

# Goddard High School



## Student Handbook

2023-2024

*“Rocketing Towards Success”*



## [GHS HISTORY](#)

Robert H. Goddard High School has a distinguished history with alumni involved in many professions. Named for the father of modern rocketry upon opening in 1965, GHS is committed to continue the rich tradition of success.

Goddard High School is unique. During the Cold War, it was one of the first underground high schools in the nation. Due to the involvement of local military installation, the design was to serve a dual role as Roswell was targeted as “ground zero”.

From the first graduating class, to the present, GHS takes pride in a culture including highest academic standard and superior opportunity for involvement in student activities.

### [PERSONNEL](#)

#### *Administration*

Dr. Porter Cutrell – Principal- 627-4850 [PCutrell@risd.k12.nm.us](mailto:PCutrell@risd.k12.nm.us)

Leslea Tivis - Assistant Principal- 627-4852 [ltivis@risd.k12.nm.us](mailto:ltivis@risd.k12.nm.us)

Angel Munson - Assistant Principal- 627-4851 [amunson@risd.k12.nm.us](mailto:amunson@risd.k12.nm.us)

Brian Shea - Assistant Principal- 627-2827 [BShea@risd.k12.nm.us](mailto:BShea@risd.k12.nm.us)

#### *Secretarial*

Donna Ramey – Principal’s Secretary – 627-4847

Cherri Richardson- Assistant/Athletic Principal Secretary – 627-4845

#### *Front Office Receptionist/Attendance*

Rosanna Leyba – Receptionist- 627-4801

Brayden Ramey– Attendance- 627-4810

### *Registrar*

Brianna Franco - 627-4846 [BFranco@risd.k12.nm.us](mailto:BFranco@risd.k12.nm.us)

### *Counselors*

Amber Dunaway (A-D) 627-4839 [adunaway@risd.k12.nm.us](mailto:adunaway@risd.k12.nm.us)

Megan Ragsdale (E-L) 627-4815 [mragsdale@risd.k12.nm.us](mailto:mragsdale@risd.k12.nm.us)

Nancy Alvarado (M-Q) 627-4836 [nalvarado@risd.k12.nm.us](mailto:nalvarado@risd.k12.nm.us)

Kimberly Madrid (R-Z) 627-4837 [kmadrid@risd.k12.nm.us](mailto:kmadrid@risd.k12.nm.us)

### *Nurse's Office*

Shawna McCarty – 627-4841 [smiller@risd.k12.nm.us](mailto:smiller@risd.k12.nm.us)

## GHS ID BADGES

Enrolled students will receive one free picture ID Badge. It is the expectation that students have their GHS ID badge in their possession and wear it at all times during the school day. Students who do not comply with the expectation could face disciplinary consequences. Replacements for ID badges will be \$5.00 and are available in the GHS library.

## STUDENT LATE ARRIVAL AND EARLY CHECK-OUT

The first bell rings at 8:00 A.M. The tardy bell will ring at 8:10 A.M. If a student arrives on campus after 8:10 A.M., a parent/guardian must sign him/her in at the front attendance office. We do not allow parent phone calls to excuse a student's tardy. Students will report to ISS for the entirety of the class period they are tardy for if their parents do not provide an in-person signature for their tardy excusal.

1. If a student must check out early, with proper identification, a parent/guardian or listed emergency contact must PERSONALLY sign him/her out at the front office before he/she may leave class.
2. In person, guardians may make changes to their student's student enrollment form. This change includes the names and numbers guardians wish to have listed as a student's emergency contact.

**18-year-olds:** Students who have reached their 18<sup>th</sup> birthday may check themselves out ONLY after their parent/guardian has provided signature of approval on the provided GHS 18 year old contract to do so. The principal or designee will then review the request and approve or deny it. With this granted privilege, students must

**follow ALL guidelines for documenting absences and must not take advantage of the 18-year-old contract. Students will still follow all attendance guidelines and the closed campus policy.**

# Roswell Independent School District 2023-2024 District Calendar

Jul-23				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Aug-23				
M	T	W	TH	F
31	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Sep-23				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Oct-23				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Nov-23				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Dec-23				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

	Odd Day
	Even Day
	New Teacher Orientation
	First/Last Day
	Student Holiday
	Parent/Teacher Conference
	Professional Development
	Community Learning Day

Jul 31 & Aug 1	New Teacher Orientation
Aug 2, 3, & 4	In Service
Aug 7	First day of School

Sept 4	Labor Day Holiday
Sept 8	Mid. 9 weeks ends
Sept 13	Mid. 9 weeks Report Cards Issued
Sept 14	Parent Conf. 4:00 pm to 7:00 pm
Sept 15	Parent Conf. 8:00 am to 12:00 pm
Sept 29	Students in class Professional Development

Oct 2	Community Learning Day
Oct 11	9 weeks ends
Oct 11	NM State Reporting 40th Day
Oct 13	9 weeks report cards issued

Nov 1	Professional Development
Nov 13	Mid 9 weeks ends
Nov 15	Mid. 9 weeks Report Cards Issued
Nov 22 - 24	Thanksgiving Break

Dec 1	NM State Reporting 80th Day
Dec 22	End Semester
Dec 25 - Jan 8	Winter Break

Jan 8	Professional Development
Jan 9	Classes resume
Jan 15	Community Learning Day
Jan 16	Semester Report Cards Issued

Feb 8	Mid. 9 weeks ends
Feb 8	Parent Conf. 4:00 pm to 7:00 pm
Feb 9	Parent Conf. 8:00 am to 12:00 pm
Feb 12	Mid. 9 weeks Report Cards Issued
Feb 14	NM State Reporting 120th day
Feb 16	Students in class Professional Development
Feb 19	Community Learning Day

Mar 12	9 weeks ends
Mar 15	9 weeks Report Cards Issued
Mar 18 - 22	Spring Break
Mar 29	Spring Holiday

Apr 19	Mid. 9 weeks ends
Apr 19	Students in class Professional Development
Apr 23	Mid. 9 weeks Report Cards Issued

May 24	Last Day and 180-Day Count
May 19	Baccalaureate Program
May 23	UHS Graduation
May 24	GHS Graduation
May 25	ECHS Graduation
May 25	RHS Graduation
May 30-31	Cafeteria Closed

Jan-24				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Feb-24				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March 2024				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Apr-24				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May-24				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Jun-22				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28



06.05.23 Revision JW



## REGULAR BELL SCHEDULE

<b>First bell rings at 8:00 A.M. Tardy bell rings at 8:10 A.M.</b>	
<b>8:10 - 9:40</b>	<b>Period 1 or 2</b>
<b>9:40-9:50</b>	<b>Burrito Break</b>
<b>9:50 - 11:20</b>	<b>Period 3 or 4</b>
<b>“A” lunch 11:25 – 11:55 <u>Class</u> 12:00– 1:30 <u>Class</u> 11:25 – 12:55 “B” lunch 12:55 - 1:30</b>	<b>Period 5 or 6</b>
<b>1:35 - 3:05</b>	<b>Period 7 or 8</b>

## ASSEMBLY BELL SCHEDULE

First bell rings at 8:00 A.M. Tardy bell rings at 8:10 A.M.	
<b>8:10 - 9:25</b>	<b>Period 1 or 2 (75 min)</b>
<b>9:25-9:35</b>	<b>Burrito Break (10 Min)</b>
<b>9:35-10:50</b>	<b>Period 3 or 4 (75 min)</b>
<b>“A” lunch</b> <b>10:55 – 11:25</b> <b>Class</b> <b>11:30– 12:45</b> <b>Class</b> <b>10:55 – 12:10</b> <b>“B” lunch</b> <b>12:15 - 12:45</b>	<b>Period 5 or 6 (75 min)</b> <b>30 min Lunch</b>
<b>12:50-1:45</b>	<b>(Go to 7/8 and call out from 7/8)</b> <b>Assembly (55 min)</b>
<b>1:50 - 3:05</b>	<b>Period 7 or 8 (75 min)</b>

## DISTRICT EARLY RELEASE BELL SCHEDULE

First bell rings at 8:00 A.M. Tardy bell rings at 8:10 A.M.	
<b>8:10 - 9:00</b>	<b>Period 1 or 2 (50 min)</b>
<b>9:00-9:10</b>	<b>Burrito Break (10 Min)</b>
<b>9:10-10:00</b>	<b>Period 3 or 4 (50 min)</b>
<b>10:05 – 10:55</b>	<b>Period 5 or 6 (50 min)</b>
<b>11:00-11:50</b>	<b>Period 7 or 8 (50 min)</b>
<b>11:55-12:00</b>	<b>Dismiss School</b> <b>Grab and Go Lunch Cafeteria</b>

## ROSWELL INDEPENDENT SCHOOL DISTRICT ATTENDANCE POLICIES

New Mexico State Law requires every student in the state who is five (5) years of age and older to attend school on a daily basis until that student has received a high school diploma or high school equivalency credential, or the student turns eighteen (18) years of age. Any parent or guardian of the student is responsible for the student's daily attendance.

### STUDENT ATTENDANCE

“The parent or guardian is charged by law with responsibility for the student's school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism.”

### STUDENT ABSENCES AND EXCUSES

“The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include but are not limited to those reasons approved by the school administration such as, illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent notified the school in advance of the absence.

School administrators are authorized to excuse students from school for necessary and justifiable reasons.”

### TRUANCY

Chronic absence differs from truancy in that it tracks both excused and unexcused absences.

The District shall provide interventions for students who are missing school, depending on the number of absences.

Individual prevention is called for if a student misses five percent (5%) or more but less than ten percent (10%) of classes or days of school. For elementary school absences the parent is to be contacted by the attendance team for discussion, middle school and high school absence discussions by the attendance team are to be with the parent and student. The discussions shall inform them of;

- ◆ the student's attendance history,
- ◆ interventions or services available to the student or family, and



❖ consequences of further absences which may include referral to the Children, Youth and Families Department for excessive absenteeism,

Early Intervention is called for if a student misses ten percent (10%) or more but less than twenty percent (20%) of classes or days of school. The attendance team shall;

- ❖ notify the parent in writing by mail or personal service,
- ❖ providing the date, time and place for a meeting to be held for the purpose of developing intervention strategies to keep the student in an educational setting.

The attendance team shall be convened to establish;

- ❖ a specific intervention plan for the student,
- ❖ weekly progress monitoring, and
- ❖ a contract for attendance.

Intensive Support is called for if a student misses twenty percent (20%) or more of the classes or days of school. The attendance team shall;

- ❖ notify the parent in writing by mail or personal service,
- ❖ providing the date, time and place for a meeting to be held with the parent, principal of the school and the attendance team for the purpose of;
  - establishing nonpunitive consequences for the student at the school level,
  - Identifying appropriate specialized supports needed to help the student address the underlying causes of excessive absenteeism, and
  - apprise the student and the parent of the consequences of further absences.

Student-teacher incompatibility, if alleged, will require consultation with the teacher and a meeting initiated by the principal with the student, parent and teacher.

If a student does not respond to intensive support as implemented above by continued absence (excessive absenteeism), the student be reported to the probation services office of the appropriate judicial district for the purpose of an investigation as to whether the student should be considered a neglected child or a child in a family in need of family services, subjecting the child to provisions of the Children's code.

The records supporting such action shall be provided to the juvenile probation services office by the Superintendent within ten (10) days of the identification of the student excessively absent.

Consequences shall not include out-of-school suspension or expulsion, but should focus on intervention and fostering retention of students in the educational setting.

Only after exhaustion of intervention strategies may the District consider withdrawal of the student from membership in the school. Consulting with the juvenile probation services office or the caseworker for child services should be accomplished before such action.

An excused absence shall be as determined in Policy JH.

### Attendance Definitions:

- “Absent” means not in attendance for a class or school day for any reason, whether excused or not (does not apply to participation in interscholastic extracurricular activities).
- “Interscholastic extracurricular activities” means those activities sponsored by the school or an organization whose principal purpose is the regulation, direction, administration and supervision of interscholastic extracurricular activities.
- “Excused absence” means absence from a class or school day for necessary and important reasons. Such reasons include but are not limited to illness, injury, bereavement of a family member, other family emergencies, observance of major religious holidays of the family’s faith, religious instruction, tribal obligations or any other allowable excuse as authorized by the building administrator.
- “Medical absence” means that a student is not in attendance for a class or school day for a parent- or doctor-authorized medical reason, or the student is a pregnant or parenting student. 4
- “School day” means a portion of the school day that is at least one-half of a student’s scheduled classes.
- “Unexcused absence” means an absence from a class or school day (to include at least one-half of the students approved program) for which the student does not have an allowable excuse, at the discretion of the building administrator.

GHS requests cooperation from parents in the matter of school attendance and punctuality, particularly to the following:

- Having students to school on time each day
- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacations and recess periods.

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### FREQUENTLY ASKED QUESTIONS ABOUT ATTENDANCE

What is an unexcused absence? An unexcused absence means an absence from class or school day for which the student does not have an allowable excuse. An absence of less than fifty percent of an instructional day shall be counted as one-half day absence, and the absence of more than fifty percent of an instructional day shall be counted as one full-day absence. Documentation is required for all absences.

Does a phone call excuse my child’s absence? *Documentation is required.* We want to assure that all students are safe; therefore, a phone call to your child’s school to notify of an absence is greatly appreciated. This reassures school staff that parents are aware

**of the student's absence, but please note that a call in to your child's school will not excuse the absence. Formal documentation or a note written by a parent is required.**

**What if I check out my child early, or bring my child in late? Do I still need to submit documentation? If your child misses more than half of their instruction time due to being checked out early or brought in late, then documentation is required for that absence.**

**What if I send documentation with my child, but they continually lose it?**

**There are several ways to avoid this situation. Here are some helpful hints:**

- 1. Parent takes the documentation into the school.**
- 2. Have the doctor/dental office fax the documentation directly to your child's school. Follow up with the attendance secretary to make sure that the documentation was received.**
- 3. Instead of a hand written note, email the attendance secretary. This also allows you to have a record of what you have submitted.**
- 4. In the event that you have to send documentation with your child, always contact the attendance secretary notifying that your child has documentation to turn in. In this way, they will assure that your child's documentation makes it to the front office.**

**How can I check to see if my child's absence was excused?**

**The school district database, PowerSchool, has a parent portal that allows parents to keep track of attendance and grades. By downloading the app and obtaining an identification number and passcode from your child's school, keeping track of attendance and grades becomes easy.**

**How can my child avoid receiving unexcused absences?**

**Parents are required to submit documentation for every absence and the documentation must be provided to the school within (3) three school days of the student returning from the absence. If documentation is not presented within three school days, the absence shall remain unexcused. Once documentation is submitted, it will be evaluated according to the Definition of Excusable Absences listed below. Turning in documentation does not guarantee an automatic excusal of an absence. (I.E. A note stating that the family traveled out of town for the day, but the travel did not include one of the excusable reasons, the absence would not be excused.)**

### **SCHEDULE CHANGES**

**All schedule changes will be done on a case-by-case basis based on need and availability. If a student needs a schedule change once they have received their schedule before the school year, students will work with their assigned counselor to correct the schedule. Dislike for a teacher or class are NOT valid reasons for**

requesting a schedule change. Students and parents may not request a specific teacher. Please remember that all schedule changes will be based on space availability. Special cases may be approved by the GHS Administration.

**ACCEPTABLE REASONS FOR SCHEDULE CHANGES:**

1. Students needing courses for graduation
2. Students with a partial schedule
3. Students who lack a prerequisite for a class
4. Incorrect placement as determined by the teacher and/or administration

**PROCEDURES FOR A SCHEDULE CHANGE:**

1. Completion of a Schedule Change request form can be obtained from within the counselor’s/registrar’s office. The form must be signed by teachers, the student AND the parent. Incomplete forms will not be considered.
2. The form must be completed and turned in within the time frame determined by the school.

**GRADING/REPORT CARDS**

It is board policy that a minimum of TWO GRADES PER WEEK in each subject be entered into PowerSchool for families to access grades.

- Report cards are distributed every 9 weeks.
- Progress reports are distributed every 4 ½ weeks to students approximately one week after the end of each quarter. They are given directly to students or parents at parent-teacher conferences. It is the students’ responsibility to show report cards to their parents/guardians.



Grading Period	Progress Report Issued on:	Final Grades Must be Entered by 8:00 A.M. on:	Report Card Issued
1 <sup>st</sup> Aug. 7th – Oct. 11th	September 13, 2023	October 12, 2023	October 13, 2023
2 <sup>nd</sup> Oct. 12th – Dec. 22nd	November 15, 2023	December 22, 2023	January 16, 2024
3 <sup>rd</sup> Jan. 9th – Mar. 12th	February 12, 2024	March 13, 2024	March 15, 2024
4 <sup>th</sup> Mar. 13th - May 24th	April 23, 2024	May 23, 2024 (Seniors’ grades are stored a week earlier.)	After May 24 <sup>th</sup> , the Spring semester report cards will be mailed.

**GRADE CLASSIFICATION**

## High School

The grading system for high school *grades nine (9) through twelve (12)* will be reported each nine (9) weeks using the percent notation on a one hundred (100) point scale. The following letter grade conversion will be used.

100% - 90% = *A*

89% - 80% = *B*

79% - 70% = *C*

69% - 60% = *D*

59% and below = *F*

To receive credit for a full year, a student must have a passing average for each semester. At all levels academic grades shall be determined on the basis of academic achievement. Grades may be subject to review by the principal or his designee. Semester grades are computed as follows: Each nine (9) weeks counts as forty percent (40%) of the total semester grade and the semester exam is twenty percent (20%).

*Averaging:* For averaging purposes the following will be used:

### *Regular Classes*

*A* = 4 points

*B* = 3 points

*C* = 2 points

*D* = 1 point

*F* = 0 points

### *Honors, Dual Credit, and Advanced Placement Classes*

*A* = 5 points

*B* = 4 points

*C* = 3 points

*D* = 1 point

*F* = 0 points

Honors and Advanced Placement (AP) classes are those which meet AP guidelines or are articulated feeders to AP courses. They shall be designated as "advanced placement" or "honors" following approval by the Assistant Superintendent for Instruction and Assistant Superintendent for Accountability. Honors or AP courses transferred from outside the High School will be considered only if the school is state accredited and the courses are offered as honors or AP courses at the school from which the student is graduating.

The five (5)-point grading system will apply to all Honors, Dual Credit and AP classes. The District will assume financial responsibility for Roswell Independent School District (RISD) students enrolled in AP classes to take the AP exam.

Beginning with the Freshman Class Graduating in 2026.

Dual Credit Courses are not required to be tied to the Next Step Plan so students will have the flexibility to explore.

- ◆ The grading system, along with the course syllabus, approved by the Assistant Superintendent of Instruction, will be consistent within the class for the entire year. All teachers at the secondary level must administer a District-approved final exam.
- ◆ The student should understand the system thoroughly, such as, the content for which the grade for the course depends, the weight attached to various phases of the material, the manner in which the letter grade is devised, and the meaning of the final letter grade which is sent home as a report to the parent.
- ◆ If a teacher from year to year consistently promotes classes with predominantly high or low scores for the majority of the pupils in each class, then such practice causes parental and pupil difficulties for the succeeding teacher. If a teacher consistently finds the grades high or low for a large percent of the class, then the teacher should evaluate their established standards of average achievement on grading.
- ◆ Grades must be based on demonstration of competency of content standards. Grades will not be based on attendance, conduct, or disciplinary problems.

### Report Cards and Records

An average of two (2) grades per week should be kept in numerical values in the teacher's grade book for each subject. Average numerical values for the nine (9) weeks will also be recorded in the grade book.

Report cards are issued on a nine (9) week basis. Before cards are distributed each nine (9) week period, the teacher should explain the marking system to the students.

Report cards are distributed according to the District calendar.

### [GHS Grading, Late Work, Plagiarism and Homework Policy](#)

#### *Grading Policy:*

- Students' earn grades through a variety of completed assignments or assessments assigned by the classroom teacher. Grades could include daily lesson assignments/homework, tests, quizzes, projects, essays, and or class participation. Teachers may adjust the weighting of assignments/assessments to suit the needs of their specific subject. However, the design of overall weighting should ensure fair and accurate grading occurs. At the beginning of the course, within the teacher's syllabus, a teacher will clearly communicate their class expectations and assignment weightings. For each course, a student's final grade is stored using a point system based on each assignment and the points earned.
- Weekly, teachers will note two (2) grades per week, per subject in PowerSchool. Grades are stored in numerical value. (RISD School Board Policy I-6711 IKA-R)



- Following a scale of: A: 90-100% B: 80-89% C: 70-79% D: 60-69% F: 59% and below, letter grades will be reported in PowerSchool.
- Teachers are expected to communicate with parents where and when pertaining to their students' grades and overall classroom performance. Documentation of communication is required and often needed to support future conversations.
- The teacher should explain the marking system to the students before distribution of report cards each nine (9) week period. (RISD School Board Policy I-6711 IKA-R)
- Issuing of report cards happens each nine (9) week grading period. Distribution of report cards is according to the District calendar.

*Late Work/Make-Up/Plagiarism Work Expectations and Policy:*

- Students who are absent from any class period are responsible for making up all missed notes, assignments or assessments. Teachers must work with the student to retrieve any resource and assignment that effects
- Students' missed assignments that are complete and submitted within the allocated time (see below) will reflect a grade allowance to make up one hundred percent of the work missed during an absence without penalty. This includes assignments requiring participation. (RISD School Board Policy I-7250 IKEA)
- Absent students must submit make up work in no more than twice the number of class period days missed. (RISD School Board Policy I-7250 IKEA) For example, if a student is absent on a Monday class period but returns to the class on Wednesday, said student will have up until the following Tuesday (class period) to submit the missed work without penalty. If the student does not return on the Wednesday (next class period), two additional separate days are added for that make day's notes, assignments or assessments. These days will start after the next class period the student is present.
- Late work will be accepted; however, all work submitted outside of the two days will be subject to a grade penalty if not submitted within the two class period days that follow an absence from the class. Credit will be given for all work completed, including whole or portions of assignments/projects.
- Credit for whole or portions of assignments/projects will be given within the assignment's nine-week grading period.
- With the exception of submission of work completed in poor quality (missed problems) or work submitted outside of the district's allowance of days, the grading of the assignment(s) will not incur a reduction or penalty. RISD School Board Policy I-7250 IKEA

- If a student elects to submit work outside of the district’s allowable make-up days, a student may submit work for a grade throughout the nine-week grading period with penalty. With each passing week during the nine week grading period (from date assignment was due), 10% will be deducted per week.
- Grades reported in PowerSchool will reflect work completed. When assignment due dates are noted, due dates must reflect the appropriate due date and not the date it was assigned. A marking of a “1” to keep up with absences is useful; however, PowerSchool has a code you can click to notate an absence, or missed/incomplete work. Placing a zero in PowerSchool before the due date of the assignment only increases panic in students and their parents. Do not do this.
- Teachers are responsible for explaining grades from make-up or late work to their students.
- Teachers will note missing assignments in the ICU database. This will inform a student, guardian(s), their teachers/coaches, and ICU staff of the missing assignment(s). When students turn in assignments the teacher that reported it in ICU, the teacher must mark them in the database as complete and then grade and report in PowerSchool within the week.
- If a student engages in any of the following forms of academic misconduct, i.e. cheating or plagiarism, a penalty will incur. This includes, but is 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. Student(s) are eligible to resubmit the assignment for a maximum grade of a fifty with the first offense. The teacher will contact parent as well. On the second offense, the student(s) will receive no credit for the assignment and the teacher will contact the guardian. RISD School Board Policy - J-4611

*Homework Policy:*

- The development of study skills and self-discipline are integral and indispensable elements of a quality educational process. RISD School Board Policy I-7050 IKB
- Homework should be consistent with the maturity, special needs, potential, and achievement level of the individual student. It should not carry the stigma of punishment.
- Assignments should specifically address the objectives of the instructional program. In addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.
- Students, regardless of their intellectual capacity, should understand that mastery of skills is not always possible within the time constraints of the classroom. Each student should leave the District with a firm foundation for pursuing knowledge and developing skills on an independent basis.

Overall, our goal at Goddard High School is to provide students with a fair and equitable approach to evaluating student performance while also providing them with opportunities to develop important skills like self-discipline, show mastery and understanding of the standards, and responsibility for their learning. By using the ICU system and following the RISD school board policies, we ensure that students have adequate time and opportunities to make up missed assignments, participate fully in the learning process, and pursue/demonstrate skill acquisition.

### *APEX/Credit Recovery:*

When a student is failing a course they are enrolled in, APEX will not be offered as an option to get out of the class. Credit recovery is offered, if and when, a student has completed the course with a failing grade.

### HALL PASSES

One of the primary responsibilities of every student is to be where they are supposed to be, when they are supposed to be there. Failure to do so may result in disciplinary action.

During class time, students are supposed to be in their assigned and scheduled location. Any time a student is not in class,

he/she must have a hall pass completed by their teacher with time, date, and signature. Regardless of the reason a student is in the hall, the hall pass is required. Teachers will issue a hall pass for easy identification. Students who have chosen to skip class or leave their assigned location with or without a hall pass are subject to search by security and administration. Students who fail to comply will be considered truant and or skipping. For consequence, the Discipline Matrix will be followed.



### CLASSROOM MAINTENANCE

- Students pick up papers/trash and deposit them in the trash containers. Make this a ritual at the end of each class period.
- It is the student and teacher responsibility to make sure desks and tables are kept clean. Take pride in your classrooms and learning environment.
- Treat your room like a home away from home.
- Food items are not allowed in the classroom.

### DRUG AND ALCOHOL FREE CAMPUS

We are a drug and alcohol free campus; this includes e-cigs, vapes, and carts. All drug and alcohol violations will follow the discipline matrix.

### CLOSED CAMPUS

GHS is a closed campus; this includes both lunches. Students may not leave school grounds for any reason without their parent/guardian presenting their ID and then signing them out through the main office. Students arriving at school after the tardy bell rings, 8:10 A.M., must have a parent/guardian check them in at the office. The

discipline matrix will be followed for students who fail to follow the closed campus policy and become truant.

### SCHOOL PERSONNEL/AUTHORITY

The principal, the assistant principals and all other employees of the school have the responsibility to assess and implement the Discipline Matrix. In an emergency, the principal or designee may remove a student from campus, place a student in a temporary alternative educational program and/or suspend a student in accordance with 6 NMAC1.4. At all other times, the teacher, an administrator or a Disciplinary Committee will assess the situation and implement the Discipline Matrix including referral to another level, short or long-term suspension, referral for behavior intervention, parent shadowing, etc... All school personnel have the right to take action anytime the educational process is threatened with disruption or when the safety of people or property becomes an issue. It is up to the discretion of school personnel to exercise their best judgment in choosing consequences for particular situations or infractions. Students whose presence poses a danger to persons or property are considered to be a disruption to the educational process and may be removed immediately from the classroom, the school or school sponsored events. The police or other legal authority may participate in removal if necessary.

The Discipline Matrix is in force during regular school hours anywhere on school property, and district-provided transportation of students, including designated school bus stops. At all times and places where school personnel have jurisdiction, including school sponsored events, field trips, athletic functions and other school related activities. Any public school official or designated chaperone is authorized to take action when a student's conduct has a detrimental effect on other students, staff members or on the orderly educational process.

### DRESS CODE

While we do want our students to express their individual style, we do require the following guidelines to be followed when dressing for school daily.

All Clothing should have NO images or references of drugs, gangs, weapons, alcohol, sex or sexual content. Clothing should be worn appropriately and properly fastened. No excessively tight clothing. No see-through clothing may be worn. Undergarments should not be visible.

Hoodies may be worn without the hood on your head in the building at any time.

Shirts and Tops: No crop tops of any sort will be allowed. Showing your stomach or wearing revealing clothes is not allowed. Low plunging/cut necklines, halter tops, spaghetti straps, tank tops, muscle shirts (sleeveless shirts with low cut arm holes) are not allowed. Sleeveless shirts should have a shoulder width of about 3 fingers (3

inches) and should not have the racer back design. Necessary undergarments should be worn as appropriate. Tops should be long enough to cover midriff completely and not have large armholes.

Shoes need to be worn at all times. They need to be well fitting and tied (when they have laces) at all times. House slippers are not permitted. Appropriate footwear for PE is required (tennis shoes).

Shorts, Skirts, and Pants: Shorts and skirts may not be shorter than mid-thigh length. Pants may not show exposed skin above mid-thigh length. Leggings or tights must be worn underneath the pants if there are rips, holes, or tears above mid-thigh length.

Yoga Pants/Leggings: are acceptable, no crop tops are allowed to be worn with them

Sleepwear: DO NOT wear to school, unless it is a school sponsored sleepwear day.

### CLASSROOM PHONE USAGE

Classroom phones are for official school use including contacting parents about student progress and behavior, or informing parents of critical and/or time sensitive information. At no time, should use of the classroom phone become a distraction to learning. During the day, incoming phone calls are to be routed to the office, or to teacher voicemail. *Classroom phones are not for student use.*

### CELL PHONE AND SCHOOL PHONE USAGE

- Personal cell phones and other electronic devices are to be used according to rules set in place by the district, school, and classroom teacher. Students may not receive phone calls during class time or passing periods. Students who do not follow the expectations will receive the following consequences.
- 1st offense: Student loses their phone for the remainder of the day- student signs form
- Further offenses: Guardian is required to sign for and pick up their student's phone at the end of the day. Multiple or continued offenses may result in further disciplinary action.

### STUDENT PARKING

Students are permitted to park on school premises as a matter of privilege, not of right.

- The District retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property.
- The District may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside the automobiles.
- Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.



- A student who fails to provide access to the interior of the car upon request by a school official will be subject to school disciplinary action.
- All GHS students who park on campus are required to purchase a \$10 parking permit from the GHS security office for the year.

## VEHICLE REGULATIONS

Students who drive to school must obey the following rules and regulations. Failure to do so will result in parking fines or suspension of parking and driving privileges on campus.

### Vehicle regulations include:

1. Registration of your vehicle by completing an official student parking vehicle registration form. There is a \$ 10.00 parking fee for the school year. This is completed through our security office.
2. Students must have a valid driver's license AND proof of insurance to receive a parking permit.
3. All students must park their vehicles appropriately and in the designated parking lots.
4. Students are to park their cars immediately upon arriving to school and leave the parking area appropriately too. The parking lot is off limits at all times. Students are not to be in their cars or the parking lot at any time during the day unless permission has been given by the administration.
5. Students are not to go to the parking lot to pick up books, clothes, etc., during school hours.
6. *VEHICLES MUST BE REGISTERED WITH THE SECURITY OFFICE AND PROOF OF INSURANCE WILL BE REQUIRED. THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGE OR THEFT WHILE YOUR VEHICLE IS IN THE PARKING LOT!*
7. It is the student's responsibility to notify the office of any changes in vehicle information.
8. These regulations may be amended in the future, depending on the conduct of our student drivers.

## BUS SERVICES

Student transportation is a privilege, not a right, extended to eligible students pursuant to State Statutes 22-16-2 and 22-16-4, N.M.S.A., 1978. Students who do not abide by the State Statutes and/or District Policy Governing Student Transportation may have their transportation privileges revoked.

### Student Conduct on Student Buses

“Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.

When a student fails to practice proper conduct, the bus driver will inform the principal of the misconduct, which may then be brought to the attention of the parents.



Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely. The principal is the only person authorized to suspend riding privileges.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.”

### VISITORS TO SCHOOL

RISD encourages parents/guardians and interested members of the community to visit the schools and view the educational program. The Superintendent or his/her designee shall invite parents/guardians and the community to open house activities and other special events. In order to maintain the safety of all students, RISD will require that all visitors sign in at the office, during regular school days.

1. To ensure minimum interruption of the instructional program, visits during school hours should be first arranged with the teacher and/or principal. If a conference is desired, an appointment should be set with the teacher during non-instructional time.
2. All parents/guardians and members of the community shall report to the front office, show identification, and sign-in immediately upon entering any school building or grounds when school is in session. Visitor passes will be issued and must be worn while on campus. The Visitor Badges must be worn above the waist and visible at all times. For purposes of school safety and security, the district has designed a visible means of identification for visitors while on school premises. Visitors not wearing visitors' badge while on campus shall be asked to report to the front office to sign in and get a visitor's badge.
3. The District recognizes that there are students with special needs. The District will establish procedures for parents/guardians of students with special needs to facilitate the visitation process for such parents/guardians.

### DELIVERIES

The office will not accept deliveries for students on holidays, for birthdays, etc.

### FOOD FROM OUTSIDE THE SCHOOL CAFETERIA

During a student's scheduled lunch time, they may ONLY receive food and drink items from their listed guardian. GHS will not allow deliveries from Door Dash, Grub Hub, or by any other manner (other than a parent) during any part of the school day.

### FINES AND FEES

Students will be held responsible for all debt incurred including library fines, unreturned calculators, Chromebooks, Chromebook cords, textbooks, etc., and replacement and/or repairs costs. Official transcript and diploma will be held until debt is resolved.

**SALES**

Students are prohibited from selling anything on campus, unless it is a school approved fundraiser.

**DISCIPLINE MATRIX**

*Combined offenses may lead to more severe or extended consequences at the discretion of administration. Please note: the Discipline Matrix is subject to change as needed to meet district guidance and expectations.*

Offenses:	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Academic Dishonesty, Plagiarism, Forgery (includes AI use)	Resubmission of assignment for a max grade of a 50. Teacher contacts guardian	No credit for assignments. Student will receive a "0"- Teacher contacts guardian			
Bullying, Cyberbullying, Sexual Harassment, Inappropriate physical contact, Threats of Violence, Encouraging or inciting violence through any means	Up to 5 Days OSS.	Up to 9/10 Days OSS - Potential Police Referral	9/10 Days OSS Pending Hearing		
Electronic devices outside of approved educational use	Device taken: Student may pick up at the end of the school day	Device taken: Parent/Guardian may pick up cell phone at the end of the school day	Device taken: Parent/Guardian may pick up cell phone at the end of the school day		
Disrespect of Staff (Inappropriate Language, gestures, failure to comply, insubordination, verbal/physical intimidation of a staff member, etc.)	Up to 5 days OSS Student/Parent Conference	Up to 9/10 days OSS and Student/Parent Conference	Up to 9/10 days OSS a Student/Parent Conference		

Dress Code	ISS until corrected by changing	ISS until corrected by changing			
PDA (Public Display of Affection)	Warning	Warning	Parent Conference/ISS or OSS	OSS	OSS
Truant/Skipping Class or Lunch	ISS/Subject to search/Phone call to guardian	ISS/Subject to search/Phone call to guardian	ISS/Subject to search/Phone call to guardian		
Drug/Alcohol Handling, Use, Possession or Distribution	Up to 5 Days OSS	9/10 Days Pending Hearing			
Fighting (includes physical and verbal altercations with other students)	Up to 5 Days OSS Potential Police Referral	9/10 Days Pending Hearing			
Assault/Battery	Up to 10 Days OSS / Potential of Long Term Suspension  Police Referral and Pending Hearing				
Gang Activity	Up to 5 Days OSS	Up to 9/10 Days OSS	9/10 Days Pending Hearing		
Tobacco Use/Possession/Vaping	Confiscation of Product/Device - 1 Day OSS				
Trespassing	Police Referral				
Weapons Use/Possession- (I.E.) ➤ Firearm ➤ Knife ➤ A destructive device ➤ A dangerous instrument	Potential Police Referral - Up to 365 Days OSS				

➤ Simulated weapon					
Theft	Potential Police Referral - Up to 5 Days - Potential Restitution				
Sexual Misconduct	Up to 5 Days - Potential Police Referral	Up to 9/10 Days - Potential Police Referral	9/10 Days Pending Hearing		
In Appropriate Racial Slurs/Comments	Up to 5 Days OSS	Up to 9/10 Days OSS	9/10 Days OSS Pending Hearing		
Vandalism/Graffiti	Up to 5 Days OSS	Up to 9/10 Days OSS	9/10 Days OSS Pending Hearing		
MATRIX KEY	ISS - In School Suspension OSS - Out of School Suspension	Long Term SSS - Out of School Suspension - More than ten days	Alt. Ed. Setting - Placement of student in an alternative education setting	Expulsion - Removal of the student from educational services	

Per District Policy:

#### J-3400 STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS

##### Searches

School property assigned to a student and a student's person or property while under the authority of the public schools are subject to **search**, and items found are subject to seizure, in accordance with the requirements below.

**Notice of search policy.** Students shall be given reasonable notice, through distribution of written policies or otherwise, of each school's policy on searches at the beginning of each school year or upon admission for students entering during the school year.

**Who may search.** Certificated school personnel and school security personnel are "authorized persons" to conduct searches when a **search** is permissible as set forth below. An authorized person who is conducting a **search** may request the assistance of some other person, who upon consent becomes an authorized person for the purpose of that **search** only.

- ◆ If an incident happens during bussing, the bus driver will refer the incident to an administrator or coach, according to the circumstance (in-town versus out-of-town).

**When search permissible.** Unless Local School Board policy provides otherwise, an authorized person may conduct a **search** when he or she has a reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred. An administrative authority may direct or conduct a **search** under the same conditions and also when he or she has reasonable cause to believe that a **search** is necessary to help maintain school discipline and student safety.

**Conduct of searches; witnesses.** The following requirements govern the conduct of permissible searches by authorized persons:

❖ School property, including lockers and school buses, may be searched with or without students present unless a local school board or administrative authority provides otherwise. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the administrative authority.

❖ Student vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches.

❖ Physical searches of a student's person may be conducted only by an authorized person who is of the same sex as the student, and except when circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex. The extent of the **search** must be reasonably related to the infraction, and the **search** must not be excessively intrusive in light of the student's age and sex and the nature of the infraction. Strip searches are inappropriate in the school setting.

**Seizure of items.** Illegal items, legal items which threaten the safety or security of others, and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate.

**Notification of law enforcement authorities.** Unless a local school board policy provides otherwise, an administrative authority shall have discretion to notify the local children's court attorney, district attorney or other law enforcement officers when a **search** discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

The administration has the right to **search** and seize property, including school property temporarily assigned to students, when there is reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred.

Items provided by the District for storage (e.g., lockers, desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. (Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel.)

## **CLUBS AND AFTER SCHOOL ACTIVITIES**

**In order to participate in clubs and after school activities, students must be eligible. Ineligible students will be removed from the club or activity at the discretion of the sponsor with administration approval.**

## **RISD GENERAL ATHLETIC TRANSPORTATION GUIDELINES**

**“All student athletes will travel to the contest with the team on RISD obtained transportation unless they have SAT/ACT testing exception approval. The coach may**

release the student to his/her own parent or guardian, only at the contest site. After visual contact with the parent or guardian after the contest, a student athlete may be released to said parent or guardian only upon receipt of a signed release form that will be provided by the coach at the time of release. The coach is responsible for verifying the presence of the parent or guardian at the contest site.”

### TECHNOLOGY ACCEPTABLE USE

In order to check out technology through GHS, students and guardians will need to fill out and sign the RISD Chromebook/Hot Spot Agreement. For any technology that is lost, stolen, or damaged, a fee will incur.

### STUDENT SUPPORT SERVICES

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#### COUNSELING SERVICES

Counseling services are available to all students. Our Counselor works with students, families and staff to promote successful school experiences for our children. Activities focus on self-esteem, responsible choices, work habits and other topics. For assistance, parents may contact the office to arrange an appointment with their child’s counselor.

#### LIBRARY SERVICES

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All students visit the library on a scheduled basis. The library assistant provides activities to encourage reading as a lifelong learning skill. Students should accept the responsibility for the safekeeping and care of library books. To avoid lost books, we suggest that parents select a special place at home for library books.

#### NURSE’S OFFICE

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The main responsibilities of the school nurse are to check immunization records, to maintain health records, offer wellness checks, and to provide hearing and vision screening. The nurse handles all minor injuries and illnesses and will contact the parents/guardians in these matters. To maximize the health of all our students, please be diligent about not sending your student to school when they are ill. Through the RISD School Based Health Care Center, your child may receive same day medical attention free of cost. Walk-ins are welcome.

The nurse will dispense medication if the parent has filled out the necessary form, the medication comes with doctor’s instructions and the student is not transporting the medicine. Student medication administration policy will be followed. RISD requires all students be up-to-date on immunizations and or have completed and submitted an immunization exemption form online and submitted prior to school starting. Students must have a hallway pass to be admitted into the nurse’s office, unless it is an emergency situation. Parents are responsible for any emergency care costs.

#### PHYSICAL EDUCATION

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Students are provided with a range of activities to promote fitness and good health through our Physical Education Program. Our Physical Education teachers design well-rounded programs based on the developmental needs of our students. The programs provide opportunities for students to develop responsibility through



cooperative play. Our students also participate in physical fitness assessments during the school year.

Dressing out is required for success in passing P.E.

- Athletic shorts
- Athletic shirt
- GYM Shoes (Shoes worn outside of gym will be allowed.)

### PREGNANT / PARENTING STUDENT

A pregnant or parenting student (parenting a child under thirteen years of age) may be permitted excused absences for the pregnancy and for limited parenting purposes along with the opportunity to make-up work missed during the absence, provided the student communicates the pregnancy and parenting status to the appropriate school personnel.

- Ten days of excused absences will be permitted for a student who provides documentation of the birth of the student's child and additional days of excused absence shall be permitted if deemed medically necessary by the student's physician for the pregnancy or care of the birthed child and reported to the school attendance office.
- Four days per semester of excused absences, in addition to the number of allowed absences for all students (see cross referenced policies below) shall be permitted for students who provide appropriate documentation of pregnancy or that the student is the parent of a child under the age of thirteen needing care.
- Additionally, the pregnant or parenting student shall be allowed at least a time period to make up the work the student missed that equals the number of days the student was absent. The school district shall provide a copy of this policy to all students in middle, junior high and high schools in the system.

Adopted: date of manual adoption

### ROSWELL ISD NOTICE OF NON-DISCRIMINATION

The Roswell Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs, services, or activities and provides equal access to the Boy Scouts and other designated youth groups. These same non-discrimination safeguards apply to all hiring and employment practices. The following people have been designated to assist with inquiries regarding the non-discrimination policies:

Assistant Superintendent of Human Resources-Employee specific ADA and Title IX.

Mireya Trujillo

300 N. Kentucky Office 229

Roswell, NM 88201

575-627-2526 [mtrujillo1@risd.k12.nm.us](mailto:mtrujillo1@risd.k12.nm.us)

Assistant Superintendent of Instruction-Student Educational programs including 504 Coordination.

Jennifer Cole

300 N. Kentucky Office 302

Roswell, NM 88201

575-627-2557 [jcole@risd.k12.nm.us](mailto:jcole@risd.k12.nm.us)

Anyone experiencing or observing any form of discrimination or harassment should contact the school site administrator or Assistant Superintendent to report the incident.

For further information or to contact the Federal Office for Civil Rights, please visit; <https://www2.ed.gov/about/offices/list/ocr/index.html>

6/29/2020

### AVISO DE NO DISCRIMINACIÓN DEL DISTRITO ESCOLAR INDEPENDIENTE DE ROSWELL

El Distrito Escolar Independiente de Roswell no discrimina por motivos de raza, color, nacionalidad, sexo, discapacidad o edad en sus programas, servicios o actividades educativas y proporciona igualdad de acceso a los Boy Scouts y otros grupos juveniles designados.

Estas mismas garantías anti-discriminatorias se aplican a todas las prácticas de contratación y empleo.

Las siguientes personas han sido designadas para ayudar con las consultas relacionadas con las políticas de no discriminación:

Asistente del Superintendente de Recursos Humanos: ADA específico para empleados y Título IX.

Mireya Trujillo

300 N. Kentucky Office 229

Roswell, NM 88201

575-627-2526 [mtrujillo1@risd.k12.nm.us](mailto:mtrujillo1@risd.k12.nm.us)

Asistente del superintendente de programas educativos de instrucción para estudiantes, incluida la coordinación 504.

Jennifer Cole

300 N. Kentucky Office 302

Roswell, NM 88201

575-627-2557 [jcole@risd.k12.nm.us](mailto:jcole@risd.k12.nm.us)

Cualquier persona que experimente u observe alguna forma de discriminación o acoso debe comunicarse con el administrador de la escuela o el asistente del superintendente para reportar el incidente.

Para obtener mas información o para comunicarse con la Oficina Federal de Derechos Civiles, visite:

<https://www2.ed.gov/about/offices/list/ocr/index.html>

**Student Handbook Disclaimer:**

The policies and procedures in this student handbook are meant as a reference and guide to the most needed policies and information for students and parents. The full list of Roswell ISD Board Adopted Policies are available on our website at:

[https://www.risd.k12.nm.us/human\\_resources/school\\_board\\_policies](https://www.risd.k12.nm.us/human_resources/school_board_policies) or  
<http://z2.ctspublish.com/nmsba/browse/roswell/welcome/root>

In cases where this handbook is not in agreement with RISD Board Policy the most recently adopted RISD Board Policy will prevail.

# ROCKET PRIDE!



GHS belongs to you and all members of the community. What you do here reflects upon how you care about yourself and your fellow students. Pride in yourself and your school is shown in many ways.

Some of these are:

1. Keeping grounds, halls, and classrooms clean and free of litter.
2. Maintaining appropriate conduct and behaving in a respectful manner.
3. Becoming involved in school activities and pulling your own weight.
4. Taking care of your books and other school items.
5. Treating others, including guests to the school, with courtesy and respect.
6. Remember, school is a place of business. There is to be no screaming, running, throwing things, or generally goofing off in school.