

**PECOS HIGH SCHOOL  
CODE OF CONDUCT  
AND  
DISCIPLINE HANDBOOK  
2018-19**

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**School Website: <http://www.pecos.k12.nm.us/>**

# **DISCIPLINE**

## **PHILOSOPHY**

Pecos High School works to maintain a system of discipline that effectively reduces behaviors in students which interfere with their learning process or the learning process of others. The best decisions for managing student behavior are based on a value system that maintains the dignity of the student and teacher. Each student and teacher must demonstrate attitudes and behaviors that contribute to a safe and positive learning environment. Maintaining a system of discipline is the responsibility of the total staff and student body with the support and cooperation of parents and community. **IT IS THE RESPONSIBILITY OF EVERY STUDENT TO READ AND BECOME FAMILIAR WITH THE STUDENT DISCIPLINE CODE. Students and parents will sign and submit the Code of Conduct Agreement within the first 30 days of school.**

## **EXPECTATIONS OF STUDENT BEHAVIOR**

Pecos High School students will develop:

1. Respect for themselves and the rights and property of others.
2. Ability to make responsible decisions.
3. Responsive attitude towards the needs of others as well as their own.
4. Responsibility for their own learning in order to become productive citizens.
5. Their talents to the fullest - be in class, on time, every day. Contribute positively to the class and its activities.

## **DUE PROCESS**

Pecos Independent Schools adheres to the constitutional principle that a student must be guaranteed due process whenever involved in a disciplinary situation, which might result in suspension or expulsion. The minimum constitutional requirements of due process mandate that the student be given:

1. Oral or written notice of charges against him/her
2. Explanation of the evidence school authorities have
3. Opportunity for the student to admit or deny the alleged violation and to give his/her side of the story
4. Length of time the student will be excluded from school

## **EXCLUSION FROM CLASS**

A teacher may temporarily exclude a student from class when the student's misbehavior or the disruptive effect of a student's conduct makes the student's presence during the class period incompatible with the learning process in class. Parents will be notified if a student is asked to leave the classroom. Students excluded from class must report immediately to their administrator in the designated office. **The student sent to the office must have a hall pass or referral form with the time the student is sent to the office.**

## **STUDENT DRESS REGULATIONS**

Unacceptable Items – the following items are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length.
2. Sunglasses worn inside the building. School principal must approve prescribed corrective eyewear that resembles sunglasses.
3. Inappropriate sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, spaghetti strap blouses, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, and breast.
4. Jewelry that creates a safety hazard, such as jewelry with sharp edges, large hoop earrings,

chains, leashes, studs, and safety pins.

5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that

- Refer to drugs, alcohol, or weapons
- Are of a sexual nature
- By virtue of color, arrangement, trademark, or other attributes which denote membership in gangs, which advocate drug use, violence, or disruptive behavior
- Are obscene, profane, vulgar, lewd, or legally libelous
- Display satanic graphics
- Threaten the safety or welfare of any person
- Promote any activity prohibited by the student Code of Conduct
- Otherwise disrupt the teaching-learning process

#### Exceptions

A safety dress code prescribed for classes, which as shop, home economics, physical education, and chemistry shall be followed. Footwear shall be worn at all times. Clothing normally worn when participating in school-sponsored extra-curricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

#### **INSUBORDINATION**

Insubordination, which includes not following an order or a directive from an administrator, teacher, security guard, or any other school employee is prohibited and will result in disciplinary action.

#### **FIGHTING**

Students who engage in any verbal or physical dispute with another student(s) which disrupts the classroom, school activities or the order of the school day can expect to be suspended for **at least three days**. Citations for disorderly conduct will be issued by law enforcement for any physical dispute that warrants suspension.

#### **WEAPONS IN SCHOOL**

The Board of Education determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the District. Carrying, bringing, using or possessing any dangerous or deadly weapon on school grounds, in any school building, in any school vehicle or at any school-sponsored activity without the authorization of the school or the School District is prohibited. As used in this policy, "dangerous weapon" means:

- a.) A firearm, whether loaded or unloaded, or a firearm facsimile
- b.) Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air
- c.) A knife
- d.) A student involved in menacing another individual with a knife will be recommended for expulsion regardless of the size of the knife.
- e.) Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles or artificial knuckles of any kind.

Violation of this policy shall require that proceedings for the expulsion of the student involved shall be initiated immediately by the administrator.

- In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis.
- The district shall maintain records, which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.
- School personnel shall refer any student who brings a firearm or weapon to school to law enforcement.

### **TYPE I BEHAVIOR**

Student behavior, which is disorderly or otherwise unacceptable is known as Type I Behavior. Students who engage in Type I Behavior will normally be disciplined by the principal or other school official. Disciplinary actions may range from being removed temporarily from class to In-school Suspension (ISS) (number of days to be determined by school official) in cases where repeated Type I Behavior by a student causes substantial problems for the school, the misconduct becomes Type II Behavior and the principal reports information to the superintendent for more serious consequences. **The most common protocol for Type I behaviors will be warning, phone call home and then ISS. If the behavior continues, we will have to have a parent meeting with administration and teachers to determine further consequences.** Type I behaviors may include but not be limited to the following:

1. Leaving school without proper checkout
2. Tardiness
3. Absenteeism
4. Cheating
5. Minor Theft
6. Forgery
7. Insubordination
8. Littering
9. Profanity
10. Verbal Abuse
11. Class Disruption
12. Bullying
13. Lack of Class Participation
14. Refusal to identify self to school officials
15. Refusal to comply with directions of staff
16. Other

### **Type II Behaviors**

Certain student misconduct is so serious that it will normally result in a suspension (up to ten school days) and/or an expulsion. Such misbehavior is called Type II Behavior and includes conduct which violates the following standards:

1. Disruption of School
2. Damage to school property/personal property
3. Theft of school property/personal property and possession of stolen property
4. Threats, assault and/or battery

5. Weapons and dangerous instruments
6. Narcotics, Tobacco, Vapor or Electronic Cigarettes (E-Cigs), alcoholic beverages, and stimulant drugs
7. Bomb threats/false alarms
8. Sexual misconduct
9. Repeated school violations
10. Other misconduct

## **BULLYING PREVENTION**

Bullying is one or more of the following behaviors that occurs to the point of interfering with the student's educational opportunities:

- When a person is exposed, over time, of repeated negative actions.
- When one person has more power, so the person being victimized feels that he/she can't defend him/herself.
- When a person, who is a target, may feel embarrassed, hurt, scared, and/or angry.

***Bullying will not be tolerated.*** Unacceptable behaviors that interfere with the respect, responsibility and safety of students include all aspects of bullying:

- Physical Aggression:** pushing, grabbing, hitting, shoving, pinching, spitting, tripping, etc.
- Social Alienation:** gossiping, embarrassing others, ethnic slurs, excluding from a group, comments made towards a person regarding their choice of practice of an alternative lifestyle, etc.
- Verbal Aggression:** mocking, put-downs, using profanity at others, etc.
- Intimidation:** threatening others to do something, threatening with a weapon, playing a dirty trick, hazing, etc.
- Cyber Bullying:** involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

Any student(s) reported in engaging in bullying behavior will have to meet with the principal to create and sign a behavior agreement to map out future actions and consequences.

Harassment, intimidation, and bullying activities cause a substantial disruption to school instruction and activities. Pecos Independent School District is committed to providing a safe, positive, and productive learning and working environment. Harassment, including intimidation or bullying acts of cyberbullying, and sexual harassment are strictly prohibited and shall not be tolerated.

**EXPECTATIONS:** Words, looks, gestures and actions must be respectful of all members' feelings, bodies, and things. No student on or about school property or at any school activity shall behave in the following activities: • Threatening, insulting, spreading and starting rumors of any kind • Starting or creating a hostile environment: gossiping, name calling, and excluding others from activities • Cyberbullying: creating or writing blogs, emails, text messages, etc. that demean other students • Placing a student in fear of physical or emotional harm or damage to the student's property • Physically or emotionally harming a student or damaging a student's property • Retaliation of students who have reported harassment or bullying behavior by others

CONSEQUENCES: Violations of the above expectations may result in disciplinary action which may include suspension and/or expulsion

AGREEMENT: 1. I have read the above statement and understand that failure to follow it may lead to severe consequences, including suspension and/or expulsion from school. 2. I understand that it is the responsibility of all students to report any harassment, bullying, and/or intimidation to a trusted adult at school. 3. Other conditions:

### **SEE SOMETHING, SAY SOMETHING. REPORTING UNSAFE BEHAVIOR**

Pecos High School wants all students, parents and staff to feel comfortable coming forward if they know something or believe someone is troubled or acting in a way that seems unsafe or unhealthy. If you overhear something, notice strange behaviors, suspect abuse or see a concerning post on social media - please speak up.

Please fill out the appropriate anonymous reporting form that can be found at <https://simonmiera.weebly.com>. The link to this website can also be found at the district webpage.

If you do not have access to the computer, you can find anonymous paper forms in the students health center, counselor's office or front office.

To report an imminent threat, call 911.

### **SMOKING AND/OR USE OF TOBACCO, VAPOR, OR ELECTRONIC CIGARETTES (E-Cigs)**

Smoking and/or use of tobacco will be handled in the following manner:

***STUDENTS, EMPLOYEES, PATRONS, AND VISITORS SHALL NOT USE TOBACCO IN ANY MANNER ON CAMPUS.***

***Consequences for tobacco use: –***

**First Offense** Parent Contact and 1 day suspension

**Second Offense** Parent Contact, 3 day suspension and recommendation for cessation class

**Third Offense** Five-day out-of school suspension and recommendation for cessation class

**Fourth Offense** Five-day suspension, recommendation for cessation class and report to Superintendent

### **CONCERNING STUDENT CONDUCT IN THE PUBLIC SCHOOLS**

State Law provides "...Due process of law to all persons involved, for mandatory procedures to be used following instances of assault upon, disorderly conduct toward, harassment of, or any alleged offense under the "New Mexico Criminal Code" directed toward a school teacher or school employee or instances of damage occurring on the premises to the personal property of a school teacher or school employee by a "student."

### **STUDENT INTERROGATIONS, SEARCHES AND ARRESTS**

The Board of Education seeks to maintain a climate in the schools, which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed to be contraband and/or injurious or detrimental to the safety and welfare of students and staff.

***Searches Conducted by School Personnel:***

- Searches shall be conducted by the principal or designee when the principal or designee has **reasonable suspicion**/reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or Board policy. When reasonable suspicion/reasonable grounds for a search exist, the principal or designee shall search a student and/or the student's property, including backpack, while on school premises or during a school activity under the circumstances outlined in this practice and shall seize any illegal, unauthorized or contraband materials.
- Any search conducted by the principal or designee shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and the nature of the suspected infraction. The parent or legal guardian of the student should be notified as soon as possible prior to the search and shall be given the opportunity to be present while the search is being conducted. After a concerted effort to do so, if the parents or legal guardian are not located, and further delay would be disruptive to the process, the search may proceed. If the parents or legal guardian are not notified prior to the search, the person performing the search shall document such and the reasons therefore. Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered ground for disciplinary action. Immediately after a search, an administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses to the search. Whenever possible, another person shall be available to witness the search. If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's cumulative folder.

***Definitions:***

1. "Reasonable suspicion"/"Reasonable grounds" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion/reasonable grounds should be based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on personal experience, that search of a particular person, place or thing would lead to the discovery of evidence of a violation of Board policy or state or federal laws. Reasonable suspicion/reasonable grounds requires more than a mere hunch.
2. "Contraband" consists of all substances or materials prohibited by Board policy or state law including but not limited to drugs, alcoholic beverages, guns, knives, other weapons and incendiary devices.

***Search of School Property by School Personnel:***

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. School property provided for the use of students is subject to inspection, clean-outs, access for maintenance and search pursuant to this policy. Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school. The principal or designee may search a desk, locker, or any other storage area and its contents when there are reasonable suspicion/reasonable grounds for a search. Whenever possible, another person shall be available to witness the search.

***Search of the Student's Person by School Personnel:***

The principal or designee may search the person of a student if the school official has reasonable suspicion/reasonable grounds to believe that the student is in possession of contraband. Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, shoes, sock, briefcase or backpack, and/or a "pat down" (systematic touching from shoulder to ankle) of the exterior of the student's clothing. Searches of the person shall be conducted out of the

presence of other students and as privately as possible. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. The parent/guardian of any student searched shall be notified of the search as soon as reasonably possible. Searches of the person, which require removal of clothing other than a coat or jacket, shall be referred to a law enforcement officer. No strip search shall be carried out by any school employee.

***Seizure of Items:***

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or Board policy or school rules or which by its presence presents an immediate danger of physical harm may be:

1. Seized and offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized. Such material shall be kept in a secure place by the principal until it is presented to appropriate law enforcement officials at the hearing.
2. Turned over to any law enforcement officer in accordance with this policy.

***Appeals:*** Within 10 school days after a search, the student may appeal the search decision to the superintendent who shall investigate the reason(s) and circumstances of the search. The superintendent shall issue written findings within five school days after receiving the appeal. The appeal can go to the Board of Education if there is still disagreement. It must be placed on the agenda for action.

**LAW ENFORCEMENT INVOLVEMENT**

***Search and Seizure:***

The principal or designee may request a search on school premises, be conducted by a law enforcement officer. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy. When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search unless under the direct order of the law enforcement officer. If law enforcement personnel seek permission from school authorities to search a student, the student's personal property or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the search is conducted unless:

1. There is voluntary consent by the student.
2. Law enforcement advises there is probable cause and circumstances exist such that taking the time to obtain a search warrant would frustrate the purpose of the search.
3. The search is incident to an arrest and is limited to the person immediate surroundings.

***Interrogation:***

When law enforcement officials request permission to question/interrogate student-suspects, when the students are in school or participating in school activities, a parent, guardian, legal or physical custodian shall be present unless the student is over 18 or emancipated as that term is defined in state law. Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible. If the subject of the interview is school-related, the law enforcement officer may interview the student witness/victim.

***Custody and/or Arrest:***

When custody and/or arrest by the police is involved, all procedural safeguards as prescribed by law shall be observed by the law enforcement officers. This includes all due process procedures including but not limited to obtaining proper arrest warrants where required. Parents/legal guardians shall be



notified immediately when custody and/or arrest by the police is involved.

### **ATTENDANCE/TARDY POLICY**

Regular, daily attendance in class is of prime importance in the educational process. All students are expected to attend school for all days of the established school calendar as approved annually the Board of Education and in compliance with the New Mexico School attendance law. Attendance is the responsibility of the student, parents, and the school.

*Parent and Student Commitment to the Attendance/Tardy Policy:*

1. Oversleeping is not an excused tardy or absence.
2. There are no school-sponsored “ditch” days.
4. Students will not be excused from one class to work on assignments for another course.
5. Students may not miss or be late to another teacher’s class for any reason (testing, errands, assembly set-up, etc.) without receiving permission in advance from the teacher who class the student will be late to or will miss.
6. Pecos High School will continue to honor field trips and other school-related excused activities. The crux of this rule is to deal with situations where there is a consistent disregard for this process. As always, certain situations warrant flexibility.

### **ABSENTEEISM**

Regular and punctual attendance is a significant factor in a student’s ability to succeed in school. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Procedure to address unexcused absence and excused absence attendance issues: The schools shall monitor all student absences and keep separate daily breakdowns of unexcused absences, unexcused tardies, excused absences and excused tardies. New Mexico Public Education Department recommends a loss of credit if a student misses more than 10% of their school year in a particular class. This comes out to **18 days**. If a student misses more than **18 days** of school or a class, they will be reviewed by the attendance committee to determine loss of credit.

#### **Protocol**

**3 absences in class- Truancy Liaison will call home to notify parent**

**5 absences in class- Meeting held with parent, teacher, administration and truancy liaison at school.**

**7 absences in class- Parent meeting with truancy team and put on contract.**

**10 absences in class- Home visit by administrator and truancy liaison. Letter sent to probation officer**

**14 absences in class- Parent meeting with Administration and Truancy Liaison.**

**18 absences- Student will be reviewed by attendance committee at end of year to determine if student will receive credit for class.**

1. **Excused Absences:** Regular attendance and punctuality are essential to success in school. Therefore, in accordance with district and state laws, Pecos High School have established the following:

Excused absences – The school may require suitable proof regarding an excused absence for:

- a. Personal illness (a doctor’s note may be required)
- b. Required court appearance
- c. Religious holiday
- d. Family emergency, such as:
  - Death in the family
  - Wedding
  - As determined/approved by an administrator

e. Approved school-related function

**2. Unexcused Absence:**

a. Absences not addressed above are unexcused.

b. Each unexcused absence shall be entered on the student's record. The parents or guardian of the student receiving an unexcused absence shall be notified orally or in writing by the district of each unexcused absence. For unexcused tardies and/or unexcused hourly absences shall equal one unexcused daily absence. In accordance with the law, the district may impose academic penalties, which relate directly to classes missed while unexcused. The administration shall develop regulations to implement appropriate penalties. Students and parents or guardians may petition the Board of Education for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

c. Students and parents have one school day to clear an unexcused absence.

3. School approval for Extracurricular Educational Experiences: A student's request to participate in extracurricular educational experiences outside of the school building may be approved for up to five days under certain circumstances and on a case-by-case basis. Any absences beyond the five days shall be treated as unexcused. Approval shall be left to the discretion of the school's principal. The principal shall use the following criteria in determining whether a student is permitted to engage in said extracurricular educational experiences.

a. The student is in good academic standing (2.0 GPA with no more than 1 F).

b. The student has no unexcused absences and no unexcused tardies.

c. The student has 5 or fewer excused absences in a semester or 9 or fewer excused absences for the school year.

d. The student who is pursuing a work-study program under the supervision of the school;

e. The student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

4. School Approval for "Family Business" Days: In advance of the scheduled days, a student's parent/guardian may request an excused absence to attend to "Family Business" (i.e. funeral, wedding, etc.) excused absence not to exceed three (3) days per year if the following conditions are met:

a. Student is in good academic standing (2.0 GPA with no more than 1 F); and

b. Student has no unexcused absences and no unexcused tardies;

c. Note: "Family Business Days" exceeding three (3) days per year will be counted as unexcused.

5. To excuse a student, a parent shall notify the school on the day of the absence via telephone, written notification or through other verifiable documentation as required by the school administration.

The district may require suitable proof regarding the above exceptions, including written statements from medical sources.

6. Alternate educationally rewarding experiences such as travel when requested by the parent(s) in advance may be designated as an excused absence if approved by the principal and the assigned school work is made up. The requirements for approval for "Family Business" Days applied from number 4 above.

***Check-out procedure during the school day:***

1. When it becomes necessary for a student to leave school, the following procedure must be followed:

- A note or phone call from a parent must be received by the Main Office. On this note, a phone number of a contact person shall be listed.
- The school will call one or both parents or legal guardian to verify a phone call or note received to release a student from school.
- The school must contact only the individuals listed on the emergency contact list filled out by student's parents. A student may be released to or visited only by the individuals listed on the emergency call card. If an emergency call card is missing on a student it shall be the responsibility of the student and parent to complete a card and return it to the school.
- Parents listed on the emergency call card must come into the school building to sign out their son or daughter in person. If a student drives to school, a written permission form must be on file before a student will be allowed to leave school without a parent. The school shall call parents to inform them that their son or daughter is being released from school.
- In the event a parent (listed on the emergency call card) cannot be reached, a student shall not be released from school. A student leaving on his or her own accord shall be considered to be truant.
- Students must sign out in the Main Office before leaving campus, even if they have received a pass excusing them from class. Failure to sign out is cause for disciplinary action.

**PECOS HIGH SCHOOL ATTENDANCE INTERVENTION PLAN:**

***Attendance Intervention Plan:***

**3 absences in class- Truancy Liaison will call home to notify parent**

**5 absences in class- Meeting held with parent, teacher, administration and truancy liaison at school.**

**7 absences in class- Parent meeting with truancy team and put on contract.**

**10 absences in class- Home visit by administrator and truancy liaison. Letter sent to probation officer**

**14 absences in class- Parent meeting with Administration and Truancy Liaison.**

**18 absences- Student will be reviewed by attendance committee at end of year to determine if student will receive credit for class.**

***Tardy Procedure:***

**1. Definition:** Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness.

- Whether a student is tardy or not is left to the discretion of the teacher.
- Administrator will decide on discipline and administer consistently, if tardies continue.
- If a tardy results in missing at least 20 minutes of the class period, it will constitute an absence, and must be cleared before admittance to class.
- Tardy procedures start over at the beginning of each semester.

**2. Consequences:**

Tardy Policy

1 Tardy: Warning

2 Tardies: Lunch detention and phone call home by Truancy Officer.

3 Tardies: 2 days of lunch detention and phone call home by Truancy Officer.

4+ Tardies: Truancy Officer contacts parent; Issue is transferred to school administration; Attendance Contract developed and parent/student meeting. Students will attend Saturday School for any further infractions. If a student misses an assigned Saturday school, they will be assigned to ISS for a day. If a student comes in after 8 am, they have a slip from the office to be admitted into class. No exceptions.

## **FOOD**

Food purchased in the cafeteria must be consumed in the cafeteria. Students are responsible for clearing their garbage after eating/drinking in the cafeteria. Please help us keep the school clean.

□ Note: During lunches, students must remain in the cafeteria, commons area, or outside courtyards. Students are not allowed to be in the hallways, behind the school or in any of the restricted areas. Food is not to be consumed in the classrooms, gym, or any other location except the cafeteria unless sanctioned by a teacher or principal for a school event, class, or participation.

## **PERSONAL TECHNOLOGY**

To ensure privacy and focus on learning in classrooms, cell phone or personal technology (iPad, tablet, etc.) use is not permitted during class time. Phone use is limited to before school, during lunch, and after school and in passing time. Inappropriate cell phone or personal technology use will result in disciplinary action.

Exceptions to the personal technology use are only made for educational purposes sanctioned by the teacher and for Assistive Technology; both of which must have principal approval.

A phone for student use is located in the Main Office. Calls from this phone are to be made to parents/guardians for school related issues only. You may use this phone before and after school, during passing periods and at lunch.

## **COMPUTER LABS**

Pecos High School have computer labs available for classroom instruction. The lab is only used under the supervision of an adult. Computer use is also permitted within individual classrooms or in the library with teacher supervision. Misuse, illegal use and/or hacking of technology, computer equipment and/or software is prohibited. Consumables, such as food, beverages, or gum, are permitted in the computer labs. Labs must be reserved through email with your site I.T. person.

## **DRIVING TO SCHOOL**

Students choosing to drive to school must fill out the proper registration paperwork to have a vehicle on school grounds. Insurance, registration and a valid driver's license is required. There is a \$20 fee that will be assessed to students. Parking permits will be issued for each car. Replacement parking permits will cost \$10. Students are to park in the student section parking area. If vehicles are found in other areas, they may be towed at the expense of the owner.

## **Community Service**

- Community service promotes responsible citizenship, development of self-worth, decision making, and problem solving as a life-long learning process.
- Community service provides an opportunity for students to “give back” to the community and helps to promote a positive image of youth in the community.
- Community service integrates various academic skills, disciplines, and educational experiences in a meaningful way in a real life setting. Such skills promote the involvement into public policy and the understanding of civic literacy.
- Community service provides an opportunity for students to work with adults and to feel ownership in the community.
- Community service provides opportunities for various cultural, ethnic, and socioeconomic groups to work together.
- A spirit of volunteerism can be instilled in students who grow to appreciate the rewards of helping others and of giving their time and energy without receiving monetary rewards.
- Involving the student with not only his/her local district, but metropolitan St. Louis as well, expands the concept of community.
- Community service promotes a greater awareness of global issues and instills a sense of self-worth in our students.
- Colleges and places of business consider students that have been involved with service as strong candidates for admission and employment.
- Many college scholarships are available to students that have been involved and taken a leadership role in service.

## **PHS Community Service Requirement**

**10 hours of community service are required every year at PHS.**

**Students will receive their community service forms at registration, and will return their forms to Mr. Miera by May 1<sup>st</sup>.**

# **Pecos High School**

## **Code of Conduct and Discipline Policy Agreement**

In order to maintain a system of discipline that effectively reduces behaviors in students which interfere with their learning process or the learning process of others, we the undersigned have read and agree to uphold the *Pecos High School Code of Conduct and Discipline Policy*.

Failure to uphold the tenets of this document will result in the consequences delineated herein.

We understand that the best decisions for managing student behavior are based on a value system that maintains the dignity of the student and teacher.

We agree that in order to maintaining a system of discipline is the responsibility of the total staff and student body with the support and cooperation of parents and community.

Student Name: Signature:

Date:

Parent/Guardian Name: Signature:

Date:

Please submit this document to your first period teacher within 30 days of the start of school.  
September 13<sup>th</sup>, 2018