

Pecos High School

Panther Parkway Hwy 163 Pecos, NM 87552
(505) 757-4720

CODE OF CONDUCT
AND
DISCIPLINE HANDBOOK

2026-2027

ADMINISTRATORS

Danielle Seaboy, High School Principal ----------505-657-1679
dseaboy@pecos.k12.nm.us

Monica Montoya, Middle School Principal ----------505-657-1639
mmontoya@pecos.k12.nm.us

COUNSELORS

Ms. Karla Espinoza, High School Counselor----------505-657-1672
espinoza@pecos.k12.nm.us

Mrs. Amber Ortiz, Middle School Counselor ----------505-657-1622
arortiz@pecos.k12.nm.us

SECRETARIES/ATTENDANCE CLERK

Erica Romero, Secretary----------505-757-4720
eromero@pecos.k12.us

Mrs. Susan Ortega, Special Education Secretary----------505-757-4644
sortega@pecos.k12.nm.us

Mr. Marcelo Almonte, Attendance and Student Support EA----------505-657-4634

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 the 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 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.
6. Respectful behavior and mannerly behavior towards all.

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

Pecos Independent School District Discipline Matrix

2026-2027

The following discipline guidelines will be used at the discretion of the school administration when decisions are made regarding individual incidents. These guidelines pertain to incidents which occur at school, going to or from school, during lunch period, and during or while going to or coming from school sponsored activity.

The following matrix has been constructed to clearly show school community members the consequences for violations of expected behaviors within PISD. It lists the normal consequences that students will face if and when their behavior falls within one of the given levels. It is an attempt to be fair, concise and all-inclusive. Adjustments will be made for misbehaviors falling outside these listings or in cases of extreme or unusual actions. School administration reserves the right to exercise their discretionary rights to adjust discipline in any case as conditions require.

Parents will be called and/or notified regarding all infractions that culminate in consequences such as detention. In some cases, the parents will be requested to conference with the teacher, counselor, and/or administrator. Some situations will require referrals to social service agencies, mental health counselors, substance abuse counseling and other types of referrals, including the police.

Prior to Administrative Referrals: Classroom Interventions

Any student who is assigned ISS for any infraction will be REQUIRED to complete a reflection form

1st Infraction: Work with student to correct behavior

Intervention: Informal conference, reminder of school rules, parent communication and summary, what action used to change the behavior/PRIM and outcome

2nd Infraction: Work with student to correct behavior

Intervention: Informal conference, reminder of school rules, parent communication and summary, what action used to change the behavior/PRIM and outcome

LEVEL I INFRACTIONS			
Infraction	1st Offense	2nd Offense	3rd Offense*
Misconduct/General Disruption (Horseplay, rudeness, throwing objects, excessive disturbance, disrespect, teasing, name calling, not on task etc.)	Lunch Detention- 1 day Parent Contact	Lunch Detention- 3 day Parent Contact	ISS- 1 day Parent Contact Behavior contract
Defiance	ISS- 1 day Parent Contact Parent Conference	ISS- 3 days Parent Contact Parent Conference	OSS– 3 days Parent Contact Parent Conference Behavior contract SAT
General Profanity	1 day- Lunch Detention/Community Service Parent Contact	3 days- Lunch Detention/Community Service Contact Parent Conference	1 day- ISS Parent Contact Parent Conference Behavior contract SAT

Cafeteria Misbehavior	1day -Lunch Detention/Community Service Parent Contact	3 days -Lunch Detention/Community Service Parent Contact Parent Conference	1 day- ISS Parent Contact Parent Conference Behavior contract SAT
Ditching (On campus)	1 day-ISS Parent Contact	3 days- ISS Parent Contact Parent Conference	5 days- ISS Parent Contact Parent Conference Behavior contract SAT
Theft (Level I) Under $10	1 day- Lunch Dentition/1/2 day-ISS Parent contact Parent conference Behavior contract Forfeit school activities 1 Day	2 days -Lunch Dentition/1day-ISS Parent contact Parent conference Forfeit school activities 2 Days Behavior contract SAT Teen Court	3 days- Lunch Detention/2 days- ISS Parent contact Parent conference Teen Court Forfeit school activities 3 Days
Any Electronic devices (Only permitted when the staff member allows) Level I	Warning Issued Device confiscated Returned at the end of the day If student refuses, it becomes defiance	Written Warning Issued Device confiscated Device sent to Office Returned at the end of the day to parent or guardian only.	Continued Violations will result in ban of the electronic devices for an extended period of time – 5 days. Parent Contact Parent Conference
Dress Code Violation	Verbal warning Change clothes	Lunch Detention- 1 day Parent Contact Change Clothes	Lunch Detention- 3 day Parent Contact Change clothes
Cheating/Plagiarism	Loss of assignment credit Parent Contact	Loss of assignment credit Parent Contact Lunch Detention- 1 day	ISS- 1 day Loss of assignment credit Parent Contact

Fighting not resulting in injury (elementary only)	1 day-Lunch Detention Parent Contact	3 days Lunch Detention Parent Contact	1 day- ISS Parent Contact Parent Conference
Tardy	ISS- 1 class period Parent Contact	1 day- ISS Parent Contact	ISS- Varies (depends on student's history of tardy) Parent Contact Parent conference
Parking permit violations (taking others off campus, accidents, speeding, leaving during scheduled classes, lending your permit to another student, etc.)	Warning Parent contact	No parking on campus 5 school days Parent contact Parent conference	Loss of permit Parent conference

Level I referrals are typically classroom management issues. There must be documentation of parent contact at least 2x prior as well as at least 2 interventions for each infraction type.

*: more than 3 offenses get elevated to Level 2.

LEVEL II INFRACTIONS			
Infraction	1st Offense	2nd Offense	3rd Offense**
Aids/Supports/Encourages the infliction of physical injury to another person. Includes video recording of fights or posting of material on social media	ISS- 3 days Parent contact Parent conference	OSS- 3 days Parent contact Parent Conference Behavior contract SAT	OSS- 5 days Parent contact Parent Conference SAT
Threatening/Attempting to injure another person	ISS- 1 day Parent contact Parent conference SEL counselor referral	OSS- 1 day Parent contact Parent conference Behavior contract SEL counselor referral	OSS- 3 days Parent contact Parent conference SAT Teen Court

Instigating a fight	OSS- 1 day Parent contact Parent conference Forfeit school activities 1 Day	OSS- 3 day Parent contact Parent conference Forfeit school activities 3 Days Behavior contract SAT Teen Court	OSS- 5 days Parent contact Parent conference Forfeit school activities 5 Days SAT Teen Court
Any Electronic devices (Only permitted when the staff member allows)- Level II	4th Offense Continued Violations will result in ban of the electronic devices for an extended period of time – 30-60 days Parent Contact Parent Conference	5th Offense Electronic devices will be banned for one whole school year. Mandatory parent teacher meeting. Detention or suspension depending on the severity of the infraction of the fifth notice.	
Fighting/Involved in a fight	OSS- 3 days Parent contact Parent conference Behavior contract if not in place Forfeit school activities 3 Days SAT (if not in place) Indicate continued defiance on referral	OSS-5 days Parent contact Parent conference Forfeit school activities 5 Days SAT Teen Court	OSS- 10 days pending a discipline hearing for continued defiance Forfeit school activities for 10 days
Harassment- General	OSS- 1 day Parent contact Parent conference Forfeit school activities 1 day	OSS- 3 day Parent contact Parent conference Behavior contract Forfeit school activities 3 days SAT Teen Court	OSS- 5 days Parent contact Parent conference Forfeit school activities 5 days SAT Teen Court

Willful disrespect/ insubordination to staff or administrators	ISS- 1 day Parent contact Parent conference	OSS-1 day Parent contact Parent conference Behavior contract	OSS- 3 day Parent contact Parent conference SAT Teen Court
Verbal abuse of/toward staff or administrators	OSS-1 day Parent contact Parent conference Behavior contract	OSS- 3 day Parent contact Parent conference Behavior contract SAT Teen Court	OSS- 5 days Parent contact Parent conference SAT Teen Court
Disrupting a school activity (field trip or school sponsored event)	ISS- 1 day Parent contact Parent conference Removal from event	OSS-1 day Parent contact Parent conference Behavior contract rest of semester Removal from event	OSS- 3 day Parent contact Parent conference SAT Teen Court
Inappropriate use of technology (viewing/distributing inappropriate material)	ISS- 1 day Parent contact Parent conference	OSS-1 day Parent contact Parent conference Behavior contract	OSS- 3 day Parent contact Parent conference SAT Teen Court Loss of school devices
Ditching (Off-campus)	OSS-1 day Parent contact Parent conference Behavior contract Forfeit school activities 1 Day	OSS- 3 day Parent contact Parent conference Forfeit school activities 3 Days Behavior contract SAT Teen Court	OSS- 5 days Parent contact Parent conference Forfeit school activities 5 Days Teen Court

Misusing/Falsifying any document or communication (pass, progress report, absence excuse, etc.)	ISS- 1 day Parent contact Parent conference Forfeit school activities 1 Day	OSS-1 day Parent contact Parent conference Behavior contract Forfeit school activities 1 Day	OSS- 3 day Parent contact Parent conference SAT Teen Court Forfeit school activities 3 Day
Unsafe/Dangerous Act	ISS- 1 day Parent contact Parent conference SEL counselor referral Forfeit school activities 1 Day	OSS- 1 day Parent contact Parent conference Behavior contract SEL counselor referral Forfeit school activities 1 Day	OSS- 3 days Parent contact Parent conference SAT Teen Court Forfeit school activities 3 Day
Theft (Level II) Over $100-$500	OSS-1 day Parent contact Parent conference Behavior contract Forfeit school activities 1 Day Possible Law enforcement	OSS- 3 day Parent contact Parent conference Forfeit school activities 3 Days Behavior contract SAT Teen Court Possible Law enforcement	OSS- 5 days Parent contact Parent conference Teen Court Forfeit school activities 5 Days Possible Law enforcement
Driving/Parking permit violations (taking others off campus, accidents, speeding, leaving during scheduled classes, lending your permit to another student, etc.)	Warning Parent contact	No parking on campus 5 school days Parent contact Parent conference	Loss of permit Parent conference
Bullying/Hazing	OSS-1 day Parent contact Parent conference Counseling referral	OSS- 3 day Parent contact Parent conference Behavior contract SAT Teen Court	OSS- 5 days Parent contact Parent conference Teen Court

Property Damage-attempted or engaged	ISS- 1 day Parent contact Parent conference	OSS-1 day Parent contact Parent conference Behavior contract	OSS- 3 day Parent contact Parent conference SAT Teen Court
False Alarm- Fire Alarm, 911 call	OSS-1 day Parent contact Parent conference Counseling referral	OSS- 3 day Parent contact Parent conference Behavior contract SAT Teen Court	OSS- 5 days Parent contact Parent conference SAT Teen Court
Repeated Level I infractions- Chronic	OSS- 3-5 days (Progressive) Parent contact Parent conference Behavior contract if not in place SAT (if not in place) Teen Court	OSS- 5-10 days (Progressive) Parent contact Parent conference Possible hearing for continued defiance/disruption (10 days) SAT Teen Court	OSS- 10 days pending a discipline hearing for continued defiance

**: more than 3 offenses get elevated to Level 3

LEVEL III INFRACTIONS

Infraction	1st Offense	2nd Offense	3rd Offense**
Hate Violence/Crime- attempted or engaged, includes hate speech/language or actions based on race, ethnicity, or sexual identity, etc.*	OSS-1 day Parent contact Parent conference Behavior contract Counseling referral	OSS- 3 day Parent contact Parent conference Behavior contract SAT Teen Court	OSS- 5 days Parent contact Parent conference SAT Teen Court

Theft (Level III)	OSS-3 day Parent contact Parent conference Behavior contract Forfeit school activities 3 Day Possible Law enforcement	OSS- 5 day Parent contact Parent conference Forfeit school activities 5 Days Behavior contract SAT Teen Court Possible Law enforcement	OSS- 10 days Parent contact Parent conference Teen Court Forfeit school activities 10 Days Possible Law enforcement
Arson*	OSS- 5 day Parent contact Parent conference Behavior contract SAT Counseling referral Police referral	OSS- 10 days pending a discipline hearing for continued defiance Counseling referral Police referral	
Assault- Physical/verbal, includes use of pepper spray	OSS- 5 day Parent contact Parent conference Behavior contract Forfeit school activities 5 weeks SAT Counseling referral Police referral	OSS- 10 days pending a discipline hearing for continued defiance Counseling referral Police referral	
Assault-Aggravated Includes intending or performing assault/battery with weapons, or other force, likely to result in personal injury, including sexual assault and offenses.	OSS- 10 days pending a discipline hearing Police referral		

Harassment- Sexual (verbal or physical)	OSS- 3 days Parent contact Parent conference Behavior contract if not in place SAT (if not in place) Counseling referral Police Referral	OSS- 5 days Parent contact Parent conference Counseling referral Police referral SAT	OSS- 10 days pending a discipline hearing Police referral
Extortion- anything of value by violence, threat, or abuse, attempting to gain or gaining…	OSS-1 day Parent contact Parent conference Behavior contract Counseling referral	OSS- 3 day Parent contact Parent conference Behavior contract SAT Counseling referral Police referral SAT	OSS- 5 days Parent contact Parent conference Counseling referral Police referral
Threats/actions against the school or staff- Bomb threat, shooting threat, physical harm, sexual harassment, intimidation, etc.	OSS- 10 days pending a discipline Police referral Threat Assessment		
Weapon- Possession look alike gun	OSS- 3 days Parent contact Parent conference Behavior contract if not in place SAT (if not in place) Counseling referral Police referral	OSS- 5 days Parent contact Parent conference Counseling referral Police referral SAT	OSS- 10 days pending a discipline hearing
Weapon- Possession/Use of actual gun or any item used as a weapon. Includes other weapons such as firearms, clubs, explosives, firecrackers, chains, spiked wrist bands, brass knuckles, live bullets etc.	OSS- 10 days pending a discipline Police referral		

Weapon- Possession knife, pepper spray, etc.	OSS- 3 days Parent contact Parent conference Behavior contract if not in place SAT (if not in place) Counseling referral	OSS- 5 days Parent contact Parent conference Counseling referral Police referral SAT	OSS- 10 days pending a discipline hearing
Tobacco Violation- Possession, use, etc. Include e-cigs, vapes, etc.	OSS-1 day Parent contact Parent conference Behavior contract Counseling referral	OSS- 3 day Parent contact Parent conference Behavior contract SAT Counseling referral Police referral	OSS- 5 days Parent contact Parent conference Counseling referral Police referral SAT 4th time = OSS 10 day and Discipline hearing
Tobacco Violation- More than personal use, sale/distribution, etc.	OSS- 3 days Parent contact Parent conference Behavior contract if not in place SAT (if not in place) Counseling referral Teen Court	OSS- 5 days Parent contact Parent conference Counseling referral Teen Court SAT	OSS- 10 days pending a discipline hearing
Drug/Alcohol Violation- Possession, use, under the influence, etc. Includes any controlled substance, alcoholic beverage, intoxicant, possession of paraphernalia, etc.	OSS- 3 days Parent contact Parent conference Behavior contract if not in place SAT (if not in place) Counseling referral Police referral	OSS- 5 days Parent contact Parent conference Counseling referral Police referral SAT	OSS- 10 days pending a discipline hearing

Drug/Alcohol Violation- More than personal use, sale/ distribution, etc. Includes any controlled substance, alcoholic beverage, intoxicant, etc.	OSS- 5 days Parent contact Parent conference Counseling referral Police referral SAT	OSS- 10 days pending a discipline hearing Police referral	
Sexual abusing another person, Assault	OSS- 5 days Parent contact Parent conference Counseling referral Police referral	OSS- 10 days pending a discipline hearing	
Vandalism/Property Damage	OSS-1 day Parent contact Parent conference Behavior contract Counseling referral Restitution	OSS- 3 day Parent contact Parent conference Behavior contract SAT Counseling referral Police referral Restitution	OSS- 5 days Parent contact Parent conference Counseling referral Police referral Restitution SAT 4th time = OSS 10 day and Discipline hearing
Repeated Level II infractions-Chronic	OSS- 5-10 days (Progressive) Parent contact Parent conference Behavior contract if not in place SAT (if not in place) Indicate continued defiance on referral Possible discipline hearing for continued defiance/disruption	OSS- 10 days pending a discipline hearing for continued defiance/disruption	

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.
- **Cyberbullying:** 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.
-

Reporting Bullying

Bullying cannot be investigated or corrected by the district until the district has been made aware of such bullying. Therefore, persons are directed to report all incidents of bullying to either a teacher, counselor, assistant principal, or principal in their school building.

Consequences for Bullying:

If the conduct is determined to be bullying, the district shall take all reasonable action to end the bullying, to prevent recurrence, to prevent retaliation against the student making the report and anyone participating in the investigation and to restore lost educational opportunities to the bullied student. In addition, the bully shall be disciplined according to any applicable discipline policy. The bully may be suspended/expelled/excluded in accordance with policy.

SMOKING AND/OR USE OF TOBACCO,VAPOR (Vapes), 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.**

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 require 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 a 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's 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 by 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. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. All absences have a negative effect upon instructional continuity, regardless of the attempts to make up work. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Parent and Student Commitment to the Attendance/Tardy Policy:

1. Oversleeping is not an excused tardy or absence.
2. High School is a relatively safe time to learn that there are consequences for actions**.** It is important for students to develop a good work ethic for the future.
3. Students will not be excused from one class to work on assignments for another course.
4. 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 whose class the student will be late to or will miss.

5. 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. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. 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. The state only allows for a maximum of 10 absences a year, regardless of reason.

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 guardians 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 three days under certain circumstances and on a case-by-case basis. Any absences beyond the three 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 the 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 the 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:

The High School will follow the following protocols regarding absences:

- **Three absences in a class**: Teacher will call and notify the parent/guardian.
- **Five absences in a class**: A meeting will be held with the parent, the teacher, the principal and the truancy liaison.

- **Seven absences in a class**: Parent meeting with the attendance team and the creation of an attendance plan and contract. CYFD and JPO may be notified of the truancy. A Student Assistance Team meeting may be held as well.
- **Ten absences in a class**: Home visit by the principal and the truancy liaison. CYFD and JPO may be notified of the truancy. A Student Assistance Team meeting may be held as well.
- **Fourteen absences in a class:** Parent meeting with the principal and the truancy liaison.
- **Eighteen absences in a class**: The attendance team will review student absences and determine if the student is to receive credit for the class.

Tardy Procedure:

Definition: A tardy occurs when a student arrives after the scheduled start time of class without a valid excuse. Tardiness disrupts learning and affects the rights of students who arrive on time; therefore, consequences will be assigned.

Updated Attendance & Tardy Rules

Step 1: Check the Bell

If you reach the classroom door **after the tardy bell rings**, you are officially late.

Step 2: Report to CHOICES

1.Do **not** enter the classroom.

Report directly to the **CHOICES room** and remain there for the entire class period.

Step 3: Complete Reflection Sheet

While in CHOICES, you must complete and submit a **Tardy Reflection Sheet** before the period ends.

3-Tardy Rule

3 Tardies = 1 Unexcused Absence

Accumulating three tardies results in an **unexcused absence**, which affects:

- **Academic Standing:** Missing instructional time lowers performance and may impact grades.
- **Activities & Athletics:** Unexcused absences can result in loss of eligibility for school events, extracurricular activities, and sports practices/games.

STUDENT DRESS CODE

2026-2027

Pecos High's dress code requires that Pecos High students dress appropriately for their environment. What may be acceptable in an informal setting may not be appropriate
school attire. Student dress is a reflection of the campus climate and Pecos High School is recognized as a high school with an emphasis on its focus on academics and post-secondary school goals. The responsibility to interpret and enforce the policy rests with the Pecos High School administration.

The dress code for all students at Pecos High School consists of the following:
A. Tank tops allowed with minimum two-finger width at the top.
B. All skirts and shorts must exceed the length of the student's fingertips in the front and the back as they place their extended hands by their sides, with shoulders relaxed; the fingertip requirement also applies to clothing with holes or mesh cut-outs.
C. Blouses, pants, shorts, and skirts shall be worn so that no undergarments can be seen (this includes blouses with v-cut backs).
D. Clothing should not be sheer/see through or overly revealing. No showing midriff more than 3 inches.

E. No headwear (baseball caps, hoodies, etc.) or sunglasses should be worn inside the building unless for cultural, religious purposes or medically prescribed by a physician.
F. Leggings are ok as long as they are not sheer/see-through.
G. Pajamas and blankets are not permitted on campus.
H. Unacceptable clothing also includes: sagging/baggy pants, tube tops, excessively tight tops, ripped or excessively/inappropriately tattered clothing **(see letter "B")**, pants/dresses,/shirts/shorts that expose underwear, pajamas, and blankets.
I. Tennis shoes, boots, and closed-toe shoes are acceptable footwear. Flip flops and house slippers are not permitted for daily use. Open-toe shoes must have a rear heel strap and can be worn without socks. Open-toe shoes with no heel strap must be worn with socks.

Additionally, Pecos High's dress code prohibits any attire or appearance of students, which presents a health or safety hazard or is in violation of municipal or state law, or presents a potential for disruption to the instructional program, such as:
J. Attire or accessories which advertise, display, or promote any drug, including alcohol and tobacco
K. Attire that displays/promotes sexual activity or violence
L. Attire that displays/promotes disrespect and/or bigotry toward any group

M.Students who do not present themselves according to the dress code will be asked by a teacher, staff, or faculty member to obtain appropriate clothing and the student may be removed from class until appropriate clothing is worn before being allowed to return. The 2nd dress code violation will result in disciplinary action. Additional consequences for dress code infractions will be progressive.

FOOD

All students must consume food in the cafeteria. Students are responsible for clearing their garbage after eating/drinking in the cafeteria. Please help us keep the school clean. All students are required to get a tray at breakfast and lunch as part of our Lunch program. Trays must be picked up before any outside food can be eaten.

- 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, in the parking lot, 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 incentive. Only prepackaged food can be used for school events and for special occasions from outside sources. Food from off campus brought in for any reason is not allowed. Energy drinks are not allowed and will be confiscated.

PERSONAL TECHNOLOGY/CELL PHONES

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 during passing time. Inappropriate cell phone or personal technology use will result in disciplinary action. Student phones will not be allowed in class. Students are not allowed to have cell phones out, nor are students to have/use headphones or earbuds in class.

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.

Cell phone or personal technology violations will follow progressive consequences as outlined below.

1st Offense	• Device will be confiscated by the teacher or administrator • Device will be returned at the end of the school day. • Verbal warning issued. • Parent contact made.
2nd Offense	• Device will be confiscated by teacher or administrator • Device will only be returned to the parent/guardian. • Parent/Teacher conference.
3rd Offense	• Ban from bringing device to school for up to 5 days. • Referral to administration for further disciplinary action. • Parent/Teacher conference.
4th Offense	• Ban from bringing device to school for 30 - 60 days. • Referral to administration for further disciplinary action. • Parent/Teacher conference.
5th Offense	• Ban from bringing device to school for the remainder of the school year. • Referral to administration for further disciplinary action. • Parent/Teacher conference.

GRADUATION CAP DECORATION GUIDELINES

1. Positive and Respectful Messages
    - Decorations should be uplifting and appropriate for a school event.
    - Avoid language, images, or symbols that are offensive, political, or controversial.
2. Size and Height Restrictions
    - All decorations must be flat and not extend more than 1 inch above the cap's surface.
    - No items should dangle from the cap (except the official tassel).
3. School Spirit and Creativity
    - Show your school pride, future plans, or personal achievements!
    - Use school colors, college logos, or tasteful artwork.
4. No Obscuring Identity
    - Your face must remain visible at all times.
    - Do not cover your cap in a way that makes it difficult to identify you.
5. Prohibited Items
    - No glitter that sheds, confetti, feathers, lights, or 3D objects.
    - No references to drugs, alcohol, weapons, or inappropriate behavior.
6. Approval Process
    - All decorated caps must be approved by the site administrator.
    - Bring your cap to Graduation practice for inspection.
7. SB 163 guidance for Native American students.
    - This bill addresses the rights of Native American students to wear tribal regalia at school events, specifically graduation ceremonies, by amending existing school discipline policies. The legislation explicitly prohibits local school boards and charter school governing bodies from preventing students who are enrolled or eligible for enrollment in federally recognized Indian nations, tribes, or pueblos from wearing traditional cultural items during graduation ceremonies or public school events. The bill defines "tribal regalia" as a tribe's traditional dress or recognized objects of religious or cultural significance, including tribal symbols, jewelry, beading, and feathers. Additionally, the bill reinforces broader anti-discrimination provisions, ensuring that students cannot face discipline or disparate treatment based on race, religion, culture, or their use of cultural expressions like protective hairstyles or cultural headdresses. By declaring an emergency provision, the bill is designed to take effect

immediately, underscoring the importance of protecting cultural expression and preventing discriminatory practices in New Mexico's public schools.

COMPUTER LABS

Pecos High School has 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 not permitted in the computer labs. Students are to only be on sites identified by the teacher. Students are not to "surf" the internet or be on any personal social media sites.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events and activities. Students are expected to show good taste and conduct themselves respectfully at all times.

Inappropriate public displays of affection will not be tolerated. This behavior will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior.

CLASSROOM EXPECTATIONS

We want to ensure that the classroom is a great place to learn and work. We want all students to achieve their potential at PMS/PHS. Therefore, we want to create a quality learning climate in every classroom. To help with this, all students are expected to come to class ready to learn. Students are to bring a notebook, writing utensil, textbook and homework each day. Students will not be allowed to go to lockers to get basic materials. The teacher will provide materials for unprepared students. Students who do not come prepared for class will fall under the disciplinary consequence code.

Students are to demonstrate good behavior at all times. Students are to allow the teacher to teach and fellow students the opportunity to learn. Behavioral expectations will be strictly enforced. Students who fail to demonstrate good behavior will be disciplined under the school code. Students may lose privileges or extra-curricular activities for poor behavior. The teacher will contact parents when behavioral issues do not improve.

Students are not allowed to have cell phones out, nor are students to have/use headphones or earbuds in class. Students are not allowed to bring in anything other than what is needed for class. Items such as blankets, stuffed toys, fidgets, and computer games are not allowed in the classroom.

GRADING PROCEDURES

The grading scale used at Pecos High School is as follows:

Percentage	Letter Grade	Grade Point
90-100	A	4 points
80-89	B	3 points
70-79	C	2 points
60-69	D	1 point
0-59	F	0 point

Pecos High School Academic Letter and Honor Roll Program

Program Goals:
The Academic Letter and the Honor Roll programs are to recognize students who excel academically and to demonstrate to students, staff, and the community the importance of academics.

Pecos High School Academic Letter for Academic Achievement

Description:
This award will be presented to students who have demonstrated excellence in the classroom at **Pecos High School**. When a student meets the criteria for the first time, he/she will receive an academic letter, and then, a bar for each subsequent year of attaining the requirements. It is only given once. If a student has previously received an academic letter, ("P") from PHS, or a bar, he/she will need to purchase any future lettering pins, bars, or patches from a local athletic store on their own.

Criteria:

- Freshman must obtain an overall GPA of 3.5 with no "C", "D", or "F" grades for two semesters to be eligible for a letter in the fall of their sophomore year.
- Sophomores must have two consecutive semesters in which they have achieved a 3.5 GPA with no "C", "D", or "F" grades. The second semester of the freshman year and the first semester of the sophomore year will meet the criteria. This is to be eligible for a letter/bar in the fall of their junior year.
- Juniors must have two consecutive semesters in which they have achieved a 3.5 GPA with no "C", "D", or "F" grades. The second semester of the sophomore year and the first semester of the junior year will meet the criteria. This is to be eligible for a letter/bar in the fall of their senior year

Process:
The counselor will run Simple and Weighted GPA reports from PowerSchool for students with a final semester grade GPA of 3.5+ at the end of each semester. The names of students who are eligible for the Academic Letter will be based on the semester grade GPA from the Simple or Weighted GPA, whichever is higher.

Pecos High School Honor Roll for Academic Achievement:

The Honor Roll will be based on the semester grade GPA from the Simple or Weighted GPA, whichever is higher.. The Honor Roll lists will be posted within a month following the end of each quarter.

1. Honor Roll (3.5- 4.0+ GPA)
2. Merit Roll (3.0-3.49 GPA)

BUS CONDUCT

Riding on a PISD school bus is a privilege for any student and not a right. The student is to follow all rules regarding the bus and to follow all directives of the bus driver. It is an important safety issue to have students not be disruptive and a distraction to the bus driver. Students will demonstrate respectful behavior towards the bus driver at all times. When a student fails to follow the expected behavior standards for the bus, the bus driver will document misbehavior on the Bus Conduct Referral form and refer it to the building principal who will then assign a consequence. The consequences may include school-level discipline and/or bus disciplinary consequences.

Students may be removed from the bus for misconduct. Repeated violations will result in progressive discipline being assigned. If a removal from the bus is warranted it will be for 3 days for the first removal. Parents will be notified by the principal or the transportation secretary. If the student violates the rules again and is removed

from the bus, it will be for 5 days. Any future violation after two removals will result in a long-term removal or a complete removal from the use of the bus for the rest of the year. Parents will be contacted and a meeting will be held when the potential for a long-term removal is being considered. The parent and the school administration will work together to develop strategies and a plan as a means to avoid loss of bus privilege.

HIGH SCHOOL PARKING PERMIT

Driving and parking on campus is a privilege, not a right. Students must have a full or provisional drivers license to drive/park on campus and adhere to the rules found in the application. The permit can be revoked /suspended at any time should a student violate them.

Items Needed:

- $20.00 parking fee
- Completed Application
- Insurance Card – must be current
- Vehicle Registration – must be current
- Drivers License – must be current, ***ONLY*** full or provisional accepted. **Restricted Licences are not allowed**.

Rules:

4. Students can only park on campus at the student lot/Track parking lot.
5. Students parking permit must be visible at all times.
6. The district assumes no responsibility for theft or damage to personal property.
7. All New Mexico laws are in effect. Students may be cited or towed for not following the rules for driving on district property or to/at district related events.
8. Replacement passes will be $20.00
9. Vehicles illegally parked are subject to citation or towing.
10. Parking passes will be revoked if a pass is loaned, given, sold, or otherwise provided to another student.
11. We have a closed campus. Students are not allowed to leave campus for any reason during the school day unless they are enrolled in work study, dual enrollment approved by administration, or parent permission and only at those times.

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 maintain a system of discipline is the responsibility of the total staff and student body with the support and cooperation of parents and the community.

Student Name:_____ Signature:_____

Date:_____

Parent/Guardian Name:_____ Signature:_____

Date:_____