

# Mesa Vista Consolidated Schools



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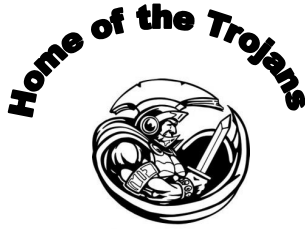
## Student and Parent Handbook 2009-2010

TEAM

Together Everyone Achieves More

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Mesa Vista Consolidated School District  
PO BOX 6  
El Rito, New Mexico 87530  
(575) 581-4504

### BOARD OF EDUCATION

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Marvyn Jaramillo, Vice-President  
Joe Gurule Jr., Secretary  
Janet Martinez, Member  
Steve Archuleta, Member

**District Administration Personnel**  
PO BOX 6  
El Rito, New Mexico 87530  
(575) 581-4504

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<b>Mr. Robert Archuleta</b>	<i>Superintendent</i>
<b>Mrs. Lillian Griego</b>	<i>Director of Instruction/ SPED/federal Programs</i>
<b>Mr. Ruben Lucero</b>	<i>HS/MS Principal</i>
<b>Mr. Ben Trujillo</b>	<i>Principal, El Rito Elem.</i>
<b>Mrs. LeAnne Salazar</b>	<i>Principal, Ojo Caliente Elem./Bilingual Director</i>
<b>Ms. Jeanette Trujillo</b>	<i>Business Manager</i>
<b>Mr. Edward Kedge</b>	<i>Technology Coordinator</i>
<b>Mrs. Brenda Halder</b>	<i>Payroll Manager/Accounts Payable</i>
<b>Mrs. Lori Kuykendall</b>	<i>Cafeteria Manager/Transportation</i>

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**IN THE EVENT THAT THERE ARE CONFLICTS BETWEEN THE DISTRICT POLICIES AND/OR STATE POLICIES AND THIS POLICY HANDBOOK, THE DISTRICT AND STATE POLICIES WILL SUPERCEDE.**



# Welcome to The Mesa Vista Consolidated Schools 2009-2010

## **STUDENT/PARENT HANDBOOK**

The purpose of this Student/Parent Handbook is to acquaint you with some of the policies and regulations of the school, with the idea that the information will assist you in having a good school year. Because the handbook cannot be personal, students are addressed as “the student”, “students”, or “child”. Likewise, the term “parent” or “the student’s parent” may refer to the parent, legal guardian, or other persons that have agreed to assume responsibility for the student. These guidelines for good citizenship have been established for the benefit and welfare of the entire campus -- students, faculty and staff.

## **DISTRICT MISSION STATEMENT**

The mission of the Mesa Vista Consolidated School District is to provide all students with educational learning experiences that will promote life-long learning.

## **DISTRICT VISION STATEMENT**

The Mesa Vista Consolidated Schools Board of Education believes that as a caring and nurturing Governing Entity, ALL students can learn given positive supports and resources to administrators and staff in creating a conducive learning environment.

## **School Vision Statement**

We believe that Ojo Caliente Elementary School exists to educate every child. Each student has a responsibility in this process to be a well-motivated individual, interested in committing him/herself to reach his/her greatest potential. Each student has a unique set of needs for which must be met and it is our purpose to help him/her reach his/her full potential intellectually, socially and emotionally.

## **School Mission Statement**

We believe that all learners need to be rigorously challenged; that all learners need to be empowered with both the basic skills and the critical thinking ability that will enable them to become productive contributing members of a racially and culturally diverse, yet increasingly interdependent, world.

We believe in the value of both individual effort and group cooperation.

We believe that our individual classes and school need to be a safe, caring place of learning; a place that recognizes the unique value of each person who studies or works in our midst.

We want to build and continually nurture a school climate that recognizes the importance of serious work and fun too; a school climate that delights in the wonder, energy, and excitement of all our students.



## Ojo Caliente Elementary School

Mesa Vista Consolidated School District

PO BOX 369

Highway 285, Road 111

Ojo Caliente, NM 87549

(575) 583-2316

Mr. Robert Archuleta  
Superintendent

Mrs. LeAnne Salazar  
Principal

Dear Students and Parents,

On behalf of the Ojo Caliente Elementary School Staff, I would like to take this opportunity to welcome you back to Ojo Caliente Elementary and to extend a particularly warm welcome to all those families who may be new to the OCE family.

On behalf of the district I would like to extend an invitation to all parents to get involved in your child's education. Your support in and out of the classroom is needed for your child's success. I welcome you to come into your child's classroom regularly and or join the Parent Teacher Organization (PTO). Please keep in mind, when you visit, drop off or pick up your child from school, please make sure to check in at the office for a visitor's pass.

Here at OCE we know the report card is an important part of the home and school communication, but it is not the only way to know how your child is doing. Throughout the year, your child will be working on many activities that will help him or her learn new concepts and skills. Please take the time to review some of these activities and assignments with your child. They will give you a lot of information about what your child is learning. Also, please review your child's planner daily. It will contain homework assignments and notes from the teacher when needed. Please write any comments or questions you have for the teacher in the planner as well.

Our goal is to improve the overall reading and math skills and comprehension of our students. The program is designed to improve reading fluency and comprehension. Please know that we will work diligently to provide a safe learning environment for all our students.

In closing, please know that the teacher's have reviewed the contents of this handbook with your child. However, it is important that you also read the contents of this handbook with your child and return the last page with your signature. Please pay special attention to the attendance policy in this handbook as it gives detailed information on the regulations and school procedures we will follow as a school.

Please feel free to contact the office staff, teacher or myself at any time, as we are available to all parents.

Respectfully,

*LeAnne Salazar*

LeAnne Salazar  
Ojo Caliente Elementary Principal  
District Bilingual Director

### Elementary Staff/Phone Directory

**To call anyone you must first dial a school number:  
(505) 583-2316**

After operator answers you may immediately dial any one of the extensions below and it will transfer you directly to the person you want to speak to.

Ojo Caliente Elementary			Mesa Vista Middle/High School		
Principal	Salazar, LeAnne	201	Principal	Lucero Jr., Ruben	101
Secretary	Griego, Tina	200	Counselor	Lopez, Denise	111
Math/Rdg Coaches	Gina/Gilbert	204	Secretary	Gurule, Sylvia	100
Kindergarten	Villareal, Avis	210	MS English	Gallegos, Star	106
1st Grade	Garcia, Vanessa	211	HS English	Begel, Deborah	115
2 <sup>nd</sup> /3 <sup>rd</sup> Grade	Archuleta, Denise	213	History	Jaramillo, Anthony	119
4/5 Grade	Arellano, Javier	216	Tech Lab	Galvez, Bernadette	122
6th Grade	Stone, Rena	215	Voc Ag/Science	Lujan, Connie	125
Sp. Ed. Teacher	Jaramillo, Diana	129	MS Math	Pena, Renee	130
Teacher Assist.	Lovato, Helen (4/5)	215	Vocational	Waterman, John	132
Teacher Assist.	Lovato, Edna (6)	216	Teacher Assist.	Chavez, Chon	
Library Assist.	Campos, Geraldine	209	Teacher Assist.	Jaramillo, Fidelia	
Ancillary	Brock, Harold		HS History	Vigil, Thomas	133
Ancillary	PT/OT/SLT/Psych	202	HS History	Garcia, Monique	136
Cafeteria	Porfie/Judy/Annie	116	HS Science	Lujan, Connie	139
Maintenance	Martinez, Joe Steven		HS Spanish	Sandoval, Theresa	143
Ojo Caliente Elementary	583-2316/2151	105	HS English	Gallegos, Sallie	145
Fax	583-2151		HS Science	Jaramillo, Victor	151
<b>Central Office</b>			HS Math	Vacant	154
Superintendent	Archuleta, Robert	312	SPED	Sandoval, Ben	137
Supt. Secretary	Chacon, Audra	313	Music	Valdez, Andrew	147
DI/Dir. Of Sped.	Griego, Lillian	323	Wood Shop	Waterman, John	165
Secretary	Maestas, Donna	310	Attendance	Kuykendall, Georgia	148
Business Manager	Trujillo, Jeanette	321	PE/GYM	Garcia, Miguel	149
Technology	Kedge, Edward	311	Teacher Assist.	Jaramillo, Rosella	
Payroll	Halder, Brenda	315	Teacher Assist.	Amelio, Laura	
Cafet./Transp.	Kuykendall, Lori	322	Teacher Assist.	Garcia, Josephine	
Maintenance	Martinez, Joe Steven	324	Nurse	Hite, Carol	112
Central Office	1-575-581-4504/4505		Lib. Lab		152
Fax	1-575-581-4613		Security	Isidoro & Nerio	199
<b>El Rito Elementary</b>			HS Library	Van Buren, April	120
Principal	Trujillo, Ben		Technology	Kedge, Edward	123
Secretary	Martinez, Floraida		SPED	Garcia, Gerald	
Rdg. Coach	Terrazas, Gina		MV-MS & HS	583-2274/2275/9142	
Pre-K	Maestas, Denise		Fax	583-9133/583-2815	
Kindergarten	Jaramillo, Diana		Nurse	Hite, Carol	112
1st Grade	LaRoque, Tashina		<b>Frequently Dialed Numbers</b>		
2nd Grade	Shoemaker, Mary		CYFD	753-7191	
3rd Grade	Archuleta, Bernadette		CYFD-CI	1-800-797-3260	
4th Grade	Manzanares, Pam		State Police	753-2277	
5th Grade	Manzanares, Pam		Sheriff	753-3320	
6th Grade	Kempes, Jim		Las Clinicas	505-583-2191	155
Math Coach	Martinez, Gilbert		Windstream	(866) 404-6200	
Teacher Assist.	Romero, Monica		Adobe Propane	(575) 587-2231	
Library Assist.	Archuleta, Elaine		Ojo Caliente FD	(575) 587-2238	

Note to parents: We would kindly like to request that parents/families refrain from contacting teachers during instructional time. Calls made to teachers should be made before or after school hours.

☺ Thank you!

## **Programs at the Mesa Vista Schools**

### **Title I/Parent Involvement**

#### **THE MESA VISTA CONSOLIDATED SCHOOL DISTRICT TITLE I PROGRAM / PARENT INVOLVEMENT POLICY**

In order to ensure that the parents of the children being served have adequate opportunity to participate in the design and implementation of the Title I project, the Mesa Vista Consolidated School District Title I Program has adopted the following policy:

The policy of the Mesa Vista Consolidated School District is that every parent of a student attending school will be kept informed on a timely, regular basis relative to their child's progress. The district supports parental involvement, shared educational decision making, and advocates school community partnerships. The district will keep parents informed by disseminating information relevant to programs, finances, curricula, student assessment, teaching methodologies, technology and other school site advisory council, and the monthly school board meeting allows parents opportunities to participate and contribute to the quality of the educational process.

A Title I requirement, Federal Regulation Section 1118(b)

### **Title I/Parent Notification Letter**

The Title I/Parent Notification Letter are provided at the time of registration.

### **Bilingual Program**

Bilingual education is implemented at all of the school in the Mesa Vista Consolidated School Districts. The Bilingual Program maintains and enriches native languages (Spanish), and develops an appreciation and understanding of ancestral, cultural and historical contributions. Students in Grades K-6 participate in Spanish Language Arts daily. The Bilingual Program concentrates on English Language Development & Revitalization in the heritage language.

### **TITLE IX DECLARATION**

"No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

**ACADEMIC INFORMATION**  
**2009-2010 Educational Goals**

**A. DEVELOP SKILLS IN READING, WRITING, SPEAKING AND LISTENING**

1. Develop ability to communicate ideas and feelings effectively.
2. Develop skills in oral and written English.

**B. GAIN A GENERAL EDUCATION**

1. Develop background and skills in the use of numbers natural sciences, mathematics, and social sciences.
2. Develop a fund of information and concepts.
3. Develop special interests and abilities.

**C. DEVELOP PRIDE IN WORK AND A FEELING OF SELF-WORTH**

1. Develop a feeling of student pride in achievements and progress.
2. Develop self-understanding and self-awareness.
3. Develop the student's feeling of positive self-worth, security, and self assurance.

**D. DEVELOP A DESIRE FOR LEARNING NOW AND IN THE FUTURE**

1. Develop intellectual curiosity and eagerness for lifelong learning.
2. Develop a positive attitude toward learning.
3. Develop a positive attitude toward continuing their education.

**E. DEVELOP GOOD CHARACTER AND SELF-RESPECT**

1. Develop moral responsibility and a sound ethical and moral behavior.
2. Develop the student's capacity for constructive discipline in work, study, and play.
3. Develop a moral and ethical sense of values, goals, and processes of a free society.

**F. LEARN HOW TO EXAMINE AND USE INFORMATION**

1. Develop ability to examine information constructively and creatively.
2. Develop ability to use scientific methods.
3. Develop reasoning abilities
4. Develop skills to thinks and proceed logically.

**G. DEVELOP THE SKILLS OF THINKING**

1. Develop the relationship of content area knowledge to thinking and problem solving.
2. Develop critical and creative thinking skills.

**H. LEARN TO RESPECT AND GET ALONG WITH PEOPLE WITH WHOM WE WORK AND LIVE**

1. Develop appreciation and respect for the worth and dignity of individuals.
2. Develop respect for individual worth and understanding of minority opinions and acceptance of majority decisions.
- C. Develop a cooperative attitude toward living and working with others.



## I. UNDERSTAND OUR ENVIRONMENT AND PROBLEMS RELATED TO POLLUTION

1. Develop an understanding of various ecological systems and the need to protect our environment.
2. Become aware of various state and federal agencies concerned with the environment.
3. Learn your role as a citizen in today's environmentally conscious world.

## J. UNDERSTAND OPERATION, USE, AND IMPACT OF THE COMPUTER IN OUR WORLD

1. Develop computer literacy in students.
2. Promote experiences with computer assisted instruction, tutorials, simulations, etc.
3. Develop the ability to use the computer as a tool, i.e.; word processing, data management and retrieval, telecommunications.

## K. LEARN HOW TO BE A GOOD CITIZEN

1. Develop an awareness of civic rights and responsibilities.
2. Develop attitudes for productive citizenship in a democracy.
3. Develop an attitude of respect for personal and public property.
4. Develop an understanding of the obligations and responsibilities of citizenship.

## L. LEARN HOW TO RESPECT AND GET ALONG WITH PEOPLE WHO THINK, DRESS AND ACT DIFFERENTLY

1. Develop appreciation for and an understanding of other people and other cultures.
2. Develop an understanding of political, economic, and social patterns of the rest of the world.
3. Develop awareness of the interdependence of races, creeds, nations and cultures.
4. Develop an awareness of the processes of group relationships.

## M. DEVELOP CREATIVE SELF-EXPRESSION

1. Develop abilities for effective expression of ideas and cultural appreciation-fine arts.
2. Cultivate appreciation for beauty in various forms.
3. Develop creative self-expression through various media - art, music, writing, etc.
4. Develop special talents in music, art, literature and foreign language.

## N. PRACTICE AND UNDERSTAND THE IDEAS OF HEALTH AND SAFETY

1. Establish an effective individual physical fitness program.
2. Develop an understanding of good physical health and well being.
3. Establish sound personal health habits and information.
4. Develop a concern for public health and safety.

## O. LEARN ABOUT AND TRY TO UNDERSTAND THE CHANGES THAT TAKE PLACE IN THE WORLD

1. Develop ability to adjust to the changing demands of society.
2. Develop an awareness of and the ability to adjust to a changing world and its problems.
3. Develop understanding of the past, identify with the present, and the ability to meet the future.

## **SECTION I: SCHOOL PROCEDURES**

### **Release of Students from School**

A student will not be released from school at times other than regular dismissal hours except with the principal's permission and in accordance with the campus sign out procedures. **Students must be signed out at the office and picked up in the classroom. Only those persons listed as authorized on the registration will be allowed to sign out students or if the parents have authorized another individual in writing to the office.**

**REMINDER- It is the responsibility of the parents to notify the office when emergency information changes.**

### **Student Placement**

#### ***Promotion/Acceleration/Retention/Class Assignment***

The building principal and school counselor are responsible for class assignments. Teachers are responsible for the promotion of students from one grade level to the next. The principal, counselor and teachers welcome information from parents regarding individual student needs and learning styles that may be helpful in making these decisions.

Acceleration (moving ahead more than one grade level) or retention (repeating a grade level) are decisions which require careful study and data collection. If acceleration or retention is being considered, the parents will be included in discussions with the Student Assistance Team early in the process. Every effort is made to meet the student's needs in the regular class assignment before a recommendation to accelerate or retain is made.

### **Change of Class, Policy**

Parents requesting a change in teacher assignment will need to make the request in writing to the principal. The request must also state the reasons for the change along with justification. The principal will then review the requests and a final decision will be made within 5-10 days of the request.

#### **Change of class schedule must be requested within the first week of each school semester.**

Request for any schedule changes, must be approved by both the principal. Parental permission may also be required. A "drop/add" form must be taken to those teachers affected by an approved change, and the form must then be returned to the guidance counselor's office.

Note: Be sure you have a very good reason before you attempt to make any changes. No schedule changes will be granted after the second week of each new semester unless there is an emergency, which has been approved by the principal.

### **Student Accident Insurance**

The Mesa Vista Consolidated Schools has an accident insurance policy which may be obtained for a nominal fee available for its students. Parents may choose school time coverage or year round coverage at a slightly higher rate. Please contact district personnel for insurance forms.

### **Transportation**

Transportation of students is a privilege extended to students in the District, and is not a statutory requirement except for necessary transportation of students with disabilities as indicated in their respective individual education programs.

The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the lawful requests of the driver. School bus transportation is a privilege that may be withdrawn for inappropriate behavior. **Once a student boards the bus, and only at that time, does he or she become the responsibility of the school district. Such responsibility ends when students are delivered to their regular bus stop at the close of the school day.** Parents must provide transportation for students wishing to go elsewhere. **Students are not allowed to travel on any other bus, other than the one they are assigned to.**

Students transported on school-owned vehicles are required to comply with the Student Code of Conduct. Any student failing to comply with that code or established rules of conduct may be denied transportation services and shall be subject to disciplinary action. In such cases, the student's parents are responsible for their child's transportation to and from school.

## **Transportation Rules**

### **PARENTS' RESPONSIBILITIES**

Parents/guardians are responsible for:

1. Training children in acceptable behavior and safety.
2. Ensuring that children are suitably clothed to withstand weather extremes, taking special care during very cold weather to ensure that students are properly cared for until the bus arrives.
3. Seeing that their children get to the pick-up location on time.
4. Ensuring that someone is available to meet the bus where required for handicapped children and younger children.
5. Providing for alternate arrangements for their children in the event a bus does not arrive on time. This may mean identifying someone on your block who can provide refuge for students should they have to wait for a delayed bus, or for any reason, are unable to get into their home.
6. Cooperating with the school in disciplining their child following reports of misbehavior on the bus.
7. Understanding and accepting the fact that neither the bus driver nor the principal has the authority to change the bus route or schedule.
8. Younger children should have their names and addresses on their clothing and lunch kits for easy identification.

### **STUDENTS' RESPONSIBILITIES**

1. Students should be at their assigned school bus stop on time, as the bus cannot be expected to wait for late passengers.
2. Students are not to play or trespass on adjoining property at the bus stop.
3. Students are to behave in a responsible manner while riding on the bus.
4. Students must listen to and respond to the driver's instructions.

### **STUDENT BEHAVIOR**

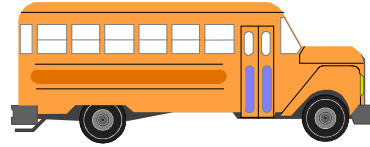
1. Students are to treat each other with respect. Teasing, name-calling and foul language are not acceptable and will not be tolerated.
2. Students should board the bus in single file without pushing or shoving. (As a courtesy, the older students should always allow the younger students to get on the bus first).
3. Students should sit down immediately and remain seated at all times when the bus is moving.
4. All seats are to be shared. At no time is a seat to be "saved" for a friend.  
The bus driver has a right to move a student to a particular seat and/or implement a seating plan.
5. Students will ask the permission of the driver before opening a window. No part of the body or any object shall be extended out of the open window.
6. For safety reasons, and to allow the driver to concentrate on driving the bus, students are asked to behave in a responsible manner at all times and to keep noise levels to a minimum (i.e., no loud talking, shouting or singing).
7. The driver will report all disciplinary problems to the principal. The principal will determine the disciplinary measures to be taken and will advise the student and parents accordingly.
8. The principal has the authority to suspend students from riding the school bus. Continued misbehavior by a student may result in the temporary or permanent withdrawal of riding privileges.

### **UNACCEPTABLE BEHAVIOR**

Any behavior, which could endanger safety on the school bus, is unacceptable. Examples are:

- Failure to follow driver's instructions
- Possession of dangerous weapons or objects
- Possession or use of drugs or alcohol
- Failure to stay seated
- Fighting, poking, hitting, kicking or pushing

- Throwing objects
- Vandalism
- Putting any part of your body or object out the window
- Profanity
- Use of tobacco, lighter and/or matches
- Loud talking or yelling
- Littering or eating on the bus
- Spitting, teasing, rudeness



### **DEALING WITH BEHAVIOR**

Students are expected to behave in a responsible manner during loading and unloading and while the bus is en-route. Unacceptable behavior shall result in disciplinary action. The driver will inform the principal of any behavior which is maliciously injurious or that intentionally endangers other students. A copy of all Incident Reports will be given to the principal. A list of general bus rules to be followed by the students will be posted inside each bus.

- ◇- Warning-Parent must sign & return behavior report before student can ride the bus.
- ◇- Suspension Ticket # 1- Student will be suspended from the bus for 1-3 days.
- ◇- Suspension Ticket # 2- Student will be suspended from the bus for 4-5 days.
- ◇- Conference Ticket – Immediate suspension until parent and student meet with school or transportation official.
- ◇-Severe Safety Problem- Immediate suspension parent and student conference required with principal and or with Transportation Director.

### **SAFETY**

1. Loading - students should remain well back from the curb until the bus is stopped and the loading door opened.
2. Unloading - after students leave a school bus they are to wait on the sidewalk until the bus has pulled away. Students, who need to cross the street, should proceed to the nearest crosswalk and cross when safe to do so.

### **BUS DISRUPTIONS**

Bus disruptions, deliberately or inadvertently interfering with the safe operation of a school bus which is stopped or moving; behaving in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops, or at pick-up areas will result in a discipline referral.

While law requires the school district to furnish transportation, it does not relieve parents from supervising their children until students board the bus in the morning and after students leave the bus at the end of the school day.

The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the lawful requests of the driver. Bus drivers have the authority to suspend a student for one trip of necessary. Bus drivers are required to fill out discipline referral forms to the Principal's office for further attention.

### **MOTOR VEHICLES/ CLOSED CAMPUS**

Since Mesa Vista Mid/High School is a closed campus, students are not to drive their own vehicles to school unless students or their parents submit an "Application for Student Parking" to the principal's office. If a student is granted permission, he or she must leave his/her vehicle within two minutes after arrival in the designated parking lot. The student may not enter the vehicle during school hours unless permission is obtained from the Principal. Violation of any rules and school regulations could result in the student's losing permission to drive a vehicle to school.

Mesa Vista High School is a closed campus during the school day. No one is permitted to leave the campus between 8:00 a.m. and 3:12 p.m. unless permission is obtained from the principal and only for very unusual circumstances on a one-time basis. No exceptions will be made to this policy. Running

errands, attending to family business, obtaining driver's licenses, shopping etc. are not exceptions; and permission will be denied in all cases. Although students are not compelled to purchase lunch in the cafeteria, they will remain on campus during the lunch hour.

Students who leave campus without proper permission will be truant and unexcused, regardless of the reason, and will subject themselves to disciplinary action.

### **STUDENT CARS ON CAMPUS**

Students will be permitted to drive cars to school if parents and students submit a "Student Parking Registration" to the principal's office and receive the necessary approval. Student must display parking permit on their vehicle. A \$20.00 permit must be purchased for the year for each student driving on campus.

The following are stipulations that a student must abide by if he/she wants to have the privilege of parking on the school campus. Failure to adhere to these rules will result in banning the student's vehicles from campus.

1. Students must have written parental permission which states that the students will comply with student regulations.
2. Vehicles must have property damage and bodily injury insurances.
3. Cars are to be parked in the assigned parking area.
4. Vehicles are to be locked at all times.
5. Students must leave vehicle within two minutes after parking in the morning.
6. Students are not to be around their vehicles at any time during the school day. Any students in the parking area without permission may have parking privileges suspended.
7. Students should leave campus before the buses leave and will not be allowed to return to campus to ride around campus.
8. Vehicles, when on campus or otherwise under school control, are subject to search/seizure by the administration.
9. STUDENTS ARE NOT TO BRING MOTOR SCOOTERS, SKATEBOARDS, THREE/FOUR WHEELERS, OR MOTORCYCLES INTO THE CAMPUS - DURING, BEFORE OR AFTER SCHOOL.
10. **The School District is not legally or financially responsible for any accident, vandalism, or unforeseen circumstances like fire, theft, or other damage to automobiles or other vehicles, which are parked or operated on school property. Students bring vehicles to school solely at their own risk.**
11. ANY STUDENT NOT OBSERVING SCHOOL DRIVING REGULATIONS AND POSTED SPEED LIMIT (5 MPH) WILL BE FORBIDDEN TO BRING A VEHICLE TO SCHOOL. OUR CAMPUS IS PRIMARILY FOR PEDESTRIANS. SAFETY RULES WILL BE A TOP PRIORITY.
12. Drivers may not transport other students to or from school without expressed written permission by both sets of parents. The school district is not responsible should this occur.
13. Student drivers must park only in their assigned parking space. Failure to comply will result in the loss of driving privileges.
14. Any student tardy to their 1st period class and reach their 5th tardy will lose their driving privilege or other discipline action.
15. **Students must have valid driver's license, insurance, registration and must complete driver's application before they are allowed to drive on campus. Students with driver's permit only, will not be allowed to drive on campus.**

### **Assemblies**

Assemblies are held throughout the year for various reasons. Students are required to attend assemblies. Students, who have religious reasons or refuse to take part in the program, will be supervised in another area. Students are expected to act appropriately and abide by the following rules:

- Enter and exit quietly and quickly.
- Be quiet and attentive. Be polite.
- Sit with your class and your teacher.
- Show appreciation by applauding at the appropriate time in an acceptable manner: never whistle.
- Display respect for the people presenting and those around you.

### **Lost and Found**

Articles, which have been found, should be taken to the designated area or to the lost and found box. Found articles are kept in the office until the end of each semester and then discarded. Please mark items (especially jackets) with the owner's name so they can be returned without delay.

### **Visitor's Pass**

For the safety of our students:

- This is a closed campus.
- ALL students and district staff are required to wear identification badges.
- ALL parent(s)/patrons desiring to visit the school are required to sign in and get a visitor's pass in the elementary office.
- Students from other schools are not allowed to attend classes at Ojo Caliente Elementary School for visitation purposes.

Small children or babies are not permitted in school, except for visits of short duration related to school business with the company of their parents

### **Classroom Visits**

All visitors to the Mesa Vista School district must first check in at the office at the respective school sites. **Please do not go directly to your child's classroom. Come to the office, sign in and receive a visitor's pass. Parents/Visitors are not allowed in through back or side doors. If you do not retrieve a pass you will be sent back to the office.** We highly encourage regular classroom visitation by parents.

### **Withdrawing**

Parents of students withdrawing from The Mesa Vista School District must notify the Principal. Parents are asked to complete, sign and date a form containing the student's name and grade, and where the student is moving. A clearance sheet is issued to the student. Teachers and designated staff will sign this sheet indicating that all books have been returned and other fees have been paid. Grades and records are withheld until proper procedures are followed and completed

### **Student Records**

- ✓ Basic state and local requirements for student enrollment
- ✓ Certified proof of birth; and current immunization records;
- ✓ List of responsible people for emergency pick up and their phone numbers;
- ✓ School records for transfer students.

Student records shall be made available upon written request by the student, the student's parents, legal guardian, or school personnel.

### **Religious Practices**

Natural opportunities arise for discussion of religious holidays while studying different cultures and communities. Religious holidays offer opportunities to teach about religion in elementary and secondary schools. Teaching about religious holidays, which is permissible, is different from celebrating religious holidays, which is not. Study of holidays serves academic goals of educating students about history and cultures as well as about the traditions of particular religions. The use of religious symbols as examples of religious or cultural heritage is permissible as a teaching aid or resource. Religious symbols should only be displayed on a temporary basis as part of the academic program. Sacred music may be sung or played as part of a school's academic program. School concerts that present a variety of selections may include religious music. The use of music, art, drama, or literature with religious themes is permissible if it serves a sound educational goal in the curriculum, but not if used as a vehicle for promoting religious belief.

Public schools may not inculcate nor inhibit religion. They must be places where religion and religious conviction are treated with fairness and respect. Public schools uphold the First Amendment when they protect the religious liberty rights of students of all faiths or none. Schools demonstrate fairness when they ensure that the curriculum includes study *about* religion, where appropriate, as an important part of a complete education.

### **FIRE DRILLS**

A Fire Evacuation Plan is posted in each room. Students should study the plan in each of their classes and be familiar with it. When the fire signal sounds, students will immediately leave the room in a quiet and orderly manner following the prescribed route to clear the building. Students and teachers must report to their designated areas until the bell sounds for return to the classroom.

Note: Each teacher will have emergency evacuation plan posted.

**\*\*\*\*Falsely activating the fire alarm box is a misdemeanor, punishable by law.** Anyone found guilty of such an act will be disciplined by the Administrator and referred to the appropriate Law Enforcement Agency.

## Zero Tolerance Policy

Our goal is to maintain safe and orderly schools for all of our students and staff. Each and every employee of the district is serious about providing a safe and secure environment that fosters learning and respect for others. Any student who continually and willfully disrupts the learning environment, disobeys classroom rules, or is defiant to staff will be subject to suspension. If defiance and disruptions continue; placement at an alternative educational setting and/or expulsion will result.

Students are not allowed to disrupt the learning or teaching of other students.

Each and every student is expected to respect the right of others to learn and allow the staff to teach in a constructive and orderly environment.

The Zero Tolerance Policy for weapons, dangerous objects, violence, gangs, or drugs will be aggressively enforced. Any student who is involved in a fight, in possession of a weapon, a dangerous object, or any controlled substance is subject to arrest and may face criminal proceedings. Violations will result in disciplinary action that could result in suspension, transfer to an alternate setting and/or possible expulsion from the Mesa Vista Consolidated School District. Each student will follow these simple rules or risk being expelled. The following rules will be enforced at the Mesa Vista Consolidated School District as part of the Zero Tolerance Policy:

1. Acts or threats of violence, gang involvement, including fights, will result in suspension and/or possible expulsion. Any student who engages in any violent act will be given 10 days of suspension for the first offense and may be recommended for expulsion for the first incident depending on the degree and severity of the incident. All second offenses WILL result in a recommendation for expulsion.
2. Any student who threatens any staff members in any threatening manner will be subject to expulsion (as determined by school administrator).
3. Any student who participates in an incident that threatens the safety of others will also be recommended for expulsion.
4. Possession of any weapon or dangerous object will automatically result in recommendation for expulsion.
5. It is each student's responsibility to report any weapons, dangerous objects, or possible incidents that could compromise the safety of the school. If any student has knowledge of any situation that could lead to violence, they must report to school staff immediately.
6. Only the official Mesa Vista Consolidated Schools hat/cap can be worn, when designated permissible. NO other hat, hairnet, or other head coverings are allowed (applicable to both male and female students).
7. Writing of any type on items brought to school is not permitted (except for name) on notebooks, backpacks, folders, books and personal belongings. Any items with writing on them will be confiscated and returned to parent.
8. Gang related apparel, bandannas, jewelry, hats, chains are not permitted. Clothing that by color, arrangement, trademark or symbol denotes membership in a gang or grooming that denotes gang activity is not permitted. Apparel or jewelry promoting drugs, alcohol, or obscene vulgar, or questionable messages is not allowed.
9. Any violation of dress requirements, which the school official suspects is symbolic of gang affiliation or behavior, will be reported to the police.
10. Pants must be able to be worn at the waist without a belt so that underwear is not exposed. Sagging pants will not be allowed. Clothing that exposes the midsection or underclothing is not acceptable.
11. Tagging or graffiti is not permitted and will result in suspension, expulsion, police report and loss of driving privilege.

The following consequences will be enforced by all staff to insure compliance of the Zero Tolerance Policy:

1. All students who are not in compliance with the dress code will be referred to the office.
2. Hats, apparel, or any item with writing on it will be taken from students and returned after parent contact, at which time the Zero Tolerance Policy will be reviewed with parent and student.
3. Parent contact will be made on every referral for non-compliance of the Zero Tolerance Policy.
4. Continued defiance of the Zero Policy will result in expulsion for continued disruption and defiance.



## **SECTION II** **STUDENT SERVICES**

### **Guidance and Counseling Services**

A guidance counselor is available to provide counseling for students regarding academic, social, and emotional concerns, or for consultation with parents and teachers. Please feel free to call or visit the counselor should you have any questions regarding counseling or guidance services. We also have a site based health clinic available for counseling services.

### **Communicable Diseases**

Parents of a student with a communicable or contagious disease are requested to telephone the school nurse or principal so that parents of other students who have been exposed to the disease can be notified. Students who have certain diseases are not allowed to come to school while the disease is contagious. The district nurse must approve all re-entries in advance of the students return to school.

### **Special Education Services**

Students may receive Special Education services if they meet criteria for one or more of 13 exceptionalities as defined by State Standards and thereby qualify for special education in order to receive a free and appropriate public education. Teaching methodologies & strategies may be adapted in order to accommodate student's special needs. Specific services are determined by an I.E.P. (Individual Education Plan) multi-disciplinary team on which parents, students, teachers, counselors and administrators are involved. Services range from monitoring the student in the regular program to a full day of special instruction in a separate setting. Discipline and suspension issues may be addressed and defined in a Behavior Management Plan (BMP) by an I.E.P. team separate from general school policy.

### **Child Find**

The Mesa Vista Consolidated Schools is required to identify all children with disabilities from birth to age twenty-one who may be in need of special services and who reside within the jurisdiction of the district. This applies to all children whether they are in public school, private school, or in the custody of public institutions or agencies. Anyone who knows of a child with special needs, who is not presently being served by the public schools, should contact Lillian Griego 575-581-4504. Information will be kept confidential.

### **Ancillary Services**

Only students receiving Special Education services under an I.E.P. are eligible for the following services:

Physical Therapy

Occupational Therapy

Speech/Language Therapy

Psychological Therapy

These services are intended to help students benefit from their educational services

### **Section 504 Plans**

Section 504 plans may be written for students who do not meet eligibility criteria for Special Education but still need program modifications or adaptations to succeed in the regular program. A SAT Team develops Section 504 Plans

You can get further explanation of these services by contacting the Special Ed. Department at 575-581-4504.

### **Support Services**

The Mesa Vista Consolidated School District strives to meet the needs of its student population by providing varied services to all students and their families as appropriate. Social Workers are available to provide counseling, mediation; support/prevention/therapy groups, home visits, or any other appropriate intervention to meet the social and emotional needs of students. Teachers, counselors, or administrators refer students to the Social Workers. Occasionally, self-referrals are also made available if needed.

### **Student Assistance Team**

The SAT is a cooperative, peer problem-solving group that assists students, families, and teachers in seeking positive solutions for concerns about individual students. Through the SAT, school staff, parents, community agencies, and others who can offer insight, work together to plan a positive course of action, assign responsibilities, and monitor results to determine whether the student has responded to intervention. By drawing upon school, home, and community resources, successful intervention can and does occur. Although the SAT is a vehicle through which a student may be referred for a multidisciplinary evaluation, the team's main function is to use the resources available within the school and community to provide supportive and preventative measures needed to help students be successful in the regular education environment.

### **Parent Involvement**

Parents are encouraged to become partners with school staff to serve the best interest of their sons/daughters. There are many ways in which parents can work together for the betterment of their child's education. Parents may participate in classroom observations and presentations; attend Parent/Family Institutes; chaperone school-sponsored field trips; volunteer with student associations; and visit regularly with teachers. For the safety of all students, parents visiting the school must obtain a visitor's pass from the principal's office.

### **School Based Clinic**

Currently, the Mesa Vista Consolidated Schools is working with Las Clinicas del Norte to provide students with a school based health clinic which currently houses a site based social worker, dental office, vision screening and medical services. Please contact the local clinic for more info.

### **PARENT ADVISORY COMMITTEE**

The Parent Advisory Committee (PAC) is a component of all Federal Programs. Parents and students are encouraged to become involved. The Parent Advisory Committee reviews the goals and priorities of the Federal Program Plans and makes recommendations. PAC also assists in planning and attending parent training sessions. Parental involvement is welcomed in the classroom. Parents are encouraged to volunteer any gifts or talents that they may possess.

Lillian Griego is the Director of Federal Programs. Feel free to contact her for any of the following:

1. Volunteering your services or becoming involved with the Parent Advisory Committee;
2. Suggesting topics or presenters for parent training;
3. Obtaining information on your student.

Notices of meetings are usually published in Newsletters, monthly calendars, and posted at businesses around the communities or sent home with students.

### **Cafeteria Services**

The cafeteria provides breakfast and lunch every day. Our school has a breakfast/lunch program for all qualifying students. Please return the completed lunch application form as this makes free lunch possible. The information used and obtained is strictly confidential and used for school eligibility. Staff and visitors will pay the designated price per meal.

### **Nurse Services**

A full time certified nurse is on call for the entire school. When ill, students should report to the Principal's Office where a pass will be issued allowing students to go to the nurse's office. Upon return, students are required to have an admit slip from the nurse. **In case of an emergency, students may report immediately to the nurse's office.** Parents of a student with a communicable or contagious disease should notify the school nurse or principal so that necessary steps can be taken.

### **Illness and Injury**

Any illness or injury will be reported to the classroom teacher or the person on duty, which will then have the student report to the nurse.

### **Emergency Care**

Your child's emergency information is kept on file in the school office so that you can be reached in case of an accident or illness during the school day. Please be sure to list your business phone numbers. The relatives /friends you list should be available to take your child home if he/she becomes ill. **Only those persons listed on the Registration form, as "Persons Responsible" will be allowed to sign out your child.** Please call the office if any changes occur during the school year (especially if you address and job phone number change). Doctors and health centers will not treat a child's injury without parental consent. It is very important that we be able to reach you in an emergency and that we have at least two relatives/friends that we can call in such an event.

### **Prescribed Medication**

Students may be allowed to assume responsibility for administration of their own medication, provided that self-administration is recommended in writing by prescribing physician and their parent/guardian. The school nurse will dispense medications necessary for a student to take during school hours if the following guidelines are met:

1. Medication given in school requires written consent of parents and/or guardian and written directions from a doctor.
2. A parent or guardian must bring the medication to the school nurse along with the written consent/directions. Please do not send medication to school in lunch boxes, pockets or pocketbooks.
3. All administration of medication shall be supervised by the school nurse.
4. The prescribed medication must have a pharmacy label. No over the counter medications will be administered without a note from the parent/guardian.
5. A signed "Medication Form" to authorize treatment from the student's physician and his/her parents must be provided to the nurse prior to dispensing any medication. Forms are available at the nurse's office.

**SECTION III**  
**SCHOOL POLICY AND PROCEDURES**

**Attendance**

Student attendance in class is a necessary and a mandatory part of school regulations. If you must be absent, parents should call the school office between 7:30 and 8:00 each day the student is absent. If parents do not call in, a written excuse signed by the parent stating the cause and dates absent is required upon the student's return to school. .

Work missed while absent must be made up. **IT IS THE STUDENT'S RESPONSIBILITY TO FIND OUT WHAT WORK WAS MISSED.** In order to receive a grade for missed work, all make up work must be turned in to the teacher within three (3) continuous school days from excused absence, unless the teacher has authorized a written extension due to extra-ordinary, unforeseen or uncontrollable circumstances. Incompletes must be made up two (2) weeks after the end of each nine-week period/semester. After the 5<sup>TH</sup> absence, a letter is sent to parents requesting a conference.

**Attendance Philosophy of the Mesa Vista Schools**

- a. The philosophy of the Mesa Vista School District is that students who attend class on a regular basis make better grades than students who are absent from school. Students who attend class regularly achieve more and the better the attendance, the higher the achievement.
- b. All students are expected to attend class regularly and to be on time in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility.
- c. The intent of this policy is to place primary responsibility for attendance upon the parent and student.

**School Policy**

We discourage taking students out of school for reasons other than health problems. However, when your son or daughter is ill, (s)he should be kept at home. If a student(s) must be absent, parents will be expected to call the School and indicate a reason for the absence. In the event a call has not been made to the school, the school will in return call the home to inquire about the absence. This is a new reporting system we have put in place to ensure that your child(ren) are safe. Please keep in mind that a phone call does not replace a written excuse. **A written excuse signed by the parent stating the cause and date(s) of the absence(s) is required upon the student's return.** If a written excuse is not submitted then the child will receive an unexcused absence. A written excuse does not automatically equate to an excused absence. Excused absences will be determined by the administration.

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Please furnish the following information when your student is going to be absent or tardy:

**Full name**

**Grade**

**Teacher**

**Date of absence/tardy arrival**

**Reason for absence or lateness**

Doctors notes, funeral notices, court notices or parents notes should be brought back to school when the student returns. It may be presented prior to the absence as well. Absences, when verified, may be excused for the following reasons: Personal Illness, Funeral (family member), Doctor or Dentist (appointment that cannot be scheduled before or after school hours). Most importantly, every effort should be made by parents and students to be in school every day. Absences that are not excused will be considered truancy.

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A child who is not in the classroom by 8:00 is considered tardy. **A student who is tardy must be checked in at the office by an adult**, a tardy pass will then be given to the child to enter the classroom. A child will receive 1 unexcused absence for every 5 unexcused tardies. If tardiness and/or absences become habitual the school will report to the necessary authorities as per NM Statute: 22-12-2. A. 6.1

**DEFINING EXCUSED AND UNEXCUSED ATTENDANCE**

**EXCUSED ABSENCES**

<b>Medical Reasons</b>	<b>Non-Medical Reasons</b>
After the fifth (5 <sup>th</sup> ) absence (consecutive or non-consecutive) a doctor’s certificate or a written note from the school nurse is required	Up to and including 5 days upon parent request. Requests must be made in writing prior to the absence.
Prolonged illness (10 days or longer) require a meeting to develop an academic plan	Recognized Religious Holidays
Family Bereavement (mother, father, stepmother, stepfather, brother, sister, stepbrother, stepsister, grandparent, step grandparent, aunts and uncles.)	Officially excused school activities, e.g., field trips
TARDY or EARLY for ANY reason. 15 tardies or leaving early or a combination thereof whether excused or unexcused, will result in a parent conference with the Student Assistance Team and or an IEP. This will be initiated by a certified letter sent to the parent/guardian. A tardy/early is 5 or more minutes.	
During the school day absences longer than 3.5 hours will equal a FULL DAY absence.	
Homework or equivalent assignments will be arranged for excused absences.	
After the 5 <sup>th</sup> medical absence WITHOUT verification from a physician or the school nurse, a letter will be sent home.	

**UNEXCUSED ABSENCES**

The third (3 <sup>rd</sup> ) absence requires a parent/guardian conference with the Student Assistance Team and/or and IEP	
The fifth (5 <sup>th</sup> ) absence – written notification to parents/guardians and to the Juvenile Probation office. This will include intervention documentation that was determined at the 3 <sup>rd</sup> absence.	
The fifth (5 <sup>th</sup> ) absence within 20 days = TRUANT	
The sixth (6 <sup>th</sup> ) through the ninth (9 <sup>th</sup> ) absence – written notification is sent to the parents/guardians.	
The tenth (10 <sup>th</sup> ) absence – written notification is sent to the Parents, Juvenile Probation Office and to CYFD.	
TARDY or EARLY for ANY reason. 15 tardies or leaving early or a combination thereof whether excused or unexcused, will result in a parent conference with the Student Assistance Team and or an IEP. This will be initiated by a certified letter sent to the parent/guardian. A tardy/early is 5 or more minutes.	Mid-day sign-outs (e.g., going to town and the like) constitute an unexcused tardy or absence.
<b><i>Parents/guardians requesting absences beyond five (5) days in a given school year (e.g., family travel, vacations) are unexcused.</i></b>	

**NOTIFICATION**

It is the responsibility of the parent or guardian to notify the school at every absence. Please call the office before 8:00 a.m. on the day of the student’s absence.

## **Attendance Regulations as defined by the State of New Mexico**

### **School Compulsory Law**

Statute: 22-12-2.

A. Any qualified student and any person who because of his age is eligible to become a qualified student as defined by the Public School Finance Act [Chapter 22, Article 8 NMSA 1978] until attaining the age of majority shall attend a public school, a private school, a home school or a state institution. A person shall be excused from this requirement if:

- 1).the person is specifically exempted by law from the provisions of this section;
- 2).the person has graduated from a high school;
- 3).the person is at least seventeen years of age and has been excused by the local school board or its authorized representative upon a finding that the person will be employed in a gainful trade or occupation or engaged in an alternative form of education sufficient for the person's educational needs and the parent, guardian or other person having custody and control consents; or
- 4).with consent of the parent of the person to be excused, the person is excused from the provisions of this section by the superintendent of school of the school district in which the person is a resident and the person is under eight years of age.

B. A person subject to the provisions of the Compulsory School Attendance Law [Chapter 22, Article 12 NMSA 1978] shall attend school for at least the length of time of the school year that is established by the school district in which the person is a resident.

C. Any parent of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance for that person.

D. Each local school board and each governing authority of a private school shall enforce the provisions of the Compulsory School Attendance Law for students enrolled in their respective schools.

### **ATTENDANCE REQUIREMENTS**

1) Parent notification of Absence: Parent or guardian shall notify the school each day his or her child will be absent from any class and the reason for the absence; or shall provide a written and signed verification of the reason for the student's absence, to be presented upon the first day a student returns to school from any absence. If a student has been absent for three(3) or more consecutive days due to illness, the principal or his/her designee may require written verification from the student's professional health-care provider.

2) Prolonged Illnesses: In cases of chronic or prolonged illnesses expected to last ten (10) days or more, during which the student is able to do school work, the student's parent or guardian shall present written verification by the student's professional health care provider of the expected length of the illness and of the student's ability to do school work at home, and the student shall be placed on home-bound study until he or she can return to school.

3) Make Up of Work Missed – Grades: Following an excused absence, a student shall be given three (3) days by his or her teacher within which to make up the work the student missed during the absence. A student shall not be provided the opportunity to make up the work missed during an unexcused absence.

At applicable grade levels, if an absence is unexcused, or if the student fails to make up the work missed during an excused absence within the time permitted, any work for which a grade was taken will be counted as a zero for such student in the teacher's grade book, and averaged into the student's grades for the relevant grading period.

4) Discipline: In addition to the other measures to be imposed according to this policy, students may receive detention, in-school suspension, or other discipline designed to keep the student in school and progressing academically, for each unexcused absence, at the discretion of the Principal or his/her designee. Out-of-school suspension and expulsion will not be used as punishment for truancy or

unexcused absences.

- 5) Notice to Parents of Unexcused Absence: If a student is absent from school without a parent notification of absence, as required by paragraph B.I., above, the principal or his/her designee will, as soon as practicable, contact the parents or legal guardians by telephone or certified mail to give notice of the student's absence and to ascertain and document the reason for the absence.
- 6) Third unexcused Absence – Parent conference Required: Upon a student's accrual of a third unexcused absence, the school will provide written notice to the student's parent or legal guardian that the parent/guardian shall be required to meet with the Principal or his/her designee for the purpose of identifying the causes(s) of the unexcused absences, and to establish a plan to prevent future unexcused absences. The plan will be confirmed in writing and signed by the principal and the parent or legal guardian during the conference.
- 7) Parent Failure to Meet: If a parent/guardian fails to arrange, or to appear for, a conference regarding unexcused absences within ten (10) days of notice from the school, the school will provide written notice to the Probation Services Office of such failure. School staff will cooperate with the Juvenile Probation Office or the District Attorney in enforcement actions.
- 8) Notice and Reports of habitual Truancy: The school shall provide written notice of habitual truancy by certified mail to, or by personal service on, the parent/guardian of the student. If a student continues to accrue unexcused absences after written notice of habitual truancy has occurred, the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy and thus subject to the provisions of the Children's Code.
- 9) Determination and findings: If a determination and findings has been made by the probation office that the habitual truancy by a student may have been caused by the parent or guardian of the student, and no charges have been filed against the parent or guardian, the District may contact the district attorney's office to determine what action will be taken.
- 10) Excessive and Pattern Absences: Habitual student absences shall be monitored for patterns (i.e., every Monday or Friday), and reported as required herein.
- 11) Distribution of Policy – Acknowledgment of Receipt: A copy of this policy and an acknowledgment form will be issued to each student on the first day of school. The student shall return the acknowledgment form, signed by his or her parent/guardian no later than the fifth day of school. A student who fails to return a signed form within that time shall be subject to the disciplinary actions prescribed herein.

#### **STUDENT DRESS CODE:**

The Mesa Vista Board of Education believes that proper etiquette, social customs, and good grooming are a definite part of the educational process and the representation of our schools. It is suggested that students wear to school or school functions, neat, clean, appropriate clothing, that meets the standards of this educational environment. Any extreme in clothing, hair, cosmetics, jewelry, hanging key chains or wallet chains, or appearance that may disrupt the normal operations of the school will not be acceptable.

It is not the intention of these guidelines to disrupt the authority of parents for determining what appropriate dress is and grooming for their children. The school will work with parents in encouraging their children to dress appropriate to meet the standards of an educational environment. The purpose of the home and school working together should be to help students accept and cooperate with the Dress Code Policy. In view of this statement, the following rules will be in effect in all schools:

Individual Principal and staff will oversee and correct any student's attire that creates a problem, is distracting to the learning process, is of questionable decency and/or creates a health or safety hazard or cause disruption of the educational process.

Student's hair will be clean, neat and well groomed. Students must wear appropriate clothing and shoes at all times. Sagging pants/shorts or the fashion design of sagging pants or shorts will not be worn in school premises or during school activities, to include spandex or tight fitting attire. Half-length or bare-midriff shirts/blouses, muscle shirts, or sports bra exposing body parts are not to be worn in school premises. Pants or shorts straps are to be fastened or snapped in order to prevent sagging of pants/shorts. Girls may wear dresses of appropriate length (4 inches above knee) or shorts (6 inches above knee).

Students are not to wear T-shirts, tank tops, halter tops, sports bras, muscle shirts, jackets, attire or flash bandannas with either pictures, logos, phrases, letter or words printed on them that are bias, prejudicial, vulgar, profane, obscene, or disruptive in the judgment of the school administration. This will include, but not be limited to: gang, suggestive postures, nude/semi-nude figures, pictures or logos of alcoholic beverages, obscene gestures or words, or words of pictures that depict tobacco or prohibited substances; and figures in sexually suggestive postures.

Students are not to wear sunglasses, handkerchiefs, bandannas or hats of any kind within the school building unless approved by the school principal for special occasions. Hats should be interpreted literally as "hats" and will include caps, visors, and similar hat-like apparel. Scarves or kerchiefs worn next to the head will not be considered "hats".

Regulations in reference to grooming and dress for special activities such as athletics, fine arts, and drill team will be governed by the immediate person in charge of these activities under the direction of the school principal.

Students in early childhood, kindergarten, and first through third grades may be allowed to wear short pants to school. Students in grades fourth through twelfth may be allowed to wear short pants to school providing that the bottom of the pants is not shorter than four inches above the top of the child's kneecap. The short pants will not have more than a one-inch split up the sides. Cutoffs are not permitted except during physical education classes.

Appropriateness and moderation in all things concern for the health and safety of the students, and the avoidance of distractions to the educational process are the guiding principles of the student dress code. Styles and fads are constantly changing and cannot possibly be covered by specific rules and regulations. The task of evaluating what is proper in the way of dress and grooming is highly controversial, and opinion among people varies. The individual school principal/supervisor will assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, needless distraction to the educational process, or for the order, well being, and general welfare of students.

Appropriate attire relevant to bonafide religious beliefs will be considered when principal is informed by the student(s). If notification does not occur by student or parent, students may be sent home to change to appropriate attire.

The Mesa Vista Board of Education authorizes school principals to employ appropriate discretionary and disciplinary procedures to carry out and enforce this policy.

### **STUDENT EXPRESSION THROUGH PUBLICATION:**

The Mesa Vista School District seeks to promote students expression as part of the inculcation of the values and habits necessary to the maintenance of a democratic political system. The district will not however, tolerate student expression that is inconsistent with the district's basic educational mission, even though such expression could not be censored by government outside the schools.

The schools will prohibit the distribution of student publications or school publications that are obscene or lewd, that are defamatory or otherwise intrude upon the rights of others, or that are, or are likely to be disruptive or to impede the work of the schools, on the basis of objective, articulable facts. A publication shall not be deemed disruptive merely because it expresses unpopular or controversial views.



The schools are entitled to set higher standards, and to exercise greater control, in regard to school publications produce or distributed under the schools' auspices, and will refuse to disseminate student expression that does not meet those standards. The schools may thereby disassociate themselves from speech that is, for example, biased or prejudiced, vulgar, profane or unsuitable for immature audiences, inadequately researched, ungrammatical or poorly written. The schools may control production or distribution of school publications so long as some valid educational purpose is served by such control.

## **STUDENT RESOURCES~PROCEDURES**

### **Personal Property**

Students, parents, and/or staff should not bring large sums of money or personal valuables to school. There is always a chance of theft or loss and the district will not be held responsible

### **Textbooks**

Students are issued textbooks as a resource for learning. These books must be cared for to insure their use during the school year and subsequent years. Students are responsible for damage to and loss of textbooks. Books are numbered for student convenience and record keeping. It is advantageous for students to know their book numbers and to note the numbers for future references. When students withdraw from school, they must turn their books in to the issuing teacher in order to clear their record. Students must sign for all issued textbook.

### **Telephones**

Classroom phones, including office phones, are used for business and emergencies only. Students will not be allowed to use the phone. Students need to bring books, equipment, permission slips, money, etc. with them in the morning. Make the necessary arrangements with student prior to arriving at school to limit class interruptions. **Parents should not be calling during instructional times; if it is an emergency contact office.** Students will not be allowed to use or bring cell phones to school.

### **Computer Access**

In order to access the computer laboratory all students must sign an Internet access contract provided by the district. Violation of the contract will constitute loss of computer privileges. Students will be issued an account number allowing them access to the Internet.

### **Library**

Students are encouraged to use the library during the designated time for each class as well as at the request of their teachers or on their own. The library is open for student's use during school hours. Input to purchase new books, journals, magazines, or materials may be given to the Librarian.

### **Tobacco Policy**

The Mesa Vista School Board of Education supports "**A SMOKE FREE AND NO TOBACCO AREA.**" The district prohibits smoking or use of tobacco by students, staff, parents, and visitors in school buildings or on school grounds **AT ALL TIMES.**

### **Student Accounts**

A running account of students owing money to the school for items such as lost textbooks, damage to property etc.. are kept on file in the Office. Students are required to clear their accounts before checking out of school. Transcripts will be withheld for students who do not clear their accounts.

## **TRESPASSING**

### **Track Field**

The track field will be open to the public after school hours from 6:00 pm to dusk. Monday-Friday and on weekends (7:00 AM until dusk). The school track teams will be using the track field from 3:30-6:00 PM (M-F). The track field will be off limits after dusk to ensure the safety of the public.

We are requesting the public, in helping us take care of this facility. In order to protect the sensitive track area, we are prohibiting: motorized vehicles, wheeled devices, all terrain vehicles, dirt bikes, motorized skateboards, rollerblades, skateboards, unicycles, bicycles, strollers, horses and/or other animals. These are strictly forbidden. Also, for safety purposes and to encourage the growth of grass, please keep away from the terraced areas and the field at the center of the track.

The public is encouraged to use the track to walk, jog or run. For safety reasons, younger children must be supervised at all times. Please use walking/running tennis shoes and use the outside lane as much as possible. Please be safe and stay healthy!

### **School Property/Trespassing**

No unauthorized person or group shall be granted access to the school grounds outside of school hours. The school properties will be posted no trespassing during these hours, except for school related events. The Superintendent can waive this requirement at the request of the public or school personnel.

### **Elementary Playgrounds**

The playground will be supervised from 7:50 to 8:15 a.m. Students **are not permitted** to arrive at school before 7:45 a.m. without parental supervision. School is dismissed at 3:00 and there is no after school supervision on the playground.

Classroom teachers will review playground rules with their students during the first week of school.

### **Lunchroom Rules**

1. Sit while you eat.
2. No disruptive behavior: No stomping feet, popping bags, kicking under the table, etc.
3. No toys.
4. No loud talking.
5. Line up quietly. No running in the halls when dismissed.
6. Polite behavior and good manners are required in the lunchroom.
7. Inappropriate use of food will result in disciplinary action.

**SECTION IV.**  
**EMERGENCY PROCEDURES**

**Fire Drills/Lock Downs/Shelter in Place**

A fire Evacuation Plan and Safety Plan is posted in each room. Students should study the plan with their teacher in each of their classes and be familiar with it. When the fire alarm sounds, students will immediately leave the room in a quiet and orderly manner following the prescribed route to clear the building. Students and teachers must report to their designated areas until a signal is given for return to the classroom.

**Emergency Disaster Plan**

The school has an Emergency Disaster Plan outlining specific evacuation procedures for certain conditions. Evacuation drills will be ongoing throughout the year.

**School Delays and Cancellations**

In case of bad weather, delayed start, or cancellations, information may be obtained from the following radio and TV stations:

KDCE 950AM / 753-2201 Espanola  
KRQE-TV / Channel 13  
KOB-TV / Channel 4  
KOAT-TV / Channel 7  
Or call:  
Message Phone: 575-581-4504

Early dismissals occur when emergency conditions such as the impending approach of unsafe driving conditions or loss of heat or water for an extended period of time. We urge you to instruct your child as to what to do in such an emergency. It is not possible for every child to try and contact his/her parent/guardian from school when the announcement is made. We will contact parents/guardians in such a case. Please make sure we have phone numbers of responsible persons who can be home or pick up your child in case of emergency. The school is not authorized to dismiss school early unless so directed by the Superintendent or designee.

1. The Superintendent or his/her designee will inform the Principal of the decision to implement the delay schedule prior to 6:30 a.m.;
2. Employees, parents, students, and bus drivers will be advised of the decision to delay the start of the school day by means of KDCE, KKIT Radio Stations and KOB-TV Station and KOAT-TV Station. Television announcements shall be made at nighttime after 10:00 p.m. Radio announcements shall be made by 7:00 a.m.;
3. The start of the school day for students shall be delayed by either one (1) or two (2) hours in the morning. Therefore, school will commence either at 9:00 a.m. (1-hour delay) or 10:00 a.m. (2 hour delay); and
4. Principals and Transportation Coordinator shall be responsible for contacting the bus drivers via telephone and informing them of their daily schedule. Bus drivers without telephones shall contact the Principal via telephone or personally by 7:00 a.m. in order to obtain daily bus schedules.

**EARLY DISMISSAL**

In situations where in the course of the school day road conditions become questionable/power and/or mechanical malfunctions or other unforeseeable circumstances and the situation is determined to be disruptive and/or unsafe, early dismissal for students shall be appropriate under said conditions:

1. The exact time of dismissal shall be dictated by existing conditions.
2. School Principals or their designee shall make every effort to inform parents of the early dismissal.

## **CLOSING OF SCHOOL**

In situations where road conditions are unsafe due to continuous heavy snowfall/major power and/or mechanical failure or other unforeseeable circumstances and the situation is determined to be a danger to the well-being of students and employees, the closing of school shall be appropriate but under said conditions:

1. The closing of school shall be for that particular school day only unless otherwise notified or announced.
2. Closing of school causes school day(s) to be made up at the end of the school year for accountability purposes.

**SECTION V:**  
**ACADEMIC INFORMATION**

**Honor Roll(s)**

Outstanding academic achievement does not go unnoticed. Academic excellence is a priority in the school district. Grades K-6 are eligible to be recognized for Honor Roll. Students achieving a 4.0 grade point average will be on the "A Honor Roll". A student may not have any D's or F's for Honor Roll Recognition. Only semester grades are then recorded in the student's permanent record. Student success may be recognized by the staff and school principal during assemblies. An Awards Assembly will be scheduled at the end of each semester to honor students for their achievements. Dates for award assemblies will be announced in our monthly newsletters.

**Report Cards and Progress Reports**

Parents/guardians receive the following communication throughout the school year regarding their student's progress:

- Progress Reports notify parents that their child is failing or in danger of failing. They are sent home at mid-quarter. Additional reports may be sent home with students at other times as necessary.
- Report cards are issued at the end of each 9 wks.
- Letters recommending retention are sent home during 3<sup>rd</sup> Quarter with a definite decision at the end of 4<sup>th</sup> Quarter. Parents receiving such letters will be asked to schedule a conference with the counselor and/or principal and teacher.
- Parent conferences are held at the end of the **first and third** nine weeks. **Parents must come in and meet with teachers before report cards are released.**
- Parent-teacher conferences are held, by appointment, at teacher or parent request.

**Homework**

Regularly assigned homework is desirable in assisting pupils to achieve satisfactory school progress and develop good study habits. Assignments are an extension of classroom work, which help provide and develop skills. Homework may also be a chance to complete classroom assignments.

The benefits of homework assignments include:

- Reinforces skills and concepts being taught at school.
- Utilizes reading assignments to prepare for future lessons.
- Develops student responsibility and independence.
- Develops study habits.

**Grading Scale/ Weights/Point Deduction Policies**

All students will receive a traditional letter grade in core academic areas and other designated subject areas. Teachers will be given the discretion to implement a fair and equitable grading scale to use with their students. Teachers will review their grading scale and policies with students. Parents will be notified in writing and a confirmation of their review of such grading policies will be in place as evidenced by their signature receipt.

## **Academic Grading Scale**

<b>90-100</b>	<b>A</b>	<b>Excellent</b>
<b>80-89</b>	<b>B</b>	<b>Above Average</b>
<b>70-79</b>	<b>C</b>	<b>Average</b>
<b>60-69</b>	<b>D</b>	<b>Below Average</b>
<b>0-59</b>	<b>F</b>	<b>Failure</b>

\*If a student has not completed the required assignments due to being placed on a 504 or for excessive absences, truancy, student will fail the course with an F until arrangements have been made with the teacher to make-up work if the circumstance warrants so depending on the reason. No "I" (Incompletes) will be recorded on the Progress Report, Mid-term or final report cards issued to students. If student is allowed to make-up the work, the teacher will initiate a Grade Change Form from the counseling office and submit to the building principal for approval.

## **CHEATING/PLAGIARISM/FORGERY**

Cheating, plagiarism, or forgery includes giving other people something to copy, using/giving work of others to copy, or falsely making or altering a document. When a student is found guilty of this offense, the teacher shall collect the student's paper, mark a zero for the work and notify the parent and office. The parent will be notified that a second offense will be a cause for suspension. It will not be tolerated and a zero will be the consequence for an unauthorized-copied assignment, test or original source.

## **Awards**

**Perfect Attendance Award** will be given if a student does not miss any school at all or is not tardy at all regardless of the reason. Perfect attendance means the student has attended school from bell to bell every day of the academic school year!

**Annual Outstanding Attendance Award** will be given if a student is:

1. Absent only 1 day during the school year.
2. Leaves early or comes in late only twice during the school year...may come late (up to 11:30) or leave early (not before 11:30).

**Academic Awards** to be determined by school administration and teachers on an annual basis.

## **Absences/Missed Work**

**It is the student or parent's responsibility to find out what work was missed.**

Doctor appointments should be scheduled for after school hours or on in-service days.

During long term suspension students will be provided work with a maximum of 75% credit for work completed.

If a student is suspended for 10+ days it is at the discretion of the administrator as to whether their work will be provided and/or if credit will be given for missed work. For students that have been expelled it is no longer the responsibility of the district to provide instruction for the student unless he/she qualifies for special education services.

## **MESA VISTA GRADUATION REQUIREMENTS**

To fulfill the high school graduation requirements, a student must accrue a minimum number of twenty-five (25) credit units (16 Requirements and 9 Electives). Graduation shall require the following:

1. Principal/Counselor shall assist student's interest in future vocations and will recommend courses accordingly - assessment shall be conducted annually.
2. Local Board approved elective credits are outlined on Policy I.75. The elective credits meet various student interests and future planning as well as provide for differences in student abilities. An assessment of elective courses is reviewed & decided by the principal and counselor on an annual basis with input from students.
3. Student Office Assistants may be utilized as determined by the Principal according to need; they will be selected by the Principal. Student Office Assistants shall only earn 1/4 elective credit by semester. An Office Procedure Plan and written curriculum will be developed and implemented in order to meet the expected competencies. Identified student office aides must be in the senior class.
4. Student Library Assistants may be utilized as determined by the Principal and Media Specialist according to need. A student Library Assistant shall earn only 1/4 elective credit by semester. A Library Service Plan and written curriculum will be developed and implemented in order to meet the expected competencies. Identified student library assistants must be in the senior class.
5. Student Teacher Assistants may be utilized as determined by the Principal and teachers, according to need. A student teacher assistant shall earn only 1/2 elective credit by semester. A Teacher Assistant Service Plan and written curriculum will be developed and implemented in order to meet the expected competencies. Identified student teacher assistants must be in the senior class.
6. Participation of JPTA/SYTP/NMHU/LANL/YCC/Forest Service Co-op Programs will only be granted a 1/4 elective credit by semester. A Service Plan and written curriculum must be developed, approved and implemented in order to meet the expected competencies.
7. Students who are participants and complete the Military Career Education Program may Earn up to four (4) high school elective credits as follows: Physical Education = 1 Credit; Citizenship = 1 Credit and Work Experience or Career Education = 2 Credits.

**ALL STUDENT ASSISTANTS WILL BE SELECTED BY THE PRINCIPAL, ONLY SENIORS IN GOOD STANDING WITH A GPA OF 3.2 GPA WILL BE CONSIDERED.**

### **HIGH SCHOOL CLASS CLASSIFICATION**

- A. To be enrolled as a Freshmen, a student must have satisfactorily completed the preceding grade level or required subject matter.
- B. To be enrolled as a Sophomore, a student must have earned 6 credits to include successful completion of English I.
- C. To be enrolled as a Junior, a student must have earned 12 credits to include successful completion of English II.
- D. To be enrolled as a Senior, a student must have earned 18 credits to include the successful completion of English III.

### **SPECIAL EDUCATION PROMOTION AND RETENTION**

- A. Special Education "A" and "B" level students are to be considered individually. The student must meet the same criteria as the general student body; however, they must be graded at performance level as opposed to grade level. A 2/3-majority vote by the IEP Team and a conference with the parents will constitute the final decision for promotion/retention.
- B. Special Education "C" and "D" level students are exempt by State Special Education Regulations.

## **Concurrent Enrollment/College Classes**

Eligible Mesa Vista High School Juniors and Seniors may attend the Northern New Mexico Community College, or a UNM Branch under concurrent status, during the school year while students are attending and/or completing their junior or senior year in high school on a part time or full time basis. The high school principal and counselor will determine whether college course work is equivalent and/or exceeds requirements for high school graduation. In order for students to be admitted under this status, students must be found capable in the area of anticipated study. Capability is determined by a 2.00 cumulative grade point average (starting with grade 9), making a commitment to comply with Northern New Mexico Community College or a UNM Branch attendance requirements and/or guidelines, and other criteria deemed significant by college officials. The recommendation of the high school principal and counselor and written parent/guardian permission is required. Each student shall provide his/her personal transportation (to and from) at no cost to the school district and without expectation of reimbursement for transportation through the district's other resources. Therefore, it shall be understood that the Mesa Vista School District will be released from any and all liabilities regarding student transportation, when students use their personal vehicles to attend the community college or branch.

Students admitted to this status will be restricted to three (3) college semester credit hours per semester. Six (6) semester college hours are equal to one (1) high school Carnegie unit (3 college semester hours = 1/2 high school credit). Each student shall be responsible for the transfer of transcripts/grades from Northern New Mexico Community College or UNM Branch to the Mesa Vista High School. The semester credits earned at Northern New Mexico Community College or UNM Branch may be applied towards the Mesa Vista High School diploma and may be considered as dual credit.

It shall be understood that if a student(s) demonstrated interest in taking concurrent courses must pay the cost of tuition in advance and the Mesa Vista School District will conditionally reimburse the student for the full cost of tuition only for the three (3) semester credit hours per semester during the school year, (excluding textbooks, supplies or tool kits needed for the classes), only with the sole condition and understanding that the student(s) achieve a grade of "C" or better on each course. Should the student achieve a grade lower than a "C" or if the student decides to withdraw/drop the class (es) he/she will be fully responsible for all incurred cost.

This concurrent status is extended on a semester-by-semester basis as long as the student maintains a 2.00 cumulative grade point average in high school and at the college.

## **EARLY GRADUATION**

Students will only be allowed to take courses for Early Graduation on extenuating circumstances. The parent of the student must write a letter to the Principal explaining the circumstance for the request. The principal will then meet with a committee appointed by the Principal to review the request. The recommendation of the committee will be forwarded to the Superintendent for final determination.

## **Early College Admission**

Outstanding high school seniors who have completed the majority of course work during the school year may be admitted as regular students prior to high school graduation. To be considered, the applicant must have a minimum of a 3.0 cumulative grade point average. The recommendation of the high school principal, counselor, or designee and written parent/guardian permission is required.



## **GRADUATION EXERCISES**

The Mesa Vista Board of Education believes that completion of the requirements for a diploma from Mesa Vista High School is an achievement that improves the community, as well as the individual. The Mesa Vista Board of Education therefore takes pride in its academic product and wishes to recognize that achievement in a publicly celebrated graduation exercise. Seniors who have successfully completed the requirements for a Senior High School Diploma and are in good standing and comply with the spirit and intent of this policy may participate in graduation exercises. Seniors transferring from another school district will be required to enroll and/or pre-register at Mesa Vista High School prior to the beginning of the last semester of the senior year or at very latest enroll within ten (10) school days after the beginning of the second semester and thereafter attend classes, complete and pass all required course work the last full semester of the senior year at Mesa Vista High School.

**Therefore transfer Seniors who enroll and attend after the ten (10) school days at the beginning of the second semester and comply with graduation requirements will be issued their diploma through Certified Mail and shall not be allowed to participate in graduation exercises. There shall be no exception to this policy.**

Accordingly, appropriate graduation programs may be planned by the Mesa Vista High School Principal and senior sponsor(s) on the date and time selected by the High School Principal and Superintendent. The senior class will present their selected speaker from their list, to the sponsor(s) and Principal for consideration. Final plans applicable to the speaker(s) and when, where and in what manner the graduation ceremony will be held will be subject to the approval of both the Principal and Superintendent. The High School Principal/Class Sponsors will approve the style of the graduation cap, gown, and all appropriate attire. The cap and gown will represent the Mesa Vista High School alma mater colors, which are Old Gold and White with Black.

Seniors who have been disruptive or have become a discipline problem, suspended or if grades from Correspondence Courses have not been received by the set time, prior to the graduation ceremony/exercises or whose conduct is inappropriate during the ceremony/exercise, as determined by the Principal, shall not be allowed to participate in the graduation exercise. The Principal shall give notice to the senior(s) and parent(s), whose conduct falls within this paragraph by the best and most timely and available means. The diploma will then be mailed to the student through Certified Mail.

## **TRANSFER CREDITS**

Transfer credits will be accepted from other schools commensurate with existing requirements from the New Mexico State Board of Education and other regional accrediting agencies.

## **HONORS PROGRAM/AP PROGRAM**

The purpose of this directive is to standardize honors program within the middle school and high school curriculum and to challenge academically able students within national standards of excellence as established by advanced placement guidelines.

## VALEDICTORIAN/SALUTATORIAN

The Valedictorian shall be the senior student(s) with the highest GPA letter grade (from a 3.5 to 4.0) in all required courses (requirements), exclusive of Special Education C & D Level and other electives. A committee of three staff members and counselor appointed by the Principal will review student records and make the selections according to the following criteria:

1. In order for a student to be considered, he/she must have attended Mesa Vista High School for the last five out of the last seven semesters;
2. Credits earned on required subjects (requirements), exclusive of Special Education C & D level and other electives, during the first seven semesters will be considered;
3. In case of a tie, total GPA will be used as a tie breaker to determine the Valedictorian (all courses will count).
4. To be considered for Valedictorian or Salutatorian the following classes must be taken:

Algebra I, II	Chemistry I	
English	Trigonometry	
Geometry	Pre-Calculus or Calculus	Spanish II
5. The Salutatorian shall be the senior with the second highest GPA (from a 3.5 to a 4.0) according to the above referenced required criteria. In case of a tie, there may be a Co-Salutatorian;
6. The selection process will be completed within 15 working days after the end of the first semester.

## JUNIOR/SENIOR PROM

The Junior/Senior Prom is open to junior and senior students enrolled at Mesa Vista High School. Upon obtaining an invitation to attend this function, a student is required to submit the name of the guest to the sponsoring staff members who will set a deadline for submitting guest names and clear them with the Principal. Middle School students will not be eligible to attend the Junior/Senior Prom.

## EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

The school administration, club and class sponsors will make every effort to provide extra-curricular activities. Students must be in good standing with the school in order to be allowed to attend. The following rules will apply:

- 1. The student is responsible for picking up permission forms for school-sponsored activities from the activity sponsor. The forms must be picked up at a time when the student is not scheduled for class. The student is also responsible for completing the form by securing the required signatures from all his/her teachers and the parents/guardians and returning the permission form to the appropriate activity sponsor **three full days prior** to departure date. Authorization for the absence(s) will not be given if a teacher's or parent's signature is missing on the form. The school reserves the right to check the authenticity of signatures.**
2. Students who have been drinking intoxicating beverages or suspected of being under the influence of any other drug will not be allowed to attend the activity.
3. Smoking is not permitted in any of the buildings or school-sponsored activities.
4. Students attending the activity must remain inside the building or activity area. Students who leave will not be allowed to return to the activity. Mesa Vista students attending activities are subject to all in-school regulations as described in this Handbook.
5. Students from outside our school district are expected to follow our regulation.
6. Students suspended from school will not be allowed to attend school activities during the time of suspension (i.e., games, dances, off campus activities, etc.).
7. In cases where a student is sent home for disciplinary reasons, it shall be done at the parent(s) student's expense or the parent(s) will be given the option to pick up the student.

## **Eligibility and RULES GOVERNING SCHOOL ACTIVITIES AND CLUBS**

(i.e. Athletics, Cheerleading, Student Council, All Clubs, etc.)

Students must meet the eligibility standards as adopted by Mesa Vista schools and the New Mexico Activities Association in order to participate in athletic activities. Students participating in extra-curricular activities defined as other than accredited class activities such as athletics, cheerleading, debate, etc., must meet these standards as well. To meet these standards, students:

1. Must have passed (4) classes, not failed more than (1), and have a minimum 2.0 G.P.A.
2. Must have satisfactory citizenship and attendance.
3. Must pass a grading period check on scholarship, citizenship and attendance.
  - a) The eligibility is in effect for the next grading period.
  - b) Excessive absences in one grading period may result in student ineligibility for the next grading period.
  - c) A suspension from school makes the student ineligible to participate in the activity during suspension dates.
  - d) Disciplinary action by coaches may invoke ineligibility at any time.

### **SECTION VI** **ATHLETIC PROGRAMS/FIELD TRIPS**

All rules of coaches and sponsors must be complied with at all times or students will be removed from the activity. No potential athlete will be eliminated from any program until coaches work and "try-out" students for no less than 10 days. In order to participate in sports, students must abide by the Mesa Vista Consolidated Schools Athletic Contract. The code must be read and agreed to by the student and the parent, who both sign the agreement.

#### **Sportsmanship**

Students of the Mesa Vista Consolidated Schools must be motivated by positive attitudes. Preparations for contests should be centered on developing confidence, loyalty, dedication and unity. Good sportsmanship must be displayed in any school activity on or off campus. Preparation for contests should be centered on developing confidence, loyalty, dedication and strength in unity and teamwork. Cheers and rallies that encourage verbal abuse of opposing players, coaches, and schools are counterproductive to the ideals set forth in our mission statement.

#### **Field Trips**

Field trips are taken only after proper planning and assurance that the objectives are appropriate for the grade level of the students. Attendance on class field trips is restricted to members of the participating class, authorized chaperones and drivers. **Student's behavior will be considered by Principal and teacher for participation on field trips.** Other children or guests are not permitted via school transportation.

Official field trip forms must be completed, signed and returned to the student's teacher before the date of the planned trip. **Notes and telephone calls from parents cannot be accepted as a form of permission to attend a field trip. All field trips approved will be attended on or by May 1, 2009.**

All field trip requests must be completed at least 10 days in advance to the building principal. Field trips will be limited to 1 trip per class unless otherwise approved by the building principal and/or Superintendent. Trips must be academic in nature and accompanied by a legitimate lesson plan stating the purpose of the trip and the trip constitutes an extension of the classroom activities.

**Please also cross reference school and district Hazing and Bullying policies.**

#### **LOCKERS**

Lockers are available for student's use. There is a locker fee of \$10.00 for the school year. Lockers are the property of the Mesa Vista District. The school reserves the **right to inspect** any or all lockers at any time without the student's knowledge and/or presence. Contents of the locker will be the responsibility of the student to whom it is issued. Students who share lockers will forfeit locker privileges. **Lockers are subject to search by the administration at any time when necessary.**

### **TEXTBOOKS**

Students are responsible for damage to and loss of textbooks. Grades and transcripts are withheld until fines are paid. Books are numbered for student convenience and record keeping. It is advantageous for students to know their book numbers. When students withdraw from school, they must turn their books in to their respective teachers in order to clear their record.

### **LIBRARY MATERIALS**

**Students are responsible for damage to and loss of library materials.** Transcripts are withheld until fines are paid. Fines are figured at five cents per day excluding holidays and weekends. Any book that is lost or damaged beyond repair will be paid for at full cost. Books are checked out for a two-week period and may be rechecked. Two items per student may be loaned out at a time. If the fine exceeds the cost of the book, the student will be responsible for paying for the book. Students are responsible for returning library materials on time and in the same physical condition they were in when borrowed. When students withdraw from school, they must clear all library business with the librarian. Student's names on the overdue/fine list will be carried over to the next year.

**SECTION VII**  
**DISCIPLINARY POLICY**

**Student Discipline**

The purpose of our disciplinary policy is to ensure the rights of each student to attend school in a safe, positive and productive learning environment. To that extent, we encourage parents and students to bring concerns to the attention of the teacher, the counselor, and/or the principal.

**Discipline**

One of the most important lessons a child can learn is discipline. It is the shared responsibility of the home and school to accomplish this. Students learn self-control, good conduct, character, orderliness, consideration, responsibility and efficiency. Good discipline is maintained by recognizing good behavior. The discipline plan provides guidelines and consequences for infractions. Assertive Discipline is a classroom management plan which assures teachers the right to teach and students the right to learn. Teachers are expected to handle their own students' discipline problems as a part of their classroom management. The classroom plan includes rules, consequences, and rewards. Student discipline is in force during regular school hours, on school transportation, at athletic functions, field trips and other school related activities.

There are three standard rules:

- Bring all necessary materials to class every day and follow directions as given immediately
- Any verbal or physical behavior which distracts from the learning process is unacceptable
- Students will not abuse others or the private property of others

Students will be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case:

- Seriousness of the offense
- Student's age
- Frequency of misconduct
- Student's attitude
- Potential effect of the misconduct on the school environment

**School Dress Code**

The Mesa Vista Consolidated Schools has been given the responsibility of educating students. Proper dress in school is a necessary part of your education. Therefore, you are required to dress in an appropriate manner that does not cause distraction and is not offensive to others. The attire for all students is expected to be neat and clean. We encourage our students to dress with care and dignity. Students who violate the dress code will be required to make the requested modifications.

Students must:

- Be well groomed. This includes bathing, clean clothes, and good health habits.
- Wear shoes at all times.
- Not show bare midriffs or cleavage

Students must not wear:

- Skirts, dresses, and shorts of inappropriate length (no more than 4 inches from above kneecap)
- Halter-tops, tube tops, spaghetti straps, or other straps less than 2" wide, cut-offs, spandex, tight-fitting attire, or see through tops.
- Sagging pants that hang below the waist
- Flip-flops, clogs, Heely's and thick-soled shoes that constitute a safety hazard for PE activities.

- Clothing, jewelry, patches, buttons or decals with gang/cult related symbols, offensive messages, vulgar language or any message/illustration with drug, alcohol or tobacco products
- Sunglasses, hats or caps in the classrooms or buildings.
- Bandanas or hair-nets on the campus.
- Undergarments worn as outerwear.
- Oversized/hanging pant belts (belt must not hang over 4 inches from belt loop)
- Make-up
- Gang related attire this is to include the colors associated with gang affiliation, bandanas, show laces, etc..
- Other attire deemed inappropriate by a school representative and administrator.

**School Code of Conduct** The School District has authority over a student during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-sponsored activity regardless of time or location. The code of conduct applies to all activities. Students who violate these rules will be subject to disciplinary action.

In order to maintain a non-disruptive learning environment, the following guidelines for discipline have been established:

- ✓ Students will follow instructions the first time they are asked.
- ✓ Students will keep hands, feet, and objects to themselves.
- ✓ Students will refrain from negative language or “put-downs”.
- ✓ Students will respect school personnel and others at all times.

When students break a Code of Conduct rule, they are issued a Discipline Referral Form, which is kept in their folder in the Principal’s Office. Excessive Misconduct referrals will result in the development of a behavioral plan by the Student Assistance Team (SAT).

The Discipline Policy follows State Guidelines, and is approved by the Mesa Vista Consolidated School Board of Education. The steps outlined below are considered the normal response to infractions. Regular penalty steps in this policy may be skipped when circumstances dictate a different course of action. The police may be contacted for any infraction any major or excessive disciplinary infraction. Ojo Caliente Consolidated Schools reserves the right to refer a student to the appropriate community agency if deemed necessary.

The Teachers shall address disciplinary infractions of a minor nature within a classroom setting, however, in the event major disciplinary infractions occur, the administrative Disciplinary Plan will be followed. Actions/Behaviors and consequences are defined at the end of this handbook.

### **ADMITTANCE OF NON-DISTRICT STUDENTS**

The Mesa Vista Schools (which campuses are located in Ojo Caliente, New Mexico and El Rito, NM), due to classroom availability in appropriate grade levels, continues to have Open Enrollment for all new out-of-district students. All out-of-district students’ enrollment application will be reviewed and screened to comply with School Board policy and required criteria. Out-of-district students will be informed of their acceptance after the committee has met.

Mesa Vista School District operates in a safe environment, which places an emphasis on quality education through an effective academic program with reasonable class sizes that provide personal and individualized attention as well as textbooks to all students. In addition, competitive extra-curricular activities are also offered.

## SECTION VIII: Other Areas

### **Activities Prohibited by the Public Education Department**

State Board of Education Reg. 8-13 prohibits certain activities. These are:

1. Criminal or delinquent acts.
2. Disruptive conduct.
3. Refusal to identify self.
4. Refusal to cooperate with school personnel
5. Truancy from school

Examples of criminal and delinquent acts include, but are not limited to, the following:

1. Willful interference with the educational process.
2. Arson.
3. Assault (threatening or frightening someone) and/or battery (physically hurting someone).
4. Criminal damage to property.
5. Criminal libel.
6. Criminal trespass.
7. Unlawful assembly.
8. Extortion.
9. Larceny, robbery, or burglary.
10. Illegal sale, possession, transportation, or use of alcoholic beverages, firearms or other deadly weapons, and explosives.
11. Sale, possession, transportation or use without prescription of a controlled substance.
12. Use of solvent for intoxication.
13. Use of a telephone to intimidate, harass, threaten or annoy.
14. Traffic offenses.
15. Sexual Harassment.

### Disruptive Conduct

1. Causing harm to others by violence, force, noise, threat, ridicule, coercion, and frightening or distracting conduct.
2. Engaging in conduct distracts others from learning or receiving instruction such as noise, passive resistance, noncompliance, personal appearance, or actions.
3. Urging others to engage in harmful behavior or disruptive behavior.

### Refusal to Cooperate with School Personnel

1. Refusing a directive to cease any behavior that is a hindrance to the activity.
2. Not complying with a legitimate request from a staff member.
3. Not leaving a school facility or activity when directed to do so by an authorized staff member.
4. Refusing or failing to abide by disciplinary measures imposed by administrative authority.

### Activities or Items Prohibited by the Mesa Vista Consolidated Schools

1. Truancy - unexcused absence from school
2. Partial Day Absences - unexcused late arrival or early departure
3. Any weapon, look-alike, and laser pointers.
4. Unauthorized use of, presence on, and access to school property.
5. Unreasonable conduct at school-sponsored activities or other activities on school property.
6. Inappropriate language or disruptive actions including clothing or appearance.
7. Use of alcohol, tobacco, or illicit drugs in any form.
8. Unauthorized assembly and speech.
9. Distribution of unauthorized publications on school property.
10. Unauthorized use of wheeled vehicles such as skateboards, motorcycles, bicycles, scooters, roller blades, motorized bicycles, or automobiles on school property.
11. Statements or actions that intimidate, ridicule, or frighten another person, including profanity.
12. Taking of property that belongs to another person or the school without permission.
13. Participation in games where money or property is exchanged.

14. Violation of bus transportation rules.
15. Use of electronic signaling devices in classrooms and during school hours without permission.
16. Bullying (School Board Policy)

### **Authority to Deal with Persons Who Are Verbally Abusive**

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation. If the meeting or conference is on school district property, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave, the principal or other authorized personnel shall seek the assistance of law enforcement, and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

### **Sexual/Racial Harassment and Discrimination**

The effective education of our students requires a school environment in which students feel safe and secure. Sexual harassment of students, by employees or by other students, impairs the proper atmosphere for education, and often creates an in-equitable climate for learning.

The Mesa Vista Board of Education therefore forbids harassment of any student on the basis of sex. The Board will not tolerate sexual harassment of students by employees or by other students.

Conduct of a sexual nature may include, but is not limited to:

- Verbal or physical sexual advances, including subtle pressure for sexual activity;
- Repeated or persistent requests for dates, meetings, and other social interactions;
- Sexually oriented touching, pinching, patting, pulling at clothing, or intentionally brushing against another;
- Showing or giving sexual pictures, photographs, illustrations, messages or notes;
- Writing graffiti of a sexual nature on school property;
- Comments or name-calling to or about a student regarding alleged physical or personal characteristics of a sexual nature;
- Sexually-oriented “kidding,” “teasing,” double-entendres, and jokes; and
- Any harassing conduct to which a student is subjected because of or regarding the student’s sex.
- Sexual assault, abuse, or battery as defined by New Mexico statutes. Violators of the student sexual harassment policy will be dealt with in accordance with School District Policy.

Sexual or racial harassment/discrimination is against the law. It is illegal under the Title VII, Title IX, and the Civil Rights Act. Adults or students engaging and/or involved in harassment/discrimination practices will be subject to appropriate disciplinary action. It is the policy of the Mesa Vista Consolidated Schools to encourage victims to report an incident without fear of reprisal. A comprehensive review of the circumstances, including the nature of the alleged conduct, the context in which the alleged conduct occurred, and other pertinent factors will determine if the alleged conduct constitutes discrimination.

### **Standard of Conduct for Students:**

- 1) Verbal or physical conduct of a sexual nature by any student of another may constitute sexual harassment when the allegedly harassed student has indicated, by his or her conduct, that the conduct is unwelcome, or when the conduct, by its nature is clearly unwelcome or inappropriate.
- 2) A student who has initially welcomed conduct of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.



#### Reporting of Sexual Harassment by a School Employee:

- Any student, who believes, he or she has been subjected to any conduct of a sexual nature by a school employee may tell a counselor or principal.
- If a student who believes he or she has been sexually harassed by a school employee feels uncertain about who to tell, or feels uncomfortable telling any counselor, or principal, the student should tell his or her parent(s) about the problem, and ask for the parent(s) help in reporting the sexual harassment to appropriate school personnel.
- If a student believes he or she has been sexually harassed by a counselor or a principal, or by any other administrator the student should seek the assistance of his or her parent(s) in reporting such harassment to the Superintendent or to a member of the Board.

#### Reporting of Sexual Harassment by a Student or Students:

- Any student who believes he/she has been sexually harassed by another student or other students may report – tell a teacher, counselor, or principal or assistant principal.
- If a student who believes he or she has been sexually harassed by another student or students, and who feels uncertain about who to tell, or feels uncomfortable telling any counselor, or principal, the student should tell his or her parent(s) about the problem, and ask for the parent(s) help in reporting the sexual harassment to appropriate school personnel.

### **Violence, Intimidation, and Hostile or Offensive Conduct**

The effective education of our students requires a school environment in which students feel safe and secure. The Board of Education is committed to maintaining an environment conducive to learning in which students are safe from violence, threats, name-calling, intimidation, and unlawful harassment.

#### **Definitions**

1. “Unlawful harassment” means verbal or physical conduct based on a student’s actual or perceived race, color, national origin, gender, religion, or disability and which has the purpose or effect of substantially interfering with a student’s educational performance or creating an intimidating, hostile or offensive environment. Sexual harassment of students is further addressed by a separate policy of the Board.
2. “Bullying” means intimidating verbal or physical conduct toward a student when such conduct is habitual or recurring.
3. “Name-calling,” means the chronic, habitual, or recurring use of names or comments to or about a student regarding the student’s actual or perceived physical or personal characteristics when the student has indicated by his or her conduct, that the names or comments are unwelcome, or when the names or comments, by their nature, are clearly unwelcome, inappropriate, or offensive.

#### **Prohibitions**

1. It is the policy of the Board of Education to prohibit violence, threats, name-calling, bullying, intimidation, assault, battery, extortion, robbery, vandalism, and other victim-based misconduct that creates an intimidating, hostile or offensive environment, regardless of motive or reason. The Board will not tolerate such victim-based misconduct by students or staff.
2. It is the express policy of the Board to encourage students who are victims of such physical or verbal misconduct to report such claims. Students or their parents may report such conduct to any principal, or counselor.

## **POLICY PROHIBITING HAZING**

The Board of Education finds that the practice known as “hazing” is dangerous to the physical and psychological welfare of students and should be prohibited in all school activities.

### **A. Definition**

Hazing includes, but is not limited to:

- > Engaging in any offensive or dangerous physical contact, restraint, abduction, or isolation of a student, or
- > requiring or encouraging a student to perform any dangerous, painful, offensive, or demeaning physical or verbal act, including the ingestion of any substance, exposure to the elements, deprivation of sleep or rest, or extensive isolation, or
- > Subjecting a student to any dangerous, painful, offensive, or demeaning conduct, for any purpose, including as a condition of membership or initiation into any class, team, group, or organization, sponsored by, or permitted to operate under the auspices of, a school of the District.

Such contact, restraint, requirement, encouragement, or subjection shall not be considered hazing when it is a recognized part of the particular sport or activity of the “class, team, group, or organization”.

### **B. Prohibition**

Hazing is prohibited in all schools of the Mesa Vista Consolidated School District, whether on or off school property, and whether during or outside school hours.

### **C. Enforcement and Reporting**

1. School officials, employees, and volunteers
  - shall not permit or tolerate hazing, and
  - shall intervene to stop hazing that is threatened, found, or reasonably known or suspected to be occurring, and
  - shall report known or suspected hazing to the school principal or the Superintendent
2. Any student who believes he or she has been the victim of hazing shall report the matter to the school principal or the Superintendent.
3. Any principal that receives a report of hazing under this section shall provide written notice to the Superintendent, setting forth the report and principal’s proposed plan in investigation.

### **D. Investigation**

1. All reports of hazing shall be investigated by the school principal or his/her designee. Where violations of criminal law may have occurred, the principal shall notify the appropriate law enforcement agency.
2. Upon completion of the Investigation, the principal shall submit a written report on the investigation and its results to the superintendent.

### **E. Discipline**

1. Students found to have engaged in hazing shall be subject to discipline by school or district authorities according to applicable procedural requirements. Such discipline may include suspension or expulsion.
2. Employees who fail to enforce the prohibition against hazing, as set forth in paragraph C, shall be subject to discipline according to applicable procedural requirements. Such discipline may include reprimand, suspension, discharge, or termination.

## **Complaint/Grievance Procedure**

It is the policy of The Board of Education of the Mesa Vista Consolidated School District to establish and maintain for all students and staff a working environment, which provides for fair and equitable treatment. The District is committed to assuring a school and working environment which is appropriate for an institution of learning and which strives for the safety and welfare of all. Students, parents and employees shall have the opportunity to initiate the procedure set forth in this section for the prompt resolution of grievances or complaints of discrimination against the school system. Confidentiality will be respected to the greatest extent possible. The District will investigate allegations of potentially discriminatory conduct and take corrective action when appropriate.

**PURPOSE:** The purpose of this procedure is to secure at the lowest possible level, equitable solutions to grievances and discrimination complaints, which may arise. Employees, applicants for admission and employment, students and parents of elementary and secondary school students, are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, religion, or disability in the educational programs or activities which it operates and that it is required by Title VI, Title IX, and Section 504 not to discriminate in such a manner.

## **Due Process**

Students have the right to procedural due process. Students are given the opportunity to present their side of the story on charges filed against them.

1. Both student and parent/guardian should appear at the conference or hearing.
2. Failure to appear will not delay the hearing and may lead to the imposition of the proposed penalty by default.
3. The student has the right to be represented at the hearing by legal counsel, a parent, or some other representative designated in a written notice filed 72 hours before the hearing.
4. The student/parent has the right to cross-examine adverse witnesses, subject to reasonable limitations by the hearing authority.
5. The student/parent has the right to call witnesses and present evidence, subject to reasonable requirements of substantiation and relevancy.
6. The student/parent has the right to have a decision based solely on the evidence presented at the hearing and the applicable rules governing student conduct.

## **Code of Ethics**

All staff of the Mesa Vista Consolidated Schools shall abide by the Code of Ethical Responsibility of the Education Profession (6.60.9 NMAC). All complaints for violations of the Code will be put in writing by the complainant or the person who receives the complaint and will be signed by the complainant. The signed complaint will first be given to the school principal.

## **Student/Parent Complaints**

A student or parent who has a complaint should first bring the matter to the attention of the staff member. If the outcome is not resolved, a conference with the principal can be requested. If the outcome of this conference is not resolved a conference with the Superintendent or designee can be requested within 3 calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may request to appear before the Board of Education, in accordance with Board Policy. We encourage parents to follow the chain of command. Forms may be obtained from school administration

We believe that most matters can be settled in conversation among the parent, student, staff member, and principal. A complaint will not be considered at an upper level unless the parent or student has discussed the matter at the school level, and the principal has had at least four workdays to seek a satisfactory resolution.

(Note: The procedures are forthcoming, will be sent out to parents and are not included in this handbook)

**SECTION X**  
**Positive Behavior Support**

**TROJAN PRIDE TRAITS**



- P** Prepared
- R** Respect/Responsibility
- I** In Class on Time
- D** Doing my work
- E** Expecting to succeed

**Character Traits to build on!**  
**Trustworthiness**

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

**Respect**

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

**Responsibility**

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

**Fairness**

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

**Caring**

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

**Citizenship**

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

## **ROLE OF PARENTS**

**A cooperative relationship between home and school is essential to each student's successful development and achievements. To achieve this wholesome relationship, parents are urged:**

- to show an enthusiastic and supportive attitude toward school and education;
- to build a good working relationship between themselves and their child;
- to teach their child self-respect, respect for the law, respect for others and for public property;
- to insist on prompt and regular attendance;
- to listen to the views and observations for all parties concerned;
- to recognize that teachers merit the same consideration and respect that parents expect from their child;
- to encourage their child to take pride in his/her appearance;
- to insist that their child promptly bring home all communications from school;
- to cooperate with the school in jointly resolving any school related problem;
- to set realistic standards of behavior for their child and resolve to remain firm and consistent;
- to help their child learn to deal effectively with negative peer pressure;
- to provide a place conducive for study and completion of homework assignments;
- to demonstrate desirable standards of behavior through personal example;
- to foster a feeling of pride in their child for their school;
- to provide support and positive reinforcement to their child.

Parents should be aware that they are responsible for any financial obligations incurred by their child in school. This includes lost books, damage to property, etc.

## **SOLICITING/SELLING GOODS ON SCHOOL GROUNDS**

No student, parent, guardian and/or person shall sell goods (i.e. food or drinks) while on school grounds. This is strictly prohibited. Any student in violation of soliciting while on school grounds shall be subject to discipline, including, but not limited to suspension or expulsion, subject to applicable procedural requirements. The school may also confiscate all goods and monies associated with the solicitation of goods on school grounds.

### **\*\*PLEASE NOTE:**

#### ***THE POLICY IS IN FORCE WHEN:***

The provisions of the District Discipline Policy are in force during:

- a. Transportation of students
- b. Regular school hours
- c. Extracurricular activities

At times and places where authorized, school administrators and staff have jurisdiction, including, but not necessarily limited to: school sponsored events, field trips, athletic functions, and other school related activities.

Additionally, the principal, and public school official or designated chaperon is authorized to take administrative action when a student's misconduct, away from school or during a school activity, has a detrimental effect on the other students, staff, or on the orderly educational process.

**SECTION XII**  
**ADDITIONAL INFORMATION**

**A. New Mexico Sex Offenders' Website**

In order to facilitate the recognition of registered sex offenders on or about school grounds, all building administrators and staff shall review the Department of Public Safety website, [www.nmsexoffender.com](http://www.nmsexoffender.com) prior to the beginning to the school year and review monthly for updates. Public viewing of the sex offenders' website is encouraged.

**B. The Family Educational Rights and Privacy Act**

**TO ALL PARENTS OF THE STUDENT CURRENTLY ATTENDING THE OJO CALIENTE MIDDLE SCHOOL AND ALL STUDENTS CURRENTLY ATTENDING THE SCHOOLS WHO HAVE REACHED THE AGE OF 18.**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that governs the maintenance of student records. Under that law, parents of student or students if they are at least 18 have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the record. Access to the records by other than the parents or the student is limited and generally requires prior consent by the parent and students under FERPA. Copies of this policy may be found in the superintendent's office and in the principal's office of each school within the system.

As defined by the Ojo Caliente Consolidated Schools policy, the district classifies the following as directory information:

- the student's name
- grade in school
- name of school
- eligibility and participation in officially recognized activities, including but not limited to fine arts exhibits, performances, graduation programs and sports events
- weight and height of members of athletic teams
- honors and awards received
- yearbooks
- identification in visual media, including photographs, videotapes and video images, depicting school programs or activities

School officials may release this information to any person within the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without consent must notify, in writing, the principal of the school where the records are kept within fifteen days following the date of the publication of this notice. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received by two weeks after the publication of this notice, the information will be classified as directory information until the beginning of the next school year. Complaints about failure of the Ojo Caliente Consolidated Schools to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Department of Health and Human Services, 330 Independence Avenue, S.W., Washington, D.C. 20201.

**C. Religion in the Schools**

<http://www.freedomforum.org/publications/first/religioninpublicschools/parentsguidereigion.pdf>

**IN THE EVENT THAT THERE ARE CONFLICTS BETWEEN THE DISTRICT POLICIES AND/OR STATE POLICIES AND THIS POLICY HANDBOOK, THE DISTRICT AND STATE POLICIES WILL SUPERCEDE.**

## Mesa Vista Consolidated Schools Parent Involvement Policy

The Title I Parent Involvement section of the No Child Left Behind Act requires each Title I school to develop a written parental involvement policy that describes the means for carrying out the requirements of Section 1118. The School District must ensure that information related to school and parent programs, meetings and other activities are sent to the parents of Title I children.

### Part I:

The Mesa Vista Consolidated School District agrees to implement the following statutory requirements for Title I:

1. The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participant children.
2. Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
3. The school district will incorporate this district-wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
4. In carrying out the Title I Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
5. If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will include parent comments with submission of the LEA plan to the Public Education Department
6. The district will allocate funds to carry out parental involvement activities and requirements as described in this policy and the district EPSS Parental Involvement component.
7. The school district and schools will be governed by the following *statutory definition of parental involvement* and will carry out programs, activities and procedures in accordance with the law.

The Superintendent shall present and interpret the education program to the community and invite discussions and suggestions on important educational issues, and shall attempt at all times, to represent the entire community rather than any single group or section. The District shall pursue the following school-community relations goals:

- a. To develop intelligent citizen understanding of the District in all aspects of its operations.
- b. To determine how the citizenry feels about the District and what it wishes the District to accomplish.
- c. To develop citizen understanding of the need for adequate financial support for a sound educational program.
- d. To help citizens assume a more direct responsibility for the quality of education the District provides.
- e. To earn the goodwill, respect, and confidence of the citizenry towards personnel and services of the District.
- f. To bring about citizen understanding of the need for the improvement and what must be done to facilitate essential change.
- g. To involve citizens by soliciting their input, suggestions, and ideas and provide input on solution to its educational problems.
- h. To invite the assistance, cooperation, and understanding of elected and appointed officials and committees in the development of educational program and facilities.
- i. To promote a genuine spirit of cooperation between the District and community in sharing leadership for the improvement of the community.

Part II:

1. Mesa Vista Consolidated Schools will take the following actions to involve parents in the joint development of its *district-wide parental involvement plan* under section 1112 of the ESEA;

The Superintendent, in consultation with parents, teachers, and administrators, shall develop a procedure for parental involvement in schools. This shall include a plan for parent participation in the school designed to improve parent and teacher cooperation in such areas homework, attendance, and discipline.

The district will give notice to parents, explain the budget process and invite parental involvement and input in that process as per state requirements and as needed.

The district will give written notice to parents and other community member and invite parental involvement in the instructional materials adoption process at the District level. The district will also give public notice regarding instructional materials adoption processes, such notice may include publication in a newspaper of general circulation in the school district.

Mesa Vista will organize for parents and student an annual meeting (Welcome Back night). The meeting will be held at a time convenient to parents, publicized by calling parents, sending emails, posting flyers, and advertising on a marquee. Parents will be informed of their school's participation under this part, will receive explanation of the requirement, and informed of their rights to be involved. Parents will be encouraged to participate in the planning, review, fund allocations, and improvement of Title I programs including the planning, review, and improvement of the school parental involvement policy and will jointly develop the school-wide program plan under section 1114(b)(2). Parents will continue to be surveyed about the extent to which they believe the schools to be family friendly, engage them in meaningful communication, and uphold Title I, Parent Involvement policies.

Mesa Vista Consolidated Schools will continue to support monthly Parent Advisory Council and Parent Teacher Organization meetings. Parents will be encouraged to participate in the planning, review, fund allocations, and improvement of Title I programs including the school and district parental involvement policies.

2. Mesa Vista Consolidated Schools will take the following actions to involve parents in the *process of school review and improvement* under section 1116 of the ESEA:

The school district continuously to encourage parents to participate in monthly planning meetings that include planning, review, fund allocations, and improvement of Title I programs including the school parental involvement policy and the school-wide program plan under section 1114(b)(2).

3. Mesa Vista Consolidated Schools will provide the following necessary *coordination, technical assistance*, and other support to assist Title I, Part A schools in *planning and implementing effective parental involvement activities to improve student academic achievement* and school performance:

Professional Development occurs the first Friday of each month and other professional development opportunities are provided throughout the school year. A variety of resources will be used for in service trainings, staff meetings, and other professional development workshops, including the Working Together Toolkit provided by the New Mexico Public Education Department and developed by Center for the Education and Study of Diverse Populations (CESDP), professional development by the Regional Education Cooperative and the Northern Network.

The Mesa Vista Consolidated School District will continue to request participation in NM PED Rural Education- Title I Partnership Programs for ongoing assistance in the implementation and development of the district Title I Parental Involvement Policy and Plans.

The district will also coordinate technical assistance by sending at least one administrator, staff member, and family member to the CESDP Back to School Family Institute contingent upon available funding..

4. Mesa Vista Consolidated Schools will coordinate and integrate parental involvement strategies in Part A with parent involvement strategies with the bilingual education program, Title III programs, art grants, and library purchases.
5. The Mesa Vista Schools will take the following actions to conduct annual evaluations of the content and effectiveness of the parental involvement policy in improving the quality of its Title I, Part A schools. Evaluation mechanisms include Quality of Education surveys. The school district will continue to compile, share and use the findings to design strategies for more effective parental involvement, staff development, and revision of parental involvement policies.



6. The Mesa Vista Schools will provide materials and training to help parents work with their children by offering a CESDP workshop each spring and workshop opportunities during the school-year. The Mesa Vista Schools will also provide parents with materials from the Working Together Toolkit, the Parent Institute, and other helpful and relevant material.

The Mesa Vista Consolidated Schools also provides parents with information about student-level, school-level and district-level performance. The district provides parents with individual assessment data during parent-teacher meetings and by mailing information directly to parents. District-level and school-level summative data is posted on-line and available upon request. Parents receive New Mexico Standards Based Assessment, Measures of Academic Progress, Woodcock/Munoz Spanish Proficiency assessment, New Mexico English Language Proficiency Assessment, Dynamic Indicator of Basic Early Literacy Assessment, and any other district assessment results.

7. The Mesa Vista Schools will educate teachers, pupil services personnel, principals, and other staff, about the value and utility of parent's contributions. They will also be provided with opportunities to improve strategies to reach out to parents, communicate with parents, work with parents as partners, implement and coordinate parent programs.

The Mesa Vista Schools also provide a school-parent compact that outlines how parents, staff, and students will share the responsibility for improved academic achievement, the ways in which each parent will be responsible for supporting their children's learning, and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. The Mesa Vista Schools will also continue to provide information about the school's responsibility to provide a high-quality curriculum and instruction, district policies regarding attendance, homework completion, volunteering in the classroom, communicating with staff and administration, and parent-teacher conferences.

The Mesa Vista Consolidated School District will continue to request participation in NM PED Rural Education- Title I Partnership Programs for ongoing assistance in the implementation and development of the District Title I Parental Involvement Policy and Plan including facilitation of staff and parent development.

#### **PART IV. ADOPTION**

This District-Wide Parental Involvement Policy is being developed in conjunction with, and agreed on with, parents of children participating in Title I, Part A Programs.

This policy will be adopted by the Mesa Vista Consolidated School District on \_\_\_\_\_. The school district will distribute this policy to all parents of participating Title I, Part A children on or before September, 2009.

\_\_\_\_\_  
Superintendent                      Date

Presented to MV School Board



**OJO CALIENTE CONSOLIDATED SCHOOL DISTRICT**  
**P.O.BOX 369**  
**OJO CALIENTE, NM 87553**  
**505-583-2316**

**Discipline Referral Form**

Student Name: \_\_\_\_\_ Grade level: \_\_\_\_\_ Others involved: peers staff other

Reporting Official: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Level of Offense  Minor  Serious  Other  Requires Parent Conference Offense  1<sup>st</sup> offense  Multiple Offenses \_\_\_\_\_  
I II III IV V

**Location of Incident:**

- |                                    |                                     |   |                                      |                                    |                                     |
|------------------------------------|-------------------------------------|---|--------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Playground | <input type="checkbox"/> Commons          | <input type="checkbox"/> Hallway     | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Restroom   |
| <input type="checkbox"/> Gym       | <input type="checkbox"/> Library    | <input type="checkbox"/> Bus Loading Zone | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> On bus    | <input type="checkbox"/> Sp Events: |
| <input type="checkbox"/> Office    | <input type="checkbox"/> Unknown    | <input type="checkbox"/> Other: _____     |                                      |                                    |                                     |

**Problem Reported: Please check appropriate problem reported.**

- |  |   |   |   |                                |
|--|---|---|---|--------------------------------|
| <input type="checkbox"/> Fighting/Physical Aggression  | <input type="checkbox"/> Possession/Use of controlled substance | <input type="checkbox"/> Tobacco                        | <input type="checkbox"/> Alcohol                | <input type="checkbox"/> Drugs |
| <input type="checkbox"/> Vandalism/Graffiti            | <input type="checkbox"/> Inappropriate Public Behavior          | <input type="checkbox"/> Abusive/Inappropriate Behavior |   |                                |
| <input type="checkbox"/> Cutting class w/o permission  | <input type="checkbox"/> Harassment/Physical/Sexual             | <input type="checkbox"/> Disruptive Behavior            | <input type="checkbox"/> Tardy # of times _____ |                                |
| <input type="checkbox"/> Disrespect to school employee | <input type="checkbox"/> Academic Dishonesty                    | <input type="checkbox"/> Truancy                        | <input type="checkbox"/> arson                  |                                |
| <input type="checkbox"/> Forgery/Theft/Trespassing     | <input type="checkbox"/> Dress Code Violation                   | <input type="checkbox"/> Prohibited Devices             | <input type="checkbox"/> Weapon: _____          |                                |
| <input type="checkbox"/> Aggravated Assault/Battery    | <input type="checkbox"/> Property Damage                        |   |   |                                |

**Possible Motivation: Please check appropriate possible motivation**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Obtain Peer Attention  | <input type="checkbox"/> Obtain Adult Attention | <input type="checkbox"/> Obtain Items/Activities |
| <input type="checkbox"/> Avoid Tasks/Activities | <input type="checkbox"/> Avoid Work             | <input type="checkbox"/> Avoid Peer(s)           |
| <input type="checkbox"/> Avoid Adult(s)         | <input type="checkbox"/> Unknown                | <input type="checkbox"/> Other:                  |

**Administrative Decision: Please check administrative action(s) taken**

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Warning Issued                     | <input type="checkbox"/> Loss of Privileges               | <input type="checkbox"/> Conference with Student             | <input type="checkbox"/> Time in office : _____ |
| <input type="checkbox"/> Referral mailed to parent/guardian | <input type="checkbox"/> Detention                        | <input type="checkbox"/> Bus Suspension                      |   |
| <input type="checkbox"/> Restitution (reimbursement)        | <input type="checkbox"/> Individualized Instruction       | <input type="checkbox"/> Out-of-School Suspension _____ days |   |
| <input type="checkbox"/> Parent Contacted                   | <input type="checkbox"/> Parent Contacted; Conf. Arranged | <input type="checkbox"/> Expulsion/Review                    | <input type="checkbox"/> Unknown                |
| <input type="checkbox"/> Other: _____                       |   |  |   |

**Reporting Officials Comments:**

**Administrative Comments:**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher/Parent Contact: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Comments: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Mesa Vista Consolidated School District  
Hwy 285, State Road 111  
PO BOX 369  
Ojo Caliente, NM 87549  
(505) 583-2316

## SAMPLE: 10 Day Absentee Notification

Date: \_\_\_\_\_  
To the Parent(s) / Guardian(s) of: \_\_\_\_\_  
Parent(s) / Guardian(s): \_\_\_\_\_ Grade: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dear Parent(s)/Guardian(s);

YOU ARE HEREBY NOTIFIED THAT \_\_\_\_\_ is allegedly in Violation of the State of New Mexico Compulsory Attendance Law and/or the District's Attendance Policy. Violation of Law is contrary to section 22-12-2, N.M.S.A. 1978 and/or the School's Attendance Policy.

You were previously notified of \_\_\_\_\_ unexcused absences as of

- 5 days (unexcused) as of (date): \_\_\_\_\_ and
- 7 days (unexcused) as of (date): \_\_\_\_\_

As of (date): \_\_\_\_\_, the student: \_\_\_\_\_ excessive

Unexcused absences have totaled 10 days or more. This case may be referred to the Children's, Youth and Families Department for investigation and potential prosecution by the District Attorney's Office (Children's Court Attorney) with the Judicial District Court of the State of New Mexico and to the Juvenile Probation and Parole Office on our community.

Please contact me at 505.583.2316 within 48 hours of receipt of this letter.

Failure to contact me will result in the case being referred to the District Attorney's Office and the Juvenile Probation and Parole Office for further prosecution.

Thank-You for your attention in this very important matter.

Sincerely,

Counselor  
Mesa Vista Consolidated Schools  
Counselor  
cc: Student File

## PROGRESSIVE DISCIPLINE

This progressive discipline model is divided into five levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline imposed shall be based on the severity of the misbehavior.

### **INFRACTIONS, DESCRIPTION, AND LEVELS OF DISCIPLINARY ACTION:**

Self-discipline is the ultimate goal for each student. Students who interfere with their own and other students learning and teaching rights must be prepared for consequences. The disciplinary consequences for misbehavior are classified in five levels of action, ranging from least severe (Action Level 1) to most severe (Action Level 5). The use of disciplinary action levels will increase school-wide consistency in addressing misbehavior. District discipline rules and regulations shall be adhered to and enforced in the same spirit and manner throughout the Mesa Vista Middle and High School system.

The disciplinary consequence for a specific misbehavior includes a range of options. The administrator or teacher will select the option which will offer the greatest opportunity for encouraging a positive change in the student's future behavior, based on an understanding of the student and sound guidance principles. Misbehavior not defined in the handbook will be left to the discretion of the administrator.

Restitution for damages - In cases where student behavior causes damage, destruction or loss of property, the parents and student will be expected to pay reasonable cost of repair or replacement. The school administrator and/or the central office staff are responsible for determining the terms of repayment or replacement.

A. **Criminal and Delinquent Acts** - infractions that will result in a student's suspension/expulsion (level 4 and Level 5 of the Disciplinary Action Levels):

1. Assault - Verbal or physical assault of a teacher, educational assistant or any other school personnel or school visitors.
2. Threatening and/or interfering with school personnel - preventing or attempting to prevent school personnel from engaging in their responsibilities through threats, violence or harassment.
3. Alcohol or any controlled substance - selling, giving or delivering to another person; possessing; using or being under the influence of any controlled substance such as:
  - a. Marijuana or any other controlled substance or illegal drug.
  - b. Abusable glue or aerosol paint or volatile chemical.
  - c. Any alcoholic beverage.
4. Possession or use of any type of weapon - students in possession of weapon/firearm including, but not limited to dagger, knife, iron bar, brass knuckles, explosive or incendiary charge device.
5. Aggravated assault/battery - unlawfully assaulting or striking another person with a weapon or inflicting injury to another person in which injury constitutes bodily harm and is inflicted with a weapon.
6. Vandalism/malicious destruction of property/graffiti - causing damage to or defacing school property or the property of others while on school property. Situations in the school district will need to repair or replace the damage, or the damage involves substantial disruption of school activities.
7. Sexual Violations - offenses such as indecent exposure, criminal sexual contact, criminal sexual penetration, or criminal sexual harassment (verbal/physical).
8. Extortion - forcing another person to act against his/her will, in order to obtain money, property, personal possessions. etc.
9. Bomb threats - reporting to school, police, or fire officials the presence of a bomb with the intention to pose a threat or disrupt school activities.

10. False fire reporting - reporting a fire to school personnel, fire officials or setting off a fire alarm without a reasonable belief that a fire exists.
11. Robbery/burglary - taking property from a person by force, threat of force, or entering, without authorization, a school district building, vehicle, or other structure with the intent to commit a crime or misconduct when the building is closed to students and the public.
12. Arson - malicious or intentional igniting of a fire or causing an explosion with destruction of or damage to property.
13. Fireworks/stink bombs - possession or lighting of fireworks/stink bombs on campus, building, or school vehicle, or at any school sponsored activity.
14. Habitual Offender - Students referred four or more times, within a school year, for variety/comboination infractions of school policy will be considered a habitual offender and will be subject to the following consequences:

**Habitual Offender:**

- 4th Infraction Referral - Action Level # 3
- 5th Infraction Referral - Action Level # 4
- 6th Infraction Referral - Action Level # 5

15. Persistent infraction - Students who continue to violate the same policies/rules or has continue repeated occurrences of the same violation will be considered a Persistent Infraction and will be subject to the following consequences:

**Persistent Infraction (Repeated Occurrences of The Same Offense):**

- 2nd Referral - Action Level # 3
- 3rd Referral - Action Level # 4
- 4th Referral - Action Level # 5

**\* Note - For definitions of each Disciplinary Action Level, please refer to pages describing the Disciplinary Action Level.**

**B. Other Definitions to Acts of Infractions:**

1. Criminal Acts - are acts defined as criminal under federal and state law, and any applicable municipal or county criminal ordinances.
2. Delinquent acts - are acts so defined in Section 32A-23A. NMSA 1978 of the Delinquency Act.
3. Gang related activity - is disruptive conduct.
4. Sexual harassment - (among students) means unwelcome or unwanted conduct of a sexual nature (verbal, non-verbal or physical) when:
  - a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of the advancement of a student in school programs or activities;
  - b. Submission to or rejection of such conduct by a student is used as the basis for decisions/opportunities affecting the student;
  - c. Such conduct substantially interferes with a student's learning or creates an intimidating, hostile or offensive learning environment.
5. Disruptive conduct - means willful conduct which
  - a. Materially and in fact disrupts or interferes with the operation of the public schools or the orderly conduct of any public school activity, including individual classes; or

- b. Leads an administrative authority reasonably to forecast that such disruption or interference is likely to occur unless preventive action is taken.
- 6. Refusal to identify self - means a person's willful refusal, upon request from school personnel known or identified as such to the person, to identify himself or herself accurately.
- 7. School personnel - means all members of the staff, faculty and administration employed by the local school board. The term includes school security officers, school bus drivers and their aides, and also authorized agents of the schools, such as volunteers or chaperones, whose responsibilities include supervision of students.
- 8. Refusal to cooperate with school personnel - means a student's willful refusal to obey the lawful instructions or orders of school personnel whose responsibilities include supervision of students.
- 9. Cheating - A student who willfully allows another to copy is as guilty of cheating as the student copying.
- 10. Aggravated assault - assaulting or striking another person with a weapon.
- 11. Aggravated battery - inflicting an injury to another person constituting bodily harm and is inflicted with a weapon.
- 12. Arson - maliciously or willfully igniting a fire or causing an explosion and of damaging or destroying property.
- 13. Assault - attempting to commit a battery on another or committing an unlawful act, threat or menacing conduct towards another person who reasonably believed he/she was in danger of receiving an immediate battery.
- 14. Battery - intentionally touching or applying force to another person in a rude or angry manner.
- 15. Controlled substance - any substance enumerated in the Controlled Substances Law.
- 16. Devices (prohibited) - use, possession of beepers or pagers, cellular phones, music headsets, walkman, CD players, electronic games or gaming devices at school or on school property.
- 17. Distribution of controlled substance - intentionally distributing or on the person with the intent to distribute a controlled substance.
- 18. Extortion - communicating or transmitting a threat to another with the intent to obtain something.
- 19. Forgery - providing a false signature or altering school documents.
- 20. Gambling - playing any unauthorized game of skill or chance for money or other items of value.
- 21. Harassment (Intimidation) - knowingly pursuing a pattern of conduct that is intended to annoy, seriously alarm, or terrorize another person. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress.
- 22. Inappropriate attire - dressing or grooming in a manner that disrupts the educational process or interferes with teaching and learning, such as attire with a visible sexually explicit message, alcohol, narcotics logo, etc. The wearing of all headgear such as caps, hats, bandanas, hairnets, etc.
- 23. Leaving without permission - leaving the campus during school hours and/or leaving class without permission from the teacher or principal.
- 24. Loitering - occupying an unauthorized place in the school or on school grounds.
- 25. Possession of a controlled substance - having on one's person or in one's personal belongings (purse, backpack, etc.) a controlled substance.
- 26. Racism - verbally or physically attacking or harassing another person on the basis of their race or culture.

27. Refusing to identify - a student's willful refusal to identify himself/herself upon request from a school employee or agent such as a volunteer chaperone whose responsibilities include supervision of students.
28. Robbery - stealing something of value from a person by the use or threatened use of force or violence.
29. Sexual violations - offenses such as indecent exposure, criminal sexual contact, criminal sexual penetration or contributing to the delinquency of another student.
30. Smoking - holding a lighted cigarette, cigar, or pipe and/or drawing in and exhaling the smoke of legally or illegally sold tobacco, marijuana, etc.
31. Theft - taking anything of value, which belongs to another person or entity.
32. Graffiti - intentionally defacing property belonging to the school district with paint, ink, spray paint, markers, charcoal, chalk, crayons, etc.
33. Vandalism - intentionally damaging any real or personal property of another.
34. Possession of alcohol - intentionally possessing an alcoholic beverage or being under the influence of alcohol.
35. Possession - within the immediate physical custody of or control, including student's vehicle, locker or body.
36. Self-defense - defending oneself from physical attack when escape or withdrawal is not possible; revenge cannot be construed as self-defense. Self-defense is not available to a person if he/she instigated the attack.
37. Plagiarism - Plagiarism is intellectual theft existing in several forms:
  - a. Copying of a work or passage without quotation marks and a footnote-stating source.
  - b. The partial quotation and paraphrase of a passage without appropriate quotation marks and a footnote-stating source.
  - c. The complete paraphrase of a passage without a footnote or without stating source.
38. Indecent gestures and/or leering - making gestures which convey a seemingly or explicitly offensive, obscene or sexually suggestive message.
39. Abusive/profane language - writing or saying anything which ridicules another on account of ethnic origin, gender, religion, disability, etc. or has sexually demeaning implications; any use of abusive or obscene language on school property, at school activities, etc.

## **SEARCH AND SEIZURE:**

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

- A. Who May Search: Certified school personnel, school security personnel and school bus drivers are "authorized persons" to conduct authorized searches as defined below. An authorized person who is conducting a search may request the assistance of another person(s), whom upon consent become(s) an authorized person for that search only.
- B. When Search is Permissible: Unless local school board policy indicates otherwise, an authorized person may conduct a search when he/she has a reasonable suspicion that a crime or other breach of policy/rules will or is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions and also when he/she has reasonable cause to believe that a search is necessary to help maintain school discipline.

- C. Conduct of Searches: The following requirements govern the conduct of permissible searches by authorized persons:
1. School property, including lockers and school buses, may be searched with or without students present. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students will not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the administrative authority.
  2. Student vehicles, when on campus, or otherwise under school control, and student's personal effects, which are not within their immediate physical possession, may be searched in accordance with the requirements for locker searches.
  3. Physical searches of a student's person may be conducted only by an authorized person who is of the same sex as the student, and except when circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex. The extent of the search must be reasonably related to the infraction.
- D. Seizure of Items: Illegal or legal items that threaten the safety or security of others and that are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities, a student's parent or returned to the student when the administrative authority deems appropriate.
- E. Notification of Law Enforcement Authorities: an administrative authority shall have discretion to notify law enforcement when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.
- F. The Use of Drug Sniffing Dogs: In any of the foregoing searches described in these procedures; A dog whose reliability and accuracy for sniffing contraband has been established may be used according to school policy and procedures.
- G. Student Interview or Detainment by Law Enforcement Officials: The Principal/Teacher-In-Charge or his/her designee shall make every reasonable attempt to notify parents or guardians prior to the process of the interview or detainment of a student by law enforcement officials.

#### WEAPONS:

**According to policy, the Board of Education recognizes the presence of weapons in school as not only creating unacceptable risks of injury or death, but also creating a climate that undermines the educational purpose of the school. Accordingly, it is the policy to forbid the possession, custody and use of weapons by unauthorized persons on or around school property. Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension or expulsion. Proper law enforcement authorities will be contacted. Action will be taken as per district policy.**

#### VIII IN-SCHOOL SUSPENSION/DETENTION:

The Mesa Vista Board of Education endorses the concept of In-School Suspension/Detention (ISSD). Therefore, the following guidelines will be observed, if a student is placed on In-school Suspension/Detention (ISSD).

1. Students will be assigned to a special class where they will be adequately supervised at all times. The ISSD designated staff member or principal will see that each student has proper tools, textbook, plus any class work assignments from his/her regular teachers.
2. The principal will notify the parents by telephone or by written notification if their child has been placed ISSD. A conference with parents may be scheduled before a student is admitted back to the regular class.
3. Additional conferences with parents, school counselor, school psychologist, or social caseworker may be scheduled at the discretion of the building principal.
4. Students will not participate in extra-curricular activities while they are under ISSD, but they will receive credit for all schoolwork completed during the suspension period.



## **Defining the Levels of Discipline**

### **Level I Discipline**

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the principal.

Professional staff members may utilize any of the discipline management techniques appropriate for the situation, including, but not limited to the following:

1. Classroom detention
2. Loss of recess or other free choice time.
3. Isolation during lunch.
4. Classroom isolation from peers.
5. Student participation in conference with parent/guardian and teacher.
6. Participation in a school service project which enables the student to be engaged in the desired character trait(s).
7. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).

The principal may utilize any of the above discipline management techniques, and/or may employ:

1. Student participation in conference with parent/guardian, teacher, and/or principal.
2. Restriction from school programs and special assemblies.
3. Assignment to after-school detention hall.
4. Partial day in-school suspension (ISS).
5. Full day in-school suspension (ISS) for one school day.
6. Participation in the cleaning/repair of any damage caused to the school-related environment.
7. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

### **Level II Discipline**

Level II discipline offenses are intermediate acts of misconduct that require administrative intervention. These acts include, but are not limited to, repeated, unrelated acts of minor misconduct and misbehaviors directed against persons or property, but which do not seriously endanger the health, safety or well being of others. Consideration of necessary behavior support services should be given, if not already provided, appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

1. Student participation in conference with parent/guardian, teacher and/or principal.
2. Restriction from programs and special assemblies.
3. Assignment to after-school detention hall.
4. Assignment to lunchtime detention hall.
5. Partial day in-school suspension (ISS).
6. Full day in-school suspension (ISS) for up to five school days.
7. Suspension from school for up to three school days, which shall include any time during which the student was subject to suspension pending Investigation.
8. Participation in the cleaning/repair of any damage caused to the school-related environment.
9. Financial restitution for the repair of any damage caused to the school-related environment.
10. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).
11. Participation in a school service project which enables the student to be engaged in the desired character trait(s).
12. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

Note: Level II differs from Level I in that it omits classroom detention, classroom isolation, loss of recess, and lunch isolation, while adding assignment to lunch detention hall, increasing the maximum number of days in ISS from one to five, adding financial restitution for the repair of any damage caused to the school-related environment, providing for out-of-school suspension for up to three days, and prompting consideration of behavior support services.

### **Level III Discipline**

Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. These offenses must be reported to the principal. Offenses that threaten the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is an element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided.

Students guilty of a Level III offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

1. Restriction from programs and special assemblies.
2. Full day in-school suspension (ISS) for up to ten school days.
3. Suspension from school for up to five school days, which shall include any time during which the student was subject to suspension pending investigation.
4. Participation in the cleaning/repair of any damage caused to the school-related environment.
5. Financial restitution for the repair of any damage caused to the school-related environment.
6. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior and the related character trait(s).
7. Participation in a school service project which enables the student to be engaged in the desired character trait(s).
8. Any other disciplinary technique that positively promotes the student code of conduct, and desired character trait(s).

Note: Level III differs from Level II in that it requires student and parent/guardian participation in a conference with the principal for any discipline incident in this category, omits assignments to detention hall, omits partial day assignments to ISS, increases the maximum number of days in ISS from five to ten, provides an option to immediately suspend a student from school for up to three school days in situations in which the health, safety, or well-being of others is at-risk during the disciplinary investigation, and increases the maximum number of out-of-school suspension days from three to five.

### **Level IV Discipline**

Level IV discipline offenses represent the most serious acts of misconduct. These offenses must be immediately reported to the principal. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is an element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given if not already provided.

Students guilty of a Level IV offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including but not limited to the following:

1. Restriction from programs and special assemblies.
2. Suspension from school for up to ten school days, which shall include any time during which the student was subject to suspension pending investigation.
3. Participation in the cleaning/repair of any damage caused to the school-related environment.
4. Financial restitution for the repair of any damage caused to the school-related environment.
5. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).
6. Participation in a school-service project which enables the student to be engaged in the desired character trait.
7. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).
8. Expulsion.

Note: Level IV differs from Level III in that it requires student and parent/guardian participation in a conference with the principal for all discipline incidents in this category, and increases the maximum number of days suspended from school from five to ten.

### **Level V Discipline**

Level V discipline is utilized for students in grade six or the age equivalent whose behaviors cause them to be excluded from the regular school program. Examples of Level V behavior include chronically disruptive behavior, extremely violent behavior, and weapon possession.

Because Level V discipline results in placement in a separate alternative educational program for no less than ten days, students in this discipline level have benefit of due process, such as the process provided by the school discipline tribunal or the procedural safeguards and other requirements identified in the 1997 federal Individuals with Disabilities Education Act and the State of New Mexico's special education rules.

## ACTION LEVEL 1

ACTION	DEFINITION
Conference between teacher and student(s)	A meeting with the student during which student achievement, the unacceptable student's conduct and possible ways to deal with the problem is discussed. Some strategies to consider are: collaboratively developed contract; conflict resolution skill building activities; frequent information about student's behavior communicated to parent(s) or guardian; referral to academic or social support groups; class meetings, etc.
Contract with student	A written statement developed collaboratively with the student, listing steps to be taken by the student to improve behavior; describing the support to be provided (if needed) by school staff and the parent/guardian; stating when the contract will be reviewed and consequences if it is not honored.
Communication to parent or guardian	Notification of the parent/guardian about a meeting, or by telephone call or letter that a behavior problem exists and what action has been taken.
Conference with staff, parent or guardian and student	A meeting with staff, parent or guardian and usually the student, during which student achievement and unacceptable conduct are discussed, better ways of behaving are reviewed and a plan for future behavior is outlined. A phone conversation may be adequate if a meeting is not feasible.
Official warning to student	A written notice from the teacher or administrator to the student specifying the action to be taken if the same or similar misconduct is repeated within a stated period of time. A copy of the notice will be sent to the parent or guardian.
Other school-authorized actions	Other disciplinary actions, which the school administrator feels are appropriate for use at the school level. These actions must comply with school district policies and administrative regulations. Actions must be carried out in conjunction with the school discipline plan and should be incorporated into the plan.

## ACTION LEVEL 2

GENERAL REQUIREMENTS: Action Level 2 includes one or more of the actions listed below taken by the administrator or other designated persons. *Following Action Level # 2 a meeting or other communication with the parent or guardian and the student must take place.* The meeting, letter or telephone call must include as a discussion of the student's achievement, unacceptable conduct and mutually agreed upon plan for dealing with similar situations in the future. Every effort should be made to ensure that the student would be able to continue his or her schoolwork.

ACTION	DEFINITION
Referral to auxiliary and/or support services within the school	Action taken by staff person on behalf of student in consultation with parent or guardian which may include counseling, classroom interventions, evaluations or assessment, participation in school-based support group, etc. Reasonable accommodations should be developed to meet individual student needs in the regular classroom, depending on individual school services.
Time-out system	A program that assigns a student to a different location in the classroom or the building, coordinated by certified staff members, teachers or school administrators, depending on individual school services.
Exclusion from extracurricular activities	Denying the student the opportunity to participate in extracurricular activities for a specified period of time.
Class exclusion	The decision of the administrator to deny a student who misbehaves the right to attend particular classes for a period of up to three (3) days. An alternative educational setting may be provided depending on individual school services.
Referral to outside agency	Action taken by school administrator in consultation with staff, parent or guardian and student.
Before or after school detention	Certified teachers or school administrators may assign detention. The student is required to be in school for an extended period of time before or after the regular school day. The staff person assigning the detention will notify parent prior to the detention. Any detained student must be under the supervision of a certified staff member.
In-school suspension (1-5 Days)	After an informal hearing, the administrator may bar a student from attending scheduled classes and instead require him/her to attend a special program. An in-school suspension may be imposed for up to five (5) regular school days.
Restitution for damages	In cases where student behavior causes damage, destruction or loss of property, the parents and student will be expected to pay the cost of repair or replacement. The school administrator and/or the central office staff are responsible for determining the terms of repayment or replacement.

\*A special education student may only be suspended for up to ten (10) days, cumulative, without holding an IEP meeting, except in extreme cases of emergency.

**ACTION LEVEL 3**

GENERAL REQUIREMENTS: Action Level 3 includes one or more of the actions listed below taken by the administrator or other designated persons. *Following Action Level # 3 a meeting or other communication with the parent or guardian and the student must take place.* The student will not remain out of school for more than five (5) days.

ACTION	DEFINITION
Law enforcement referral	<p>When a student may have committed or be involved in an illegal act, the administrator contacts the law enforcement agency. Law enforcement officers may not remove a student from school premises for interview or interrogation without permission of the student's parent or guardian unless the student has reached the age of majority. In order for as a law enforcement officer to question a minor student on school premises the following guidelines must be followed:</p> <ol style="list-style-type: none"> <li>1. Parent or guardian has been contacted;</li> <li>2. Parent or guardian has been given the opportunity to be present; and</li> <li>3. Student has been advised of his/her legal rights.</li> </ol> <p>None of the above shall be construed to prevent school authorities from seeking law enforcement assistance under extreme circumstances.</p>
Restitution for damages	<p>In cases where student behavior causes damage, destruction or loss of property, the parents and student will be expected to pay the reasonable cost of repair or replacement. The school administrator and/or the central office staff are responsible for determining the terms of repayment or replacement.</p>
In-school suspension (1-5 Days)	<p>After an informal hearing, the administrator may bar a student from attending scheduled classes and instead require him/her to attend a program of in-school suspension. An in-school suspension may be imposed for up to five (5) days consecutive days.</p>
Immediate removal	<p>Means the removal of a student from school for one school day or less under emergency conditions and without a prior hearing. A student whose behavior (verbal or physical) poses a continuing danger to persons or property or an ongoing threat of interfering with the educational process may be immediately removed from school. A rudimentary hearing shall take place within one (1) school day and the student shall be reinstated unless a suspension is imposed after the required rudimentary hearing.</p>
Two (2) day to five (5) day suspension*	<p>An action taken by an administrator after an informal hearing which temporarily denies a student the right to attend all classes and school activities for a period of more than one (1) school day, but not more than five (5) school days. Suspension for disciplinary reasons will be classified as unexcused absence and students <b>will not</b> be allowed to make up any homework, classroom activities, assignments, or exams missed during this time.</p> <p>In addition, within five (5) school days, a conference with the student and parent/guardian must be held to agree mutually on ways the misconduct can be avoided in the future. A later date may be selected if the school administrator, parent and student mutually agree it to.</p>
Probation	<p>Action taken by the administrator following reinstatement from suspension. This action may include a behavior contract and may require the student to forego participation in specified activities, plays, athletics, school-sponsored student organizations, assemblies, class meetings, and other activities for a limited, defined period of time. Other consequences may be imposed if deemed appropriate by the school administrator and parent/guardian</p>

\* A special education student may only be suspended for up to ten (10) days, cumulative, without holding an IEP meeting, except in extreme cases of emergency.

#### ACTION LEVEL 4

GENERAL REQUIREMENTS: Action Level 4 includes one or more of the actions listed below taken by the administrator or other designated persons. *Following Action Level # 4 a meeting or other communication with the parent or guardian and the student must take place.* The student will not remain out of school for more than ten (10) days.

ACTION	DEFINITION
Law enforcement referral	When a student may have committed or be involved in an illegal act, the administrator contacts the law enforcement agency.
In-school suspension (6-10 Days)	After an informal hearing, the administrator may bar a student from attending scheduled classes and instead require him/her to attend a program of in-school suspension. An in-school suspension may be imposed for up to ten (10) days consecutive days
Six (6) day to ten (10) day suspension*	<p>An action taken by an administrator after an informal or formal hearing which temporarily denies a student the right to attend all classes and school activities for a minimum of six (6) school days, but not more than ten (10) school days. Suspension for disciplinary reasons will be classified as unexcused absence and students <b>will not</b> be allowed to make up any homework, classroom activities, assignments, or exams missed during this time.</p> <p>In addition, within five (5) school days, a conference with the student and parent/guardian must be held to agree mutually on ways the misconduct can be avoided in the future. A later date may be selected if mutually agreed by the school administrator, parent and student.</p>
Restitution for damages	In cases where student behavior causes damage, destruction or loss of property, the parents and student will be expected to pay the reasonable cost of repair or replacement. The school administrator and/or the central office staff are responsible for determining the terms of repayment or replacement.

#### ACTION LEVEL 5

Ten (10) day suspension or In-school suspension	An action taken by an administrator after an informal hearing to set a formal hearing for a Long-term suspension or an Expulsion.
Long-term suspension	<p>An action taken, after a formal hearing before a hearing authority, which denies a student the right to attend school for a specified time.</p> <p>A student who has been validly placed or on long-term suspension is not entitled to receive any educational services from the local district during the period of the exclusion from school.</p>
Expulsion	<p>An action taken, after a formal hearing before a hearing authority, which means the removal of a student from school either permanently or for an indefinite time.</p> <p>A student who has been validly expelled is not entitled to receive any educational services from the local district during the period of the exclusion from school.</p>

\* Students with disabilities (special education student) are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their behavior substantially disrupts the education of other children in the program. However, the public schools are required by state law and regulations to follow the procedures for long-term suspension or expulsion of students with disabilities under the State Board of Education Regulation No. 81-3.



MESA VISTA CONSOLIDATED SCHOOL DISTRICT  
P.O.BOX 6  
EL RITO, NM 87530

# STUDENT BEHAVIOR CONTRACT

I, \_\_\_\_\_, understand that this is an agreement with administrators and staff to refrain from misbehaving. I understand that if I violate this agreement I will be suspended from school for 10 days. If suspended for a total of 20 days out of school, it may result in me being asked to attend a hearing, at which time recommendation for expulsion will take place.

By signing this agreement, I promise to commit myself to meeting the following goals:

- ✓ Improve my overall academic performance
- ✓ Improve my overall conduct performance
- ✓ Avoid verbal and physical conflicts with other students at all cost
- ✓ Never be defiant towards school personnel authority
- ✓ Monitor myself carefully to avoid the temptations of peer pressure
- ✓ Develop a relationship with my teachers that will allow me to become successful in every area of learning

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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\_\_\_\_\_, Principal \_\_\_\_\_ Date \_\_\_\_\_

cc: Principal  
Counselor  
Student Referral File \_\_\_\_\_  
Witness



POLICE/FBI		DIAL 911	
<b>New Mexico State Police</b>	<b>(505) 753-2277</b>		
<b>City of Española Dispatch</b>	<b>(505) 753-5555</b>		
<b>Rio Arriba Sheriff's Dept</b>	<b>(575) 753-3329</b>		
<b>F.B.I</b>	<b>(505) 753-0037</b>		
FIRE		DIAL 911	
<u>Ojo Caliente Fire Department</u>	<u>(575) 583-2448</u>		
<u>Espanola Fire Department</u>	<u>(505) 753-5555</u>		<u>Espanola Dispatch</u>
	<u>(575)</u>	<u>(</u>	
<u>Española Dispatch</u>	<u>(575) 753-5555</u>	<u>(575) 753-0037</u>	
<u>Chamita Volunteer Fire Dept.</u>	<u>(575)</u>		
AMBULANCE/SEARCH AND RESCUE DIAL 911			
<u>Ojo Caliente Ambulance</u>	<u>(505) 587-2206</u>	<u>(575) 587-2486</u>	<u>(575) 587-2211</u>
<u>Mountain Ambulance/Stationed at Sipapu</u>	<u>(505) 587-2200vm</u>	<u>(575)587-2240</u>	<u>Alan Siegel</u>
<u>Espanola Ambulance</u>	<u>(505) 737-6430</u>		
<u>UNM Lifeguard Air Ambulance</u>	<u>(505)272-3115</u>		
<u>PHI Air Medical</u>	<u>(505) 633-5438</u>		
<u>Search and Rescue</u>	<u>(505) 758-8878</u>		
HOSPITALS/HEALTH CLINICS			
<u>Espanola Hospital</u>	<u>(505)753-7111</u>		
<u>Holy Cross Hospital-Taos</u>	<u>(575) 758-8883</u>		
<u>Las Clinicas del Norte-Ojo Caliente Clinic</u>	<u>(505) 583-2191</u>	<u>(575) 587-2809 (Dental)</u>	
<u>Las Clinicas del Norte-El Rito Clinic</u>	<u>(575) 581-4728</u>		
UTILITIES			
<u>Jemez Electric Cooperative</u>	<u>(800) 753-0095</u>	<u>(505) 753-2105</u>	
<u>WindstreamTelephone</u>	<u>(866) 404-6200</u>	<u>(505) 747-6200</u>	
<u>Adobe Propane</u>	<u>(575) 587-2231</u>		
OTHER EMERGENCY NUMBERS			
<u>New Mexico Highway Department</u>	<u>(505) 587-2265</u>		
<u>Road Conditions</u>	<u>(800) 432-4269</u>	<u>(575)</u>	
<u>US Forest Service</u>	<u>(575) 587-2255</u>	<u>(575)</u>	
<u>NM Poison Control</u>	<u>(800) 222-1222</u>		
<u>NM Missing Persons</u>	<u>911</u>		
<u>American Red Cross</u>	<u>(505) 265-8514</u>	<u>(877) 983-9171</u>	
<u>District Attorney</u>	<u>(505) 758-8683</u>		
<u>Crime Stoppers</u>	<u>(575) 758-4258</u>		
<u>Juvenile Probation</u>	<u>(575) 758-3722</u>		
<u>Adult Probation Office</u>	<u>(575) 758-8388</u>		
<u>Taos Emergency Management</u>	<u>(575) 737-6451</u>	<u>(575) 741-1040</u>	
<u>Children Youth and Families, Central</u>	<u>(800) 797-3260</u>		
<u>Agora Family Crisis</u>	<u>(505)277-3013</u>	<u>(866)435-7166</u>	
<u>HIPAA Privacy Office</u>	<u>(505) 827-4345</u>		

## **Glossary:**

**Attendance:** Students who are in class or in a school-approved activity. If a student is in attendance up to one-half the total instructional time during the school day, the student will be counted as having attended one-half of a school day. If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for the full day.

**Bullying/Threats:** Harassment, intimidation or threatening of one student to another, staff members, or others.

**Cell Phones:** Students are not allowed to bring cell phones and or beepers on campus. (Exception: School Sponsored trips).

**Conflict Resolution:** – Conflict resolution involves a process by which an individual learns how to resolve interpersonal conflicts without violence, how to disagree respectfully; how to work together to resolve conflicts, mediation and methods for resolving differences. Conflict resolution will used to resolve interpersonal conflicts.

**Counseling:** – Counseling involves participation in an interactive process with a mutual exchange of ideas aimed at helping a person deal with a specific topic and often includes advisement, recommendations, goal setting, and a plan to change behavior and other modifications.

**Criminal and Delinquent Acts:** Any action that involves the following acts: aggravated assault, aggravated battery, weapons violations, extortion, theft, arson, vandalism (including gang markings, graffiti/tagging), violations against public health and safety, use, possession, sale, or distribution of a controlled substance, and use of explosives.

**Defiance of School Personnel or Authorities:** Intentionally refusing to comply with any reasonable demand or request by any school staff member.

**Discipline Contract:** A formal, written agreement between the student, parent, teacher and administrator outlining the nature of discipline and corrective actions.

**Disrespect for Authority:** Showing intentional outward lack of respect for authority, including administrators, teachers, non-certified staff, and custodians.

**Early Identification:** The process by which school districts including charter schools promptly determine and identify students who have excessive absences and tardiness from classes or school. Early identification includes the school district's individual school's or charter school's defined system for recording, reporting, and summarizing daily attendance of its student and then providing that data to the district's or charter school's central administration.

**Electronic Devices:** Unauthorized devices such as laser pens, CD players, radios, I-Pods, MP3s cellular phone, cameras, electronic games, pagers, are not allowed on campus and will be confiscated. (Exception: School Sponsored trips).

**Expulsion** – Expulsion is a formal process utilized to exclude a student from school for a length of time exceeding that of a suspension. This process is conducted in accordance with state statute and is further defined in the District Policy & Procedures Manual.

1. The student is suspended for a maximum of 10 days, pending an expulsion hearing.
2. An expulsion hearing may provide an opportunity for the student and his/her parents/guardians to meet the following reinstatement requirements: The student & his/her parents:
  - A. Participate in a contractual agreement.
  - B. Follow all conditions & recommendations.
  - C. Failure to meet requirements will result in expulsion.

**Fighting:** A willing physical or hostile encounter between individuals with the intent to cause physical harm.

**Habitual Truant:** A student who has accumulated the equivalent of ten or more unexcused absences within the school year.

**IEP:** Individualized Educational Plan

**Internet/Computer Misuse:** Students will abide by the Internet Usage Agreement signed. Violation of the agreement will forfeit the student's privilege to use the Internet and will constitute additional disciplinary measures.

**Intervention:** The partnering that schools engage in with other state agencies to implement administrative remedies, provide services and provide support programs that aggressively reduce if not eliminate truancy in a school district or charter school.

**Immediate Removal from School Premises:** Any student who is a danger to himself or others and/or disruptive to the educational process will be immediately removed from school premises. Parents/guardians will be notified and must pick up the student as soon as possible.

**Out-of-School Suspension – (O.S.S.)** a suspension whereby students are excluded from attending school for a designated period of time

**Parent Conference** - The Ojo Caliente Elementary School understands that the partnership between the school and the parents are vital for the success of the child. Parents are called to attend a meeting (conference) with the appropriate school authority to discuss the infraction and the consequences, in accordance with the Discipline Plan.

**Parent Notification** – A parent will be notified in writing and/or by telephone that the child (student) has committed an infraction. The notification will guide the parent as to what the consequence will be, in accordance with the Disciplinary Plan.

**Parent Shadowing** – In the event that students become involved in inappropriate action where school staff needs help from parents, parents will be asked to come to school and attend classes, and accompany their child for a regular school day. Verification time spent with the student at school will be kept by principal office.

**Prevention:** School-based innovative or proven successful programs, including alternative programs whether school-based or non-school based, that encourage regular and on-time attendance for students.

**Report to Law Enforcement:** – Students will be referred to law enforcement at the discretion of the principal except as mandated by law as in the case of serious offenses.

**SAT:** Student Assistants Team

**Suspension:** Suspension shall be considered a serious measure and employed judiciously. The school principal or designee may suspend a student whose behavior is considered severe. As soon as it becomes evident that suspension of a particular student is necessary, the parents of the student will be notified. Written documentation will be kept on file. Missed assignments must be made up within 3 days. Work not completed at home during the suspension period will be completed during recess/noon detention. Work completed during suspension will earn partial credit of 75%.

**Truancy:** Absence from a class or classes without formal permission.

**Truant:** A student who has accumulated five unexcused absences within any twenty-day period.

**Unexcused Absence:** An absence from school or a class which the student does not have an allowable excuse pursuant to the compulsory attendance law or rules of the local school board, governing authority of a private school or governing board or a charter school.

**Warning** – Verbal or written reprimand.

Mesa Vista Consolidated School District  
PO BOX 6  
EL Rito, NM 87530  
(575) 581-4504

2009-2010

HANDBOOK ACKNOWLEDGEMENT RECEIPT

I have read the Mesa Vista Schools student/parent handbook and fully understand it. I have also gone over it with my child and we agree to follow all its policies.

\_\_\_\_\_  
PRINT CHILD'S NAME

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
PRINT PARENTS NAME

\_\_\_\_\_  
DATE

My signature acknowledges that I have read the Mesa Vista Schools Student/Parent handbook for the 2009-2010 school year and I understand fully that I am responsible for knowing all of its contents.

\_\_\_\_\_  
PRINT PARENTS NAME

\_\_\_\_\_  
DATE

Teacher Acknowledges he/she has reviewed the handbook with his/her class

\_\_\_\_\_  
TEACHERS NAME

\_\_\_\_\_  
DATE

**PLEASE RETURN THIS PAGE TO YOUR STUDENT'S TEACHER**