

Mesa Vista Consolidated Schools

OJO CALIENTE ELEMENTARY



2016-2017

Ojo Caliente Elementary School
"Home of the Mighty Trojans"

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Mesa Vista Consolidated Schools
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OJO CALIENTE ELEMENTARY SCHOOL

Student Handbook 2016-2017

In our school. . .

We will not only talk, we will listen.

We will not only understand, we will communicate.

We will have a healthy set of values and believe in them with a conviction that can be passed on from generation to generation.

We will be expressive, not only with our love for one another but with our forgiveness as well.

We will teach by our actions.

We will encourage and support.

We will respect one another's views and privacy.

We will be there in a crisis.

We will rebuild in times of adversity, and when a problem arises we will settle it together.

We will have a sense of humor, and take time to laugh and play as well as work together.

We will treat others fairly and justly, and expect the same in return. We will seek to set an example, not just so others will want to follow in our footsteps, but so they will know that our school is a place where love lives. -Linda E. Knight

Student Handbook

Welcome to Mesa Vista Consolidated Schools, Ojo Caliente Elementary School, Home of the Trojans. This Student Handbook outlines the policies, procedures, and regulations that the faculty and staff have determined contribute to a positive, productive, and safe learning environment for all Elementary Students. It is extremely important that both parents and students become thoroughly familiar with the contents of the handbook. By following the policies and procedures outlined here, you will positively impact the learning experience of your child. Please review this Handbook with your child, then sign and return the form on the last page.

Mesa Vista Consolidated Schools

Ojo Caliente Elementary 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 EPSS Goals

As a staff we are committed to ensuring that all students meet or exceed their reading, writing and math state assessment scores over the previous year. The 2016-17 Educational Plan for Student Success, will be available to parents upon request.

PARENT INFORMATION

School Hours: 8:00 am -3:45 pm

Arrival

7:45 a.m. - 8:00 a.m. Students should not arrive at school before 7:45 a.m. Adult supervision begins at that time.

7:45-8:00 a.m. Students have breakfast.
Students go directly to class after breakfast.

Dismissal: Students will be dismissed to the buses at 3:45 p.m.

Early Dismissal: Students dismissed to the buses or to parents at 12:30 pm. Early dismissal days provide time for staff professional development and planning.

Inclement Weather: In the event of heavy snowfall, the Albuquerque TV stations will indicate if the Mesa Vista Schools have a 2-hour delay or are closed. It will also be announced on School Messenger. This information should be posted by 7:00 a.m. A 2-hour delay indicates that schools will start and buses will run two hours later than usual. Breakfast will not be served.

Transportation to and From School: All students who are transported to school by parents must be picked up and dropped off at the new designated area. **The location of pick up and drop off will be determined, a letter from the transportation director to follow.**

There is ABSOLUTELY NO parking in the bus-loading zone during school hours.

In the mornings:

1. Students exit the bus and proceed directly to the walking area.
2. Students, whose parents drop them off at school, are to remain on the sidewalk while they proceed to their classroom.
3. When dropping off your child, pull into a parking space and have your child exit the vehicle immediately.
4. Do not drop off your child behind other cars or trucks, as that would create a dangerous situation for your child.
5. Use caution when backing out of the parking space; watch for children and other vehicles
6. If it is after 8:00 a.m., parents will need to escort their child to the front office for a Tardy Slip.

SAFETY ALERT!!

For your child's safety please do not leave him/her at school before 7:45 a.m. *Adult supervision is NOT available until 7:45 a.m.*

The Afternoons:

1. Students stay on the sidewalks while they proceed to their bus line and wait for the go-ahead to enter the bus.
2. Students enter the bus when the teacher on duty gives the go-ahead.
3. Students being picked up by parents, stay in the waiting area until dismissed by the teachers on duty. Ensure that your child(ren) is completely in the vehicle and the door is securely closed before pulling away.
4. Parent vehicles are to yield to the buses when leaving the school.
5. Only individuals designated in writing by the student's parent or legal guardian will be permitted to give the student(s) a ride home, or to another location, in the vehicle.
6. Student permission to get off at different bus stop **MUST** be given to the principal or designee, in writing and signed by the parent or guardian or by a phone call to the school before the end of the day. Verbal requests by students will not be accepted.
7. When operating a vehicle at school, please use **extreme caution**, as many students are present. Drive **SLOWLY!!**
8. Maintain a high degree of vigilance while driving away. Do not review your child's schoolwork or read notes from the teacher or office. Students and vehicles are still in the area.
9. Students waiting for their ride must sit in place and not run around or participate in unauthorized activities.

Safety Alert!!

When you come to drop off/pick up your child(ren), please park in our parking lot and not on the bus loading zone. Also, never leave your car running while you come into the school for any reason.

Bus Regulations

Please review the following bus rules and regulations with your child. Bus safety is very important. The driver is in full charge of the bus and students.

SCHOOL BUS TRANSPORTATION CONTRACT

2016-17 SCHOOL YEAR

This contract made & entered into by & between the Mesa Vista Consolidated School District, the parents or guardian & the student properly signed acknowledges the agreement of Mesa Vista Schools to provide bus transportation to & from during the school year beginning August 22, 2016. Please remember that riding the bus is a privilege. Therefore it is understood by all parties that the student will abide by the following rules & regulations regarding bus transportation, privileges, & responsibilities (July 2016):

1. Student will adhere to the rules & regulations set forth by the bus driver. **The driver has the same authority as the classroom teacher** when students are riding in the bus.
2. The use of profanity WILL NOT be allowed on the bus.
3. The bus driver is authorized to assign seats, all passengers are expected to abide by such, & will be responsible for their assigned seats. Student, parents or guardians, WILL be held financially responsible for malicious damage or destruction to the bus.
4. Students MUST stay in their seats when the bus is in motion: Students MUST NOT extend their hands, arms, or bodies out of the window at any time.
5. Students MUST cooperate in keeping the bus clean. Eating & drinking on the bus is NOT ALLOWED.
6. The use of tobacco, narcotics, or alcoholic beverages SHALL NOT be permitted in the bus, or students under the influence of any of the above substance.

7. Students WILL NOT be permitted to leave the bus on the way to or from school except at regularly assigned stops. In case of emergency, a written permission slip from parents/guardians & school administrator is needed.
8. The following are not permitted in the bus: animals, firearms, explosives, breakable glass items or knives.
9. Students whose presence poses a threat to other passengers on the bus WILL lose his/her riding privileges immediately.
10. Students who DO NOT obey the above rules & regulations will be subject to one of the following consequences. The school principal will notify parents or guardians in writing or by telephone of the violations:
 - 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: Students will be suspended for the bus for 4 - 5 days.
 - Conference Ticket: Immediate suspension until parents or guardians & student will meet with school principal or transportation official.
 - Severe Safety Problem: Immediate suspension until parents or guardians & student meet with the school principal or transportation official.

*Should parents wish to obtain a copy of Transportation Contract, see site Principal or Transportation Director

Health Services

Medication

- Any student taking medication at school (prescription or over-the-counter) must have a Medical Authorization Form filled out and signed by the parent and/or doctor.
- All medication must be delivered to the school office and taken back home by the parent.
- Students will not be allowed to bring in medication nor take it back home.
- The medication must be in the current prescription bottle and labeled with the following information:
 - ✓ Name of Student
 - ✓ Name of Medication
 - ✓ Directions concerning dosage and storage
 - ✓ Time of day medication is to be administered
 - ✓ Physician's name and date of prescription
- Parent phone calls **WILL NOT** be accepted to change the dosage or time. There will be no changes in the dosage or times medication is administered without a physician's written permission.
- School personnel, because of the possibility of an allergic reaction, shall not administer the first dosage of any new medication during school hours.
- Students who become ill during school hours will report to the school based health clinic. If necessary, the student's family will be notified to pick their child up as soon as possible.
- If your child has a severe cold, flu, stomach disorder, or an above normal temperature, please do not send him/her to school.
- As stated in Section 504 of The Rehabilitation Act of 1973, parents should notify the school office staff if their child has a handicapping condition that affects a major life activity such as walking, speaking, learning, hearing, etc.

Lice and/or Scabies Infestation

Upon receiving notice of suspected cases, the school based health clinic personnel will examine the child to confirm the report of head lice or scabies. If confirmed, each child in that classroom and that of siblings will also be checked. If a large number of cases are confirmed, a school-wide check will be completed. Notes are sent to all students in the classroom where lice have been identified. All students with confirmed cases will be sent home with a note explaining treatment (lice) or a medical referral (scabies). Re-admission to school will be allowed 24 hours after treatment (or with a note from a physician). Repeat treatment is recommended in 7-10 days. Rechecks of infested students are conducted at 1, 2, and 3-week intervals by the school based health clinic personnel upon returning to school.

Immunization Requirements

Prior to starting school or when transferring into our school district, students or (parents) must present an approved State Department of Public Health immunization certificate.

At least 4 DPT (Diphtheria, Pertusis, and Tetanus) and Polio shots (the last after age 4), 2 MMR (Measles, Mumps, and Rubella) shots after 12 months of age, and 3 Hepatitis B shots are required for admission to school. For Varicella immunization, students require 1 dose for Kinder, 1st, and 2nd grades or a history of having the disease.

A student who is not up to date with their immunizations will be dis-enrolled within 10 days and will not be allowed back until all shots are received.

Cafeteria

Breakfast and Lunch Program

Mesa Vista Schools are a Provision II School, free breakfast and lunch will be available to all students and will continue throughout the school year. Students are not allowed to drink sodas or purchase any juices during meals. Students who are lactose intolerant will be given a juice upon request.

Parents of students who do not eat certain foods because of religious or health reasons (allergies) must notify the school secretary in writing upon enrollment.

SAFETY ALERT!! Glass, or bottled/canned beverages, energy drinks, or soft drinks are not allowed in the cafeteria. Boxed juices and bottled water are acceptable.

Our school lunch program includes more than the feeding of children and is an integral part of the school curriculum. The lunch program is used to teach children etiquette, orderly conduct, respect for the rights of others, the value of proper food and in many instances is used in various classroom projects dealing with food.

Cafeteria Conduct Rules

As a service to parents, breakfast and lunch menus are sent home monthly. Please review the menu items with your child and pack a lunch on days when your child doesn't like what is being served. Please review the following cafeteria rules with your child/children and help them understand the importance of following these rules. All set rules outlined under "Student Conduct" of this policy manual will be adhered to by students while riding the bus (inclusive of sporting events.)

As a Mesa Vista Consolidated Schools student, I will:

- ☐ Use a quiet voice in the cafeteria.
- ☐ Practice active listening in the cafeteria.
- ☐ Wash my hands and, if necessary, go to the bathroom, before I go to the cafeteria.
- ☐ Bring my own lunch from home, if I do not like what is being served for lunch.
- ☐ Wait patiently in line to get my tray and not disturb other students.
- ☐ Understand that I am to remain seated at all times while I am eating my lunch.
- ☐ Understand that there is no throwing of food or any other types of disorderly conduct.
- ☐ Use a quiet voice as I talk with only those persons sitting next to me or directly across from me.
- ☐ Understand that I am responsible for keeping my lunch space neat and clean. I will keep all food and paper products on my tray. If I drop any food or paper products on the table or floors, I will pick them up before I empty my tray.
- ☐ Empty my tray, then sit quietly until the lunchroom monitor signals me to line up. Understand that the lunchroom monitors are in charge of the lunchroom and I will obey them.
- ☐ Receive consequences, if I choose to break the cafeteria rules. I may be directed to do one of the following things:
 - Have a "silent" lunch.
 - Eat lunch in the office.

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Progress Reports and Report Cards

Students will receive a Progress Report at the midpoint of each grading period. This report is designed to keep parents informed of their child's academic progress and behavior. Should a parent have a concern, return the progress report with comments and/or a request for a conference.

Progress reports will be sent home on or about the week of

September 14	40% Class work
☐ November 16	25% 9 Weeks
☐ February 1	25% Quizzes/Tests
☐ April 12	10% Participation

All students will receive a report card for each 9-week grading period. The school calendar for the 9-week report card schedule follows. Students will receive report cards 5 days after the end of the 9-week period. Letter grades are based on the percent correct on student class work and homework, attendance and assessments.

A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: 0-59

Nine Week Grading Period Dates:

Q1	August 22-October 20
Q2	October 24-January 6
Q3	January 9-March 20
Q4	March 21-May 24

Homework

The purpose of homework is to reinforce or extend what your child has learned in the classroom. As a result, students develop a sense of self-discipline, personal responsibility, and independent thinking. New material will not be assigned for homework. In order to give students an opportunity to develop various kinds of skills, teachers will give many types of homework assignments; some of which may not be written assignments. Your child may be assigned to read, cut out, collect, interview, do research or watch a particular TV program. Teachers do not generally assign homework on weekends. The reason for this is to give students a reward for a week's work well done and to allow them time to take part in family experiences such as trips, visits, and outings

Read and Respond

Read and Respond is a component of the reading curriculum that involves students and parents reading to each other for 20 minutes each night, Monday - Thursday. All students are expected to complete Read and Respond forms at home. All Read and Respond forms shall be signed by a parent or guardian. This activity develops independent reading skills, reinforces concepts learned in school, and improves reading fluency. Parents help their children become good readers by supporting Read and Respond nightly. Please make sure that your child reads nightly and does not respond to a book that they used previously or responds from an old form. On Wednesdays, in place of Read and Respond, students are assigned a Problem of the Week rather than reading.

How You Can Help Your Child Succeed in School

- Allow children playtime after school, and before homework time.
- Provide your child with a quiet place, such as a table or desk, to work.
- Set a regular time for doing homework each day and stick to it! A good time is just before or just after dinner.
- See that your child brings home assignments clearly written down in their assignment books or on the back of their notebook.
- Assist by offering helpful explanations and by seeing that homework is neat and complete. Never do an assignment for your child.
- Offer encouragement; avoid pressure.
- Have it understood that homework comes before TV.
- Check with your child's teacher if an assignment is not clear.
- Please feel free to consult your child's teacher and/or school principal whenever there is a question about homework. After all, it is intended to be helpful rather than a burden.

GENERAL PROCEDURES

Attendance

Consistent school attendance is one of the keys to academic progress. To fully benefit from the instructional program, students are expected to attend school regularly, BE ON TIME, and satisfy all course requirements. **Poor attendance or excessive tardiness and/or frequent early checkouts may result in low or failing grades.** Parents can help their children succeed by ensuring their attendance except when illness or extreme family emergencies occur. **When absences are necessary, a phone call to the school and a note of explanation from the parent is required. The note must be given to the teacher upon the student's arrival at school following the absence.** If a note is not received, the absence will be unexcused. For either excused or unexcused absences the student will be expected to make up the work missed during the time of absence. For extended absences due to serious illness or surgery, the school and parents will develop a plan that includes schoolwork. As a general rule, all such make-up work must be completed:

- Within three (3) school days after the student returns to school. However, the teacher and/or principal may grant additional time for the make-up work if the individual situation warrants.

NOTE: Teachers need 24 hours notice in order to prepare make-up work for absences.

Safety Calls

Attendance is an important component Ojo Caliente Elementary School. Parents are called when a student is absent from school and the school has not been notified. It is the parents' responsibility to notify the school when a child is absent. A Family Support Meeting will be conducted for students with 5 or more absences in a school quarter. The Family Support Meetings follow a similar format to a Student Assistance Team (SAT) meeting.

Attendance

Any student who is tardy must report directly to the office for the Admittance Slip to his/her classroom. Parents, please accompany your child into the office. Tardiness will directly affect your child's day, getting him/her off to a poor start, so please stress the importance of being on time. Punctuality is a trait to be developed early in life. Any student marked tardy three or more times will not receive a perfect attendance award at the end of the school year. Three tardies constitute one full day absence. The Mesa Vista Consolidated Schools' Truancy Procedures comply with the NM Compulsory School Attendance Rule (6.10.8 NMAC.)

Perfect Attendance

Perfect Attendance is defined as in school all day every day. Students who leave school early for any reason, will not be considered in school all day for perfect attendance purposes.

Early Student Checkout

If it is necessary for a student to leave school during the day, his/her parent(s) must come to the office to sign the student out. **AT NO TIME** is a parent, or any person approved by the parent, permitted to take a child from school without signing out. The office requires proper identification of persons picking up student's at school. Only individuals listed on the Student Registration Card are permitted to take a student out of school. **If there is a change in transportation arrangements, the parents MUST notify the school through a phone call or note before the end of the day.**

Excused absences are absences resulting from:

- Death in the family or any other bona fide family emergency. Illness or injury requiring medical or dental attention (physician's statement required).
- Appointment for medical, dental care or with official agencies (physician's statement required).
- Illness or injury not requiring medical attention will require a parent note explaining the absence.
- Religious holidays: Students are permitted to be absent in Observation of established religious holidays, but they must be counted absent on all school records. Absences of a religious nature, preceded by prior parent notice, will not require written notification on the student's return to school.

Unexcused absences are absences resulting from:

- Unverified absence (absences other than those defined above)
- Truancy
- Suspension
- Expulsion
- Absences are unexcused until a note or call is received from the parent.
- Tardy (3 tardies = 1 day absent)

School and Classroom Visitations

All visitors **must sign in with front office personnel and receive a visitor's pass** in the office **before** going to any location in the school. A safe environment is provided for our students and visitors must have proper identification and a valid reason for being on the school premises. Teachers are not available for conferences during class time. Please send a note or call to leave a message if you desire a conference. The teacher will make every effort to return your call or send a note home within 24 hours.

Releasing Students

Safety Alert!! Students will not be released to anyone except their parents or their authorized representatives (written certification required) during school hours.

Parents or authorized representatives must report to the office. Parents will report to the office for an Early Dismissal Slip. The school secretary will telephone the child's teacher. The child will report to the office and be released to the parent or authorized representative. At the end of the day, if parents want to pick up their child, they need to wait in the office for the child. The child will be called to come to the office to be picked up.

Student Dress Code and Welfare

- Students are expected to attend school neat and clean.
- Footwear is required for sanitary and safety reasons. Flip flop sandals are not permitted. (Tennis shoes requested for P.E.)
- Oversized sagging clothing that allows underwear to show is not allowed.
- Hairstyle must not be a distraction to the educational learning process.
- Clothing must cover the mid-section of the body. No halter-tops, tube tops, spaghetti strap tops, muscle shirts, pajamas, or half-shirts will be permitted.
- Shorts must be mid-thigh length or longer. Clothing bearing inappropriate slogans or pictures is not permitted. (Such as alcohol, drugs, racial remarks, or sexual connotations/symbols).
- No hats, caps, visors or sunglasses may be worn inside the building.
- Decorative chains may not hang from clothing.
- Students are not permitted to bring any commercial or personal items to school for sale, resale or trade (such as trading cards).
- Personal items (toys, radios, cell phones, game boys, and so on) are not allowed in school. If you are caught with any items, they will be confiscated until the end of the school year.
- Students may not bring animals (dogs, cats, mice, squirrels, lizards, snakes, or other pets) to school.
- Any article of clothing or jewelry that causes a disruption or that the staff considers derogatory or a distraction will not be permitted.

Student Conduct – Discipline Code of Conduct/Discipline Plan

Parents are urged to cooperate with the school in the matter of their child's behavior. It is our belief that children progress best where there is order and consistency. We also believe that firmness and fairness, accompanied by kindness, work with most children. Under no circumstances will rude, defiant behavior be accepted. Disruptive behavior by just one student interferes with the learning and teaching process in a classroom. All school staff is responsible for ensuring a safe and productive learning environment.

While the school endeavors to follow the progressive discipline policy set out below, the decision of whether to apply progressive discipline will be made on a **case-by-case** basis **depending on the actions and events at issue**. The Administration reserves the right to apply immediate and severe consequences, including expulsion, where it deems such consequences appropriate. Teen Court may also be implemented. Failure to comply with the rules of the Mesa Vista Consolidated School District may result in, but not limited to, the following:

Note: Please refer to Attendance/Tardies, Dress Code, Computer Use/Electronic Device sections regarding consequences for these violations.

Intolerable Conduct – Level I:

Conduct

- a. Disruption of school or class
- b. Refusal to obey person in charge
- c. Violation of classroom rules, as set by the classroom instructor/substitute
- d. Public display of affection (PDA), including, but not limited to kissing
- e. Insubordination
- f. Profanity not aimed at an individual
- g. Unsafe behavior such as throwing objects and roughhousing/horseplaying
- h. Other minor infractions

Disciplinary Action

- a. 1st offense Unit Supervisor offense warning
- b. 2nd offense Temporary or permanent removal from class, parent notification
- c. 3rd offense Revocation of privileges, parent notification
- d. 4th offense Repeated violation of Level I, automatically becomes a Level II violation,

with the option of placing student on an accountability and/or behavioral contract.

Intolerable Conduct - Level II:

Conduct

- a. Unsafe behavior such as throwing objects and roughhousing/horseplaying (dependent upon potential harm.)
- b. Repeated violations of Intolerable Conduct-Level I
- c. Forgery, false reports, misrepresentation / tampering or Alterations/cheating/copying other people's work, or plagiarism.

Disciplinary Action

- a. 1st offense 1-day suspension and parent conference
- b. 2nd offense 3-day suspension and parent conference
- c. 3rd offense Repeated violation of Level II, automatically become a Level III violation of the disciplinary consequences, and referral to counselor and SAT process.

Intolerable Conduct - Level III:

Conduct

- a. Graffiti/vandalism, damage, destruction, or theft of school and / or private property \$250 or less
- b. Verbal assault towards a student/school employee / substitute
- c. Harassment (inclusive of sexual harassment) toward a student/school employee / substitute (written or verbal)
- d. Violence, intimidation, physical assault, battery, fighting, threatening and/or endangering behavior
- e. Bullying
- f. Gang-related activity
- g. Pulling a false fire alarm
- h. Distribution / possession / use of tobacco or cigarettes/nicotine products (including electronic and/or facsimile/counterfeit)
- i. Possession and or use of laser devises, matches, lighters and knives
- j. Reckless use of a motor vehicle on school property
- k. Repeated violations of Intolerable Conduct II
- l. Leading, instigating or participating in disorderly conduct.

Level III Disciplinary Action

- a. 1st offense 3-day suspension, parent contact, and police contact at the discretion of the unit supervisor
- b. 2nd offense 5-day suspension, parent contact, and police contact at the discretion of the unit supervisor
- c. 3rd offense 10-day suspension and parent contact and police contact
- d. 4th offense Repeated violation of Level III, automatically becomes a Level IV violation of the disciplinary consequences, referral to counselor, SAT process, and/or a referral to a community based agency.

Bullying

"Bullying/cyber bullying" means intimidating or offensive verbal or physical conduct toward a student, including through electronic media, when such conduct is habitual or recurring, including, but not limited to, threats and name-calling. It is the policy of the Board of Education to prohibit violence, threats, name-calling, bullying/cyber bullying, unlawful harassment, intimidation, assault, battery, extortion, robbery, vandalism, and other victim-based misconduct that creates an intimidating, hostile, or offensive environment for students, regardless of motive or reason. Such victim-based misconduct by students and staff will not be tolerated.

Consequences for Bullying

Bullying is a Level III Offense

Verified acts of bullying shall result in intervention by the building Principal or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced.

Bullying behavior can take many forms and may vary dramatically in how serious it is, and what impact it has on the targeted individual and other students. Conduct that rises to the level of "bullying" as defined above will warrant disciplinary action against the (alleged) aggressor of such bullying.

Consequences include out-of-school suspension, alternative placement, or expulsion. Other interventions may include Restorative Justice, mediation or the involvement of other programs adopted by the school to address bullying behaviors. Special Education students will be subject to disciplinary action specified within their IEP or Behavior Management Plan.

Intolerable Conduct - Level IV:

Conduct

- a. Graffiti/vandalism, damage, destruction, or stealing of school and / or private property in the amount of \$251 or more
- b. Possession/use/ and/or be under the influence of alcohol, illegal drugs, marijuana, hookah, mood altering substances, prescription drugs, non-prescription drugs/hallucinogenic substances/substance with an intoxicating effects / this includes facsimile/counterfeit substances. This also includes possession of paraphernalia that can be used to ingest drugs.
- c. Hazing and/or hate crimes
- d. Repeated violations of Intolerable Conduct - Level III

Disciplinary Action

- a. 1st offense Immediate 10-day suspension with possible expulsion hearing and removal from all co/extra-curricular activities for 30 school days and police contact at the discretion of the unit supervisor.
- b. 2nd offense Hearing for expulsion and removal from all co/extra-curricular activities for the remainder of the school year and police contact at the discretion of the unit supervisor.
- c. 3rd offense Referral to appropriate law enforcement agency, long-term suspension and recommendation for expulsion and police contact at the discretion of the unit supervisor.
- d. 4th offense Repeated violation of Level IV, automatically becomes a Level V violation of the disciplinary consequences and police contact at the discretion of the unit supervisor.

Definition of Possession

- a. On a student while at school, school activity, or while being transported to and from an activity in a school bus or school vehicle.
- b. In a student's assigned or unassigned locker.
- c. In a student's car or friend's car while on school property.
- d. Knowingly concealed on school property by a student.
- e. On a students' person.

Definition of Counterfeit Drugs:

- a. Any substance designed to look like an illegal or abuse-prone drug.
- b. Any substance represented as an illegal or abuse-prone drug.

Definition of Substance with Intoxicating/Addictive Effect:

- a. A substance such as but not limited to spray paints, permanent markers, glue and other solvents, hair spray, nail polish, vanilla, liquid paper, gasoline, or caffeine pills used to produce an intoxicating effect.

Intolerable Conduct - Level V:

Conduct

- a. Selling and/or distribution of possession/use/ and/or be under the influence of alcohol, illegal drugs, marijuana, hookah, mood altering substances, prescription drugs, non-prescription drugs/hallucinogenic substances/substance with an intoxicating effects / This includes facsimile/counterfeit substances.
- b. Physical assault and/or battery of school employee, other student, substitute, including all staff authorized persons, on school property or at school functions that results in great bodily harm.
- c. Possession / use of guns, knives, chains, razors, brass knuckles, dangerous weapon, any tool or device that may be used to cause bodily harm or injury to an individual(s) or used in a threatening or intimidating manner (including facsimile or counterfeit).
- d. Possession / use of explosives, destructive or incendiary devices, (including fireworks/firecrackers, bomb threat, facsimile or counterfeit).
- e. Graffiti/vandalism, damage, destruction, or stealing of school and/or private property in the amount of \$5000 or more.

- f. Extortion, coercion and robbery.
- g. Repeated violations of Intolerable Conduct - Level IV

Disciplinary Action

- a. 1st offense Referral to Law Enforcement and Long-term suspension and recommendation for expulsion

SUSPENSIONS

Elementary students suspended from class are afforded the opportunity to complete their missed assignments during the time of the suspension because they are an important part of the learning process. A maximum of 65% credit will be given for this work.

STUDENTS WITH DISABILITIES - SUSPENSION / EXPULSION

A student with a diagnosed disability cannot be denied educational services by being suspended long-term or expelled from school for violating District policy.

When a student with a disability violates District policy, the Individualized Education Programs or Plan (I.E.P.) Committee will determine the following:

- If the student's program, as developed in the I.E.P. and implemented at the school, is appropriate to meet the student's needs.
- If the program is inappropriate, the I.E.P. Committee will then develop an appropriate program and it will be implemented at the schools.
- If there is a casual relationship between the student's disability and the behavior that has occurred, an appropriate Functional Behavior Assessment and Behavior Intervention Plan will be developed to address the behavior as needed.

Service to Suspended Students

When a discipline involves long-term suspension from a school, the Special Education Director or designee will offer services to the suspended student. The director will convene a committee to determine how the services will be provided during the duration of the suspension.

The services offered to the suspended student only involve the provision of specially designed instruction, not the provision of a complete educational program. Therefore, neither full credit nor grades can be earned.

Playground Behavior Expectations

Students are expected to be courteous and respectful to each other and the adults on duty when on the playground. **Safety is our primary concern at school**, especially on the playground. Students are expected to follow the rules and the directions of the individuals on duty.

- On any of the playground apparatus, students will exercise safety at all times.
- Hitting, kicking, pushing, shoving or other unsafe behavior is not permitted on the playground.
- Students do not stand on playground apparatus or Monkey Bars.
- When students are on playground apparatus or Monkey Bars, others are not to catch, pull on, push or harass them in any way.
- Students must ask permission from the adults on duty to leave the playground for any reason, such as to get water or go to the bathroom.
- All set rules outlined under "Student Conduct" of this policy manual will be adhered to by students while participating in playground activities.

Field Trips and Extended Campus Activities - Educational in Nature

Field trips are planned during the year and their purpose is to enrich classroom learning. The school requires written consent of parents prior to trip before the student is permitted to go with his/her group. Parents who desire to serve as a chaperone should make arrangements as soon as possible with the teacher and administrator. Chaperones must be at least 18 years of age. Parents who are serving as chaperones are not permitted to smoke in the presence of students at any time during the field trip. Past behavior factors may be taken into consideration for the privilege of participation in a field trip. If a discipline issue should arise, involving the student, the parent should report it to the teacher immediately. All set rules outlined under "Student Conduct" of this policy manual will be adhered to by students while riding the bus and attending any and all field trips.

Students who attend a fieldtrip through the school on a school bus must return on the bus. Parents wanting to bring their child home from the fieldtrip in a private vehicle must present an official documentation to the principal 24 hours prior to the fieldtrip. The parent of another student or a relative of the student cannot write a note authorizing permission to return from a fieldtrip in a private vehicle. The parent must complete the official documentation for student(s).

Notes/Letters

Notes from teachers and notices from the office help to keep parents informed about the progress of the school programs in general. Please ask your child each day if he/she has any notes, newsletters, reports, or other papers from the school for you to read. Notes and other forms of communication can be found in the student's notebook folder.

Lost and Found

Please label all your child's possessions such as sweaters, coats, lunch boxes, backpacks, and other items. Lost and found items are turned into the office.

Change of Address / Phone Numbers

For emergency, administrative and communication reasons, it is very important that up-to-date addresses, telephone numbers and e-mail addresses are on file for every student enrolled. Please notify the office **immediately** in writing or by calling 505/583-2316 if you have a address or phone number change.

Electronics and Cellular and/or Mobile Phones

Cellular/mobile phones and electronic devices are not allowed on campus, as these are vehicles of distractions within classroom and can and may be used for cyber bullying. The use of cellular/mobile phones will result in disciplinary actions as outlined in this policy book under Code of Conduct Section. The Site Principal, at his or her discretion may choose to allow or not allow electronic device and cellular/mobile phone use during field trips; however, misconduct with usage of these devices will not be tolerated and consequences for misuse will be adhered to under the Student Conduct section of this policy manual. Please note, that should students be allowed to utilize electronic and cellular/mobile phones during a field trip, the school will absolutely not be held liable for theft, damage or loss of these items. It is at the discretion of parents/guardians to allow or not allow their child to bring electronic and cellular/mobile phone devices to school when allowed by site principal.

STUDENT ACTIVITIES AND PROGRAMS

Honor Roll

The Honor Roll is designed to recognize students who excel in all areas of school performance each nine weeks. Criteria for Honor Roll status is as follows:

All "A" grades "A" Honor Roll All "B" or better grades "A-B" Honor Roll

Student Council

Student Council may or may not be offered at your child's elementary school. If Student Council is offered, it is composed of students from 4th - 6th grades. This group is selected at the beginning and throughout the year and meets to plan activities for students and discuss any problems regarding the school.

School Parties

Classroom parties are at the discretion of the principal and teachers.

Student Passes / Telephone Use

Before a student will be allowed to use the office phone, an office staff member must be shown a pass or a note from the teacher. **Students are not permitted to use the classroom phones, or cell phones during the entire school.** Phone calls will be limited to emergencies only.

Textbooks / Library Books

Textbooks must be accounted for both by the student and the school. For this reason, you must pay for any textbooks that is lost or damaged before any other textbooks are issued. This rule also applies to library books. Book covers are required for the protection and longevity of textbooks.

PARENT AND COMMUNITY INVOLVEMENT

Parent Teacher Organization (PTO)

The Parent Teacher Organization (PTO) is an integral part of our school, and all parents or guardians are encouraged to participate. Please contact office staff if you are interested in participating in the school PTO organization.

COMPULSORY ATTENDANCE AGES

A "school-age person" means a person who is at least five (5) years of age prior to 12:01 a.m. on September 1 of the school year.

Any parent, guardian or person having custody and control of a person subject to the provisions of the NM Compulsory School Attendance Law (6.10.8 NMAC) is responsible for the school attendance of that person until that person has reached at least eighteen years of age or has graduated or received a general educational development (GED) certificate.

A person shall be excused from this requirement if, with the written signed permission of the parent, guardian or person having custody and control of the person to be excused, the person is excused from the provisions of this section by the Superintendent of schools for a hardship.

The school-age person shall attend school for at least the length of time of the school year that is established in the school district. The school district shall not excuse a student from attending school except as provided in the Compulsory School Attendance Law or for parent-authorized medical reasons.

INSTRUCTIONAL GOALS AND OBJECTIVES

All parts of the curriculum are interrelated and important to the development of the student. The physical, emotional, social, aesthetic, and cognitive development of the student are all elements of importance within the school program.

The District instructional program will be designed and implemented to provide for at least the minimum instructional areas required by statute and shall include:

- Skills in communication - to include reading and language arts skills, including phonemic awareness, phonics, comprehension, grammar and writing.
- Skills in computation - mathematics.
- Appreciation of the importance of physical fitness.
- Research and problem-solving skills in science and mathematics.
- Ability to think analytically, critically, and independently.
- Skills in foreign or Native American language.
- Ability leading to citizen responsibility.

INTERROGATIONS, SEARCHES, AND ARRESTS INTERVIEWS

A parent may be present during an interview except when interviews are conducted pursuant to a report of child abuse and the interview is by Children, Youth, and Family Department worker or a police officer.

Except in child abuse and abandonment situations, should a police officer appear on campus requesting to interview a student attending the school, the school administrator shall be notified and the school office shall contact the student's parent(s). The parent(s) will be asked if they wish the student to be interviewed and, if so, will be requested to be present or to authorize the interview in their absence.

If the parent(s) cannot be reached, the police officer should be requested to contact the parent(s) and make arrangements to question the student at another time and place.

If a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of the District shall cooperate fully with the police.

Searches

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

Notice of Search

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

**TITLE 1 PARENT NOTIFICATION LETTER MESA VISTA CONSOLIDATED SCHOOL
DISTRICT TITLE 1 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 1 project, The Mesa Vista Consolidated School District Title 1 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 1 requirement, Federal Regulation Section 1118(b)

Dear Parent(s)/Guardian(s):

On January 8, 2002, President Bush signed the new federal education act, titled "No Child Left Behind". This new law includes many new programs and changes for all public schools in the United States.

One portion to this law permits you as a parent/legal guardian, the right to request information about the licensure and other qualifications, teaching assignment, and training of your child's teacher and any paraprofessionals (instructional assistants) who may work with your child.

If you are interested in requesting this information, please send a written request to the following address:

Mesa Vista Consolidated School District, Mr. Ernesto Valdez, Superintendent
P.O. Box 309
Ojo Caliente, New Mexico 87549

In your letter of request please include your child's name and grade. We will send you the information requested as quickly as possible.

Sincerely, Mr. Ernesto Valdez, Superintendent

PARENT/STUDENT HANDBOOK VERIFICATION FORM

Please read and complete this form. Please return this page to the Front Office.

We, the parent(s)/guardian(s) and _____(student name) have read and acknowledge the rules and the regulations set to be respected and followed by our child and all students attending school in the Mesa Vista Consolidated School District. We certify that we have read the Student Handbook and are aware of all rules that our son/daughter is expected to follow.

Yes, I have reviewed the policies with my child.

Parent/Guardian Signature/Date

Student Signature/Date

Home Phone _____

Work Phone_____

Cell Phone _____

2016 - 2017 INSTRUCTIONAL CALENDAR

Elementary, Middle and High School Student Instructional Hours: 8:00 a.m. - 3:45 p.m.

Staff Working Hours: 7:45 a.m. - 4:15 p.m.

STUDENT DAYS: 150 STAFF DAYS: 160

JULY 2016				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

July 14 & 28 - Pay Periods

AUGUST 2016				
Students - 8		Staff - 11		
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 17-19 - Staff Orientation/Staff Dev.

August 22 - FIRST DAY OF SCHOOL

August 11 & 25 - Pay Periods

SEPTEMBER 2016				
Students - 18		Staff - 19		
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2, 16 & 23 - No School

September 5 - Labor Day

September 8 & 22 - Pay Periods

September 16 - Staff Development Day

OCTOBER 2016				
Students - 17		Staff - 18		
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

October 7, 21 & 28 - No School

October 10 - Columbus Day

October 6 & 20 - Pay Periods

40th Reporting Day, Oct. 12

October 21 - Staff Development Day

NOVEMBER 2016				
Students - 17		Staff - 18		
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

November 18 - No School

November 11 - Veteran's Day

November 23 - 25 - Thanksgiving Recess

November 3 & 17 - Pay Periods

November 18 - Staff Development Day

DECEMBER 2016				
Students - 12		Staff - 12		
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December 19 - 30, Winter Recess

December 1, 15, & 29 - Pay Periods

80th Reporting Day, Dec. 1

JANUARY 2017				
Students - 17		Staff - 18		
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 13 & 27 - No School

January 2 & 3 - Winter Recess - No School

January 16 - Martin Luther King Day

January 12 & 26 - Pay Periods

January 27 - Staff Development Day

FEBRUARY 2017				
Students - 16		Staff - 17		
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

February 3, 10, & 17 - No School

February 20 - President's Day

February 9 & 23 - Pay Periods

120th Reporting Day, Feb 8

February 10 - Staff Development Day

MARCH 2017				
Students - 14		Staff - 15		
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

March 3, 17, 24 & 31 - No School

March 9 & 23 - Pay Periods

March 6 & 10 - Spring Break I

March 24 - Staff Development

APRIL 2017				
Students - 16		Staff - 16		
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

April 7 - No School

April 6 & 20 - Pay Periods

April 13, 14 & 17 - Spring Break II

MAY 2017				
Students - 15		Staff - 16		
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

May 5, 12, & 19 - No School

May 29 - Memorial Day

May 4 & 18 - Pay Periods

May 20 - Tentative Graduation Day

May 24 - Last Day of School for Students

May 25 - Last Day for Staff/Staff Development

JUNE 2017				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June 1, 15, & 30 - Pay Periods

Summer Payroll Checks - June 30

TENATIVE
BOARD APPROVED: April 27, 2016

NOTE: ALL MAKE-UP DAYS OR CHANGES TO CALENDAR WILL BE MADE UP AFTER NEGOTIATIONS BETWEEN SUPERINTENDENT AND UNION COMMITTEE PER CBA