestrian traffic.
 5. Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.
- ☐ Engages in conduct that is insubordinate, i.e., failing to comply with the lawful directions of a teacher, school administrator, or other school employee in charge of the student.
- ☒ Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:
 1. Selling, distributing, using or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.
 2. Selling, distributing, using, or possessing weapons, fireworks, or other dangerous instruments or contraband.
 3. Selling, using, or possessing obscene materials.
 4. Using profane, vulgar, or abusive language (including ethnic slurs).

5. Gambling.
 6. Hazing.
 7. Engaging in lewd behavior.
- ☐ Engages in any of the following forms of academic misconduct:
 1. Lateness for, missing, or leaving school or class without permission or excuse.
 2. Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion).
 3. Plagiarism.
 - ☐ Engages in conduct in violation of the Board's rules and regulations for the maintenance of public order on school property.
 - ☐ Has a record of excessive absenteeism.
 - ☒ Is believed to have or has committed a crime.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Permissible Penalties

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.
- Suspension from transportation.
- Suspension from athletic participation.
- Suspension from social or extracurricular activities.
- Suspension of other privileges.
- Exclusion from a particular class.
- In-school suspension.
- Involuntary transfer.
- Community service.
- Suspension.
- Expulsion.

Depending upon the nature of the violation, student discipline may be progressive, ie., generally, a student's first violation should merit a lighter penalty than subsequent violations. A District employee or agent should take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

Student Disciplinary Proceeding

Any teacher, administrator, Board member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings.

This information for the maintenance of public order on school property will be publicized and explained to all students and provided in writing to parents as requested. In order to promote effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

Involving Staff Members

The principal is responsible for involving staff members of the school in the development of a positive plan for student discipline. All staff members are responsible for implementing the plan of student discipline for the school.

STUDENTS & INSTRUCTION Administrative Regulation 6.62a

STUDENT DRESS REGULATIONS/GUIDELINES **GUIDELINES**

A student dress code is established to ensure that every student has a safe environment in which to learn, promote good grooming and hygiene, instill discipline, prevent disruption or distraction, avoid safety hazards, and encourage respect for authority. The District prohibits appearance and dress, which in the building administrator or designee's judgment, may reasonably be expected to violate the purpose of the student dress code. This dress code will be enforced during regular school hours and when participating in activities where students represent the school. Any exceptions require administrative approval.

VIOLATIONS

Violations of this Code include, but are not limited to:

1. Clothing which promotes gang affiliation.
2. Shorts and skirts shorter than four inches above the knee or fingertip length, whichever is longer.
3. Shirts longer than wrist length must be tucked in.
4. See-through clothing (net, gauze, etc.).
5. Spandex or form-fitting clothing.
6. Clothing exposing the navel, midriff, cleavage, or underwear.

7. Clothing with pictures, emblems, or writings that are sexually suggestive, obscene or offensive.
8. Clothing which promotes the use of drugs, tobacco, alcohol or weapons.
9. Tank tops (boys or girls), spaghetti-strap dresses or blouses, tube tops or halter-tops. (All tops should have straps across the shoulders that are at least three inches across.)
10. Headgear (boys or girls) in the building. (This includes bandanas.)
11. Drug paraphernalia jewelry.
12. Bare feet.
13. Clothing, accessories and jewelry that presents a hazard to the student's safety or causes a disruption of the learning process. Example: Body chains (other than necklaces or bracelets), spiked jewelry, gloves.
14. Heelies (shoes with wheels)
15. Pajamas/House Slippers (unless authorized for special days).
16. "Sagging" and/or wearing excessively large or baggy pants/shorts. Definition of "excessively large or baggy": If the pant/short can be pulled more than six inches away from the thigh.
17. Students may not wear rings or jewelry in pierced locations on their body other than the ear.
18. No offensive or large tattoos that are visible.

Coaches and Activity sponsors may impose additional dress code standards that ensure safety and/or higher standards required for the integrity of their programs. Any additional requirements will be published to participants. NOTE: Students wearing clothing that is determined to possibly be concealing contraband are also subject to search.

CORRECTION OF VIOLATIONS

The student shall be given an opportunity to correct dress code violations at school. Until corrected, elementary school students will remain in the office and secondary school students will remain in the office or be assigned to TOC. Students may request parents to bring appropriate clothing or wear alternative clothing loaned by the school in order to return to their regular classes. An absence will be recorded if the student checks out with parent permission.

GANGS AND GANG ACTIVITY

GANG-RELATED ACTIVITY: Gang-Related Activity can be any behavior that is intimidating to students or faculty/staff or is disruptive to the educational process. It can be any activity/behavior attempted/accomplished with the intent to increase a gang's size, membership, prestige, dominance, or control in any way. Although this list is not all-inclusive, examples of inappropriate and unacceptable behaviors are such things as gang graffiti on school property, intimidation of others, gang fights or initiation rituals, wearing gang attire, or "colors." A "gang" can be any group of students and/or non-students whose group behavior is threatening, delinquent or criminal. Gang-Related indicators which will be considered, include: Student(s) displaying gang hand-signs or signals to others.

Student(s) talking about gang activity to others. Any violation of the Code of Discipline which can be linked to Gang-Related Activity will include a penalty/consequence enhancement. Example: An incident of Hazing may result in a suspension. An incident of Hazing that is Gang-Related may increase the days of suspension (up to and including a recommendation for Expulsion) depending upon the circumstances of the incident.

(Approved by the CHS Board of Education: 8/23/07)

PUBLIC AFFECTION

Public display of affection (PDA) is inappropriate on campus and at school activities. Inappropriate body contact is unacceptable behavior in a school setting: kissing, hugging, groping. Violations: Parents will be contacted and disciplinary action will be taken to maintain an appropriate learning environment.

TOBACCO USE BY STUDENTS / SMOKING

The possession or use of tobacco products, man-made tobacco derivatives and products or smoking of any kind is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other Districts vehicles.
- Transportation pick-up areas.
- Off-campus school-sponsored events.

The Superintendent may establish procedures necessary to implement this policy. Disciplinary penalties for smoking, the possession or use of tobacco or similar products may include, but are not limited to, suspension of the student from school or a recommendation for expulsion when there is evidence of repeated and continuous violation of this policy.

Adopted: January
21, 2014

LEGAL REF.: 6.12.4.8 NMAC
1994 Op. Att'y Gen. No. 94-03, 1994 N.M. AG LEXIS 4,
20 U.S.C. 6083

CROSS REF.: GBED – Tobacco Use by Staff Members
KFAA – Tobacco Use on School Premises at Public Functions

WEAPONS ON CAMPUS

- * It is absolutely vital that students are safe on campus.
- * The Federal Gun-Free Schools Act provides for the expulsion of any student bringing a firearm to school. Such expulsion (365 days) may be modified by the Superintendent of Carlsbad Schools
- * It is unlawful for students to carry a weapon on school premises.
- * Any student caught with an explosive device, including ammunition, will be turned over to the Fire Marshal and the student shall be disciplined accordingly.

SUBSTANCE & ALCOHOL ABUSE

Students are prohibited from using, misusing, abusing, possessing, selling, and/or giving away alcohol, controlled substances, solvents/inhalants used for intoxication, and/or drug paraphernalia while at school, on school property, in school vehicles, or at a school-sponsored activity. Additionally, Carlsbad Municipal Schools reserves the right to use trained and certified dogs to check lockers, vehicles, backpacks and classrooms. Violations may result in disciplinary action up to and/or including expulsion. Students shall be assigned to a mandatory treatment/counseling program, where available, and shall be remanded to the police. Students will be expected to follow the restorative practices as designated by CMS.

SEXUAL HARASSMENT

Student sexual harassment is prohibited. Students are entitled to work and study in school-related environments that are free of sexual harassment. To this end, the Board prohibits sexual harassment, and disciplinary action shall be taken.

DAMAGE OF PROPERTY

A student shall not intentionally cause or attempt to cause damage to the school, school property, either on school grounds or during a school sponsored activity. Additionally, damage to property at any time while under school jurisdiction will require full restitution, disciplinary action and referral to legal authorities.

ASSAULT/FIGHTING

Verbal or threatening conduct which causes the other person to reasonably believe that he/she is in danger of battery, or even the use of insulting or vulgar language towards another person is considered assault. Battery is considered as physical contact against another student that is against another student with the intent of doing harm. Batteries/Assaults will result in suspension and will be referred to law enforcement officials.

Returning an assault or a battery with physical force will be considered fighting and will be treated with an out of school suspension and referral to police. Fighting, hitting, unauthorized touching, threats, and disruptions as a result of the above activities are prohibited. Students who are threatened should

immediately report to teachers, administrators, counselors, School Resource Officers, or campus security officers.

GAMBLING

Gambling is prohibited at Carlsbad High School.

EXTORTION

Extortion is prohibited on campus. For example: Threatening/forcing a student to give up material items.

DISRESPECT

Disrespect toward any teacher, administrator, and/or staff member is prohibited. Students must make an appointment with staff to privately discuss any differences, in an appropriate, polite manner.

TARDIES

Students should be in class when the tardy bell rings. On the fourth tardy, in each class, and on every tardy thereafter, discipline action will be taken. This might include detention, TOC, or suspension. It is the student's responsibility to sign in when they enter a classroom late.

TRUANCY

Students must attend classes. Parents may authorize absences up to and including 10. Students, on the grounds, in the halls or in restrooms during class, without a pass, are considered truant. Students not going directly to class after the tardy bell rings will be considered truant.

INSUBORDINATION

Insubordination is refusing reasonable direction or instruction given by school personnel. Violations are a form of insubordination and administrative action will be taken.

Failure to identify oneself to a staff member will be considered insubordination and the student will be suspended.

HABITUAL OFFENDERS

Students referred to the office ten or more times will be considered habitual offenders and may be assigned mandatory counseling, suspension, Saturday School, expulsion or assigned an alternative setting.

VIOLATION OF CIVIL ORDINANCES WHILE UNDER SCHOOL AUTHORITY

A student shall not violate any law or ordinance while under the authority of the school or its' personnel. (For example, if a student assaults another student, that student may be punished according to the CHS Discipline Code, as well as answerable to law enforcement.)

HARASSMENT, INTIMIDATION, BULLYING, HAZING

Student actions such as any gesture, written, verbal, or physical acts, to degrade, disgrace, or demean another student are prohibited. This will include cyber- based activity intended to threaten or harass others.

Bullying is defined as repeated and systematic harassment and attacks on others. Bullying can be perpetrated by an individual or groups. Bullying takes many forms, and can include different behaviors, such as the following: physical violence and attacks, verbal taunts, name-calling and put-downs, threats, intimidation, extortion or stealing of money and possessions.

USE OF PROFANITY/OBSCENITY/PORNOGRAPHY

Students shall not use profanity or obscene gestures on campus or at school activities.

DIRECTING PROFANITY/OBSCENITY/PORNOGRAPHY TO SCHOOL PERSONNEL IS PROHIBITED

A student shall not exhibit or use profanity or obscene language either written or oral while communicating with school personnel, students or visitors. The use of obscene gestures, signs, pictures, notes, publications or pornographic materials is prohibited. Any student directing profane language/gestures toward school personnel will be suspended. Those students using profane and/or vulgar language toward each other will be disciplined.

THEFT

Theft of public property or equipment of the school district is prohibited. Restitution is required.

CLASS DISRUPTION

Students' disrupting the learning process will be disciplined.

SLEEPING IN CLASS

Sleeping in class is prohibited.

CORPORAL PUNISHMENT

Corporal punishment is prohibited at CHS.

VIDEO TAPING OF SCHOOL EVENTS

Requests for videotaping/recording of school events or programs must be approved by the principal or his/her designee in advance of the program. The school district will have exclusive rights to commercial ventures. All funds derived from any sale will be deposited into the school account of the respective organization.

PETITIONS

All petitions must be approved by the Principal or Principal Designee

**INTERNET & WEB USE
COMPUTER NETWORK & INTERNET USAGE POLICY FOR STUDENTS**

The Carlsbad Municipal Schools', herein referred to as District, are pleased to offer students access to the district's computer Network and the Internet. This policy applies to students granted Network and Internet access by the district. For the district to continue making Network and Internet access available, students must behave appropriately and lawfully. Upon acceptance of your account information and agreement to follow this policy, you will be granted Network and Internet access in your school. If you have any questions about the provisions of this policy, you should contact your teacher sponsor and/or principal. If you or anyone you allow to access your account (itself a violation of this policy) violates this policy, your access will be denied or withdrawn. In addition, you may be subject to disciplinary action, up to and including expulsion.

1. **Personal Responsibility**

By accepting your account password and related information, and accessing the District's Network or Internet system, you agree to adhere to this policy. You also agree to report any Network or Internet misuse to your teachers and/or principal. Misuse includes policy violations that harm another person or another individual's property.

2. **Term of Permitted Use**

Network and Internet access extends throughout your school career with the district, provided you do not violate the district's Computer Network and Internet Usage Policy. Note: The District may suspend access at any time for technical reasons, policy violations, or other concerns.

3. **Purpose and Use**

The District offers access to its Network and Internet system for school business purposes only. If you are unsure whether an activity constitutes appropriate business use, consult your teachers and/or principal.

4. **Netiquette Rules**

Students must adhere to the rules of Network etiquette, or Netiquette. In other words, you must be polite, adhere to the District's electronic writing and content guidelines, and use the Network and Internet appropriately and legally. The District will determine what materials, files, information, software, communications, and other content and activity are permitted or prohibited, as outlined below.

5. **Banned Activity**

The following activities violate the District's Computer Network and Internet Usage Policy:

- (A) Using, transmitting, receiving, or seeking inappropriate, offensive, vulgar, suggestive, obscene, abusive, harassing, belligerent, threatening, defamatory (harming another person's reputation by lies), or misleading language or materials.
- (B) Revealing personal information, such as the home address, telephone number, or Social Security number of another person or yourself.
- (C) Making ethnic, sexual-preference, or gender-related slurs or jokes.

(D) Engaging in illegal activities, violating school policies or encouraging others to do so.

Examples:

1. Selling or providing substances prohibited under district and school policies.
2. Accessing, transmitting, receiving, or seeking unauthorized, confidential information about other person
3. Conducting unauthorized business.
4. Viewing, transmitting, downloading, or searching for obscene, pornographic, or illegal materials.
5. Accessing others' folders, files, work, networks, or computers.
6. Intercepting communications intended for others.
7. Downloading or transmitting the District's confidential information.

(E) Causing harm or damaging others' property.

Examples:

1. Downloading or transmitting copyrighted materials without permission from the copyright holder. Even when materials on the Network or the Internet are not marked with the copyright symbol, ©, students should assume all materials are protected under copyright laws - unless explicit permission to use the materials is granted.
2. Using another student's password to trick recipients into believing someone other than you is communicating or accessing the Network or Internet.
3. Uploading a virus, harmful component, or corrupted data.
4. Vandalizing the Network.

(F) Jeopardizing the security of access, the Network, or other Internet Networks by disclosing or sharing passwords and/or impersonating others.

(G) Accessing or attempting to access controversial or offensive materials. Network and Internet access may expose students to illegal, defamatory, inaccurate, or offensive materials. Students must avoid these sites. If you know of students who are visiting offensive or harmful sites, report that use to your teachers and/or principal.

(H) Engaging in commercial activity. Students may not sell or buy anything over the Internet. Students may not solicit or advertise the sale of any goods or services. Students may not divulge private information -- including credit card numbers and Social Security numbers -- about themselves or others.

(I) Wasting the district's computer resources. Specifically, do not waste printer toner or paper.

(J) Encouraging others to view, download, or search for materials, files, information, software, or other offensive, defamatory, misleading, infringing, or illegal content.

6. Privacy

Network and Internet access is provided as a tool for educational purposes only. The District reserves the right to monitor, inspect, copy, review, and store at any time and without prior

notice any and all usage of the Network and the Internet, as well as any and all materials, files, information, software, communications, and other content transmitted, received, or stored in connection with this usage. All such information, content, and files are the property of the District. You should have no expectation of privacy regarding them. Network administrators may review files and intercept communications for any reason, including but not limited to maintaining system integrity and ensuring students are using the system consistently with this policy.

7. Noncompliance

Your use of the Network and the Internet is a privilege, not a right. Violate this policy and, at minimum, your access to the Network and the Internet will be terminated, perhaps for the duration of your tenure with the District. Policy breaches include violating the above provisions, and failing to report violations by other users. Permitting another person to use your account or password to access the Network or the Internet - including but not limited to someone whose access has been denied or terminated - is a violation of policy. Should another user violate this policy while using your account, you will be held responsible, and both of you will be subject to disciplinary action. Criminal violations may lead to criminal or civil prosecution.

ADVERTISING AND SOLICITATION

Sale of Advertising to Merchants

The Carlsbad Municipal School District may sell advertising to the merchants of the school District for the following projects:

- A. High School newspaper
- B. High School annual
- C. High School activities programs

Such projects are to be under the direction of the High School principal and/or Assistant Superintendent for Instruction/designee.

Advertising in the Schools Sponsored by Community

Corporate sponsors are welcome to make proposals to support school district and programs.

If funds are realized by a project, they must clearly and directly benefit the activity or program.

Such programs must be approved by and be under the direction of the school principal and the Assistant Superintendent for Instruction. Businesses requesting advertisements for school staff will be reviewed by the Assistant Superintendent for Instruction, and if approved, one copy of the special offer for school employees will be allowed on the table in the staff workroom. Direct use of students in such proposals could potentially exploit students and/or place the District in an embarrassing circumstance with a segment of the Carlsbad business community. Therefore, District personnel must be diligent in recognizing such circumstances and advising the Principal and/or Superintendent of Instruction of such potential.

No liquor, tobacco, or sexually suggestive advertising shall be included in advertising related to any activity sponsored or sanctioned by the New Mexico Activity Association and/or the District.

Solicitation of Staff or Students

The District will make every effort to see that staff members and students are not disturbed during the school day by solicitors and, in turn, will encourage staff members to refrain from solicitation other than for authorized purposes.

CHS STATEMENT FOR PUBLICATION

The community image of CHS is built upon the content of those publications which we sponsor and distribute. Similarly, the quality of publications is a direct reflection of the academic standard which this school system maintains. Two considerations, our community image and academic standard, should govern all our dealings with school publications.

1. Our school publications enhance communicative skills and mature constructive thinking. Therefore, a decision to publish or not to publish is an educational one, not an editorial one.
2. News and information about student activities and school programs are encouraged.
3. Defamation, ridicule, falsehoods, libel, slander, character assassination(s) and other derogatory comments have no place in the academic and educational world, and are prohibited. Obscenity, profanity, and vulgarity are prohibited for the same reason.
4. Advertisements involving smoking, use of alcohol, and/or obscenity have no place in a school publication. Also, advertisements advocating either side of a controversial issue will be avoided.
5. Literary and journalistic excellence should be a primary goal of publication staff members. Therefore, publications of statements of opinion are governed by that goal. Literary satire, good taste caricature, and mature, constructive criticism have always held their place in English literature, but expression which reflects journalistic and editorial irresponsibility has no place in an academic publication.

Before a publication is distributed in the school or on school property, or before any school-sponsored publication is printed, a copy of the publication shall be submitted to the school principal or designee for review and approval. The principal or designee shall approve printing and/or distribution of the publication unless it is believed that the distribution thereof would:

1. Materially and substantially interfere with the maintenance of appropriate discipline in the operation of the school.

2. Materially disrupt classes or class work
3. Involve substantial disorder, chaos, violence or invasion of the rights of students.

The principal or designee shall notify the individual submitting a proposed publication of the decision in writing and no later than five days after the principal has received the proposed publication. Any person aggrieved by the decision of the principal may appeal the decision to the hearing authority. A hearing on the matter will be scheduled as soon as is practical. The hearing will be governed by the same procedural rules as disciplinary actions.

ATHLETIC PROGRAMS & Competitive Activities

Fall	Winter	Spring
Football	Boys' Basketball	Boys' Golf
Boys' Cross-Country	Girls' Basketball	Girls' Golf
Girls' Cross-Country	Boys' Swimming	Baseball
Boys' Soccer	Girls' Swimming	Softball
Girls' Soccer	Wrestling	Boys' Track
Volleyball	Cheer	Girls' Track
Cheer	Dance	Boys' Tennis
Dance	Rodeo	Girls' Tennis
Rodeo	E-Sports	Boys' Powerlifting
E-Sports		Girls' Powerlifting
		Dance
		Rodeo
		E-Sports

For more information contact the athletic director, Greg Haston, 234-3325. His office is on the west side of the Gymnasium complex.

STUDENT ORGANIZATIONS

ART CLUB: Ms. Silva

Embodies a creative culture allowing students to give back to the community, while developing a deeper understanding of the arts within media and applied techniques.

BAND: Mr. Galindo and Mr. Young

Students must be registered in the band class. The band plays at events and competitions. A fee is required.

(BPA) Business Professionals of America: Ms. Carrera and Mr. Gonzalez

Provide co-curricular leadership training, social activities and competition I business. Must be enrolled in Business Technology or Business Applications. A fee is required.

CAVECAST: Mr. Gonzalez

Students must be in the 11th or 12th grade. Activities include: Record, edit, and broadcast announcements and news events. A fee is required.

CHS CHEERLEADERS: Ms. Cardin

Cheerleaders perform and cheer at athletic events and help promote school spirit. Auditions required in the spring for the following year.

CHS DANCE COMPANY: Mrs. Young

Students must audition in the spring for the following year. Dancers perform at assemblies throughout the year and have a spring performance.

CHESS CLUB: Eric Villa Robinson

The CHS Chess Club hones strategic minds, competing in New Mexico Activities Association (NMAA) state-sponsored tournaments. Members develop critical thinking and sportsmanship, representing Carlsbad High School with pride and skill on the chessboard.

COLORGUARD: Mrs. Young

Visual performing art ensemble that combines dance, flag, rifle, and saber choreography to enhance marching band shows. Members contribute to the band's competitive performances by adding a dynamic and artistic element through synchronized movement and equipment manipulation.

CULINARY ARTS CLUB: Ms. Hale

Students involved in the club train to participate in competitions sanctioned by Skills USA and the National Restaurant Association PRO-START programs. Participation is an extension to the curriculum followed in the classroom.

ESPORTS: Leo Zapatta

Involves students competing in organized video game competitions, often mirroring traditional sports with seasons, playoffs, and championships. It fosters teamwork, strategic thinking, communication, and problem-solving skills, while also providing opportunities for college scholarships and career pathways in the rapidly growing esports industry.

ECHO YEARBOOK: Ms. Lucchini

This group of students produce the yearbook. Instructor approval is needed for enrollment.

ENGLISH EXPO: Open to students 9-12th grades. Students will participate in competitions in writing, speaking and poetry. Sponsor: TBD

FFA/AGRICULTURE EDUCATION: Mrs. Dixon

Encourages leadership, citizenship, scholarship and provides knowledge and skills in the field. Must be enrolled in vocational class. Fee required.

FRENCH CLUB: Madame Lucchini

Further interest in the French culture and language and provides members with information for a better understanding of France and its people. Must have taken or be enrolled in a French class. A fee is required.

GREENHOUSE: Mrs. Dixon

Provides hands-on experience in plant science, horticulture, and sustainable agriculture. Students learn about plant propagation, growth, care, and pest management, often cultivating plants for school sales or community projects.

GUITAR: Galindo, Young

designed to introduce students to the fundamentals of playing the guitar. It typically caters to a range of skill levels, from complete beginners to those with some prior experience. The class aims to develop basic guitar playing techniques, music theory knowledge, and an appreciation for various musical genre

HONOR SOCIETY: Brandy Blanchard

Membership in the National Honor society promotes scholarship, leadership, service, and character. Honors outstanding junior and senior students. Must have and maintain a solid 3.8 GPA, be a full-time student on the CHS campus, and have faculty approval. Tapping is during the spring semester. A membership fee is required and community service hours are required each semester of membership.

HOSPITALITY AND TOURISM PROGRAM: Mrs. Rhodes

Students explore the world of hospitality and tourism. Learning about the endless opportunities available to you worldwide in this exciting industry. This program participates in Skills USA.

JAZZ BAND: Robert Galindo

Students must be registered concurrently in Cavemen Band I, II, III, or IV. Jazz Band is also with prior director's approval. The band plays at events and competitions.

INTERACT CLUB: Mrs. Aragon

Provides service to the community and school. Sponsoring group is Kiwanis. A fee is required. Sponsor:

INTERNATIONAL THESPIAN SOCIETY: Joop/Middleton

An honor society for theater students, recognizing their achievements in performance and technical theater. Members participate in various theatrical activities, workshops, and often community outreach, fostering a deeper engagement with the dramatic arts.

MESA (MATHEMATICS, ENGINEERING, SCIENCE AND ACHIEVEMENT): Mrs. Olsson- Dail

A club that works toward preparing students for college in the math and science fields through activities and field trips. Mrs. Olsson- Dail

MUMMERS: Joop/Middleton

Must possess a legitimate interest in dramatic arts. Students will perform in Dramatic arts presentations. A fee is required.

RENAISSANCE: The Renaissance program represents a national network of schools that believes in rewarding students for excellence in performance. CHS has tailored its incentive program to meet individual school needs and allow local community input. The Renaissance program is designed to motivate students in academics, school attendance and citizenship. Sponsor: TBD

RODEO CLUB: Sanctioned by the New Mexico Activities Association, team members compete in rodeo events statewide.

SKEET & TRAP TEAM: Mr. Hamel

program designed to teach students the fundamentals of clay target shooting in a safe, disciplined, and fun environment. Whether you're a seasoned shooter or have never held a shotgun, this team offers an opportunity to learn a unique sport and develop valuable life skills.

SKILLS USA: Mr. Quintana, Mr. Vasquez, Mrs. VanScotter, Mrs. Clark, Mr. Gonzalez

This is an organization for students enrolled in Auto Tech, Building Trades, Collision Repair, Culinary Arts, Digital Media, Welding and Health Occupations. Students will compete in competitions. A fee is required.

SPANISH CLUB: Korina Cordova

Promotes learning about and enjoying the various aspects of the Spanish culture and language. Must have taken or be enrolled in a Spanish class. A fee is required.

STUDENT ATHLETIC TRAINER: Mr. Merkey and Mr. Archuleta

Students are trained to help student athletes. A pre-requisite or co-requisite is enrollment in Sports Medicine.

STUDENT COUNCIL: Mrs. Hernandez & Mrs. Middleton

Promotes an efficient system of self-government; creates and maintains better school spirit; improves student-student, student-faculty, and public relations. It also helps develop good leaders and good followers. Members are elected in the spring.

CHS MAP

