

# **BELÉN CONSOLIDATED SCHOOLS**

## **STUDENT MANAGEMENT**



## **HANDBOOK**

This is an official policy statement of the Board of Education. Students and parents should review and be familiar with these district policies. The full policies regarding student behavior and education can be obtained from your child's principal or the superintendent's office.

BELÉN CONSOLIDATED SCHOOLS  
520 NORTH MAIN ST.  
BELÉN, NM 87002  
966-1000

BOARD OF EDUCATION

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**APPROVED BY THE BELÉN CONSOLIDATED SCHOOL BOARD OF  
EDUCATION ON JULY 12, 2016**

## **Belén Consolidated Schools**

### **Belén Elementary Schools and District Offices:**

Main Office	520 North Main Street	966-1000
Logsdon Hall (Special Education)	19676 Highway 314	966-1860
Warehouse	19383 Highway 314	966-1709
Cafeteria Services	19383 Highway 314	966-1708
Technology	19383 Highway 314	966-1125
Maintenance	19383 Highway 314	966-1700
Transportation (Bus Compound)	650 East River Road	966-1176
Teacher Resource Center	10 <sup>th</sup> & Esperanza	966-2063
Belen High School	1619 W. Delgado	966-1300
Infinity High School	221 S. 4 <sup>th</sup> Street	966-1500
Belen Middle School	429 S. 4 <sup>th</sup> Street	966-1600
Central Elementary	600 Picard Ave.	966-1200
Dennis Chavez Elementary	19670 Highway 314	966-1800
Family School	04 Eastside School Road	966-2270
Gil Sanchez Elementary	376 Jarales Road	966-1900
H.T. Jaramillo Elementary	900 Esperanza	966-2000
La Merced Elementary	301 Alame Loop	966-2100
La Promesa Elementary	898 Highway 304	966-2400
Rio Grande Elementary	15 Eastside School Road	966-2200

**Belen Consolidated School District  
2016-2017 GOALS**

**District Vision Statement:**

To Be the Number One Performing District in the State of New Mexico

**District Mission Statement:**

“To Support Students Towards Academic Readiness in College and Careers”

**GOALS:**

To support students towards academic readiness in college and careers the district will continue to support a culture of safety, security, and well being for all students and staff.

To support students towards academic readiness in college and careers BCS employees will be expected to utilize positive customer service techniques when interacting with all stakeholders.

To support students towards academic readiness in college and careers by creating partnerships with parents to support academic performance.

**BELÉN CONSOLIDATED SCHOOLS  
STUDENT MANAGEMENT HANDBOOK  
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# BELÉN CONSOLIDATED SCHOOLS STUDENT MANAGEMENT HANDBOOK

## *INTRODUCTORY STATEMENT*

The purpose of this document is to assist students, parents, teachers, staff, and administrators in understanding that the school community exists to help all students develop their potential of learning and self-discipline to enable them to become productive, responsible members of a democratic society.

The quality of school community, both socially and academically, depends, in a significant way, on the choices made by the student population. Upon entering a school, students assume part of the responsibility for creating a stimulating academic and social environment in which everyone is free to grow and learn. The right to a public education is not absolute; it may be taken away, temporarily or permanently, for violations of school rules.

Students may exercise their constitutional rights of free speech, press, assembly, and privacy. The exercise of such rights, however, must be conducted in a manner that does not disrupt the learning of others in the educational process.

Maintaining a school climate, free of disruptions, enables all participants to learn and grow. Students, teachers, parents, and administrators working together create a common willingness to learn. This school district endorses and supports the values of respect, responsibility, trustworthiness, fairness, caring, and citizenship. Our district personnel, students and their families are expected to exhibit these qualities in their daily dealings with one another and with the community at large.

Some student behaviors disrupt the educational process. School authorities shall promptly, efficiently, and with a district-wide consistency, deal with such negative behaviors.

Unacceptable behaviors are defined, and the consequences of these behaviors are outlined in this document. The list is NOT ALL-INCLUSIVE; acts of misconduct not specified herein shall also be subject to discretionary action by appropriate school personnel.

The principal has the responsibility to take discretionary action any time the educational process is threatened with disruption. Nothing in the following is intended to prevent a staff member, teacher, principal, or other administrator from using his/her best judgment with respect to a particular situation.



# SECTION I

## **PURPOSE OF *THE STUDENT MANAGEMENT HANDBOOK***

The provisions of the Student Management Handbook are in effect during regular school hours and/or on school property; during transportation of students, including bus stops; and at times and places where appropriate school administrators and staff have jurisdiction including, but not necessarily limited to, school-sponsored events, field trips, athletic functions, and other school-related activities.

The principal, any public school official, or designated chaperone/sponsor is authorized to take administrative action when a student's misconduct away from school, during a school activity, may have a detrimental effect on the other students, staff, or on the orderly educational process.

## SECTION II

### STUDENTS' RIGHTS AND RESPONSIBILITIES

The school and students must work together to provide an educational setting that is safe, orderly, educationally efficient, and free from disruption of normal teaching-learning functions. The following statement is intended to be consistent with the Statement of Rights and Responsibilities adopted in May of 1981 by the State School Board. In the event that any part of it is not consistent with that statement, the State School Board's Statement prevails.

#### A. Educational Opportunity

1. Every student has the right to an education relevant to his/her needs and abilities and a corresponding responsibility not to deny this right to any other student.
2. Belén Consolidated Schools (BCS) affords all students equal educational opportunities and equal opportunities to participate in extra-curricular activities. BCS prohibits discrimination and harassment on the basis of ethnic identity, religion, race, color, national origin, sex, sexual orientation, mental or physical disability, marital status, and pregnancy.

#### B. Participation in Educational Decisions

1. In secondary school there shall be established an elected student government with membership open to all students. The student government will establish reasonable standards for candidates for office. All students shall be allowed to vote in elections designed to promote careful consideration of the candidates and issues.
2. The responsibilities of the student government shall be subject to the regulations of the School Board and shall include, but not be limited to, the following;
  - a. involvement in the process of developing policies for revisions and additions to the curriculum, school rules, and regulations;
  - b. involvement in the formulation of guidelines for co-curricular activities;
  - c. involvement in allocation of student funds, subject to established audit controls and the approval of the principal.
3. Representatives selected by the student government shall meet regularly with the principal or his/her designee to exchange views and to share in the formulation of school student policies, and to consider revisions to the school's curriculum.

### C. **Expression and Association**

Students are protected in the exercise of their constitutional rights of free speech, press, and assembly. The exercise of such rights, however, must be conducted in a manner that does not disrupt the educational process.

1. **Students** of the school may exercise the right to wear political buttons, armbands, and other badges of symbolic expression.

#### 2. **Publication**

a. Students shall be allowed to distribute political leaflets, newspapers, and other literature on school premises, without prior restraint or censorship, at specified times and places. The distribution may not include materials that are obscene, libelous, or promoting alcohol and other drugs or violence. The principal and student government shall establish guidelines governing the time and place of distribution at sites that will not interfere with normal school activities.

b. Official school publications shall reflect, where possible, a wide spectrum of student opinion. The student editors shall be governed by standards of responsible journalism.

The responsibility, to determine whether specific materials comply with the standards of responsible journalism, rests with the principal, after consulting with a student-faculty publications board composed of two faculty members appointed by the principal, and two students appointed by the student body president. Appeals of such decisions may be made in accordance with Section III of this statement.

#### 3. **Organizations and Clubs**

Students may form clubs or organizations for any legal purpose. These organizations must be open to all students on an equal basis and must operate within procedural guidelines established by the student government acting in concert with the principal. Any such organization shall have a faculty advisor, except religious clubs or groups which shall have a monitor appointed by the principal after consultation with the student group, provided that no appointment shall be made without the consent of the faculty member involved. In the rare case that no faculty member is willing to accept appointment as advisor, the lack of an advisor shall be cause to deny recognition to any organization. Organizations that meet these conditions shall have reasonable access to school facilities, provided the principal is given reasonable notice of planned programs and authorizes the use of the facilities. Appeals of such decisions may be made in accordance with Section III of this document.

#### D. Dress Code

The Board of Education expects student dress and grooming to reflect high standards of personal conduct so that each student's attire promotes a positive and respectful image to each other, our community and visitors to our schools. Our dress code reflects our goal of preparing our students to enter the work force with an understanding of the expected standards of society including modesty and decency. Exceptions to the dress code policy are school uniforms as determined by athletic code.

#### **Interpretation and enforcement of this dress code is the responsibility of the employees at each site. Parents need to support compliance with the dress code.**

1. Students are expected to dress in an appropriate manner at all times, including all school sponsored activities. Student dress may not present a health or safety hazard, violate municipal, county, or state law, or present a potential disruption of the educational process. A student's body needs to be appropriately and adequately covered. Exceptions to the dress code policy are school uniforms as determined by athletic code.
2. The following types of clothing are examples of unacceptable dress. They are considered to create a health or safety hazard, violate municipal or state law, or present a potential for disruption of the instructional program:
  - a. "Sleep attire"– flannels, pajamas, slippers, etc.
  - b. Non-prescription dark glasses of any kind worn anywhere on the face or head (unless prescribed by a doctor for medical purposes) cannot be worn indoors. Documentation of the prescription must be brought to the campus administrator.
  - c. Gang related attire including baggy/large coats, trench/"Gothic style" and/or excessively long garments.
  - d. Clothing with any logo, writing, symbols or numbers that reflect violence, malicious behavior, offensive language, sexual innuendo, drugs, alcohol, tobacco or anything otherwise considered being disruptive or gang related.
  - e. Excessively tight or revealing clothes.
  - f. Spaghetti strap shirts, tank tops, muscle shirts, tube tops, backless tops and/or basketball jerseys
  - g. Clothing that bares any part of the wearer's midsection, has cut-out or "frayed" areas which expose skin not normally exposed. Spandex, stretch cotton shorts or shorts/skirts/dresses that are shorter than **three** inches above the kneecap.
  - i. See through/mesh clothing, unless worn over appropriate clothing.

3. Pants must fit properly at the waist, inseam and hem without being excessively baggy. Pants will be worn at the waist and secured with a belt if necessary. The belt end will not hang from the waist. "Excessively baggy" shall be defined as pants being bunched at the waist under a belt, pants with low hanging crotches or pants with cuffs that **cover the** feet of the wearer or drag on the floor.
4. Shoes must be worn at all times while on campus. Heelies are expressly forbidden because of the risk of injury to students and damage to school property. Certain classrooms may have specific shoe requirements i.e. labs and PE classes.
5. Hats, caps, visors, bandanas, nets or any other type of headgear are NOT to be worn at any time while inside a building on campus, unless it is because of a medical issue and the student is carrying written permission from an administrator. Students who must wear protective headgear in the shop area may wear this gear in the shop area only. Hats should only be seen outside, or they will be taken away, and the hat may only be returned to a parent. Hats are worn outside only and they must be worn in the appropriate manner (i.e. baseball cap visors must be facing forward).
6. Clothing that meets the dress code but is excessively revealing and/or excessively tight is also considered disruptive to the learning environment in the classroom and is prohibited.
7. No student on school property or at any school activity shall wear possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items that are perceived as evidence of membership in/or affiliation with a gang.
8. Students enrolled in physical education class will have a suitable change of clothing for physical activity, including tennis shoes.
9. ~~Special activities will occur that may be an exception to the dress code as designated and approved by school administration on designated days throughout the year.~~ Parents will be notified for all dress code violations.

**Consequences for Violation of Dress Code:**

- 1<sup>st</sup> offense-** student will be given clothing to wear for the remainder of the day if possible, or his/her parent will be called to bring appropriate clothing to school.
- 2<sup>nd</sup> offense-** student will be placed in ISS until he/she is dressed appropriately.
- 3<sup>rd</sup> offense-** student may be suspended for defiance, pending a parent conference.

**4<sup>th</sup> offense-** student is subject to short-term suspension up to nine days. Habitual offenses could result in a disciplinary hearing and/or a long-term suspension for defiance.

**E. Privacy**

**1. Custody**

Except in the most extreme circumstances and only with principal authorization, custody of a student shall not be relinquished by school personnel to any person without the approval of the parent/guardian, unless the student is placed under arrest or removed per order of Child Protective Services (CPS). In every case of arrest, the school authorities must notify the student's parent/guardian. The principal should not release any child to a parent(s)/guardian(s) or other adult without first having determined, to the best of his/her ability, if said parent/adult is entitled to the custody of the child. The principal shall not release any child unless confirmation from the custodial parent is received.

**2. Search and Seizure**

Appropriate school administrator, designee, or school security personnel may conduct a search of a student's person, student's vehicle while on school property, or school property belonging to or assigned to that student if there is reasonable suspicion to believe that a search is necessary. General searches of may be conducted at any time with or without the presence of students and/or notification of parents. The search of a student's person, possessions, and property assigned to him/her by the school is permissible if there is suspicion that a crime is being, or has been, committed, or school officials believe that a search is necessary in order to maintain school discipline and/or safety. Student vehicles, when on campus or otherwise under school control, may be searched in accordance with school board policy. Any contraband will be seized and held for further investigation, or turned over to law enforcement officers.

**F. Student Records (Confidentiality).**

**1. The Family Educational Rights and Privacy Act (FERPA)**

See Section X and XI.

**2. The Health Insurance Portability Accountability Act (HIPAA)**

School Health records must be kept separately from cumulative records and may not be viewed nor the contents shared with other than health staff except by parental permission or as needed to preserve the health of the student.

**G. Professional Information Request**

Parents may request to view documents that verify their child's teacher's qualifications. This request should be submitted to your child's school principal.

## **H. Controversial Issues**

1. Students shall have the right to encounter diverse points of view. They shall have opportunities to hear speakers and view presentations representing a wide range of views in classes, clubs, and assemblies under the guidelines established by the school district.
2. If it is established that a student and/or parent objects, as a matter of principle, participation in an activity assigned by school personnel, an alternative activity will be assigned without penalty to the student.
3. As a public institution, the schools have a commitment to objectivity and the presentation of all sides of an issue.

## **SECTION III**

### **PROCEDURES TO FOLLOW IF YOU FEEL YOUR RIGHTS HAVE BEEN VIOLATED**

1. Education is a right guaranteed to the student. The courts have defined the basis on which denial of that right is justified. That right may be denied in response to behaviors, which threaten the safety and security of the school population, or are illegal, or have the potential to disrupt the educational process. It is the intent of the Board that every reasonable effort be made on behalf of the student's education, even in the case of suspension or expulsion. Special education students must have an alternative program provided during any long-term suspension or expulsion.
2. Students who believe that they are being unfairly treated and/or harassed by other students or school staff, or who believe that their rights have been violated should report their concerns to their parents, school administrators, other school personnel. If the concern is about the school administration, the report should be made to the Superintendent.

#### **Appeal Procedure**

It is the intent of the Board that students and their parents are informed of the regulations regarding disciplinary and any appeal procedures affecting students within the school. Faculty, parents, and students shall attempt resolution of problems affecting students and the education process by informal means. If any student or parent feels that the conditions of the school or decisions made by its staff are not fair or reasonable, a conference shall be afforded with the principal or designee to discuss the matter. If the student or parent is not satisfied, the student or parent shall be afforded the opportunity to confer with the Superintendent regarding the matter. The student or parent may appeal to the Office of the Superintendent, and subsequently to the Board of Education if not satisfied with the disposition of the matter.

#### **Hearing Procedure**

The Board prescribes a formal hearing procedure for students recommended for long-term suspension or expulsion. The student may, at his/her own expense, choose to be represented by an attorney during any process hearing. If a hearing is requested or required, school authorities shall prepare and serve the parents/legal guardians with a written notice of the hearing. The hearing shall be scheduled no sooner than five nor later than ten school days from the date of receipt of the notice by the parents. The parent or guardian may choose to waive the student's right to a hearing and accept the disciplinary consequences recommended by the school.



### **Hearing Authority and Transcript**

The Hearing Authority is the appointed Superintendent or designee of the District.

A student may waive his or her right to a hearing.

A transcript of the proceeding shall be recorded and kept at the Superintendent's office for a period of one year, after which the recording will be destroyed.

### **Burden of Proof**

The hearing is not a legal proceeding, and formal rules of evidence shall not govern the conduct of the hearing. The burden of proving that the student violated a provision of this Student Management Handbook is on the school authorities, except for the conditions spelled out in The Open Enrollment Policy. The student or his/her counsel shall have the right to call witnesses on his/her behalf and to question witnesses against him/her. The school authorities shall have the right to call witnesses and to question any witnesses who testify.

### **Decision of Hearing Authority**

The Superintendent or designee shall decide, first upon the innocence or guilt of the student, with respect to the charges brought, and second, upon the disciplinary action, if any, that should be taken. In this process, the Superintendent may request additional evidence from the parties. The student shall have the right to comment upon the evidence orally and/or in writing.

Within five school days after hearing the evidence, the Superintendent shall serve its written decision on the parties stating its findings, conclusions, and implementations.

The Superintendent's decision shall take effect immediately upon notification of the parent/guardian and shall continue in force during any subsequent review.

### **Appeal to the School Board**

The student/parent may appeal the decision of the District Superintendent by serving a written Notice of Appeal to the President of the School Board within five calendar days after the Superintendent's decision is served. The School Board shall within ten calendar days review the transcript and materials presented at the level hearing and the decision of the District Superintendent. The School Board shall then serve on the parties; its decision affirming, overruling, or modifying the decision of the Superintendent. The severity of any sanction may not be increased.

### **Time Limits**

The hearing or review authorities shall have the option to extend the time limits after a showing of good cause.

## SECTION IV

### GUIDELINES CONCERNING SCHOOL ATTENDANCE

New Mexico law dictates that students between the age of 5 and 18 years of age are mandated to attend public school, private school, home school, or a state institution.

#### A. Enrollment Requirements

All children and youth who have an actual and bona-fide residence in the school district and who are otherwise qualified shall be entitled to attend the public schools up to and including the 12th grade. Additional IDEA provisions may apply.

Upon entering the BCS, pupils shall present birth certificates or other satisfactory evidence of age. Kindergarten children must be five years old by 12:01 a.m. on September 1.

#### B. Immunization Requirements – Proof of immunization is required by law. See Health and Safety Section (Section XIII) for details and exceptions.

#### C. Withdrawal

The procedure for withdrawal or transferring is as follows:

1. Secure authorization withdrawal from parent or guardian.
2. Obtain appropriate forms from the principal's or assistant principal are office.
3. Have the forms completed by teachers, return all school textbooks and property, and make sure all fees are paid.
4. Take completed forms to the principal's or assistant principal's office for final clearance.
5. All non-confidential records of transferring students will be released to other schools upon request without parental or guardian permission. This process requires at least 48 hours.
6. CYFD will be notified if no records request is received within 10 school days.

#### D. Dismissal of Students

1. No school may be dismissed before the regular hour for dismissal except with the approval of the Office of the Superintendent.
2. No staff member may permit any individual pupil to leave school prior to the regular hour of dismissal except by permission of the principal/assistant principal/designee.

3. No pupil may be permitted to leave prior to the dismissal hour at the request of, or in the company of anyone other than a parent(s)/guardian(s) of the child, unless the permission of the parent(s)/guardian(s) has been secured. If any police officer or court government official requests the dismissal of a pupil during school hours, the parent(s)/guardian(s) must be notified except when investigation of child abuse has been initiated.
4. Students may not perform errands or act as messengers off campus during school hours.

#### **E. Absences**

On-time daily attendance is mandatory for students to benefit to the fullest from the instructional program. The district recognizes, however, that there are situations that dictate a student's absence. Therefore, in accordance with district guidelines, absences may be excused for the following reasons:

- Doctor's appointment
- Death in the family
- Religious commitment
- Extenuating circumstances, as agreed to by the administration prior to the absence
- Approved school activities
- Student Illness, Accident and/or Injury

***It is the parent or guardian's responsibility to notify the school and submit appropriate documentation*** when the student is absent. In the event of a student illness, accident and/or injury a parent verification note will be allowed for up to 5 school days for the school year. Notification shall be made to the attendance office as soon as possible ***but not later than one school day after the date of absence.***

#### **Make up Work**

When a student is absent three or more consecutive days, a parent may request homework through the attendance secretary. The teacher will then have twenty-four (24) hours to gather any homework/make-up work for the student. A parent may pick up this work from the attendance secretary. A student has the same amount of school days to make up work that they were out absent. This includes excused, unexcused, and school activity absences. When a student has knowledge of their absence prior to the absence (i.e. school activities, doctor/dentist appointments, any other school approved absence), it is the responsibility of the student to request homework prior to that absence.

#### **Definitions:**

**Absent:** A student is absent when not in school or a class with or without the prior knowledge and consent of parents, guardians, or school personnel. A student not in

class but on a school-approved activity will have the absence recorded as “excused” (See Excused Absences below).

**Excused/Activity Absences:** A student not in school or class as a result of participation in a school sponsored/sanctioned event, practice, competition, contest, meeting, etc. Students are permitted a total of ten excused absences by NM Activities Association per semester.

**Excused/Verified Absences:** A student is absent from school with prior knowledge and consent of a parent and written or verbal verification to the school. A student is absent from school with personal illness, professional appointments, family emergency, death in family, religious commitment, or extenuating circumstances as agreed to by the administration prior to the absence. Parents must verify absences by written or verbal method within 24 hours of absences. Students may have the same number of days as they were absent to make up work with full credit. At the principal’s or designee’s discretion, a doctor’s note may be required to verify absences. Verified absences are noted as excused.

**Tardiness:** Students are expected to be in class and on time. Students arriving at school late must be checked in through the school office by a parent or guardian. Tardiness is a form of truancy. If a student is absent for 1 ½ hours during the school day he/she will be marked absent for ½ day.

**Truancy:** Truancy is defined as any unverified absences. Parents must verify each absence and need to follow their school’s policy for verifying absences or their child may be labeled truant.

**Excessive Absences:** Students who have ten or more unexcused absences are considered to be habitually truant and may be recommended for retention, loss of credit, referral to Juvenile Probation Officer or referral to Children Youth and Families and/or disciplinary action. Absences resulting from short-term suspensions or authorized absences, such as those approved for participation in athletics or other extracurricular or co-curricular events, are not to be included when evaluating excessive absences. The word excessive means a pattern over time that has repeated and been called to the attention of the parent.

An UNEXCUSED/UNVERIFIED ABSENCE is any absence that does not fit into the prescribed district guidelines, is not school-related, or is not reported within one school day of the absence.

**Parent notification of absences:**

A computer generated phone call will inform parents that the student was absent for one or more periods of the day. This phone call will be delivered after 10:00 am on the day of the absence – **for both excused and unexcused absences.**

1. After excessive absences, the teacher can refer the student to SAT (Student Assistance Team).
2. After 10 consecutive days of unexcused absences within a semester the student will be dropped from school after several attempts have been made to reach the parents by phone, mail or in person, and reported to CYFD. If this should occur, the parent will need to **personally** reenroll the student, pending an attendance contract.

**F. Excessive Absences Process – Refer to BCS Attendance Policy**

## SECTION V

### HOMEWORK POLICY

#### A. **Philosophy**

Belen Consolidated Schools acknowledges developing and implementing homework policies and guidelines that will maximize the effectiveness of homework as a strategy for improving student success. Homework assigned by teachers should be relevant and meaningful for students in order to reinforce classroom-learning objectives. Homework grades will be based on students' individual needs and be differentiated for different learning styles. Homework must be designed to be achievable by all students independent of school staff, access to technology, or materials only available at school; in other words, a student must be able to complete homework using resources available in the home.

#### B. **Purpose – Homework should expand the principles of Common Core State Standards**

Research has shown that homework at the secondary level should develop or expand content knowledge. Four types of homework enhance student performance at this level:

- Study Skills and Habits: Homework assignments designed to improve skills.
- Practice/Review: Homework assignments designed to reinforce material presented in class and/or develop mastery of skills.
- Skill Integration: Homework assignments designed to utilize separately learned skills and concepts and to apply them in the completion of a single product such as a book report, class project, research paper, etc.
- Extension: Homework assignments designed to transfer previously learned skills and concepts to other situations such as making real world and cross-curricular connections.

#### C. **Responsibilities**

##### **Teacher Responsibilities**

There is substantial evidence that the **quality** of the homework assigned will demonstrate significant improvement in academic achievement. Teachers should use strategies that will maximize the effectiveness of homework assignments. Therefore, teachers must:

- design the homework for one of the appropriate purposes noted above;
- design the homework so that it can be accomplished by the child independent of direct support from others;
- clearly communicate to the student the purpose, directions, and expectations for all homework assignments;

- clearly establish and communicate to parents the general purpose and expectations for homework, and encourage feedback regarding quantity and difficulty of homework;
- provide timely and appropriate feedback to students and parents using strategies that will
  1. acknowledge receipt of the homework;
  2. monitor for completion and accuracy;
  3. give timely feedback on key assignments;
  4. provide significant feedback on assignments based on extension or skill integration.

### **Student Responsibilities**

There is strong evidence that students who complete appropriate homework assignments will demonstrate significant improvement in academic achievement. Therefore, students have a responsibility to develop the discipline and study skills necessary to complete homework on a regular basis. Students must:

- have a system for recording homework assignments on a daily basis;
- have a clear understanding of the homework assignments before leaving school;
- have the books and materials necessary to complete the assigned homework independent of school staff, access to technology, or materials only available at school;
- allocate an appropriate amount of time daily for the completion of homework;

### **Parent Responsibilities**

Research suggests that parents have an important role to play in providing an opportunity for students to complete homework. It is recommended that parents are responsible for the following:

- time to complete homework;
- a place for their child to complete homework;
- the expectation for homework to be completed;
- the supervision necessary to ensure successful completion of homework; information to the teacher about questions or concerns, and feedback regarding the quantity and difficulty of homework.

## Section VI

### EXPECTATIONS AND RESPONSIBILITIES FOR STUDENT CONDUCT

The school is a community and the rules and regulations of a school are the laws of the community. The right to a public education is not absolute; it may be taken away, temporarily or permanently, for violations of school rules.

Minimum mandatory consequences have been established and must be expected for any violation (See Section V, Minimum Mandatory Consequences). Administrators may impose consequences beyond those identified as minimum mandatory. The administrative response to the unacceptable behavior may vary, as each principal selects from a broad spectrum of actions such as those listed here and in each school's discipline handbook. Schools must make a good faith effort to notify the parents, or legal guardian, of the student in any circumstances where the school's disciplinary response will exceed administrator/student contact.

#### **Conduct and Courtesy**

Courtesy, respect and good manners should be the key to a student's conduct at school. A positive and respectful attitude toward teachers, staff and fellow students will make school more enjoyable for all students. Students are expected to have respect for all individuals and property. This includes taking good care of books, desks, the furniture and equipment and the site itself.

It is the student's responsibility to display qualities of good citizenship. Good conduct is expected in the halls, in the cafeteria, in the classroom, and in the eyes of the public when representing Belen Schools.

The Board of Education, and the community, expects socially acceptable behavior from students at all times. Inappropriate student conduct will not be condoned when it may impair the health, welfare, morals, or reputation of the student body. This applies to all student activities including evening events that take place after regular school hours and/or off campus

#### **New Mexico Statutes, 1978 (Annotated) 22-5-4.3**

##### **School Discipline Policies**

1. Local school boards shall establish student discipline policies and shall file them with the Department of Education. The local school board shall involve parents, school personnel, and students in the development of these policies. Policy hearings shall be held during the formulation of these policies.
2. Each school district discipline policy shall establish rules of conduct governing areas of student and school activity, detail specific prohibited acts and activities, and enumerate possible disciplinary sanctions, which sanctions may include in-school suspension, school service, suspension or expulsion.



3. An individual school within a district may establish a school discipline policy, provided that parents, school personnel, and students are involved in its development, and a public hearing is held in the school prior to its adoption. If an individual school adopts a discipline policy, in addition to the local school board's district discipline policy, it shall submit its policy to the local school board for approval.
4. No school employee, who in good faith reports any known or suspected violation of the school discipline policy or, in good faith attempts to enforce the policy, shall be held liable for any civil damages as a result of such report or of his efforts to enforce any part of the policy.
5. Each school develops its own set of methods appropriate to the student's age and level of development in dealing with problem behavior. These may be specified in each school's own discipline handbook.

## Section VII

### MINIMUM MANDATORY CONSEQUENCES FOR MISCONDUCT

Minimum, mandatory consequences have been established and must be expected for any violation. The consequence will depend on the severity of the violation and whether the violation is a first offense or a repeated act. In all instances, the suspected student will be removed from the classroom. In designated offenses, every effort will be made to bring the instigator to justice. The administrative response to the unacceptable behavior may vary as each principal selects from a broad spectrum of actions:

A matrix addressing specific misbehaviors and minimum mandatory consequences is shown on pages 18, 19, and 20.

The following pages contain a table listing unacceptable behaviors and describing mandatory and possible additional responses. Specific violations and their mandatory responses are indicated by an ■ - possible optional responses are indicated by an □.

DISRUPTIVE BEHAVIORS	Staff/student contact										
	<input checked="" type="checkbox"/> = Mandatory <input type="checkbox"/> = Optional	Staff/parent contact									
		Administrative/student contact									
		Administrative/student/parent conduct/ conference									
		*Mediation (assistance)									
		Short-term suspension									
		Referral for long term suspension/expulsion hearing									
		Seek restitution									
		Referral for legal action									
		Referral for assistance option (in school)									
		Community referral for assistance									
ARSON											
Any Offense	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSAULT (threat)											
1st Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSAULT/AGGRAVATED											
1st Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BATTERY/FIGHTING											
Any Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BATTERY/AGGRAVATED											
Any Offense	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOMB THREATS AND/OR FALSE ALARMS											
1st Offense	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd Offense	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CELL PHONES-SECONDARY											
1 <sup>st</sup> Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
2 <sup>nd</sup> Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
3 <sup>rd</sup> Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
4 <sup>th</sup> Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
DEFIANCE OF SCHOOL PERSONNEL/AUTHORITY											
1st Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXTORTION											
1st Offense	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd Offense	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GANG ACTIVITY											
Any Offense	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONDUCT (GENERAL & DISRUPTIVE)											
1st Offense											
2nd Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HARASSMENT/BULLYING											
1 <sup>st</sup> Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 <sup>nd</sup> Offense								■		■		
3 <sup>rd</sup> Offense												
<b>DISRUPTIVE BEHAVIORS</b>	Staff/student contact											
<b>■ = Mandatory</b> <b>□ = Optional</b>	Staff/parent contact											
	Administrative/student contact											
	Administrative/student/parent conduct/ conference											
	*Mediation (assistance)											
	Short-term suspension											
	Referral for long term suspension/expulsion hearing											
	Seek restitution											
	Referral for legal action											
	Referral for assistance option (in school)											
	Community referral for assistance											
TECHNOLOGY RELATED OFFENSES												
1 <sup>st</sup> Offense			■					■				
2 <sup>nd</sup> Offense			■									
<b>HAZING</b>												
1 <sup>st</sup> Offense	■	□	■	■	□	■	□	□	□	□		□
2 <sup>nd</sup> Offense	■	□	■	■	□	■	■	□	■	□		□
LANGUAGE PROFANE AND/OR ABUSIVE												
1 <sup>st</sup> Offense	■	□	□	□	□	□	□	□	□	□		□
2 <sup>nd</sup> Offense	■	■	■	□	□	□	□	□	□	□		□
<b>MATERIALS/OBSCENE</b>												
1 <sup>st</sup> Offense	■	□	□	□		□	□		□	□		□
2 <sup>nd</sup> Offense	■	■	□	■		□	□		□	□		□
<b>ROBBERY</b>												
Any Offense	■	□	■	■	□	■	■	■	■	□		□
SALE OF/DISTRIBUTION OF ILLEGAL AND CONTROLLED SUBSTANCE, RELATED PARAPHERNALIA & ALCOHOL (See policy for other options)												
Any Offense	■	□	■	■		■	■		■	□		□
USE /OR POSSESSION OF ILLEGAL SUBSTANCE & ALCOHOL (See policy for other options)												
1 <sup>st</sup> Offense	■	□	■	■		■	□		□	□		□
2 <sup>nd</sup> Offense	■	□	■	■		■	□		□	□		□
3 <sup>rd</sup> Offense	■	□	■	■		■	■		■	□		□
<b>TRUANCY</b>												
See BCS Training Policy	□	□	□	□		□	□			□		□
<b>THEFT</b>												
1 <sup>st</sup> Offense	■	□	■	□	□	■	□	■	□	□		□
2 <sup>nd</sup> Offense	■	□	■	■	□	■	□	■	■	□		□

<b>TOBACCO</b>											
1 <sup>st</sup> Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
2 <sup>nd</sup> Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<b>TRESPASSING UNAUTHORIZED PRESENCE</b>											
Any Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DISRUPTIVE BEHAVIORS</b>											
<input checked="" type="checkbox"/> = Mandatory <input type="checkbox"/> = Optional	Staff/student contact										
	Staff/parent contact										
	Administrative/student contact										
	Administrative/student/parent conduct/ conference										
	*Mediation (assistance)										
	Short-term suspension										
	Referral for long term suspension/expulsion hearing										
	Seek restitution										
	Referral for legal action										
	Referral for assistance option (in school)										
	Community referral for assistance										
<b>CRIMINAL DAMAGE TO PROPERTY</b>											
1 <sup>st</sup> Offense	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 <sup>nd</sup> Offense	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>POSSESSION OF WEAPONS</b> (for further information see weapons policy)											
1 <sup>st</sup> Offense	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 <sup>nd</sup> Offense	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION VIII

### TYPES OF BEHAVIOR THAT DISRUPTS THE EDUCATIONAL PROCESS

THIS LIST IS NOT ALL-INCLUSIVE; acts of misconduct not specified herein is also subject to discretionary disciplinary action by appropriate school personnel. “Disruptive behavior” and “criminal offenses” as set out below are not mutually exclusive categories. An act of misconduct may be both criminal and disruptive.

This document does not attempt to set societal standards. The criterion used for defining unacceptable behavior is whether or not it has the potential to disrupt the educational process. These guidelines follow municipal court and state guidelines. (See Section V, Minimum Mandatory Consequences).

Violations of the Standards for Student Behavior, including engaging in the crimes or disruptive behavior described below, are subject to disciplinary sanctions if they occur on district/school property, at district/school sponsored events, or at district/school sanctioned events. For purposes of offenses relating to School Zones, including substance abuse and possession of weapons, School Zones are defined to include any area in or on the grounds of a school or within a distance of 1,000 feet from the exterior boundaries of school property.

It is the goal of the Transportation Department to ensure the Safety of each and every student. In some case it may be necessary to revoke transportation privileges of students that fail to comply with safe riding policies. In these cases, the Transportation Department will give every opportunity to the parent/guardian to discipline their student(s) prior to revoking a student’s transportation privileges. Therefore, communication will be critical and notification attempts will be made prior to revocation of transportation privileges.

**A. Crimes or Disruptive Behavior (See Policy #770)**

“Crimes” refers to all activities described as criminal offenses by federal law, by the New Mexico Statutes Annotated or by Municipal or County ordinances, including, but not limited to, Public Affray, Arson, Assault, Battery, Aggravated Assault or Aggravated Battery, Homicide, Disorderly Conduct, Making of Bomb Threats, False Fire Alarms, Extortion, Possession of Firearms, Robbery, Sexual Offenses, Gambling, Theft, Vandalism, Trespass, Malicious Mischief, and Illegal Use or Possession of Drugs, Alcohol, or other Prescribed or Controlled Substances.

**B. Students Charged With Other Infractions**

Refusing to comply with a reasonable demand or request, by any school official or sponsor, at places and times where school personnel have jurisdiction.

## **C. Gang Activity**

### **1. Definitions**

- a. “Gang”: an on-going organization, association, or group of two or more persons, whether formal or informal, which has a common name and/or common identifying sign or symbols, whose members individually, and or collectively, engage in any pattern of criminal activity in violation of BCS policies and accompanying regulations.
- b. “Gang member”: any person who participates in, or with, a gang, with knowledge that the gang’s members engage in, or have engaged in, a pattern of criminal activity or activity in violation of BCS policies and accompanying regulations and willfully promotes, furthers, or assists in any such conduct by members of that gang.

### **2. Prohibited Activity: No student on or about school property or at any school Activity shall**

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in, or affiliation with any gang.
- Display symbol or sign that evidences or reflects membership in or affiliation with any gang on the person’s body.
- Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation with any gang.
- Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to:
- Soliciting any person to pay for “protection” or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
- Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property.
- Engaging in violence, extortion, or any other illegal act or other violation of school policy.
- Soliciting any person to engage in physical violence against any other person.

## **D. General Disruptive Conduct**

Willful conduct which materially and in fact disrupts or interferes with the operation of the public schools and the orderly conduct of any public school activity, including individual classes; or leads an administrative authority reasonably to forecast that such an interruption or interference is likely to occur unless preventive action is taken. For example:

Failing to provide/surrender school identification to any public school personnel or activity sponsor upon demand;

Knowingly and deliberately failing to comply with any legal and/or official rule or regulation designed by or provided by a teacher, principal, faculty member, or other public school official at any time whether the rule is designed for the classroom or

the campus in general, or any other location or facility involving a school related activity;

Being inappropriately dressed, i.e. being dressed in a manner that is potentially disruptive to the educational process;

Inappropriate display of affection, i.e. a display of affection that has the potential of disrupting the educational process;

**Cheating:** Any attempt to present someone else's work as one's own.

**Forgery:** Forging or altering school documents.

**Gambling:** Betting money, goods, or favors on the results of any game, either informal, as in cards or dice, or formal games, as in competitive sports at any level.

**Playground Rules:**

Obey all duty personnel and/or every staff member or parent volunteer associated with your school.

Students are to play where they can be observed by the adults on duty – each school has identified areas that are off limits for students.

Observe special areas for different grade levels as defined by your school. Rock or stick throwing, kicking and sand/dirt throwing is prohibited. Students are expected to use appropriate language.

No rough play or mock fighting.

Slides are to be used feet first and sitting down.

Swing back and forth only, not from side to side. No running under or in front of swings. Swing using a sitting position only.

Flips off the parallel bars are not allowed.

Exclusive clubs or gangs on the school grounds are not allowed.

**Skateboards and Rollerblades:** Skateboards and roller blades may not be used on campus at any time because continued use damages school property and for safety concerns. If a student is seen utilizing these devices while on school property, they will be confiscated and turned over to an administrator. Police will be called for repeat offenders.

**Telephone:**

Telephones are provided for student use in the main office. Students may use the phone at times other than class time (with the exception of an emergency). **No passes will be issued for students to use the phone during class time except for emergencies.** Parents can call the office at any time and request to have their



student return a call – be sure to notify the person answering the phone if it is an emergency or the student will be expected to wait until a passing period to return the call.

**Cell Phones:**

*Students are not allowed to carry cell phones or other communication devices* in the BCS elementary schools. Any cell phones observed in use in elementary schools will be confiscated and can only be released to parents. If your child must carry a cell phone to call you after school, the phone must not be taken out of the student’s backpack during the school day or it will be confiscated.

Parents – if you need to reach your student during the school day, you can call the office at anytime and get a message to your student. If you have an emergency situation, please make the office aware of this when you call! There are phones available in the office for brief calls.

**E. Electronic Equipment**

THE SCHOOL WILL NOT BE RESPONSIBLE FOR DAMAGE OR LOSS OF ANY ELECTRONIC ITEMS BROUGHT ON CAMPUS. THESE ITEMS ALSO PRESENT SAFETY AND SECURITY CONCERNS. VIOLATION WILL RESULT IN CONFISCATION OF THE ITEM(S). SCHOOL PERSONNEL ARE NOT RESPONSIBLE FOR THESE CONFISCATED ITEMS.

**F. Harassment/Bullying**

Conduct constituting harassment may take different forms, including but not limited to the following:

**1. Sexual – Violation of Federal laws contained in Title IX of Education Act of 1972**

Sexual harassment is any unwelcome conduct of a sexual nature.

**a. Verbal**

The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions (including subtle pressure for sexual activity), repeated or persistent requests for dates, meetings, and other social interactions, comments or name-calling to/or about a student regarding alleged physical or personal characteristics of a sexual nature, or threats to a fellow student, staff member, or other person associates with the District.

**b. Non-verbal**

Causing the placement, showing, or giving of sexually suggestive objects, pictures, photographs, illustrations, messages, notes, graphic commentaries, or writing graffiti of a sexual nature on school property in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling to a fellow student, staff member, or other person associated with the District.

**c. Physical Contact**

Threatening or causing unwanted touching, contact, or attempts at same, including sexually oriented touching, staring, patting, pinching, pulling at clothing, intentionally brushing against another, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

**2. Bullying (BCS Policy #772):**

“Bullying behavior by any student in the **Belén Consolidated Schools** is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student’s property; or
- Physically harming a student or damaging a student’s property; or
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.”

**3. Threats of Violence by Student**

- Threats of violence toward other students, school staff members, or school facilities generally are prohibited and may result in suspension or expulsion, regardless of whether the student has engaged in such conduct previously.
- All employees and students are required to report evidence of threats of violence to their building principal, or to the Superintendent. Such reports shall be investigated by the building principal or his/her designee.

## **G. Substance Abuse – Definition**

The possession, use, distribution, sale, transportation, or being under the influence of alcohol and/or illegal substances by anyone is expressly forbidden on district property, at school, within 1,000 feet of school property or during any school-sponsored event. For this policy illegal substances include controlled substances, prescription drugs used or possessed without a prescription, solvents used for intoxication and those substances possessed, sold, and/or used that are represented to be controlled or illegal substances. Additionally, students are prohibited from possessing, selling, or giving away and/or using drug paraphernalia on school property, at school, or at school sponsored events.

This portion of the substance abuse policy will address specifically the suspected use, possession, or distribution of alcoholic beverages and/or controlled substances, including tobacco, committed on school property or at school-sponsored events.

Use is defined as consuming and/or possibly being under the influence of unauthorized chemicals. The definitions pertaining to chemical use include the following:

- Alcohol – anything that contains ethanol and consumed as a beverage.
- Controlled substance – as defined in State Statutes 30-31-2.
- Distribute – to give possession of a drug to another person whether or not for compensation. (Refer to State Statutes for further legal clarification).
- Drugs – Any alcoholic beverage, controlled substance, illegal substance or prescribed medication for which the student does not have a prescription from a health care provider, licensed by the State of New Mexico to prescribe. This includes counterfeit drugs, items with alcohol content and those that can be inhaled.
- Possession – Any possession that is unlawful under New Mexico State Statutes.
- Use – To ingest, inhale, inject or otherwise cause a drug to reach the bloodstream or digestive tract. Usage includes prior to school, school activities, and being transported to school.

### **1. Paraphernalia Possession**

Possessing any Drug/Alcohol paraphernalia, such as but not limited to rolling paper, pipes, or bongs, or pretending to have like paraphernalia.

### **2. Student Use/or Possession**

When a staff member observes a student committing an alleged violation, he/she will obtain the student's name and ask the student to accompany her/him to the office. The staff member or building administrator will confiscate the chemical and/or evidence substantiating its use. Confiscated material will be turned over to the Belén Police Department/ County Sheriff's Department or the State Police by same staff member or site administrator.

**Consequences of using, possessing, or leading people to believe that student possesses an illegal or Controlled Substance defined under unauthorized chemicals above:**

The principal/assistant principal or designee will determine if a violation has occurred. If a violation has occurred, the following action will be taken and not necessarily in the order listed:

**First Offense**

**Assessment:**

- Administrator/student contact
- Parent contact/conference
- Notify legal authorities (Belén Police Department, County Sheriff's Department and Juvenile Probation Officer) as needed
- Referral for nursing assessment of symptoms and medical risk
- Referral to Teen Specialist,
  - Teen Specialist will determine with family which educational intervention or modality will best meet the student's needs
- Parents can take student, at their expense, for alcohol and/or drug testing immediately at the School-Based Health Center (SBHC) or in the community

**Consequences:**

- Administrator or designee will administer up to three-day suspension
- Student and parent/guardian **MUST** attend a minimum of six hours of substance abuse education classes as determined with the Teen Specialist (above). If a community program is decided upon, the parent and student must sign a formal consent for exchange of information allowing the Teen Specialist to follow up on participation in a program
- Proof of completion in the program must be provided to the Teen Specialist
- Students involved in extra-curricular activities may have additional consequences as listed in the athletic/activity handbook

**Second Offense:**

**Assessment:**

- Administrator/student contact
- Parent contact/conference
- Notify legal authorities (Belén Police Department, Valencia County Sheriff's Department and Juvenile Probation Officer) as needed
- Referral for nursing assessment of symptoms and medical risk
- Referral to Teen Specialist,
  - Teen Specialist will determine with family which educational intervention or modality will best meet the student's needs
- Parents can take student, at their expense, for alcohol and/or drug testing immediately at the SBHC or in the community

**Consequences:**

- Five days suspension if and only if student has completed programming for first offense
- Attendance at the same or different educational or treatment program for at least six hours
- If the first offense programming has not been completed, student will receive an automatic nine-day suspension
- If student and/or the family refuses to participate in support programs, automatic nine-day suspension
- Students involved in extra-curricular activities may have additional consequences as listed in the athletic/activity handbook

**Third Offense (within the same academic year)**

**Assessment:**

- Administrator/student contact
- Parent contact/conference
- Notify legal authorities (Belén Police Department, Valencia County Sheriff's Department and Juvenile Probation Officer) as needed
- Referral for nursing assessment of symptoms and medical risk
- Parents can take student, at their expense, for alcohol and/or drug testing immediately at the SBHC or in the community

**Consequences:**

- Suspension pending Disciplinary Hearing
- A student previously expelled for use or possession of a controlled substance, from any site and during the same or a previous academic year who commits further offense will be permanently expelled from the District

- Students involved in extra-curricular activities may have additional consequences as listed in the athletic/activity handbook

### **3. Consequences of Sale Or Distribution**

The principal/assistant principal or designee, in consultation with legal authorities, will determine if a violation has occurred. If a violation has occurred, the following action will be taken:

#### **First Offense:**

- Administrator/student contact
- Referral for nursing assessment of symptoms and medical risk
- Parent contact/conference
- Notify legal authorities (Belén Police Department, Valencia County Sheriff's Department), who will notify Juvenile Probation Office.
- Suspension up to nine days, during which time an alcohol and drug evaluation will be required
- Evaluation and intervention by Teen Specialist or school counselor (for middle school and elementary)
- Notify SAT for cross reference

#### **Second Offense:**

- Administrator/student contact
- Referral for nursing assessment of symptoms and medical risk
- Parent contact/conference
- Notify legal authorities (Belén Police Department, Valencia County Sheriff's Department), who will contact Juvenile Probation Officer
- Expulsion: suspension for the remainder of the academic year but not less than one full semester

### **4. Tobacco: Possession or Use**

- a. Possession and/or use of tobacco anywhere on a school campus, or at a school-related event, is prohibited.
- b. Consequences for use or possession will include referral for substance abuse/tobacco counseling programs.

## **H. WEAPONS: POSSESSION AND USE**

1. The Board of Education recognizes that the presence or use of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, and use of weapons by unauthorized persons in or around school property.

This policy is enacted to implement the requirements of the Federal Gun Free School Act of 1994, 20 U.S.C., 8921 and N.M.S.A 1978, 22-5-4.7, and it is

the intention of the Board that it be interpreted to conform to provisions of those referenced laws, policies and regulations of the District.

For the purpose of this policy, a “weapon” is any weapon, device, instrument, material, or substance, animated, or inanimate that is used for, or is readily capable of, causing death, or serious bodily injury. “Use” of a weapon is the use of any weapon to threaten, intimidate attack, injure, or kill any person.

**a. Firearm**

A “firearm” is defined as any weapon that is designed to, or may readily be converted to or will, expel a projectile by the action of an explosive. A “firearm” is further defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device.

**b. Destructive Device**

A “destructive device” is defined as any device that is an explosive or incendiary device, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device.

**c. Other Item or Device**

Other prohibited items or devices include any other item or device which may be used as a weapon, including all pocket knives or other knives regardless of length or blade; or other objects, even if manufactured for a nonviolent purpose, that have “look-a-like” object that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

“Possession,” as used herein, includes not only possession on one’s physical person, but also custody and control. Thus, a student may be found in possession of any item if the item is in the student’s backpack, locker, car or elsewhere, if subject to the student’s custody and control.

School Zone: For purpose of this policy, a “school zone” is any area in or on the grounds of a school or within a distance of 1,000 feet from the grounds of a school.

**d. Prohibitions**

It is the policy of the Board that no student shall bring a weapon to a school, into a school zone, or carry, keep or use any weapon in/on district property or while attending or participating in any school activity, including during transportation to or from school or school activity.

**Enforcement**

This policy shall be enforced according to the Board's Student Search and Seizure Policy. Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the State Board of Education Regulations on Student Rights and Responsibilities, and the policies of the District.

Any student who brings a firearm or weapon onto school premises, within a school zone, or on district property or is in possession of a firearm or weapon while at a school activity or being transported to or from school or a school activity, may, in addition, to penalties imposed under School Board policy, be referred to appropriate law enforcement authorities for prosecution.

**Penalties for Violation**

Any student found to be in violation of this policy shall be subject to discipline, including long term suspension from school for a period of not less than one year, provided, that the Superintendent or the Board of Education may modify such penalty in appropriate cases at their discretion.

In compliance with the Federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a firearm, as defined in this Section I.A. (1) or (2) of this policy, shall, at a minimum, be expelled from school for a period of not less than one (1) calendar year.



## SECTION IX

### Definitions

#### A. Communication

1. STAFF/STUDENT CONTACT – Staff member, defined as any school employee assigned to that school, will contact student.
2. STAFF/PARENT CONTACT – Staff member will contact parent by note, by telephone, or in person.
3. ADMINISTRATOR/STUDENT CONTACT – Administrator will contact student in person, by note, or by telephone.
4. ADMINISTRATOR/PARENT CONTACT/CONFERENCE – Administrator will contact parent by note, by telephone, or in person.

#### B. Consequences

1. Community Service
2. Campus Cleaning
3. ISS
4. Lunch Detention
5. Seek Restitution  
Restitution will be sought from anyone for damage or the theft of personal or school property. This includes damage to the school facilities – bathrooms, lockers, desks, etc.; damage or loss of school textbooks, materials, and supplies for which student and parents are responsible; or damage to personal property of school employees or students or school neighborhood residents. Such matters may be referred to Belén Police Department for further action.
6. Suspension  
Suspension is the removal of a student from a class or classes and all school-related activities for any period of time. The more severe levels of suspension require school administrators to follow progressively more rigorous procedures to protect and ensure the student’s due process rights. For special education students, suspension is defined as the denial of their IEP services.

The school administration must provide notification to each of the student’s teachers and to the student’s parents/legal guardians within one school day of imposing any form of suspension. The school administration must keep on

file a copy of the notification for any suspension occurring during a school year. This file is to be made available to the Superintendent, or designee, upon request. The principal of the school is responsible for notification compliance and documentation at his/her school. Copies of suspension notification may be discarded at the beginning of each academic year for prior years' actions, except for any long-term suspensions or expulsions still in effect.

a. **SHORT-TERM SUSPENSION**

Removal of student from classes and all school-related activities for a period of time ranging from a minimum of a few minutes to a maximum not to exceed nine school days. Short term suspensions cannot be appealed.

Students whose presence poses a danger to persons or property are considered to be a disruption to the educational process and may be removed immediately from school or school-sponsored events. Local law enforcement may participate in removal if necessary.

A student who has been suspended will be given the same period of time to complete missed assignments and examinations and will be free from additional penalties affecting his/her grades, credit, graduation, or any other indicators of academic achievements.

b. **LONG-TERM SUSPENSION**

Removal of a student from school and all school-related activities for more than ten days and up to a full calendar year from a disciplinary hearing. A student receiving a long-term suspension will lose credit for the semester. Students have the right to due process hearing. The student may, at his/her own expense, choose to be represented by an attorney during a due process hearing.

c. **MAXIMUM TERM OF SUSPENSION**

No suspension shall extend beyond a full calendar year except in serious disciplinary situations requiring further investigation and/or adjudication. Students have the right to a due process hearing.

6. **Expulsion**

Removal of a student from all schools in BCS for a period of at least one calendar year. In some instances expulsion may be a permanent removal from this school system. A student receiving an expulsion will lose credit for the duration of the expulsion. Students have the right to a due process hearing.

7. **Referral for Legal Action**

Communication of any illegal act or action by a student will be forwarded to the appropriate authority or law enforcement agency. Any action which is considered a criminal or a delinquent act under federal law, state law, or

regulations will be communicated to the appropriate law enforcement agency and can be grounds for disciplinary action by school administration.

8. Suspension of Extra-Curricular Privileges

Removal at the discretion of the principal, of any part or all, of extra-curricular privileges for time periods up to one full calendar year. Participation in extracurricular activities is a privilege offered to, and earned by students. Because participants are serving as representatives of their school and community, their conduct is expected to exemplify high standards at all times. Participants are expected to adhere to higher standards of academics and conduct that is established for the general school population, in order to maintain their extra-curricular privileges. Participation in extra-curricular activities is not a student right, and suspension of such privileges does not require a due process hearing procedure. Students involved in sports as covered by the Athletic Handbook, and in violation of policies will be dealt with according to those directives.

9. Process

- a. MEDIATION – Mediation is a viable working component of every discipline plan within the school structure. Trained student/adult mediators will work with parties involved to resolve the incident.
- b. SAT - Student Assistance Team uses a team approach to help teachers, parents and other professionals address individual student's needs. Students can be referred to SAT by a faculty member, counselor, principal, or parent. The SAT process is a collaborative effort to offer students and families assistance, in order for students to achieve to their potential. The team can help direct students and families towards programs offered within the school and community.
- c. SAP – Student Assistance Programs are accessed by referral to community based programs operating on school grounds as adjunct support programs.

## **SECTION X**

### **DEALING WITH UNACCEPTABLE BEHAVIORS**

Belén Consolidated Schools utilizes the nonviolent crisis intervention model of the Crisis Prevention Institute, Inc. (CPI) to assist students in managing aggressive and violent behavior. This model focuses on early identification of anxiety and intervention for verbal acting-out BEFORE the behavior escalates to physical acting out. The model does allow for physical intervention (holds) in the event that the student's behavior becomes dangerous to themselves, staff or other students. Each school site has staff members who are trained in both de-escalation of students and their physical restraint (holds) in the safest possible manner. This is consistent with BCS Policy #754, which states that "an employee may reasonably restrain a student whose conduct is violent or physically disruptive in a way that is directed towards another individual, himself or herself, or school or private property," and BCS Policy #570 which states "A staff member may use physical force to restrain or remove a person when it is essential for self-defense. Physical force may also be utilized for the protection of the individual, other persons or property or if the person is unreasonably defiant or dangerous."

Each school develops its own set of methods appropriate to the student's age and level of development in dealing with problem behavior. Some of the actions that may be used are listed below by categories. These and others may be specified in each school's own discipline handbook.

#### **A. CONTRACTS**

Student commits to more positive behavior in the form of a written contract.

Student may be assigned a school or community service. Supervision will be determined by the principal.

#### **B. REFERRALS**

Students may be referred to SAT or school counselor (SAP).

Student and school authority may call parent(s)/guardian(s) to discuss problem and solution.

Student and/or parent(s)/guardian(s) may be provided information regarding outside professional resources.

Student and parent(s)/guardian(s) may be referred to, and required to attend, the Parent Involvement Program (PIP), the Smoking Cessation Program, or others is available as an alternative to suspension.

Student may be formally referred for legal action.

### **C. REMOVAL FROM CLASS**

Student may be removed from class or activity but remains at school pending conference with appropriate school personnel.

Student may be placed in “alternative short-term” setting until satisfactory resolution is reached (in-house suspension).

Student may be suspended from school pending parent conference.

In the absence of agreement of all parties, the Superintendent will review the case and make the final decision.

The authority of the schools to supervise and control the conduct of students includes the authority to impose reasonable periods of detention during the day or outside normal school hours as a disciplinary measure.

Reasonable periods of detention may be imposed with the procedures for temporary suspension.

## **SECTION XI**

### **INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITY ACT (ADA) AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Section 504 and American with Disabilities Act (ADA) are federal laws which prohibit discrimination against persons with a disability. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, breathing, learning, and working);
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504 and the ADA, the Belén Consolidated Schools recognizes a responsibility to avoid discrimination against any person with a disability. No discrimination will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under Section 504 which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate education services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with the district official and/or an impartial hearing officer.

The Family Educational Rights and "Privacy Act" (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for any explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the Belén School District Academic Office.

These statements will reviewed by the Board of Education at the end of each school year, at which time suggested amendments or additions submitted by administrators, teachers, students and/or other interested persons will be considered.

Copies of these policy statements and hearing procedures will be made available to each student at the beginning of each school year. Copies of administrative directives to students are available for review by the students and their parents at each school library.

## SECTION XII

### STUDENT RECORDS

**A. BCS maintains the following education records directly related to students:**

1. Academic records
2. Personal information records
3. Disciplinary records
4. Attendance records
5. Health records
6. Progress records
7. Standardized testing records

**B. Access to education records is limited to:**

1. Parents of student under 18
2. Parents of student over 18 if such student is dependent as defined in the Internal Revenue Code
3. Students
4. Officials of this school district who have a legitimate educational interest
5. State and local officials to whom information is required to be reported
6. Certain testing organizations
7. Accrediting organizations
8. Appropriate persons in connection with an emergency
9. Pursuant to subpoena or court order
10. To any person with the written consent from the parent of students under 18 or the student over 18. (BCS request of records release form can be used)
11. To a school or schools in which a student seeks or intends to enroll

**C. BCS Policy**

BCS Policy limits the right of access to education records to the persons and under the circumstances indicated in Paragraph B, above. BCS policy requires that copies be made available to persons entitled to copies at the cost of 25 cents per page. BCS policy provides individuals the right to challenge the contents of records. If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning that particular student in question.

**D. Student Directory Information**

Student directory information may be released without prior consent unless the parent or student informs the principal within 20 days of the first day of enrollment that any or all of the information should not be released without prior consent. Directory information includes:

1. Student's name
2. Address
3. Telephone listing

4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Degrees and awards received
10. Most recent previous educational agency or institution attended by the student

*Questions regarding educational records should be directed to the principal of the school the student is attending.*

**CHANGE OF ADDRESS/TELEPHONE**

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Please notify the school immediately if you have a change of address or telephone number during the school year.



## SECTION XIII HEALTH AND SAFETY REQUIREMENTS

### **CLOSED CAMPUS:**

Belén Secondary Schools operate as Closed Campuses. Students shall remain on campus during the school day; this includes lunchtime, unless they have completed the day's schedule or have classes located off campus. Students leaving the campus for any reason must show authorization (**“leave slip” from the office – signed (IN PERSON) by a parent, student I.D. and the student’s schedule – telephone calls to release a student will not be accepted**). Parents are urged to leave their students in school all day. Doctor or other appointments should be scheduled outside school hours or on school holidays, whenever possible. **In all cases, a parent/guardian (regardless of the student’s age) must sign the student out of school in person! (A “leave slip” must be obtained). A student may not be checked out of school over the telephone.** Numerous incidents of parent checkouts, even for a valid reason or parent need, can cause an academic problem for the student and result in poor grades and the possible loss of credits. Any student who leaves the campus without the proper written excuse (leave slip) will be considered truant from the classes that he/she misses.

### **A. Accidents**

#### **1. Responsibility**

- a. All accidents will be handled through appropriate first aid care and school nurse will be notified. Accident reports are completed by established protocol.
- b. All accidents shall be reported by the principal/teacher/school nurse on appropriate forms. The original reports are sent to the Health Services Department where they are reviewed and sent to the appropriate authority.
- c. BCS is not responsible for hospital or medical bills or damages as a result of an injury on sites under school supervision.

#### **2. General Principles Regarding Accidents**

General principles which operate in all emergency situations are:

- a. Stop bleeding, maintain breathing, prevent shock and prevent further injury.
- b. Notify school nurse, school administrator and/or 911 if appropriate.
- c. Notify parents. If they can be consulted immediately, find out which physician is to be secured or to which physician’s office, urgent care or hospital emergency room the child should be taken. (Such information should always be on “Authorization Forms” signed by the parents for each student, in case parents cannot be reached).
- d. Stay with the child until the school nurse or parent assumes responsibility.

- e. Do not give fluids to an unconscious person.
- f. Do not move a seriously injured child unless further injury is possible.
- g. If a child must be pulled to safety, pull in direction of the long axis of the body, not sideways.

**B. Immunization Requirements**

In accordance with the law passed by the New Mexico State Legislature, all students are required to have up-to-date immunizations to enroll or remain in school. If you have any questions about the status of your child's immunization record, please call the school nurse for assistance.

**NOTE:** There is not a “**grace period.**” The law clearly states all the above immunizations must be given **before** a child can attend school. All students must present proof of the above immunizations in the form of medical statements or Health Department records. Applications of medical and/or religious exemption are made to the New Mexico State Health and Environment Office. Applications are obtainable through the school nurse's office. All applications must be renewed nine months from the date of confirmation (yearly). Medical exemptions application must include documentation of lab testing declaring reason for exemption. Religious exemption – application must include an original letter of affidavit from an office of a recognized religious denomination, or applicant may submit a certificate of conscientious objection to immunization. No Xeroxed copies are accepted.

All students who are exempted will not be allowed to attend school if there is an outbreak of an immunized preventable disease.

Source: Public Health Immunization Policy - July, 1993, Health and Environment Department.

**New Mexico Childcare/Pre-School/School Entry Immunization Requirements: 2012-13 School Year**

*New Mexico School Nurses are granted Public Health authority by the NM Secretary of Health for collecting and submitting immunization information*

Vaccine (Attention to Footnotes)	Minimum Number of Vaccine Doses Required by Childcare & Pre-school Age Levels					
	By 4 Months	By 6 Months	By 12 Months	By 15 Months	16-47 Months	≥ 48 Months
Diphtheria/Pertussis /Tetanus	1	2	3	3	3	4
Polio <sup>1</sup>	1	2	2	3	3	3 (4) <sup>1</sup> (see Polio "Notes" below)
Measles/Mumps/Rubella <sup>2</sup>				1	1	2 <sup>2</sup>
Haemophilus Influenza type B <sup>3</sup> (Hib)	1	2	2	2	3/2/1 <sup>3</sup>	3/2/1 <sup>3</sup>
Hepatitis B <sup>4</sup>	1	2	3	3	3	3
PCV <sup>5</sup>	2	3	3	4	4 <sup>5</sup>	4 <sup>5</sup>
Varicella <sup>6</sup>				1	1	2
Hepatitis A <sup>7</sup>				1 <sup>7</sup>	1 <sup>7</sup>	1 <sup>7</sup>

Vaccine (Attention to Notes & Footnotes)	Minimum Number of Vaccine Doses Required by School Grade Levels												NOTES	
	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th		12th
Diphtheria/Tetanus/ Pertussis <sup>8</sup> (DTP/DTap/Td)	4	4 <sup>8</sup>	4 <sup>8</sup>	4 <sup>8</sup>	4 <sup>8</sup>	4 <sup>8</sup>	4 <sup>8</sup>	4 <sup>8</sup>	4 <sup>8</sup>	4 <sup>8</sup>	4 <sup>8</sup>	4 <sup>8</sup>	4 <sup>8</sup>	1 dose required on/after 4 <sup>th</sup> birthday. 4 doses sufficient if last dose given on/after 4 <sup>th</sup> birthday.
Tetanus/Diphtheria/ Pertussis <sup>9</sup> (Tdap)							1	1	1	1	1	1	1	1 dose Tdap required for entry into 7 <sup>th</sup> grade. All students 7th-12 <sup>th</sup> grades require proof of 1 dose Tdap received. 1 dose of Tdap required regardless of when the last Td containing vaccine was given.
Polio <sup>1</sup>	3 (4) <sup>1</sup>	3 (4) <sup>1</sup>	3 (4) <sup>1</sup>	3 (4) <sup>1</sup>	3 (4) <sup>1</sup>	3 (4) <sup>1</sup>	3 (4) <sup>1</sup>	3 (4) <sup>1</sup>	3 (4) <sup>1</sup>	3 (4) <sup>1</sup>	3 (4) <sup>1</sup>	3 (4) <sup>1</sup>	3 (4) <sup>1</sup>	A minimum of 4 weeks between doses required with 6 months between last 2 doses; for students in K, 1 <sup>st</sup> & 2 <sup>nd</sup> grades final dose required on or after 4 <sup>th</sup> birthday.
Measles/Mumps/ Rubella <sup>2</sup> (MMR)	2	2	2	2	2	2	2	2	2	2	2	2	2	Minimum age for 1 <sup>st</sup> dose 12 months
Hepatitis B <sup>4</sup>	3	3	3	3	3	3	3 (2)	3 (2)	3 (2)	3 (2)	3 (2)	3	3	Two-dose Recombivax HB is also valid if administered at ages 11-15 years if 2 <sup>nd</sup> dose received no sooner than 15 weeks after 1 <sup>st</sup> dose.
Varicella <sup>6</sup>	2	2	2	2	2	1	1	1	1	1	1			Minimum age for 1 <sup>st</sup> dose 12 months; 2 doses recommended for all children 5 <sup>th</sup> - 12 <sup>th</sup> grades.

Note: Any vaccine (live or inactivated) administered ≤4 days prior to minimum interval or age is valid. All students enrolled in designated grades are expected to meet requirements.

<sup>1</sup> Polio: 4 doses required if both OPV & IPV used for series.

<sup>2</sup> MMR: Second dose recommended on/after 4<sup>th</sup> birthday. Dose 2 may be given earlier with at least 4 weeks between 1<sup>st</sup> & 2<sup>nd</sup> doses. If using MMRV for both doses, minimum interval is 3 months.

<sup>3</sup> Hib: If series started <12 months of age, 3 doses required with at least 1 dose on/after 1<sup>st</sup> birthday. Two doses required if 1<sup>st</sup> dose received at 12-14 months. 1 dose of Hib vaccine administered between 18 months and 5 years is sufficient. No doses required ≥6 years of age.

<sup>4</sup> Hep B: 2<sup>nd</sup> dose a minimum of 4 wks after dose 1; 3<sup>rd</sup> dose at least 16 wks after dose 1 and at least 3 wks after dose 2. For infants currently receiving primary doses, final dose should not be given earlier than 24 wks of age.

<sup>5</sup> PCV: 4 weeks minimum between doses <12 months; 5 weeks minimum between doses >12 months; 1 dose minimum PCV13 to all healthy children 24-59 months who are not completely vaccinated for their age; 1 supplemental dose of PCV13 for children 60-71 months with underlying health conditions. If unvaccinated or history of 1 dose before age 12mo, give 2 doses of PCV13 8wks apart; if history of 1 dose on or after age 12mo or 2 or 3 doses before age 12mo, give 1 dose of PCV13 at least 8wks after most recent dose.

<sup>6</sup> Varicella: For children aged 12 months-12 years, the recommended minimum interval between the two doses is 3 months. However, if dose 2 was administered ≥ 28 days after dose 1, dose 2 is considered valid and need not be repeated. For persons aged ≥13 years, the recommended minimum interval is 4 wks. Exempted for proof of varicella immunity: Receipt of vaccine, physician health care provider diagnosis of varicella or laboratory evidence of immunity.

<sup>7</sup> Hep A: One dose required by 15 months; two doses recommended with at least 6 months between doses.

<sup>8</sup> Td/DiphPert: A 3-dose series is sufficient if initiated after 7 years of age. 1 dose of 3-dose primary series must be Tdap, preferably the first, followed by 2 doses of Td.

Resources: NM Vaccine and Flu Hotline - 1-866-681-6872

NM Immunization Protocol - <http://www.immunizenm.org/Provider/provider.shtml>



April 2012

**C. Dis-Enrollment Procedures When Immunizations Are Not Current**

The Thirty-Second State Legislature enacted into law a provision making it unlawful for students to enroll without first giving proof of having been immunized against certain contagious childhood diseases. The diseases have been determined by regulations of the Health and Social Services Board and are Diphtheria, Pertussis, Tetanus, Poliomyelitis, Rubella, Measles, Hepatitis B, and Chicken Pox. The pertinent section of the act reads in full as follows:

“It is unlawful for any student to enroll in school unless he/she has been immunized, as required under the rules and regulations of the Health and Social Services Board, and can provide satisfactory evidence of such immunization, he may enroll and attend school as long as the immunization process is being accomplished in the prescribed manner. It is unlawful for any parent to refuse or neglect to have his/her child immunized, as required by this section, unless the child is properly exempted.” Sec. 12-3-4.2, NMSA 1953 (REL. Vol. 3, pt.1) Being Amd. Laws 1975, Ch. 25, Sec. 1.

In order to assure standardized compliance with the law throughout the Belén Consolidated Schools, the following regulations will be strictly adhered to in each and every case:

1. No student enrolled in the BCS during the previous school year shall be allowed to register for the current year until his/her immunizations are up-to-date.
2. Transfer Students. A transferee from another school district in New Mexico or from any school outside the State of New Mexico, shall, upon enrollment, be required to provide proof of immunization.
3. For students who become non-compliant within the school year, the process of dis-enrollment shall begin on the first day of non-compliance. The process of dis-enrollment as specified in State Board of Education Regulation No. 76-17 is located in Policy #709.3. A copy can be obtained from your child's principal or school nurse.

#### **D. Exclusions**

The school nurse will exclude, by Public Health Regulation, students from school who are suspected of having any communicable disease and/or nuisance disease (impetigo, scabies, or pediculosis). Students may be reinstated on presentation of a doctor's statement of good health or evidence of recommended treatment. Further information is included in the Communicable Disease Policy #710.

#### **E. Administering Medication At School**

##### **Introduction**

The Belén Consolidated School Board recognizes that students may need to take, or be given, medication during school hours. These medications are necessary for the health and well being of the student, and as such support the learning process.

##### **Notification of School Nurse**

Regardless of the means of administration used for a particular student, the school nurse shall be notified, in writing, of each student taking medications at school by the student's parents. The parents shall notify school personnel when the student begins taking a medication, when the medication or its dosage is changed, and when the medication is discontinued.

##### **Options for Medications Needed by Students While at School**

Regardless of the option chosen for administration of medication to students, parents are expected to instruct their children, including young and disabled students according to their level of ability, on the reasons the student takes the medication and according to what schedule it should be given.

It is the responsibility of parents seeking to have medication administered to their children by school personnel, to determine the option of administration in

consultation with the school principal, school nurse, or other personnel whose knowledge of the student may assist in such determination.

**1. Self-Administration**

Older students may be allowed to assume responsibility for administration of their own medications, provided that self-administration is recommended, in writing, by the prescribing physician and the parent/guardian. The child **must** be instructed by the parent or physician on how to take the medication. Parents should provide the student only one day's supply of medication per day.

**2. Administration by the School Nurse**

In instances in which a student's parents and school personnel determines that the student is too young for, or otherwise incapable of, reliable self-administration, the school nurse should administer the medication to the child.

The parents shall provide the school nurse clear and explicit written instructions from student's physician for administration of the medication. The container with the medication must be labeled with the name of the drug, the strength and correct dosage schedule for administration, the name of the student and the name of the physician.

**3. Supervised Self-Administration**

In circumstances in which a school nurse is not available at a school to administer a medication to a child who is either too young for, or otherwise incapable of, reliable self-administration of medications, the following approach may be adopted by the parent and school personnel if the child in fact requires the medication in order to remain in school and must take the medication during school hours. The parent must give the child's teacher or other authorized school personnel a sealed bubble pack on which is written the child's name, the name of the medication, and the date and time the medication is to be taken. The teacher or other authorized person will give the sealed bubble pack to the child and direct him or her to take the medication at the specified time.

In every case in which parents and school personnel have determined that student self-administration of medications is not appropriate, parents shall not provide the medications to be taken at school directly to the student himself or herself, but shall provide the sealed bubble pack directly to the teacher or other authorized school personnel.

This third option is reserved for those situations in which circumstances do not permit the use of self-administration or administration by a school nurse. If a school nurse is present in a school on some but not all days, the nurse will administer medications on the days she/he is present at a school and will make

arrangements for supervised self-administration for the days when the nurse is not present.

### **Over the Counter Medications at School**

Over the counter medications are permitted under the following conditions:

- a. Child's health care provider orders the medication.
- b. Written parental authorization form is on file with the school nurse.
- c. Medication is provided by parent in the original labeled container that must specify dosage, contraindications, and ingredients.
- d. Medication is an FDA approved drug, is approved for the child's age group and is used only for a specified condition.

### **Storage of Students' Medications at School**

Medications shall be kept in a central location in a locked closet or cabinet at each school.

### **Policy Regulation Guidelines**

Policy regulation guidelines are subject to regulations regarding medication from the Boards of Pharmacy and Nursing. These guidelines must address the following areas:

- Self-administration
- Nurse administration
- Supervised self-administration
- Storage of medication
- Disposal of unused medication
- Labeling of medication containers
- Documentation of use of medication
- Parent permission
- Doctor's orders
- Over the counter medication
- Emergency medication
- Standing order

### **Other Medication Information**

Medication will be administered **ONLY** if **ALL** proper forms are complete and on file.

### **Other Medication Regulations**

Medication will be allowed to be self administered, administered, or supervised administered **ONLY** after the fulfillment of the following provisions:

1. Physician's order that states to the school nurse the following:
  - a. name of the student
  - b. name of the drug
  - c. dosage and route to be administered
  - d. precise schedule of administration

- e. possible side effects of the drug
  - f. period of time during which administration of the drug is indicated
- 
2. The parent will provide written consent for administration of the prescription medication to the school nurse and PROVIDE A TELEPHONE NUMBER THROUGH WHICH EITHER PARENT OR GUARDIAN MAY BE CONTACTED in the event of an adverse reaction to the medication. If there is not a written doctor's order and parent's consent, the medication will not be given. The parent may come and give the medication until the correct forms are completed and on file. Orders can be faxed.
  3. The parent and/or physician will not only provide instruction to the child on how, when and why to take their medication, but the dangers of sharing their medication with anyone else.
  4. Older students may be allowed the responsibility for administering their own medications provided the self-administration is recommended in writing to the school nurse/principal by the prescribing health personnel and the parent/guardian. These forms must be on file. They can only carry the dose for the day and it must be in the original pharmacy labeled container. Belén Schools does not allow a student to carry a bottle of medication. Inhalers are the exception.
  5. The medication container will be labeled by the pharmacy with the name of the student, the name of the drug, the strength and correct dosage schedule for administration, and the name of the physician. A monthly dose pack is required for supervised self-administration.
  6. The pharmacy medication label cannot be used in place of the written order.
  7. At no time will a student be allowed to carry any medication classified as a controlled substance. (Example, Ritalin, Tylenol with Codeine, Dexedrine, etc.).
  8. Medications to be given must be brought to the school by the parent. Medications cannot be transported by the bus driver. This applies to refills as well. Drugs that are classified a controlled substance as in (G) must be given directly to the school nurse.
  9. Any change in doses, time, type of administration, or to discontinue, must be accompanied by the prescribing doctor's order and provided to the school nurse. The school nurse is the only school personnel that may telephone the physician for a temporary verbal order. These verbal orders are only good for five days. They must be followed up with a written order.
  10. According to the Nurse Practice Act, the school nurse can only administer medications that are prescribed by a person authorized in this state or another to prescribe medication. In New Mexico licensed physicians (Medical Doctors and Doctors of Osteopathy) and Nurse Practitioners are licensed to prescribe. As other disciplines are licensed by the State of New Mexico to prescribe, notice will be provided to parents.

11. Non-FDA approved substances such as herbs or supplements are not regulated by the medical profession and mid level providers, therefore they cannot be administered in the school setting by the nurse at this time.
12. Regulations concerning the administration of over-the-counter (OTC) medication can be obtained from your child's school nurse.
13. Emergency medication ordered by the District Health Officer can be administered according to protocols established in the School Health Manual.

#### **F. Disaster/Safety Instructions**

The Belén Consolidated School District has a district safety plan that applies to all schools.

There will be various types of **SAFETY DRILLS** throughout the school year, (these include fire and various "Code" drills that will be both announced and unannounced).

**Fire drills** at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone must obey orders promptly, and quickly clear the building by the prescribed routes. The teacher in each classroom will give the students instructions based upon that area.

The following actions will take place at each site during any disaster or crisis:

1. There will be various types of safety drills, announced and unannounced. Parents will be notified that drills may take place during selected months.
2. In the case of a school emergency, crisis, or disaster, please listen to KARS, KOB-AM for instructions. *Please do not call the school or go there until radio announces it is safe.*
3. If buses are unable to deliver students to homes due to weather, school, county emergency, the students will be returned to their school sites. Again, information will be announced on the radio.
4. Each school site will have any information and command center during the emergency. Please listen to the radio for instructions.
5. The main command center is located at 520 North Main Street.

#### **G. Nurse**

Parents have the major responsibility for the health of their children. However, the school provides certain services that supplement the efforts of parents in this respect. Health services and requirements are those set forth in the New Mexico School Health Manual. It is the responsibility of the student and/or parent to inform the school nurse of any special health problems or medications.

There is always a nurse on call for each site. The school nurse is responsible for the maintenance of health records, routine health checks, parent contact concerning health problems, care of injuries, medication, screening, and assistance in health teaching. Please be sure to contact the school nurse if your child has any special



health problems. If your child is absent from school due to a reportable communicable disease, please inform the school nurse immediately.

If a child is injured or becomes ill on school grounds while participating in a school sponsored activity, prudent first aid will be administered and school health personnel will be notified. If an injury or illness requires greater attention, every effort will be made to contact the parent or guardian as no child will be allowed to go home unsupervised. The child will only be released to the parent/guardian or designee.

In the event that hospitalization or doctor referral is required and a parent or other adult cannot be contacted, the school will follow the instructions listed on the emergency data card. Should emergency transport be required, the school will determine the most expedient means to transport.

If a student is injured by a weapon on or off campus, the nurse must report it to law enforcement. This is a legal requirement.

#### **H. Physical Examination**

All students who wish to participate in extra curricular activities, such as athletics, marching band, or cheerleading, are required to either have a medical examination or a certificate from a licensed physician stating that the student is physically capable of participating in the selected activity of his/her choice, parent permission to participate, proof of insurance coverage, and a medical release form.

The school district will provide screening services as required by the New Mexico State Department of Education to students during the course of their school attendance:

#### **I. School Based Health Center (SBHC)**

The BHS School-Based Health Center is located in the same area as the school nurse. Students can be seen at the health center if their parents have completed and returned the consent forms, or if they sign a confidential services consent.

The purpose of the health center is to provide health care for students in a manner that allows students to miss as little school as possible. Because it is funded by a grants from the NM Department of Health and the New Mexico Community Foundation, students without insurance or with Medicaid are never charged for services. Students who have health insurance will be charged a minimal fee for sports physicals.

The health center provides both physical and mental health care for BHS students. Our focus is on prevention and wellness. Health center staff members visit advisory classes, do health screenings, and treat diseases. All health center records are separate from school records, and student confidentiality is an important component of our services.

The health center does not take the place of primary care physicians in the community. We work with the student's doctor so that he/she continues to direct his/her patient's care.

Students may access the health center by being referred by their school nurse, counselor, parent or an administrator. If they feel that their health concerns are too private to go through a referral, they may self-refer. The Health Center is open most school days. The Health Center Specialist can be contacted at 966-1386 to schedule appointments or answer question

## SECTION XIV

### INSTRUCTIONAL ISSUES/ PROCEDURES

#### A. Classroom Transfer Procedures

Parents may request a transfer of their child from one classroom to another once during any school year. The following steps are required to ensure that a transfer is in the best interests of the child:

1. The parent must contact the child's teacher and request a conference.
2. At the conference, the teacher, parents and student will discuss the concerns the student is having, identify solutions to correct the problems and write a plan to improve the situation. All three parties must sign the plan. The plan must be used for three weeks without changes in the original classroom.
3. A copy of the signed, written plan must be given to the principal who will then monitor the effectiveness of the plan during the three-week period.
4. At the end of the three weeks, if positive progress has been made, and the parents, teacher and student are satisfied that their concerns have been successfully addressed, a follow-up conference will be held and all involved will sign that they are satisfied with the plan and it will be continued. No further steps are necessary.
5. If the parents do not feel that there has been sufficient progress made toward solving the problems, they may request that the principal transfer their child to another classroom. At that time, a conference will be held with the principal, current teacher, the parents, and student. The principal will make a final decision as to whether or not the student will transfer to another class and who the new teacher will be.

Only one transfer request will be accepted for a student each school year.

#### **An administrator must approve and then implement all course changes.**

In matters of schedule changes, seniors have priority over everyone else. There must be room available, **as determined by an administrator**, before a student will be allowed to change into a class that he/she was not originally scheduled into.

The majority of classes are considered yearlong courses. Keep in mind that it will be difficult for a student to succeed if he/she has not participated in the first semester of a course; therefore, yearlong **courses will not be changed at semester.**

#### B. Homebound Instruction

The purpose of the Homebound Instruction Program is to provide an optimum education for those students who are capable of benefiting from instruction, but who are unable to

participate in a regular or special class setting for a period of at least three weeks or longer because of physical, emotional, or medical disability/instability. A homebound instructor is appointed to the student and will set up times to deliver instruction. A parent or guardian must be present during instruction. In order to be considered for this type of instruction the student must go through the SAT or the 504 process and submit a written physician's recommendation. *Homebound instruction does not guarantee that students will pass state competency exams or graduate. Not all credits can be obtained through homebound instruction, i.e. lab classes and most elective*

**C. Retention shall be determined by the SAT process.**

**D. Remediation.**

A parent or guardian shall be notified no later than the end of the first grading period that his/her child is failing to attain appropriate grade level proficiency of standards. The teacher shall discuss with the parent or guardian, at a conference, possible remediation programs available to improve the student's attainment of proficiency of standards. Specific academic deficiencies and remediation strategies must be agreed upon by the student's parent or guardian and a written plan developed containing timelines, academic expectations, and the measurements used to verify that a student has overcome his academic deficiencies. Remediation programs and academic improvement programs (developed through SAT) include tutoring, extended day programs, summer programs and other research-based models for student improvement (see Form A).

**E. Reports to Parents**

Parents can access their student's weekly grades through the district website – parent portal. Teachers will send home deficiency notices at approximately half way into each grading period, to the parents of all students who have a grade of “D” or “F” in a class. Deficiency reports will be sent out not only at the designated intervals but also as needed. Parents should be informed of any major change in academic status, both positive and negative. Teachers will also notify counselors of any seniors that have a grade of “D” or “F” at approximately half way into each grading period.

Belen Schools also has a weekly progress report/eligibility format. If a parent would like to monitor his/her student's progress, **the student** should use this weekly progress format. Grades will be sent home on the Friday following the close of the grading period.

**F. Testing**

**All students will participate in state mandated assessments are required by PED and in alignment with their program of study.**

## SECTION XV

### ADDITIONAL INFORMATION

#### **ACADEMIC ELIGIBILITY: PARTICIPATION IN ATHLETICS/ACTIVITIES**

In order to be eligible to participate in extra-curricular/co-curricular activities, elections or athletics, a student enrolled at least half of a full course load must pass all of these classes and maintain a grade point average of 2.0 or better. Only students who are enrolled in a full course load of classes are allowed to fail one (1) course and still remain eligible if they have at least a 2.0 GPA. Many organizations have documented specific requirements outside and above these parameters. (PLEASE SEE THE ATHLETIC HANDBOOK and OTHER SPECIFIC ORGANIZATION RULES AND POLICIES FOR MORE INFORMATION).

#### **ADVERTISING IN SCHOOLS**

Pupils, staff members, or the facilities of the school may not be used for advertising or promoting the interests of any community or non-school agency or organization without the approval of the Superintendent.

#### **ATHLETICS**

Student athletes are expected to attend classes, and failure to do so will result in the loss of practice and/or playing privileges. Please see the *Parent/Student/Athlete Handbook* for more detailed information.

In order to be eligible to participate in extra-curricular/co-curricular activities, elections or athletics, a student must pass all their classes and maintain a grade point average of 2.0 or better if enrolled less than full time. Students who are enrolled full time are allowed to fail one (1) course and still remain eligible if they have at least a 2.0 GPA. Many organizations have documented specific requirements outside and above these parameters.

Student athletes are expected to follow all school rules and team rules. Disregard of these rules BOTH ON AND OFF CAMPUS can result in loss of playing/practice time and/or dismissal from the team.

#### **BICYCLES**

State legislation requires helmets to be worn by anyone age 14 and under. The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by requiring them to be properly parked and locked in the school bike racks. Bicycles are never to be ridden on school grounds. Bicycles are not to be ridden off school grounds during the school day except with prior approval.

#### **CAMPAIGNS OR ACTIVITIES FOR RAISING MONEY**

In the conduct of campaigns to raise money for approved school activities, no quotas may be set for pupils, and donations must be entirely voluntary without any pressure that compares the giving of one pupil with the giving of another.

## **CONTESTS AND AWARDING OF PRIZES**

Contests and activities which are sponsored by outside agencies and which involve participation of pupils or granting of awards or prizes to pupils shall not be announced or permitted in the schools unless approved by the Office of the Superintendent. Such activities must be judged to have educational value for the participants before permission may be granted.

## **COUNSELORS**

The purpose of the school counseling program is to impart specific skills and learning opportunities in a proactive, preventive manner, ensuring all students can achieve school success through academic, career and personal/social development experiences. The school counselor is available to meet with parents about behavioral and emotional needs of students. If the counselor and parents agree that that counselor at school can help the child, the counselor may meet on a limited basis with the child. If the child's needs are greater, the counselor will ask for the parents to accept counseling services within the community and work with the parent and BCS health services department to locate the program that best matches the family's needs.

## **FIELD TRIPS**

Field trips are used to extend and enrich the curriculum and must be tied to academic standards and benchmarks. All school rules, including dress code, are applicable to students while they are on Field or Activity Trips. All students wishing to be released to parents/guardians must fill out the necessary forms, which are available in the Principal's office and the Athletic Director's office. These forms require an administrator's signature that must be obtained before the event.

A signed parent permission form shall be on file in the school office for each student, prior to the field trip. A permission form will be required for each trip.

Parents are encouraged to participate in field trips as chaperones. However, chaperones must be 18 years of age. School aged siblings of the class member may NOT leave their own classes to participate in their brother's/sister's fieldtrip. For safety reasons children younger than school age may not ride on the bus.

Parents of students, requiring medication and/or specialized care during school hours or on the trip, will need to work out a plan for the administration of this medication while on the field trip. This plan must be worked out with the school nurse, teacher, and student at least five days prior to the field trip.

The District usually provides transportation for field trips. Parents may not transport students home from field trips when they ride to the activity with the group unless advanced written approval is obtained from the building principal. Parents may be requested to show identification.

## FINES/FEES

Please work hard to return all textbooks to the school – this will reduce fines.

## GRADING SYSTEM

The following values are used with the letter grade:

<u>LETTER</u>	<u>PERCENTAGE</u>	<u>GPA</u>
A	90% - 100%	4.0
B	80% - 89%	3.0
C	70% - 79%	2.0
D	60% - 69%	1.0
F	59% and BELOW	0

K-1 progress is documented on standards based report cards. Weekly performance is documented on checklists, progress reports, etc.

## INSURANCE

Students are not required to carry any special insurance; however, **parents** interested in purchasing insurance through the schools may contact the school office for more information.

## PARENT CONDUCT

Parents are welcome in the classroom and on school grounds to observe, or with teacher's agreement, to assist with certain classroom activities. Parents' behavior should be an example of the best behavior that we expect of students. Parents and any visitors are expected to comply with school rules, obey the direction of school staff, and in general support all processes related to education. New Mexico School Code 30-20-13 specifies that interference with the educational process is a misdemeanor, which means that the school is allowed to call law enforcement if a parent or visitor is disruptive, threatening or otherwise unable to maintain self control. Sanctions for interference may be imposed up to and including banning the individual from campus for the remainder of the school year.

## INTERVENTIONS

### **Student Assistance Teams (SAT)**

Each school within the district is required by law to have a Student Assistance Team. SAT is a team approach to help teachers, parents, and other professionals address individual student needs. Parents and school staff can refer students to SAT with the goal of helping students reach their potential. *The SAT cannot help a student without knowing the parent's concerns and wishes for their child. Therefore, parent participation in SAT meetings is essential and required.* Parents can be notified of a requested meeting by phone and/or by note. Parents or students can request a SAT meeting by notifying the school's principal.

### **Family and Youth Resource Program (FYRP)/ Truancy Team**

District served by two individuals in the Health Services Department hired to act as resources to assist families help their children in a variety of ways. FYRP and truancy staff can assist families in reducing barriers to community resources. FYRP staff is

mandated to help families with any need that may interfere with their child's academic success. The FYRP located just South of H. T. Jaramillo Community School and the Teacher Resource Center has space for meetings, information on employment, parent education, locating English language classes, among other activities. Schools can ask FYRP to contact a family, or families may ask FYRP for assistance directly. The direct number to call is 966-2061.

## **LUNCH**

The cafeteria is designed for the convenience of the students who purchase all or part of their lunch. The price for meals is established by the Board of Education. Free and reduced lunches are available for students who qualify; applications may be picked up in the front office. These applications must be signed by the parent or guardian and approved by the school administration **AT THE BEGINNING OF EACH SCHOOL YEAR!** Students who eat in the cafeteria should follow rules of courtesy, such as not cutting in line. Courtesy also demands that students bus their own trays and properly dispose of their trash. Please leave your eating area free from litter. All students are expected to be seated correctly (unless they are in line for food) while they are in the cafeteria. Inappropriate behavior will not be tolerated and will result in a disciplinary referral for an administrator to handle.

## **NM RULES FOR FOODS BROUGHT INTO SCHOOLS**

### **What the Rule Says in General**

- No student in New Mexico can buy sugar or caffeinated soft drinks in their schools.
- No food in vending machines in elementary schools.
- In middle schools and high schools, food available in vending machines and a la carte sales must be low in fat and low in sugar.
- Schools that sell food as fundraisers will be required to provide healthier choices.

### **Fund Raisers Including Foods Sold by Parent or Student Organizations Must be approved in advance by the building principal or designee. The following state rules apply:**

- Beverages and food products sold as fund raisers during normal school hours:
  - May be sold at any time except during the lunch period and
  - Must meet the same requirements as high school vending machines, that is, the food will contain no more than 8 grams of fat (with no more than 2 grams from saturated and trans fats), 15 grams of sugar and 200 calories per serving. The only exceptions are healthy nuts, seeds, and cheese and yogurt products.



- At least 50% of all beverages and food products sold as fund raisers before and/or after school hours must meet the standards set for high school vending machines (e.g. 50% of the food and beverages sold in football or basketball game concession stands would have to be healthy choices). These include:
  - Drinks: 2% Milk or Skim Milk; Soy milk; water; 50% fruit juice that has no added sweeteners, no more than 125 calories per container and sold in containers less than 20 ounces.
  - Foods: no more than 200 calories per serving, no more than 8 grams fat per serving or 2 grams saturated and trans fats per serving; no more than 15 grams sugar per serving.
  - Exceptions are nuts, seeds, cheese, yogurt and fruit, which may be sold without limitations.

**REPORT CARDS/PARENT CONFERENCES: See site for specific details.**

### **SCHOOL REACH**

School Reach is a communication service that BCS uses to contact parents about school functions, student absences, and other important information regarding instruction. Parents are contacted via telephone by 10:30 am any time their child is absent from school

### **STUDENT DEMONSTRATIONS/PROTESTS**

Peaceful demonstrations or protests of any kind may be allowed as long as administrative approval (in writing) has been obtained in advance – and are *not conducted during class time or interrupt the educational process in any manner.*

### **SUPERVISION AT CO/EXTRA-CURRICULAR ACTIVITIES**

Student activities occurring outside the regular classrooms shall be properly supervised at all times by the teachers. Every effort should be made to see that all co-curricular activities are of educational benefit to students involved and that their purpose is clear and obviously in the best interest of the student. At least one teacher shall be charged with supervisory responsibility for any such activity.

Under no circumstances are co-curricular activities to be scheduled without the approval of the principal or other designated supervisor.

### **TEXTBOOKS**

**Textbooks are furnished, at public expense, to each student either individually or through the use of class sets. The student is responsible for the proper care and return of all books. Students will be fined for lost or damaged books. Students must check in all books issued and, if the student withdraws from school, all books must be returned before records can be released to the next school.**

## **VISITORS**

In order to maintain a safe school environment, all visitors must sign in at the school office before visiting any area of the school. Visitors may be asked for identification at that time. ***They will be given, and must wear, a visitor's pass. Visitors without a pass will be asked to return to the office and sign in or to leave the school grounds.*** Parents are allowed to visit on most days, as soon as they have signed in and picked up their visitor's pass. Returning students who would like to visit the school and staff is asked to do this after the end of the school day.

## **VOLUNTEERS**

We welcome the assistance and interest of all adults involved with Belén Schools. Volunteers are welcome in classrooms, on field trips and most activities that occur both during and outside the school day. Please be sure that the classroom teacher/sponsor/coach that you will be working with ***and the principal*** have approved your participation. If you do plan to volunteer on a regular basis, you will be asked to undergo a background check and fingerprinting just like a regular employee at the volunteer's expense. This measure is taken to ensure that no one paid or unpaid, working with our students is a danger to the safety of our students or property.

## **WEBPAGES**

Please visit the BCS District Website. Each teacher maintains a webpage with current information related to their classroom. This is a convenient tool to receive up to date news on classroom activities, homework assignments, class projects, etc,. In addition, each BCS Department maintains a webpage that provides useful information.

## SECTION XVI

### TECHNOLOGY

The Belén Consolidated School District promotes the use and development of electronic networked information resources as a means to support learning and to enhance instruction. The internet allows students and staff to interact with hundreds of thousands of computers to access information on a world-wide basis. The “Instructional Resources and Materials”, Policy #690 (see below), provides policy for all resources and materials involved with the instructional use of technology. All technology is to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and its procedures may result in the revocation of the user’s access privilege. The individual using the computer is responsible for all activities. Access to the Internet provides connections to other computer systems worldwide. The BCS does not control the information available on these systems. Some of the information available may be controversial and/or offensive. The BCS does not condone the use of such material and will pursue appropriate actions to limit access to those types of materials.

School staff shall have access to computerized record keeping and other electronic means of monitoring use. However, responsibility for appropriate use remains with the individual. District staff, students, and parents/guardians of students must be aware that access to technology may be withdrawn from users who do not respect the rights of others, or who do not follow the rules and regulations established by the school and District. Failure to follow District procedures on acceptable use of technology may subject violators to disciplinary actions as outlined in District policy and handbook regulations.

#### **ACCEPTABLE USE OF INFORMATION TECHNOLOGY REGULATIONS:**

“User” shall mean all persons who are granted access to the Belén Consolidated School’s computer resources.

“Computer Resources” shall mean all computer hardware, software, communications devices, facilities, equipment, networks, Internet use, passwords, licensing and attendant policies, manuals and guides.

**No expectation of privacy.** The computers and computer accounts given to Users are to assist them in enhancing student academic achievement and job performance. Users do not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to BCS and may be used only for education program purposes.

**Waiver of privacy rights.** Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other

computer network. Users consent to allowing BCS personnel access to review all materials users create, store, send, or receive on the computer or through the Internet or any other computer network. Users understand that BCS may use human or automated means to monitor use of its computer resources.

**Access to or Creation of inappropriate or unlawful materials.** Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, threatening or potentially violent, defamatory, racially offensively proselytizing inappropriate or otherwise unlawful, or in violation of School Board policy may not be created, accessed or sent by e-mail or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored in computers. Users encountering or receiving this kind of material should immediately report the incident to their supervisors.

**Prohibited uses.** Without prior written permission from the District's Superintendent or designee, computer resources may not be used for dissemination or storage of commercial or personal advertisements, promotions, destructive programs (including but not limited to self-replicating codes or viruses), political or religious material, or any use which is unauthorized or in violation of School Board policy.

**Waste of computer resources.** Users may not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending or forwarding mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, sending or forwarding jokes, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic.

**Misuse of Software.** Without prior written authorization from the BCS RTA Director, users may not do any of the following: (1) copy software for use on their home computers; (2) provide copies of software to any third person; (3) install software on any School District workstations or servers; (4) download any software or run executable files from the Internet, email, or other online service to any BCS workstations or servers; (5) modify, revise, transform, recast, or adapt any software; or (6) reverse-engineer, disassemble, or decompile any software. Users who become aware of any misuse of software or violation of copyright law must immediately report the incident to their site administrator.

**Communication trade secrets.** Unless expressly authorized by the BCS Superintendent or designee, sending, transmitting, or otherwise disseminating proprietary data, trade secrets, or other confidential information of BCS is strictly prohibited.

**Responsibility for passwords.** Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No User may access the computer system with another User's password or account.

**Passwords do not imply privacy.** Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on the computer system. BCS has global passwords that permit it access to all material stored on its computer system, regardless of whether or not material has been encoded with a particular User's password.

**Accessing other user's files.** Users may not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. A Users ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users may not use the computer system to "snoop" or pry into the affairs of other users or BCS operational systems by unnecessarily reviewing their files and e-mail without authority.

**Accessing other computers and networks.** A User's ability to connect to other computers systems through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

**Computer security.** Each user is responsible for ensuring that use of outside computers and networks, such as the Internet does not compromise the security of BCS Computer Resources. This duty includes taking reasonable precautions to prevent intruders from accessing the BCS network via Internet connections or by leaving systems on and logged into the network without authorization and to prevent the introduction and spread of viruses.

**CIPA.** All users of the Internet must comply with the Children's Internet Protection Act (CIPA), 47 U.S. C 254. **Internet Safety Policy** Access by minors to inappropriate matter on the Internet and World Wide Web is prohibited on the BCS network. Using electronic mail, chat rooms, and other forms of direct electronic communications is prohibited on the BCS network. Unauthorized access including "hacking" and other unlawful activities by minors online is prohibited on the BCS network. Unauthorized disclosure, use, and dissemination of personal information regarding minors is prohibited by BCS. Measures designed to restrict minors' access to materials harmful to minors are in place at BCS.

**Virus detection.** Viruses can cause substantial damage to computer systems. Each User is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the BCS network. To that end, all material received on floppy disk or other magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to BCS **MUST** be scanned for viruses and other destructive programs before being placed onto the computer system or network. Users should understand that their home computers and laptops may contain viruses. All disks transferred from these computers to the BCS network **MUST** be scanned for viruses.

**Use of encryption software.** Users may not install or use encryption software on any of the BCS computers without first obtaining written permission from the District RTA Director. Users may not use passwords or encryption passwords that have not been provided by the District RTA Director.

**Export restrictions.** The federal government has imposed restrictions on export of programs or files containing encryption technology (such as e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology is not to be placed on the Internet or transmitted in anyway outside the United States without the prior written authorization from the District RTA Director.

**Compliance with applicable laws and licenses.** In their use of computer resources, Users must comply with all software licenses, copyrights, all other state, federal, and international laws governing intellectual property and online activities.

**Other policies applicable.** In their use of Computer Resources, Users must observe and comply with all other policies and guidelines of BCS.

**No Additional rights.** This Policy is not intended to, and does not grant, Users any contractual rights.

**Violation of Policy.** Violation of this policy will result in loss of access to network resources, and possible legal and disciplinary action.

## Definitions

- **Absence**

- **Excused absence/Activity – A student not in school or class as a result of participation in a school sponsored/sanctioned event, practice, competition, contest, meeting, etc. Students are permitted a total of ten excused absences by NM Activities Association per semester.**
- **Excused absence/Verified – A student is absent from school with prior knowledge and consent of a parent and written or verbal verification to the school. A student is absent from school with personal illness, professional appointments, family emergency, death in family, religious commitment, or extenuating circumstances as agreed to by the administration prior to the absence. Parents must verify absences by written or verbal method within 24 hours of absences. Students may have the same number of days as they were absent to make up work with full credit. At the principal’s or designee’s discretion, a doctor’s note may be required to verify absences. Verified absences are noted as excused.**

- Arson – is the of intentionally or maliciously lighting structures, wild land areas, cars or other property on fire.
- Assault – an unlawful physical attack upon another; an attempt or offer to do violence to another, with or without battery, as by holding a stone or club in a threatening manner.
- Assault/Aggravated – a reckless attack with intent to injure seriously (as with a deadly weapon)
- Battery/Fighting – an unlawful attack upon another person by beating or wounding, or by touching in an offensive manner.
- Battery/Aggravated – in criminal law it is a more serious form of battery, and is considered a felony.
- Bullying – “Bullying behavior by any student in the Belén Consolidated Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:
  - Placing a student in reasonable fear of physical harm or damage to the student’s property; or
  - Physically harming a student or damaging a student’s property; or
  - Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.
- Bomb Threats/False Fire Alarms
- Cheating: Any attempt to present someone else’s work as one’s own.
- Contraband – anything prohibited by law from being brought on school premises, either on person or vehicles.
- Controlled Substance – any of a category of behavior-altering or addictive drugs, as heroin, cocaine or marijuana, whose possession and use are restricted by law.
  - Unauthorized substances – possession of substances that are dangerous to one’s health (i.e. Spice)
  - Unauthorized Prescription Drugs – possession or distribution of prescription drugs. *Students must keep prescription medication in Nurses office.*
- Firearm –A “firearm” is defined as any weapon that is designed to, or may readily be converted to or will, expel a projectile by the action of an explosive. A “firearm” is further defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a

- projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device.
- **Forgery:** Forging or altering school documents.
  - **Gambling** – Betting money, goods, or favors on the results of any game, either informal, as in cards or dice, or formal games, as in competitive sports at any level.
  - **Gang Activity** – “Gang”: an on-going organization, association, or group of two or more persons, whether formal or informal, which has a common name and/or common identifying sign or symbols, whose members individually, and or collectively, engage in any pattern of criminal activity in violation of BCS policies and accompanying regulations.
  - **Hearing** – an instance or a session in which testimony and arguments are presented, before BCS Hearing Officer, Superintendent or Designee.
  - **Physical Contact** – Threatening or causing unwanted touching, contact, or attempts at same, including sexually oriented touching, staring, patting, pinching, pulling at clothing, intentionally brushing against another, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District
  - **Robbery** – the felonious taking of the property of another from his or her person or in his or her immediate presence, against his or her will, by violence or intimidation.
  - **Substance Abuse** – The possession, use, distribution, sale, transportation, or being under the influence of alcohol and/or illegal substances by anyone is expressly forbidden on district property, at school, within 1,000 feet of school property or during any school-sponsored event. For this policy illegal substances include controlled substances, prescription drugs used or possessed without a prescription, solvents used for intoxication and those substances possessed, sold, and/or used that are represented to be controlled or illegal substances. Additionally, students are prohibited from possessing, selling, or giving away and/or using drug paraphernalia on school property, at school, or at school sponsored events.
  - **Tobacco** – see page 15