

MESA VISTA CONSOLIDATED SCHOOLS

**MIDDLE AND HIGH SCHOOL
STUDENT AND PARENT HANDBOOK**

2019-2020



HOME OF THE TROJANS

TABLE OF CONTENTS

WELCOME	5
STUDENT/PARENT AGREEMENT	6
TRANSPORTATION AGREEMENT	7
TEACHER/PRINCIPAL AGREEMENT	8
BELL SCHEDULE	9
MESA VISTA PHILOSOPHY AND MISSION STATEMENT	10
EQUAL OPPORTUNITY STATEMENT	10
ACCREDITATION	10
PARENT INVOLVEMENT	10
STUDENT RIGHTS AND RESPONSIBILITIES	11
SPECIAL NOTE REGARDING STUDENT EXPRESSION THROUGH PUBLICATION	
ADMISSION REQUIREMENTS/WITHDRAWAL PROCEDURES	12
ACADEMIC EXPECTATIONS	13
Cheating/Plagiarism/Forgery	13
Dual Credit	13
Eligibility Requirements Governing School Activities	13
Grading Scale/Criteria	14
Grade Reporting	14
Incompletes	14
Grade Adjustments	15
Graduation Requirements	15
Graduation Exercises	16
Class Ranking	16
Valedictorian/Salutatorian	17
Next Step Plans	17
High School Grade Classifications	18

Transfer Credits	18
Promotion/Retention	19
Homework	20
Honor Roll	21
Make-Up Work	21
State/District Mandated Testing	21
STUDENT ABSENCES-POLICIES AND PROCEDURES	22
Compulsory School Attendance	22
Student Absences and Excuses	23
Truancy	24
Enforcement of Attendance Laws	24
Tardies	25
MESA VISTA MIDDLE AND HIGH SCHOOL DISCIPLINE PHILOSOPHY	25
Standards of Student Conduct	26
Disciplinary Regulations and Procedures for Misconduct	26
Teacher Responsibilities	26
Principal Responsibilities	26
Student Responsibilities	26
Trojan Code of Conduct	27
Consequences for Engaging in Misconduct	28
Discipline Sanctions	29
Violations Against Persons-Definitions	29
Violations Against Property-Definitions	30
Violations Against Public Health and Safety-Definitions	30
Violations Against School Administration-Definitions	31
Dress Code	32
Discipline Code	33
Policy Regarding Sexual Harassment/Bullying/Hazing	39-41
Search and Seizure Policy	42
Drug Testing	44
TRANSPORTATION REGULATIONS	45-47
School Bus Transportation Contract	47
Motor Vehicles/Closed Campus	48
Student Cars on Campus	48
EXTRACURRICULAR ACTIVITIES	49
SCHOOL POLICIES AND PROCEDURES	50
Arriving/Departing from School	50
Pledge of Allegiance	51
Schedule Changes	51

Student Check-Out	51
Field Trips	51
Assemblies	52
Junior/Senior Prom	52
Student Hall Passes	52
Student Accident Insurance	52
Lost and Found	53
Library/Media Center	53
Cafeteria Services	53
Counselor	54
Directory Information	54
Confidential Student Records	55
Visitors	55
Textbooks	56
Lockers	56
Telephones	56
Campus Pride	56
Health Services	57
Communicable Diseases	57
Pediculosis	58
Immunizations	58
Computer Uses	58
Computer Uses and Network Policy	67
Special Education and Ancillary Services	67
Student Assistance Team /Section 504	68
EMERGENCY PROCEDURES	69
Fire Drills/Lock Downs/Shelter in Place	69
Emergency Disaster Plan	69
School Delays and Cancellations	70
Early Dismissal	70
Closing of School	71
STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES	71
WHEN THIS HANDBOOK IS IN FORCE	72
MESA VISTA SECONDARY SCHOOLS SIGNATURE PAGE	73

Mesa Vista Middle School and High School

August 1, 2019

Dear Parents and Students:

On behalf of the faculty and staff, we welcome you to Mesa Vista Middle School and High School. We look forward to assisting you in fulfilling your educational goals. With every new year comes new responsibility and accountability to do the very best for our students. With the changes in education, it is very important that we work as a TEAM to empower our children to reach their potential. Parents, teachers, educational staff, students, administrators, and community members must work together to ensure that all students succeed, and are prepared for life outside of the school setting. It is our goal to prepare our students to meet the challenges of the 21 century in a safe and professional environment, so that they can become productive and successful citizens.

I believe in an open door school climate for families, staff, and students; I also support a disciplined, safe, and orderly school environment for all students with bell to bell instruction. I will do my best to make sure that the students' experiences are positive and that each student experiences academic, social, and emotional growth. My staff and I have high expectations for your children, and together we will reach our goals. With your help and cooperation, this should be an excellent year.

Please feel free to drop in and visit with us at any time. We have an open door policy and your support and ideas are valuable to us. If you have any questions and or concerns, please feel free to send an email to richard.apodaca@mesavista.org or call me at 505-692-0024, and I will respond as quickly as possible.

Have a great year!

Richard Apodaca
District Principal

Mesa Vista Middle/High School Administration

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Mr. Albert Martinez – Superintendent
Mr. Richard Apodaca –Principal
Mrs. Bianca Sapp – Assistant Principal
Mr. Tomas Lopez—Counselor
Ms. Sylvia Gurule – Administrative Assistant

Mesa Vista Middle School and High School
P. O. Box 309
Ojo Caliente, New Mexico 87549
(505)583-2275

MESA VISTA MIDDLE AND HIGH SCHOOL
LEARNING COMMUNITY COMPACT
2019-2020 SCHOOL YEAR

STUDENT AGREEMENT ABC

In order for me to be a successful student this school year I agree to the following

- 1) Citizenship – I will conduct myself in an appropriate manner at all times by following the Character Counts expectations found in the Mesa Vista Middle School/High School Student Handbook.
- 2) Attendance – I pledge to come to school each day, be prepared with all my tools to learn and be the very best student I can be.
- 3) Behavior – I pledge to come to school each day and behave according to the conduct rules and presented in this handbook.
- 4) Course and Academic Expectations - I pledge to do my best in meeting all the academic expectations that my teachers have given me this school year.

STUDENT’S SIGNATURE

DATE

PARENT/GUARDIAN AGREEMENT

As the parent/legal guardian of my child, I want him/her to perform to the best of his/her ability in both academics and citizenship. Therefore; I am committed to performing the following activities with my child for the 2018-2019 school year.

- 1) Student Behavior - Support the school’s effort to establish responsible behavior through the expectations found in the Mesa Vista Middle School/High School Handbook, the Code of Conduct and the Character Counts program
- 2) Basic Literacy Skills - I will provide my child with reading materials and see that he/she reads daily.
- 3) Homework - Spend time with my child on his/her academics by providing a regular time of 30-45 minutes per weekday to complete and review homework assignments. In addition, I will maintain a quiet and well-lighted area for my son/daughter to complete their assignments.
- 4) School Contact - I will maintain contact with my son’s/daughter’s teachers to always be informed of his/her citizenship and academic performance. Also I will meet with my son’s/daughter’s teacher during Parent Conferences and at any other times my presence is requested.

PARENT’S SIGNATURE _____ **DATE** _____

**SCHOOL BUS TRANSPORTATION CONTRACT
2019-20 SCHOOL YEAR**

This contract made & entered into by & between the Mesa Vista Consolidated School District, the parents or guardian & the student properly signed acknowledges the agreement of Mesa Vista Schools to provide bus transportation to & from during the school year beginning August 12, 2019. Please remember that riding the bus is a privilege. Therefore it is understood by all parties that the student will abide by the following rules & regulations regarding bus transportation, privileges, & responsibilities:

1. Student will adhere to the rules & regulations set forth by the bus driver. The driver has the same authority as the classroom teacher when students are riding in the bus.
2. The use of profanity WILL NOT be allowed on the bus.
3. The bus driver is authorized to assign seats, all passengers are expected to abide by such, & will be responsible for their assigned seats. Student, parents or guardians, WILL be held financially responsible for malicious damage or destruction to the bus.
4. Students MUST stay in their seats when the bus is in motion: Students MUST NOT extend their hands, arms, or bodies out of the window at any time.
5. Students MUST cooperate in keeping the bus clean. Eating & drinking on the bus is NOT ALLOWED.
6. Students are expected to adhere to the Acceptable Use Policy regarding the use of any and all Electronic Devices. The same rules that apply on campus, apply on the bus.
7. The use of tobacco, narcotics, or alcoholic beverages SHALL NOT be permitted in the bus, or students under the influence of any of the above substance.
8. Students WILL NOT be permitted to leave the bus on the way to or from school except at regularly assigned stops. In case of emergency, a written permission slip from parents/guardians & school administrator is needed.
9. The following are not permitted in the bus: animals, firearms, explosives, breakable glass items or knives.
10. Students whose presence poses a threat to other passengers on the bus WILL lose his/her riding privileges immediately.
11. Students who DO NOT obey the above rules & regulations will be subject to one of the following consequences. The school principal will notify parents or guardians in writing or by telephone of the violations:
 - Warning: Parent must sign & return behavior report before student can ride the bus.
 - Suspension Ticket #1: Student will be suspended from the bus for 1 - 3 days.
 - Suspension Ticket #2: Students will be suspended for the bus for 4 - 5 days.
 - Conference Ticket: Immediate suspension until parents or guardians & student will meet with school principal or transportation official.

Severe Safety Problem: Immediate suspension until parents or guardians & student meet with the school principal or transportation official.

I/we the parents or guardians have carefully read & fully understand the bus rules & regulations & will have our child/children abide by the rules.

PARENT'S SIGNATURE

DATE

TEACHER AGREEMENT

As a teacher at Mesa Vista Middle School/High School it is my responsibility to provide quality instructional services for all students. To accomplish this I will provide the following:

- 1) Classroom/Management and Discipline – My classroom will be structured in a way that provides a safe and secure learning environment.
- 2) Curriculum/Instruction – I will plan and deliver quality lessons and learning assignments that will give each student the opportunity to succeed.
- 3) Professionalism – I will maintain open communication with students, parents/community members, and my fellow colleagues in a continued effort to improve the educational services for all students at Mesa Vista Middle School/High School.

TEACHER’S SIGNATURE _____

DATE _____

PRINCIPAL’S AGREEMENT

As the educational leader of Mesa Vista Middle School/High School it is our responsibility to ensure that all components of this compact are fulfilled. In addition, we commit to the following:

- 1) Team Work – In order to promote and develop positive working relationships we will always practice positive communication by listening to all stakeholders.
- 2) Safe Learning Environment – We will ensure a safe warm learning environment for all stakeholders.
- 3) Quality Academic Programs – We will continuously strive to improve all of our instructional programs for every Mesa Vista Middle School/High School Student.

MVMS/HS PRINCIPAL’S SIGNATURE

DATE

**MVMS/HS
2019-2020 BELL SCHEDULE**

Middle School

Time	Bell
7:50	Dismissal From Cafeteria
8:00	Tardy Bell
8:00-8:58	First Period
9:02- 10:00	Second Period
10:04-11:02	Third Period
<u>11:06-11:36</u>	Lunch
11:36-12:38	Fourth Period
12:42-1:40	Fifth Period
12:42-1:40	Sixth Period
2:46-3:45	Seventh Period

High School

Time	Bell
7:50	Dismissal From Cafeteria
8:00	Tardy Bell
8:00-8:58	First Period
9:02- 10:00	Second Period
10:04-11:02	Third Period
11:06-12:04	Fourth Period
<u>12:08-12:38</u>	Lunch
12:42-1:40	Fifth Period
1:44-2:42	Sixth Period
2:46-3:45	Seventh Period

INTRODUCTION

PHILOSOPHY

It is the philosophy of Mesa Vista Middle and High School faculty and staff to provide an atmosphere where students can learn and participate in activities that will prepare them for life beyond high school. We value the worth of each individual and commit to the provision of a supportive, stimulating and creative environment. We desire to make education a cooperative venture by encouraging positive experiences in academics, vocational areas, athletics and behavior.

The success of any school depends on the degree to which students, parents and community work with the school as partners in the educational process, accepting their share of the responsibility to foster an accountable, academic and social environment that emphasizes Learning, Achievement and Respect for others.

The purpose of this handbook is to acquaint the students and parents with school programs, requirements, procedures and services, and to serve as a valuable reference guide. Students are expected to share it with their parents and both should become thoroughly familiar with its contents.

Questions regarding this handbook's contents should be directed to Mr. Richard Apodaca, Mesa Vista Middle and High School Principal.

EQUAL OPPORTUNITY STATEMENT

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ethnicity, sex, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions.

ACCREDITATION

Mesa Vista Middle School/High School is accredited by New Mexico Public Education Department.

PARENT INVOLVEMENT

Parents are encouraged to become partners with school staff to serve the best interest of the children. There are many ways in which parents can work together for the betterment of their child's education. Parents may participate in classroom observations and presentations, attend Parent/Family Institutes, chaperone school-sponsored field trips, volunteer with student associations, visit regularly with teachers, and attend PAC (Parent Advisory Committee) meetings.

The Parent Advisory Committee reviews the goals and priorities of the Federal Program Plans and makes recommendations. PAC also assists in planning and attending parent training sessions. Notices of meetings are usually published in newsletters, monthly calendars, and posted at businesses around the communities or sent home with students.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the rights of citizenship as delineated in the Constitution and its amendments; these rights may not be abridged, obstructed or in other ways altered except in accordance with due process of law. In addition, the school is a community with its accompanying rules and regulations. All students enjoying the rights of citizenship must respect and be responsible for the underlying community principles. Therefore all Mesa Vista students are guaranteed the following rights and responsibilities:

- **Right to a Free Disruptive Education** - Students have a right to an education that is free from disruption. This right may not be infringed upon by the disruptive, unlawful or unacceptable conduct of individual students or members of the community. Additionally, students have the responsibility to pursue their education in a manner that does not prohibit educators from carrying out their responsibilities to the students and school. Finally, all students must exercise the responsibility of adhering to and upholding all school expectations and regulations.
- **Right to the Freedom of Speech** - Students have the right to hold and express opinions on issues of concern in the community, state, and nation without fear of unjust reprisal. As part of the educational process, teachers or other students may require that expressed opinions be supported with facts or data. Students have the responsibility to refrain from making personal attacks, using obscenity, making slanderous statements, infringing on the rights of others, that otherwise may be construed as "bullying/cyberbullying."
- **Right to the Freedom to Publish** - Students have the right to publish in accordance with the policy on student publications printed in the handbook.* Responsible journalism is of paramount importance in our nation and has been a great concern to those engaged in journalism. Good responsible journalism is the hallmark of all MVMSHS publications.

- **Right to Assemble** - Students have the right to assemble socially or to work for a positive common goal during authorized times as part of the educational process. There is an appropriate time and place for the responsible expression of opinions and beliefs. Those activities which may interrupt the educational process, infringe on the rights and property of others, present a danger, or cause an unfavorable image towards MVMSHS are inappropriate.
- **Right to Dignity as an Individual** - Students have the right to dignity as individuals. The dignity of any individual is often a fragile thing and can be infringed upon in many ways. It should not be reduced or destroyed by any member of the school or the community without cause. The loss of the right to dignity should only come about as the result of an individual's own acts which may be outside the bounds of good taste or appropriate behavior. Students have the responsibility to treat each person as an individual with self-respect.
- **Right to a Pleasing Environment** - Students have the right to a pleasing environment which is conducive to a safe, pleasant educational experience. Students have the responsibility for maintaining a clean, wholesome environment, not only on the campus and in the classrooms, but also in the surrounding community.
- **Right to Freedom from Unreasonable Search and Seizure** - Students have the right to freedom from unreasonable search and seizure. A cause for search of a student's possessions or person by school officials at school needs but may not necessitate law enforcement officials. Possessions or persons are not searched without a reasonable suspicion that illegal or dangerous items are being concealed. Lockers remain the property of the school, even though they are assigned to students for their convenience, to keep the students' legal personal possessions.
- **Right to Safety from Criminal Acts** - Students have the right to attend classes without fear which arises from criminal acts or the threat of criminal acts. Staff and students have the responsibility to see that our campus remains free from criminal acts and the threat represented by the criminal nature.

***Special Note Regarding Student Expression through Publication**

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

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

ADMISSION REQUIREMENTS AND WITHDRAWAL PROCEDURES

New students entering MVMSHS will be directed to the school counselor. The counselor will enroll the students in the appropriate classes. A parent/guardian must enroll the student unless the student is 18 years of age or older. All grades earned from another accredited school will be accepted on the same basis as they were granted. Students transferring from a non-accredited school are subject to testing and evaluation by the principal to determine the student's grade level placement. This determination will be based on the evaluation of information to include, but not limited to, achievement scores, age, ability to meet subject matter performance standards, and the recommendation of certified personnel. Students enrolling in Mesa Vista Schools for the first time will need to provide proof of immunizations, certified copies of birth certificates and Social Security cards, or reliable proof of student's age and identity.

A parent/guardian must accompany a student to withdraw from Mesa Vista Schools. Prior to withdrawing from school students are required to:

1. Obtain a checkout form from the counselor, complete it, obtain the required signatures from faculty and staff, and return the form to the office.
2. Return all textbooks, library books and other school property provided to them for their use.
3. Pay all debts owed to the school district.

ACADEMIC EXPECTATIONS

Cheating/Plagiarism/Forgery

Cheating, plagiarism, or forgery includes giving other people something to copy, using/giving work of others to copy, or falsely making or altering a document. When a student is found guilty of this offense, the teacher shall collect the student's paper, mark a zero for the work and notify the parent and office. The parent will be notified that a second offense will result in disciplinary consequences in addition to a "0" on the assignment.

Dual Credit/Concurrent Enrollment

Eligible Mesa Vista High School Freshman-Seniors may attend the Northern New Mexico College, or the UNM Branch under concurrent status. The high school principal and counselor will determine whether college course work is equivalent and/or exceeds requirements for high school graduation. In order for students to be admitted under this status, students must be found capable in the area of anticipated study. Capability is determined by a 2.00 cumulative grade point average (starting with grade 9), making a commitment to comply with Northern New Mexico College, UNM Branch or other College/University, attendance requirements and/or guidelines, and other criteria deemed significant by college officials. The recommendation of the high school principal, counselor, two core teachers for (9th and 10th graders), transcript review, and written parent/guardian permission is required. Each student shall provide his/her personal transportation if attending Northern. If attending UNM Branch, students will be transported via school bus on Fridays only. Students attending UNM Branch will not be allowed to drive themselves to campus. If a student provides his/her own transportation to Northern NM College, it is understood that the student will not expect reimbursement for transportation from MV Consolidated Schools and that the Mesa Vista School District will be released from any and all liabilities regarding student transportation.

Students are required to stay on University/College Branch Campus for the duration of class(es). Also, students are not allowed to leave with alternative driver.

There are no fees for students taking dual credit classes. This concurrent status is extended on a semester-by-semester basis as long as the student maintains a 2.00 cumulative grade point average in high school and at the college.

Students who attend any dual credit campus, are expected to adhere to any and all Mesa Vista Campus rules and regulations. The same rules that apply for the Mesa Vista Campus apply to students who attend college/university campus sites.

Eligibility Requirements Governing School Activities

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

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

Academic Grading Scale/Grading Criteria

Each teacher will establish a consistent, uniform system of grading that is based upon attainment of what the teacher requires. Teachers will use numerical percentages which will then be transferred to letter equivalents listed below for grade reporting purposes. Work habits and conduct will be marked individually. (Local IKA-R)

90-100	A	Excellent
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
0-59	F	Failing

Grading Per Subject Component Criteria

45%	Daily Work/Homework
30%	Regular Quizzes and Exams
25%	Nine (9) Weeks Exam and/or Semester Examinations
10%	Attendance (Refer to Attendance Grading System)

Grade Reporting

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

1. Progress reports notify parents that their child is passing, failing or in danger of failing. They are sent home at mid-quarter. Additional reports may be sent home with students at other times as necessary.
2. Report cards are issued at the end of each nine weeks.
3. Letters recommending retention for middle school students are sent home during the Third Quarter with a definite decision at the end of the Fourth Quarter. Parents receiving such letters will be asked to schedule a conference with the counselor and/or principal and teacher.
4. Parent conferences are held at the end of the first and third nine weeks. Parents must come in and meet with teachers before report cards are released.
5. Parent-teacher conferences are held, by appointment, at teacher or parent request.
6. Grade changes cannot and will not take place without verification from the teacher of record and acknowledgement from the building principal and school counselor.

Incompletes

Incompletes may be given at the discretion of the teacher for those students with excused absences. However, no incompletes will be given on progress reports, mid-term, or final report cards.

The deadline for changing "incomplete" grades is two (2) calendar weeks from the final date in which grades are due to the school office.

At the end of the each semester, work not completed and submitted to teachers by the deadline will be assigned zero points and averaged with other class work for the final term.

Eligibility for extra-curricular activities must always be re-established after the conclusion of the 9-week grading period and cannot be established until "incomplete" grades have been cleared, and until students have met all school and NMAA scholastic eligibility requirements.

Grade Adjustments

A student's grade can be changed only by the teacher of the course in which the student is currently enrolled or was enrolled. If a student is allowed to make-up the work, the teacher will initiate a Grade Change Form from the counseling office and submit to the building principal for approval.

Grade Changes will be accepted for the following reasons:

- Teacher error

Late work up to five (5) days and thereafter, if extenuating circumstances exist, will be accepted and graded on an individual basis. Teachers will not change grades because of student and/or parental pressure or for the purpose of eligibility.

Once a grade is entered on the official transcript a grade cannot be changed. The grade will be recorded a second time only if the course is repeated and passed.

Graduation Requirements (I-7350)

A minimum of twenty-four and a half (24.5) units of credit aligned to the state academic content and performance standards as listed below are required for graduation. A student may receive a high school diploma of excellence after having demonstrated accomplishment of the standards or a portfolio of standards based indicators in mathematics, reading and language arts, writing, social studies, science and state mandated tests adopted by the Secretary of Public Education. If a student exits from the school system at the end of grade twelve (12) without having satisfied the above requirements, the student shall receive an appropriate state certificate indicating the number of credits and the grade completed. If within five (5) years after the student exits from the school system, the student satisfies the requirements listed, the student may receive a high school diploma of excellence. (Local IKF)

Graduation requirements may be met as follows:

1. By successful completion of subject area course requirements.
2. By mastery of the standards or a portfolio of standards based indicators adopted by the Secretary of Public Education and other competency requirements for the subject as determined by the Board.
3. By earning credits through correspondence courses that meet graduation requirements and/or by passing appropriate courses at the college or university level if the courses are determined to meet standards and criteria established by the Board. (Local IKF)
4. Intervention, Remediation, and Recovery programs.

Graduation requirements under the Class of 2019 are:

English (grammar, nonfiction writing and literature emphasis)	4 units
Math (1 credit equal to Algebra II or higher)	4 units
Science (2 with a lab component)	3 units
US History and Geography	1 unit
World History and Geography	1 unit
Economics and Government	1 unit
NM History	½ unit
PE	1 unit
Career Cluster, Workplace Readiness, or Foreign Lang.	1 unit
Health (Class of 2019) all others ½ unit	½ unit
<u>Electives including student service learning</u>	<u>7.5 units</u>
Total	*24.5 units

These may be subject to change based upon the NMPED Graduation Requirements which have not been solidified and once PED rules, these are subject to change.

*** 5 hours of Community Service required for all graduating classes.

At least one (1) of the twenty four and a half (24.5) units listed above must be earned in an advanced placement or honors course, AP, a dual-credit course (which can be any of the required or elective classes) or distance learning course or an online course that is not part of the basic graduation requirements.

Final examinations (EOCS) will be administered to all students in all classes offered for credit. (Local IKF). EOCs and/ PARCC scores are set at a state cut score – students must pass one in each core area to graduate.

Parents will be notified in writing not later than the conclusion of the second (2nd) and third (3rd) nine-weeks grading period of their student’s senior year if the student is at risk of not meeting all graduation requirements. Progress reports are to be provided to parents and students at each grading period. (Local IKF)

High school students must pass the PARCC or EOC assessment to graduate. The assessment is administered in March-April of the student’s junior year along with a SBA science content test or Science EOC and a Social Studies EOC. PARCC is again administered to Seniors who did not meet the graduation requirement score in the Fall of their Senior year.

Special Education (Graduation Requirements)

Completion of graduation requirements for special education students who do not meet the required units of credit shall be determined on a case-by-case basis in accordance with the special education course of study and the Individualized Education Program (IEP) of the student. (Local IKF)

Graduation Exercises

Graduation exercises will be held for students who have met state and local requirements for graduation from high school.

Participation in high school commencement exercises is encouraged but is not compulsory. However, since these exercises require planning and rehearsals, the following rules shall apply:

1. Students who wish to participate must be present at the rehearsals. Failure to do so, except for legitimate reasons for absence, may be cause for excluding students from participating in the exercises.
2. Students may not participate in the commencement exercises unless they have successfully completed the requirements for graduation, paid all fees, fines, and charges due. (Local IKFB)

Class Ranking

Rank in class is required by colleges and universities on transcripts submitted for entrance evaluation.

Class rank shall be determined as follows:

1. Class ranking will be determined each semester beginning with the first semester of the ninth grade.
2. Class rank will be based only on the grades earned in classes that meet or exceed graduation requirements.
3. Total grade points begin accumulating with the ninth grade. These are divided by total units attempted to produce the accumulative grade point average. Students are then ranked according to grade point average, with 4.00/**5.00 as high. (Local IKC)

Valedictorian and Salutatorian

Terms and Conditions are currently under review. Addendum will be provided once new policy is finalized.

Next Step Plans

In accordance with state statute at the end of grades eight (8) through eleven (11), each student shall prepare an interim next-step plan that sets forth the coursework for the grades remaining until high school graduation. Each year's plan shall explain any differences from previous interim next-step plan, shall be filed with the principal of the student's high school and shall be signed by the student, the student's parent and the student's guidance counselor or other school official charged with coursework planning for the student. (NMAC 22-13-1)

Each student must complete a final next-step plan during the senior year and prior to graduation. The plan shall be filed with the principal of the student's high school and shall be signed by the student, the student's parent and the student's guidance counselor or other school official charged with coursework planning for the student. (NMAC 22-12-1)

An Individualized Education Program that meets the requirements of Subsections A and B of this section and that meets all applicable transition and procedural requirements of the federal Individuals with Disabilities Act for a student with a disability shall satisfy the next-step plan requirements of this section for that student. (NMAC 22-13-1)

A local school board shall ensure that each high school student has the opportunity to develop a next-step plan based on reports of college and workplace readiness assessments, as available, and other factors and is reasonably informed about:

1. Curricular and course offerings, including honors or advanced placement courses, dual-credit courses, career clusters or remediation programs that the college and workplace readiness assessments indicate to be appropriate;
 2. Opportunities available that lead to different post-high school options; and
 3. Alternative opportunities available if the student does not finish a planned curriculum.
- (NMAC 22-13-1)

High School Academic Classification

To be enrolled as a Freshman, a student must have satisfactorily completed the eighth (8th) grade.

To be enrolled as a Sophomore, a student must have earned 6 credits to include the successful completion of English I, Math Course, ½ unit NM History, Physical Science, and 2 electives.

To be enrolled as a Junior, a student must have earned 12 credits to include the successful completion of English II, Math Course, World History, Biology, and 2 electives.

To be enrolled as a Senior, a student must have earned 18 credits to include the successful completion of English III, Math Course, US History, Chemistry, and 2 electives.

Transfer Credits

Transfer credits from an accredited school will be accepted on the same basis as they were granted. Students transferring from a non-accredited school are subject to testing and evaluation by the principal to determine the student's grade level placement.

When transfer credit is denied for a course, the student may request and take an examination on the course subject matter designed and evaluated by a teacher in the receiving school who is licensed to teach the subject matter of the course for which the credit was requested and who is selected by the Superintendent. Upon receiving a satisfactory score as determined by the teacher, course credit will be awarded to fulfill the requirements for graduation. All courses credited for graduation must meet the standards adopted by the Secretary of Public Education where such standards exist. (Local JFABC)

Credit Replacement

Students who successfully complete a credit replacement class for a required class, i.e., Chemistry, English IV, Algebra etc., will be permitted to replace the initial grade for that class without GPA reflecting the initial grade for the course that was replaced.

Promotion and Retention of Students

At the end of grades one (1) through seven (7), three options are available, dependent on a student's adequate yearly progress.

1. The student made adequate yearly progress and shall enter the next higher grade.
2. The student has not made adequate yearly progress and shall participate in the required level of remediation. Upon certification by the School District that the student has made adequate yearly progress, he/she shall enter the next higher grade.
3. The student has not made adequate yearly progress upon completion of the prescribed remediation program and upon the recommendation of the teacher and school principal shall either be:
 - a. Retained in the same grade for no more than one (1) school year with an academic improvement plan developed by the student assistance team in order to meet adequate yearly progress, at which time the student shall enter the next higher grade; or
 - b. Promoted to the next higher grade if the parent refuses to allow the child to be retained. In this case, the parent shall sign a waiver indicating a desire that the student be promoted to the next higher grade with an academic improvement plan designed to address specific academic deficiencies. The academic improvement plan shall be developed by the student assistance team outlining timelines and monitoring activities to ensure progress toward overcoming those deficiencies. Students failing to make adequate yearly progress at the end of that year shall be retained in the same grade for no more than one (1) year in order to have additional time to master the required content standards.

Students must earn four core credits during their seventh grade year to become an eighth grader. Those credits must consist of:

1 – math credit

1 - language arts credit

1 – science credit

1 - social studies credit

Credits are earned with passing grades and are awarded in ½ credit increments at the end of each semester.

If a student earns less than two credits in core classes, then (s)he will be retained as a seventh grader and will retake all seventh-grade classes.

If a student earns two or more credits but less than four credits in core courses then (s)he will be considered a seventh grader but will be allowed to take eighth grade courses in addition to retaking the seventh grade classes that were previously failed. If these students meet all requirements for seventh and eighth graders by the end of their second year at MVMS then they will be promoted to ninth grade.

Students must earn four core credits during their eighth grade year to enter high school. Those credits must consist of:

1 – math credit

1 - language arts credit

1 – science credit

1 - social studies credit

Credits are earned with passing grades and are awarded in ½ credit increments at the end of each semester.

If a student earns less than three credits in core classes, then (s)he will be retained as an eighth grader and will retake all eighth-grade classes.

Students who earn at least three core course credits but less than four core course credits in eighth grade will be required to take remedial course(s) at the high school that will not count toward high school graduation.

At the end of the eighth (8th) grade, a student who fails to make adequate yearly progress shall be retained in the eighth (8th) grade for no more than one (1) school year to make adequate yearly progress or if the student assistance team determines that retention of the student in the eighth (8th) grade will not assist the student make adequate yearly progress, the team shall design a high school graduation plan to meet the student’s needs for entry into the work force or a post-secondary educational institution. If a student is retained in the eighth (8th) grade the student assistance team shall develop a specific academic improvement plan that clearly delineates the student’s academic deficiencies and prescribes a specific remediation plan to address those academic deficiencies. (Local IKE)

Special Education (Promotion and Retention)

Any student qualified as a special education eligible student who is unable to meet regular academic requirements for promotion must meet the requirements of an alternative curriculum derived from the regular curriculum, which will be developed by an Individual Educational Program (IEP) team on an individual basis. Students placed in special education will complete the course of study as described in their individual promotion plans and implemented through their individual education programs. Course work will be presented at a level commensurate with

the student's ability. The student's permanent file shall identify the courses completed through special education. (Local IKE)

Homework

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

Honor Roll

Outstanding academic achievement does not go unnoticed. Academic excellence is a priority in the district. Student achieving all A's (4.00 GPA) will be on the A Honor Roll. Students receiving all A's and B's (3.0-3.9) will be placed on the A/B Honor Roll. Students may not have any D's or F's to receive Honor Roll Recognition.

Make-Up Work

It is the **student's responsibility to ask for make-up work** and to arrange for a time to make up tests when the student returns. (Local IKEA-R)

If the teacher is unable to supply the student with a make-up assignment, the student will not be held responsible for that make-up assignment. (Local IKEA-R)

The student has the responsibility to work with the teacher to develop a plan for making up homework and tests. (Local IKEA-R)

A student whose absence is an excused or a school sanctioned activity absence may make up work missed and receive full credit. All make-up work shall be completed and turned in to the teacher within the same number of days as the absence occurs. For example, if the student is absent one day, he/she shall have one day to make it up following his/her return to class, if the student is absent two days, he/she shall have two days following his/her return, etc. The teacher will not be expected to seek out the student to assign make-up work.

Homework will be sent home dependent on the medical condition of the pupil(s) and/or placement on home instruction.

Upon his/her return to school, the student is required to make up tests and missed assignments.

The student is expected to show initiative in seeking out each teacher to determine missed assignments and due dates. (Local IKEA)

If work is not turned in by the time the assignment is due, and the student fails to provide an acceptable explanation of the extenuating circumstances that would merit an extension, the

teacher may reduce the grade on the assignment or withhold credit on the assignment. (Local IKEA-R)

State/District Mandated Testing

MVMS/HS students are required to take certain assessments throughout the school year. The following is a list of assessments that will be required for the 2019-2020 school year:

- EOCs and PARCC in all areas not passed --grade 12
- PARCC in Reading in grades 7, 8, 10, and 11 and 12 if student did not meet criteria in 11th grade
- PARCC in Writing in grade 7, 8, 10, and 11 and 12 if student did not meet criteria in 11th grade
- PARCC in Mathematics in grades 7, 8, 10, and 11
- PARCC/SBA in Science in grades 7, 8, 10, and 11
- NMAPA in reading/language arts in grades 7, 8, 10 and 11
- NMAPA in mathematics in grades 7, 8, 10 and 11
- NMAPA in science in grades 7, 8, 10 and 11
- ACCESS for ELL students
- Discovery-short cycle assessments for ALL students at 3 to 4 times per year.
- WAPT for all students entering the district who are dual language
- WIDA for all students who are ELL status
- Woodcock Munoz or other Spanish Proficiency test for all students taking Spanish in elementary school or secondary school.

Additional assessments may be required for specific circumstances. All information regarding assessments will be sent home with the students prior to the actual testing.

** Test windows determined by PED.

STUDENT ABSENCES-POLICIES AND PROCEDURES

The parent or guardian is charged by law with responsibility for the student's school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism. (NMSA 22.12)

COMPULSORY SCHOOL ATTENDANCE

A. According to state statute, any qualified student and any person who because of the person's age is eligible to become a qualified student as defined by the Public School Finance Act until attaining the age of majority shall attend a public school, a private school, a home school or a state institution. A person shall be excused from this requirement if:

- (1) the person is specifically exempted by law from the provisions of this section;
- (2) the person has graduated from a high school
- (3) the person is at least seventeen years of age and has been excused by the local school board or the governing body of a state-chartered charter school or its authorized representative upon a finding that the person will be employed in a gainful trade or occupation or engaged in an

alternative form of education sufficient for the person's educational needs and the parent consents; or

(4) with consent of the parent of the person to be excused, the person is excused from the provisions of this section by the superintendent of schools of the school district or by the head administrator of the state-chartered charter school and the person is under eight years of age.

B. A person subject to the provisions of the Compulsory School Attendance Law shall attend school for at least the length of time of the school year that is established in the school district in which the person is a resident or the state-chartered charter school in which the person is enrolled.

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

D. Each local school board and each governing body of a charter school or private school shall enforce the provisions of the Compulsory School Attendance Law for students enrolled in their respective schools. (NMAC 22-12-2)

In accordance with the definition of "attendance," class attendance will be taken by class and/or class period for every instructional day, for each student in each school or school program in the district and reported as per district and state guidelines. Students who go on field trips or engage in other school related/sponsored activities are counted present in school.

STUDENT ABSENCES AND EXCUSES

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include, but are not limited to, those reasons approved by the school administration such as, illness, dentist, ophthalmology, bereavement, other family emergencies, and observance of major religious holidays of the family's faith. Reasons as "personal" and "hunting," for example, are two examples of an unacceptable/unapproved absence from school, and will be considered unexcused.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by an emergency, such as illness, the parent is expected to telephone the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required. (Local JH)

A student who has been absent from school must present a valid excuse (such as those named in Local JH) to the attendance office the morning the student returns to school. If a student fails to bring a note from his /her parent, the student will receive an unexcused absence. Students must bring a note within three (3) school days.

Three (3) unexcused tardies in any class equals one (1) unexcused absence in that class.

Attendance Grading System Excused and Unexcused Absences

Attendance requirements will be enforced on students who register late or who through their own fault have an incomplete schedule, do not attend a full schedule of classes as prescribed by

policy, and/or choose not to come to scheduled classes on time for the onset of instructional period. All students, except qualifying seniors must attend seven classes at the Middle and High School Level. Please see Grading Per Subject Component Area

Accumulated Total Days Absent (Excused or Unexcused) during each 9-week period: unless days are sanctioned school sponsored activities.

The Attendance Grading System is based upon per class period.

Attendance Grading Scale

Days	Percentage	Letter Grade	Grade Point
0	100	A	4.0
1	95	A	4.0
2	90	A	4.0
3	85	B	3.0
4	80	B	3.0
5	75	C	2.0
6	60	D	1.0
7	50	F	0.0
8	40	F	0.0
9	20	F	0.0
10	0	F	0.0

22-12-9. Unexcused absences and truancy; attendance policies. (2011)

A. As used in this section and Sections [22-12-7](#) and [22-12-8](#) NMSA 1978:

(1) "habitual truant" means a student who has accumulated the equivalent of ten days or more of unexcused absences within a school year;

TRUANCY

A student with five (5) unexcused absences within any twenty-day period is a "truant" and one with ten (10) or more unexcused absences within a school year is "habitually truant." The Superintendent will establish procedures to identify, intervene, and discipline truant students. This includes but is not limited to attempting to notify parents of the issue and requesting an opportunity to discuss interventions. Discipline shall not include out-of-school suspension or expulsion, but should focus on fostering retention of truant students in the educational setting. (Local JHB)

ENFORCEMENT OF ATTENDANCE LAWS

Upon the accumulation of three (3) unexcused absences the administration will be responsible for sending a letter to the parent, legal guardian or custodian of the student.

Upon the accumulation of five (5) unexcused absences, the administration will be responsible for sending a letter to the parent, legal guardian or custodian of the student. Additionally, the administration will seek to arrange a meeting with the parent or legal guardian to discuss the unexcused absences.

Upon the accumulation of seven (7) unexcused absences the parent, legal guardian or custodian of the student will receive a letter by personal service or certified mail to arrange a meeting to discuss the unexcused absences. At this meeting, if a contract with the student and parent has not been developed, one shall be developed at this time concerning the alleged child being a truant. The contents of the contract will provide information regarding the process for making up absences.

Upon the accumulation of ten (10) unexcused absences the parent shall be given written notice by personal service or certified mail that the student is a habitual truant and is not in compliance with the Compulsory School Attendance Laws. At this time, the student will be reported to the probation services office of the judicial district where the student resides for an investigation as to whether the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy.

Tardies □

Excessive tardiness is a discipline problem. Students have four minutes to travel between classes. A student not present in his/her assigned classroom when the tardy bell rings will be counted tardy. Students tardy to first period will report to the office to get a pass. All other tardies throughout the school day will be recorded by the teacher. Additionally, the administration of MVMSHS may periodically operate “lock-outs.” During a lock-out any student not in his/her assigned classroom when the tardy bell rings may/will be “locked-out” of class and sent to an assigned location for the remainder of the period. All tardies during the day when moving between class periods are UNEXCUSED unless accompanied by a note from authorized school personnel, such as Principal, Counselor, and a Certified Teacher. Tardy slips coming from the Administrative Front Office/Secretary with an excuse of “making a phone call” is an unacceptable excuse. IMPORTANT: THREE (3) UNEXCUSED TARDIES IN ANY ONE CLASS EQUALS ONE UNEXCUSED ABSENCE.

MESA VISTA MIDDLE AND HIGH SCHOOL DISCIPLINE PHILOSOPHY

In order to create an intellectually stimulating atmosphere, Mesa Vista Middle and High School must provide a safe environment that is warm and inviting for all students. To achieve this objective, MVMS/HS must establish discipline by expecting high standards of student conduct. These behavior expectations can be identified through Character Counts. It is expected that each student will practice the following principles at all times on school campus and at school sponsored events and activities:

- **Respect** - Respect is expressed in terms of positive qualities such as civility, courtesy, dignity, autonomy, tolerance, and acceptance.

- Caring – Caring relates to the concepts of charity, kindness, compassion, empathy, and sharing.
- Responsibility – Responsibility speaks to being accountable, pursuing excellence, and exercising self-restraint.
- Trustworthiness – Trustworthiness is concerned with all qualities and behaviors that make a person worthy of trust, especially integrity, honesty, promise keeping, and loyalty. _____
- Citizenship – Citizenship includes civic virtues and duties which prescribe how we ought to behave as part of a community.

STANDARDS FOR STUDENT CONDUCT

Standards for student conduct are based on the premise that all students are responsible for attending school regularly and on time. They are also responsible for following school regulations and procedures and for respecting the rights and property of others. They are entitled to the benefit of teacher instruction without that instruction being interrupted by disruptive behavior and to an environment free from harassment and unsafe practice by those who choose not to take their responsibilities seriously.

Students should be aware that they are under school jurisdiction during the school day, at school activities, whether on or away from the campus, and while going to or from school or school activities. Students are subject to the “Academics First” policy for involvement in this and all extra curricular activities. Regulations and standards for student conduct are enforced during all of these times.

DISCIPLINARY REGULATIONS AND PROCEDURES FOR MISCONDUCT

Teacher Responsibilities

Teachers will post written rules for classroom conduct. Discipline begins in the classroom and continues campus wide. All staff members are charged with the responsibility of working to eliminate student misconduct by:

- Employing effective methods of governing student conduct.
- Utilizing the school counselor through student referrals.
- Communicating with parents at the beginning of a problem as this will serve as the primary line of communication to remedy situation.
- Contacting parents, as often as needed, to keep them informed and to elicit their cooperation.

Principal/Disciplinary Officer Responsibilities

- The Principal and Disciplinary Officer will obtain the facts of student misconduct immediately after misconduct through conferences with students. The principal will

provide either oral or written notification to parents. Based on the evidence obtained, consequences may be assigned.

- If and when school detention or in-school work study suspension is assigned, the school will make every reasonable effort to inform parents/guardians of the detention or suspension before the beginning of the detention or suspension. Depending on the nature of the misconduct, the principal may refer students to the SAT (Student Assistance Team).

Student Responsibilities

- Students assigned suspension for disciplinary infractions are not allowed on district wide school property or at any district wide school activities on or away from the school campus during the term of the penalty.
- When suspension or expulsion is assigned, a mandatory student/parent conference with the principal or his/her designee may be required before students can be readmitted to classes.
- Students and parents may be required to sign a Student Behavior Contract, and students may be required to attend one or more follow-up conferences with school counselors.

THE TROJAN CODE OF CONDUCT

The following school wide expectations are to be utilized in MVMSHS at all times:

1. BE ON TIME: You must attend class and be on time everyday.
2. BRING YOUR TOOLS (BE PREPARED): Have your tools ready for class (pen, pencil, paper, book, homework etc.)
3. BE RESPECTFUL: Be respectful and courteous to all people: adults, teachers, and peers.
4. BE THERE: When you are in a class it is your responsibility to be engaged in learning at all times.

According to the New Mexico Public Education Department the following acts are prohibited in ALL New Mexico public schools:

1. Criminal or delinquent acts
 2. Disruptive conduct
 3. Gang related activity
 4. Sexual harassment
 5. Refusal to identify self; and
 6. Refusal to cooperate with school personnel.
- (NMAC 6.11.2.9)

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

1. Willful interference with the educational process.
2. Arson
3. Assault (verbal and physical) and/or battery
4. Criminal damage to property
5. Criminal libel: verbal or electronic (Definition: a malicious, defamatory statement in a permanent form, rendering the maker liable to criminal prosecution.)
6. Criminal trespass
7. Unlawful assembly (that becomes violent in nature and intimidating to others)
8. Extortion
9. Larceny, robbery, or burglary
10. Illegal sale, possession (person or vehicle), transportation, or use of alcoholic beverages or controlled substances without a prescription or with a prescription if not properly dispensed per handbook regulations.
11. Use of solvent for intoxication
12. Use of telephone/computer/electronics to harass, intimidate, threaten, verbal bullying/electronic, coerce, or annoy
13. Traffic offenses (NM Motor Vehicle State Guidelines)
14. Production, possession, distribution of child pornography
15. Animal abuse.
16. Elopement

Examples of disruptive conduct include, but are not limited to, the following:

1. Causing emotional and/or physical harm to others by violence, force, noise, threat, ridicule, coercion, and frightening or distracting conduct that may take place on all district school site campuses, buses, other school vehicles and school sanctioned activities.
2. Engaging in conduct that distracts others from learning or receiving instruction, such as noise, passive resistance, noncompliance, personal appearance, or actions.
3. Urging others to engage in harmful behavior or disruptive behavior.

Examples of refusing to cooperate with school personnel (Administration, Certified and Non Certified) include, but are not limited to, the following:

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

CONSEQUENCES FOR ENGAGING IN MISCONDUCT

Many factors influence the assignment of consequences for engaging in misconduct. The following definitions, consequences and procedures for unacceptable behavior enable the school to maintain an overall consistency in governing student conduct. However, nothing in the following procedures should be construed as preventing school personnel from treating students individually and using their best judgment in taking action according to the particulars of each incident. The following list is not all-inclusive; acts of misconduct not specified herein before shall also be subject to discretionary action by appropriate school personnel. Students should remember that consequences for engaging in misconduct could include consequences assigned by teachers or coaches, as well as consequences provided for in this handbook.

DISCIPLINE SANCTIONS

STUDENTS WHO CHOOSE NOT TO COMPLY WITH HIGH BEHAVIOR EXPECTATIONS AND THE DISCIPLINE/ATTENDANCE POLICIES OF MVMS/HS WILL RESULT IN ONE OF THE FOLLOWING SANCTIONS.

VIOLATIONS AGAINST PERSONS-DEFINITIONS

Verbal Assault/Bullying(Verbal and/or electronic) -Threatening physical and/or emotional harm to another, causing present fear of imminent danger to the person; included are threats, gestures, and verbal abuse.

Battery/Fighting -Mutual combat in which both parties have contributed to the situation. * See note at the end of this section.

Assault, Aggravated -Threatening or intending hostile contact by any means of force likely to produce serious bodily injury. This category includes offenses with a weapon.

Battery, Aggravated -Performing hostile contact to another person causing great or lasting bodily injury, or using a weapon in a battery. This category includes sexual assault.

Firearm Possession/Discharge/Explosive Devices-It is a violation of the Federal GUN-FREE SCHOOL ZONES ACT to discharge, or have in possession, a firearm, whether loaded or unloaded, or explosive device within 1000 feet of school property. Additionally, it is a violation of State law to have a gun or certain explosive devices in your possession or discharge a firearm on school property. (Fourth Degree Felony)

Gang-A group of three (3) or more people who interact together to the exclusion of others, claim a territory or area, have a name, have enemies and/or rivals, and exhibit antisocial behavior that is often associated with crime or a threat to the community. (Local JICF)

Gang Apparel-Apparel that can be related to gangs, including, but not limited to, clothing, bandanas, jewelry, hats, and chains; clothing that by color, arrangement, trademark or symbol denotes membership in a gang or grooming that denotes gang activity.

Weapons/Possession -Possessing a weapon such as, but not limited to: Knife, club, spiked-wrist band, a common item altered to produce a weapon, or other items which may cause or is intended to cause injury or death

Extortion-Using intimidation or threat of violence (physical and/or emotional) to obtain money, information, or anything else of value from another person

Theft -Unauthorized possession and/or sale of property of another without owner consent

Sexual Harassment-Any UNWELCOME sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when it is made a condition of a person's work/school performance or environment. See District policy following this section.

***Note regarding fighting**-- Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

VIOLATIONS AGAINST PROPERTY-DEFINITIONS

Arson -Malicious, willful and or neglectful starting, by any means, a fire or causing an explosion on school property or any school activity

Trespassing/Unauthorized Presence -Entering or being on school grounds or in a school building without authorization. All visitors must sign in at the front office before entrance is allowed.

Vandalism-Deliberately or maliciously destroying, damaging and/or defacing school property or the property of an individual.

Locker Damage -A fee will be assessed for damaged and/or defaced lockers. The student could also be charged with vandalism.

Computer Vandalism (may include misuse of computer)

VIOLATIONS AGAINST PUBLIC HEALTH/SAFETY-DEFINITIONS

In addition to the criminal statutes that make it a felony for any individual to possess, use, or distribute a controlled substance, New Mexico Statutes Chapter 30, Article 31 - Controlled Substances, delineates a "DRUG FREE ZONE" around any public school. The statute defines the "DRUG FREE SCHOOL ZONE" as any public school or property that is used for public school purposes and the area within 1000 feet of the school property line. Any person who knowingly violates the "DRUG FREE SCHOOL ZONE," excluding private property residentially zoned or used primarily as a residence, through trafficking controlled substances is guilty of a first degree felony.

Tobacco Use or Possession - Use or possession of tobacco, in any form, on campus or in any school vehicle or at any school sponsored activity. This includes the use of e-cigs with or without tobacco.

Controlled Substance Possession - The possession of controlled substances is illegal; their use is harmful. Having on campus or in any school vehicle or at any school sponsored activity, any substance capable of producing a change in behavior or altering a state of mind or feeling; having a "look-alike," a substance that looks like a controlled substance; having in possession any controlled substance paraphernalia. This includes the misuse of medical marijuana. The district reserves the right to disallow substances that can be misused or abused by other students.

All prescriptions must follow the policy regarding dispensation of prescription or over the counter drugs.

Controlled Substance Sale or Distribution - The possession of controlled substances is illegal; their use is harmful. Selling or distributing, on campus or in any school vehicle or at any school sponsored activity, a substance capable of producing a change in behavior or altering a state of mind or feeling, including “look-alikes” or items sold as a controlled substance.

Controlled Substance Use - The possession of controlled substances is illegal; their use is harmful. Absorbing a substance capable of producing a change in behavior or altering a state of mind or feeling, including “look-alikes” or items used as a controlled substance. A student shall not use such substances on campus or in any school vehicle or at any school sponsored activity or enter any of these under the influence of such substances. The smell of alcohol on the student, or students who are under the influence of mood altering chemicals on school property or at a school sponsored event will constitute a violation of this policy.

Public Display of Affection – Please respect yourself, the person you care about and your school community by engaging in socially appropriate behavior on school grounds. Anything other than holding hands and a brief hug are considered inappropriate. We appreciate your cooperation in this matter.

VIOLATIONS AGAINST SCHOOL ADMINISTRATION-DEFINITIONS

Bus Disruptions - Deliberately or inadvertently interfering with the safe operation of a school bus which is stopped or moving; behaving in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops, or at pickup areas.

Insubordination - Refusing to comply with any reasonable demand or request by any school official or sponsor at places or times where school personnel have jurisdiction

Inappropriate Attire - Student Dress Code - The school has the right at all times to regulate any student’s dress that creates a problem, is a distraction to learning, is of questionable decency, and/or creates a health or safety hazard.

Disruptive Conduct - Any conduct which disrupts the educational process, constitutes a health or safety hazard, in violation of state or municipal law, or is in violation of specific school rules

Obscene Material - Displaying material (paper and/or electronic) which is indecent and has the potential of being disruptive. The offensive material will be removed.

Plagiarism - “to use as one’s own the ideas or writings of another” Webster’s II New Riverside Dictionary, 1974, page 534.

Cheating - Cheating of any nature will not be tolerated. A student who willfully allows others to copy (test answers, homework/classwork, which is verbally and/or electronically transmitted) is as guilty of cheating as the student who copies.

Detention Violation - Administrators may assign a student to school monitored detention. Teachers may assign individual classroom detentions. The student will be given 24 hours notice when assigned to detention. If a student must miss detention, he/she must have prior approval of an Administrator.

Suspension Violation – When a student has been suspended from school, he/she is NOT allowed on district wide school property and/or at any school function during the suspension period.

Truancy - Any student who does not attend an assigned class and/or leaves campus without the permission of the parent/guardian, Principal, and the Attendance Clerk, will be considered truant. All applicable NM State Truancy/Attendance laws will be abided by.

Electronic Devices - See Acceptable Use Policy for Electronics on page: Personal stereos, cell phones and electronic games brought to school may only be used before school, after school and during the breakfast and lunch periods. They must be kept in purses, backpacks, etc. during all other times. If these items are being used in class or in the library, students will be reminded to put them away. If their visibility continues, disciplinary action will occur. In order to receive any confiscated item prior to the end of the school year, a parent/guardian must come by the high school office and sign for the item/s. Students are advised NOT to bring valuable personal items to school, for the school is not responsible for loss, theft, or damage to personal possessions.

DRESS CODE

The Mesa Vista Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational programs of the schools or the health and safety of others.

The Board prohibits student dress or grooming practices that:

1. Present a hazard to the health or safety of the student or to others in the school.
2. Materially interfere with school work, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent students from achieving their educational objectives.
5. Represent membership in a gang.

Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited. (Local JICA)

To align with the Board's above policy, the following rules will be in place at MVMS/HS:

1. Students' hair will be clean, neat and well groomed.
2. Students must wear appropriate clothing and shoes at all times, no pajamas are allowed. Exceptions to pajamas are rewards from teachers, spirit days, red ribbon week. With prior Approval ONLY
3. Sagging pants/shorts, or the fashion design of sagging pants or shorts is not allowed. Pants and shorts must be fastened in order to prevent sagging.
4. Spandex, tight fitting attire, half-length or bare-midriff shirts/blouses, muscle shirts, halter tops and sports bras, spaghetti straps exposing body parts are not allowed.
5. Girls may wear dresses/skirts of appropriate length-4 inches above the knee or shorts of appropriate length-6 inches above the knee with no more than a one-inch slit up the side. No cut-offs are allowed.
6. Students may not wear any clothing that has pictures, logos, phrases, letter/s, and/or words that are bias, prejudicial, vulgar, profane, obscene, or disruptive in the judgment of the school administration. This will include, but not be limited to, gang; satanic; suggestive postures; nude/semi-nude figures; pictures or logos of alcoholic beverages; obscene gestures or words; or words or pictures of tobacco products or any prohibited substances; and figures in sexually suggestive postures.

7. Belts worn by students will not hang outside the pant belt loop more than 4”
8. Students are not to wear sunglasses, handkerchiefs, bandanas, or hats (caps, visors, or similar “hat-like” apparel) of any kind within the school building unless approved by the principal for special occasions.
9. No bandanas of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing “colors.”
10. Regulations in reference to grooming and dress for special activities such as athletics, fine arts, and drill team will be governed by the immediate person in charge of these activities under the direction of the school principal.
11. Piercings: Piercings are prohibited unless they create a distraction in the educational setting. All piercings are worn at the risk of the user. The school is not liable for any harm that comes to a student wearing piercings.
12. Tattoos: In good taste – Any tattoos that are inappropriate or offensive must be covered up.
13. Boys will not be allowed to wear sleeveless “cut off” shirts exposing their under arms. Should one wish to wear a sports jersey, a t-shirt will be required underneath.

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

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

Student Conduct – Discipline Code of Conduct/Discipline Plan

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

While the school endeavors to follow the progressive discipline policy set out below, the decision of whether to apply progressive discipline will be made on a **case-by-case** basis **depending on the actions, events, and severity of the infraction/issue**. The Administration reserves the right to apply immediate and severe consequences, including expulsion, where it deems such consequences appropriate. Teen Court may also be implemented. Failure to comply

with the rules of the Mesa Vista Consolidated School District may result in, but not limited to, the following:

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

Intolerable Conduct – Level I:

Conduct

- a. Disruption of school or class
- b. Refusal to obey person in charge
- c. Violation of classroom rules, as set by the classroom instructor/substitute
- d. Inappropriate public display of affection (PDA), including, but not limited to kissing
- e. Insubordination- Failure to obey a directive from any staff members
- f. Profanity not aimed at an individual
- g. Unsafe behavior such as throwing objects and roughhousing/horse playing (dependent upon possible potential harm)
- h. Cutting aka Ditching Class
- i. Tardy to class
- j. Regulated use of electronics**
- k. Violation of Dress Code
- l. Violation of classroom or campus rules, as set by the principal/classroom instructor/substitute teacher
- m. Other minor infractions

Disciplinary Action

- | | | |
|----|-------------------------|---|
| a. | 1 st offense | Unit Supervisor offense warning |
| b. | 2 nd offense | Temporary or permanent removal from class/In School Work Study (this will require student to assist staff in daily operational duties, with parental approval/notification. If parents choose not to give approval the student will serve out of school suspension) |
| c. | 3 rd offense | Revocation of privileges, parent notification |
| d. | 4 th offense | Repeated violation of Level I, automatically becomes a Level II violation, <u>with the option of placing student on an accountability and/or behavioral contract.</u> |

Intolerable Conduct – Level II:

Conduct

- a. Unsafe behavior such as throwing objects and roughhousing/horse playing (dependent upon potential harm)
- b. Repeated violations of Intolerable Conduct-Level I

- c. Forgery, false reports, misrepresentation/tampering or alterations/cheating/copying other people’s work, or plagiarism
- d. Leaving school/class without permission, Cutting Class aka ditching
- e. Co-mingling, fraternizing or corroboration between middle and high school students; not co mingling, fraternizing between secondary students with elementary students.
- f. Academic Dishonesty
- g. Regulated use of electronics**

Disciplinary Action

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

Intolerable Conduct – Level III:

Conduct

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

Level III Disciplinary Action

- a. 1st offense 3-day suspension, parent contact, and police contact at
the discretion of the unit supervisor
- b. 2nd offense 5-day suspension, parent contact, and police contact at

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

Bullying

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

Consequences for Bullying Bullying is a Level III Offense

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

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

Consequences include out-of-school suspension, alternative placement, or expulsion. Other interventions may include Restorative Justice, mediation or the involvement of other programs adopted by the school, inclusive of law enforcement notification and the Juvenile Probation Office with Children Youth and Families Department, to address bullying behaviors. Special Education students will be subject to disciplinary action specified within their Individualized Education Programs (IEP) or Behavior Management Plan.

Intolerable Conduct – Level IV: Conduct

- a. Graffiti/vandalism, damage, destruction, or stealing (theft) of school and/or private property in the amount of \$251 or more*
- b. Sexual battery (includes attempts)*
- c. Possession/use/and/or be under the influence of alcohol, illegal drugs, marijuana, hookah, mood altering substances, prescription drugs, non-prescription drugs/hallucinogenic substances/substances with an intoxicating effects/this includes facsimile/counterfeit substances. This also includes possession of paraphernalia that

- can be used to ingest drugs.
- d. Physical and emotional assault, bullying/cyberbullying*
- e. Hazing and/or hate crimes (verbal, written, physical and electronic)
- f. Criminal Trespassing
- g. Possession of use of fake weapon*
- h. Other delinquent acts (per NM statues as determined by law enforcement)*
- i. Reckless use of motor vehicle on school property
- j. Animal Abuse
- k. Premeditated battery involving all who were responsible for the planned fight
- l. Regulated use of electronics**
- m. Repeated violations of Intolerable Conduct – Level III

Disciplinary Action

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

Definition of Possession

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

Definition of Counterfeit Drugs:

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

- b. Any substance represented as an illegal or abuse-prone drug.

Definition of Substance with Intoxicating/Addictive Effect:

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

Intolerable Conduct – Level V:

Conduct

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

Disciplinary Action

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

Behaviors marked with an * indicate behaviors for which referral to law enforcement is either (1) required by law; (2) based on the totality of the circumstances, severe enough to merit referral to law enforcement and/or Juvenile Probation upon the first occurrence; or (3) merit referral to law

enforcement and/or Juvenile Probation if the behavior is repeated. Referral to law enforcement may result in a secondary referral by law enforcement to Juvenile Probation, the District Attorney, or Children's Court.

Each case is determined by the severity and totality of infractions. Each case will be considered individually dependent upon infraction, cause and involvement. Therefore, Behavior Interventions and Consequences are not bound to level increments.

Whether the students' consequence is out of school suspension, long term suspension, in school work study or any detention, the student is allowed to make up academic work within the same time frame as an excused absence.

EXPULSION

Expulsions are determined by a hearing officer after a formal hearing has convened. Once a student is expelled, the student may not be present on campus for ANY activities and may not return to MVCS for enrollment. The student is expelled for the duration of the student's public education. Should the student reach and age of majority AND have valid reason to be present on campus (such as, they have a child attending school at MVCS campus), they will be allowed access to the campus. Reason for return must be based upon the need to conduct business at the school or have their own child enrolled on the campus. No exceptions will be made to this policy.

POLICY REGARDING SEXUAL HARASSMENT

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

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

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

- Verbal, written, or physical sexual advances, including subtle pressure for sexual activity;
- Repeated or persistent requests for dates, meetings, and other social interactions;
- Sexually oriented touching, pinching, patting, pulling at clothing, or intentionally brushing against another;
- Showing or giving sexual pictures, photographs, illustrations, messages or notes (paper and/or electronic);
- Writing graffiti of a sexual nature on school property;
- Comments or name-calling to or about a student regarding alleged physical or personal characteristics of a sexual nature;
- Sexually-oriented "kidding," "teasing," double-entendres, and jokes; and
- Any harassing conduct to which a student is subjected because of or regarding the

student's sex.

- Use of electronics to transmit any image that is sexually offensive or harassing. See Acceptable Use Policy regarding Electronics.
- Sexual assault, abuse, or battery as defined by New Mexico statutes. Violators of the student sexual harassment policy will be dealt with in accordance with School District Policy.

Reporting of Sexual Harassment by a School Employee-(Local ACA-R)

Any student, who believes he or she has been subjected to any conduct of a sexual nature by a school employee, may tell a counselor or a principal.

If a student who believes he or she has been sexually harassed by a school employee feels uncertain about who to tell, or feels uncomfortable telling a counselor or principal, the student should tell his/her own parents about the problem and ask for help in reporting the sexual harassment to appropriate school personnel.

If a student believes he/she has been harassed by a school counselor or a principal, or by any other administrator, the student should seek the assistance of his/her parents in reporting such harassment to the Superintendent or to a member of the Board.

Reporting of Sexual Harassment by a Student or Students-(Local ACA-R)

Any student who believes he/she has been sexually harassed by another student or other students may report—tell a teacher, counselor, or principal or assistant principal.

If a student believes he/she has been sexually harassed by another student or students and feels uncertain about who to tell, or feels uncomfortable telling any counselor or principal, the student should tell his/her parents about the problem and ask for the parents' help in reporting the sexual harassment to appropriate school personnel.

Timelines (Local ACA-R)

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

POLICY REGARDING BULLYING/CYBERBULLYING

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

Definitions

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

Prohibitions

1. It is the policy of the Board of Education to prohibit violence, threats, name-calling, bullying, intimidation, assault, battery, extortion, robbery, vandalism, and other victim-based misconduct that creates an intimidating, hostile or offensive environment, regardless of motive or reason. The Board will not tolerate such victim-based misconduct by students or staff.

2. It is the express policy of the Board to encourage students who are victims of such physical or verbal misconduct to report such claims. Students or their parents may report such conduct to any principal or counselor.

POLICY REGARDING HAZING

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

A. **Definition**-Hazing includes, but is not limited to:

1. Engaging in any offensive or dangerous physical contact, restraint, abduction, or isolation of a student, or
2. Requiring or encouraging a student to perform any dangerous, painful, offensive, or demeaning physical or verbal act, including the ingestion of any substance, exposure to the elements, deprivation of sleep or rest, or extensive isolation, or
3. Subjecting a student to any dangerous, painful, offensive, or demeaning conduct, for any purpose, including as a condition of membership or initiation into any class, team, group, or organization, sponsored by, or permitted to operate under the auspices of, a school of the District. Such contact, restraint, requirement, encouragement, or subjection shall not be considered hazing when it is a recognized part of the particular sport or activity of the “class, team, group, or organization”.

B. **Prohibition**

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

C. **Enforcement and Reporting**

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

D. **Investigation**

1. All reports of hazing shall be investigated by the school principal or his/her designee. Where violations of criminal law may have occurred, the principal shall notify the appropriate law enforcement agency.

2. Upon completion of the investigation, the principal shall submit a written report on the investigation and its results to the superintendent.

E. **Discipline**

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

SEARCH AND SEIZURE POLICY (New Mexico Administrative Code (NMAC)6.11.2

School property assigned to a student, a student's person or property while under the authority of the public schools are subject to search, and items found are subject to seizure, in accordance with the requirements below. "Reasonable Cause/Suspicion is sufficient for authorized school persons to investigate, search and seize items located on school campus, school vehicles and student vehicles.

- A. **Who May Search:** Certified school personnel, school security personnel and school bus drivers are "authorized persons" to conduct authorized searches as defined below. An authorized person who is conducting a search may request the assistance of another person(s), whom upon consent become(s) an authorized person for that search only.
- B. **When Search is Permissible:** Unless local school board policy indicates otherwise, an authorized person may conduct a search when he/she has a reasonable suspicion that a crime or other breach of policy/rules will or is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions and also when he/she has reasonable cause to believe that a search is necessary to help maintain school discipline.
- C. **Conduct of Searches:** The following requirements govern the conduct of permissible searches by authorized persons:
 1. School property, including lockers and school buses, may be searched with or without students present. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students will not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the administrative authority.
 2. Student vehicles, when on campus, or otherwise under school control, and student's personal effects, which are not within their immediate physical possession, may be searched in accordance with the requirements for locker searches.
 3. Physical searches of a student's person may be conducted only by an authorized person who is of the same sex as the student, and except when circumstances render it

impossible may be conducted only in the presence of another authorized person of the same sex. The extent of the search must be reasonably related to the infraction.

- C. **Seizure of Items:** Illegal or legal items that threaten the safety or security of others and that are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities, a student's parent or returned to the student when the administrative authority deems appropriate.
- D. **Notification of Law Enforcement Authorities:** An administrative authority shall have discretion to notify law enforcement when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.
- E. **The Use of Drug Sniffing Dogs:** In any of the foregoing searches described in these procedures; a dog whose reliability and accuracy for sniffing contraband has been established may be used according to school policy and procedures.
- F. **Student Interview or Detainment by Law Enforcement Officials:** The Principal/Teacher-In-Charge or his/her designee shall make every reasonable attempt to notify parents or guardians prior to the process of the interview or detainment of a student by law enforcement officials.

Canine Contraband Drug Detention

The Superintendent has been authorized by the School Board of Education to establish procedures for the use of drug detection dogs in public school buildings and on campus. The purpose of such use shall be to discourage the possession of drugs on school property and to serve as a deterrent to general drug abuse. Using drug detection dogs to search individuals in any manner is NOT authorized. To this end, Mesa Vista Schools has contracted with an outside agency to seek out, locate, and alert upon detection of contraband.

1. Administrative Implemental Procedures:

- a) The principal and/or designee shall receive in-service instruction pertaining to the use of drug detection dogs prior to the dogs being used in that school. The principal is encouraged to educate the staff also on the use of drug detection dogs.
- b) Generally, the drug detection dogs shall be used for detection of drugs and/or contraband inside the school building(s). Additionally, they may be used for administrative purposes to check lockers and other suspected locations, such as student vehicles.
- c) The drug detection dogs may be used in other specific situations with the authorization of the Superintendent or designee.

Drug Testing:

All students desiring to participate in any school activity will be subject to random drug testing at the beginning and during the activity season for drugs and alcohol. Any student who refuses to submit to random drug testing will not be allowed to practice or participate in an activity. No student will be penalized academically, suspended or expelled from school as a result of any verified "positive" test conducted in accordance with this policy, however, a student may lose the privilege of participating in an activity.

Records regarding random drug testing results will not be disclosed to criminal or juvenile authorities except to comply with a judicial order or lawfully issued subpoena. The District will make a reasonable effort to notify the parent or the eligible student before making a disclosure under this provision unless directed otherwise by a court of competent jurisdiction. If the test is verified “positive” the principal will meet with the student and the student's parent or guardian at the school office. The student and the student's parent may be given names of counseling and assistance agencies that the family may choose to contact for help.

SECTION 6 REGULATIONS GOVERNING STUDENTS TRANSPORTATION

A. Student Regulations

1. Student transportation is a privilege extended to students who qualify for transportation pursuant to NMPED Standards for Providing Transportation for Eligible Students. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the district.
2. Students must arrive at their assigned bus stop five (5) minutes before the bus arrives; the bus will not wait.
3. Students must wait in a safe place, clear of traffic and away from where the bus stops. Students will wait in an orderly line, avoid littering, respect private property and stay out of the street. When unloading, the students should clear the traffic area immediately.
4. The driver is in full charge of students when they are riding on the bus. The students must obey the driver promptly. In cases where a teacher or school administrator is on the bus, they are also authorized to enforce student discipline.
5. Students who knowingly submit a false report or make false accusations toward District staff will be subject to discipline up to and including suspension from the bus.
6. Students will not get on or off the bus while it is in motion. Students must remain seated and the aisles and exits should be kept clear unless the bus is stopped.
7. Students must occupy the seats assigned to them by the bus driver.
8. Students will not be permitted in front of the passenger seating area while the bus is in motion.
9. Students are not to carry on unnecessary conversation with the driver.
10. Students will stay out of the driver's seat and will not tamper with any equipment.
11. Students must cooperate with the bus driver in keeping the bus clean.

12. Rough or boisterous conduct will not be permitted in the bus; however, students are permitted to converse in a low voice while in the bus. Students should keep absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
13. Students will not use profane language or obscene gestures.
14. Students will not chew gum, eat or drink on the bus.
15. Students should refrain from misconduct or carelessness that endangers their own safety and/or the safety of others on the bus.
16. Students must not extend their hands, arms, heads, or objects out of the bus windows.
17. Animals, firearms, knives, explosives, breakable glass items, or other dangerous objects are not permitted on the bus. No item that will block the aisle or is unsecured will be carried on the bus. Skateboards, scooters, and wheeled shoes are not allowed.
18. Students are allowed to transport items, including musical instruments, which can be placed on the student's lap or on the floor in front of the student. No articles may be placed in the driver's compartment. Articles may not block aisles or exits. No item shall occupy additional seating space.
19. Students must not open or close the bus windows without the permission of the bus driver.
20. Students will not throw any items inside or outside the bus while boarding, riding, or leaving the bus.
21. The misuse of cell phones may result in disciplinary action.
22. The use of tobacco, drugs, alcohol, or controlled substances or possession of lighters and matches will not be permitted.
23. Students will not ride on the outside of the school bus at any time or attach any item to the outside of the bus.
24. Parents or guardians will be held financially responsible for malicious destruction to the bus.
25. Any damage to the bus from any cause will be reported by passengers to the driver and the driver will report it to the transportation director of designee.
26. Students who must cross the road after departing from the bus must pass far enough in front of the bus, at least ten (10) feet, so that the driver can see them. Students will look both ways and wait for the driver's instruction before crossing to the opposite side of the road. Students will not cross multi-lane roadways to meet the bus.
27. If the driver suspects that a student is under the influence of drugs or alcohol, the student will not be allowed on the bus. The driver will immediately report the incident to the school administrator and the transportation director.

B. Procedures for Student Misbehavior on the Bus

1. Depending on the incident, when a student misbehaves on a bus for the first time, the driver will explain to the student the necessity for good behavior.
2. If, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported. This written report will list the offense and the action taken.
3. Upon receiving a written report, the student will be warned that riding privileges will be revoked if misbehavior continues.
4. A copy will remain with the school site and one will be sent to the parent.

5. If poor conduct continues, the driver will make a second written report that may result in suspension from the bus.
6. When a student is suspended from the school bus, a copy of the bus report will be sent to the parent stating how long the penalty will last; in addition, an attempt will be made to contact the parent by phone. In such cases, it is the parent's responsibility to assure that their child gets to and from school safely.
7. If the incident involves fighting, bullying, or other serious offences, the student may lose their bus riding privilege with the first incident.
8. In the event that a student has lost bus riding privileges, the student may not ride any other bus to and from school.

C. Parent Responsibilities

1. Ensure that their child arrives at the designated bus stop five (5) minutes prior to the scheduled bus arrival.
2. Provide protection or supervision for their child when unusual conditions warrant precaution beyond ordinary circumstances.
3. Cooperate with school officials and school bus operators regarding appropriate conduct of their child at bus stops and while walking to and from bus stops.
4. Assist with implementation and enforcement of bus rider safety guidelines.
5. Assure that their child gets to and from school safely during the loss of bus riding privileges.

D. Due Process

1. Every effort will be made by the district to resolve problems through effective utilization of district resources in cooperation with the student and his/her parent.

2. In cases of a bus suspension, a student or his/her parents may request a hearing in writing or appear in person to request a hearing. The hearing officer will be assigned by the Superintendent on a case by case basis.

SCHOOL BUS TRANSPORTATION CONTRACT

This contract made & entered into by & between the Mesa Vista Consolidated School District, the parents or guardian & the student properly signed acknowledges the agreement of Mesa Vista Schools to provide bus transportation to & from during the school year beginning August 17, 2016. Please remember that riding the bus is a privilege. Therefore it is understood by all parties that the student will abide by the following rules & regulations regarding bus transportation, privileges, & responsibilities:

1. Student will adhere to the rules & regulations set forth by the bus driver. The driver has the same authority as the classroom teacher when students are riding in the bus.
2. The use of profanity WILL NOT be allowed on the bus.
3. The bus driver is authorized to assign seats, all passengers are expected to abide by such, & will be responsible for their assigned seats. Student, parents or guardians, WILL be held financially responsible for malicious damage or destruction to the bus.
4. Students MUST stay in their seats when the bus is in motion: Students MUST NOT extend their hands, arms, or bodies out of the window at any time.
5. Students MUST cooperate in keeping the bus clean. Eating & drinking on the bus is NOT ALLOWED.
6. The use of tobacco, narcotics, or alcoholic beverages or weapons SHALL NOT be permitted in the bus, or students under the influence of any of the above substance.
7. Students WILL NOT be permitted to leave the bus on the way to or from school except at regularly assigned stops. In case of emergency, a written permission slip from parents/guardians & school administrator is needed.
8. The following are not permitted in the bus: animals, firearms, explosives, breakable glass items or knives.
9. Students whose presence poses a threat to other passengers on the bus WILL lose his/her riding privileges immediately.
10. Students who DO NOT obey the above rules & regulations will be subject to one of the following consequences. The school principal will notify parents or guardians in writing or by telephone of the violations:
 - Warning: Parent must sign & return behavior report before student can ride the bus.
 - Suspension Ticket #1: Student will be suspended from the bus for 1 – 3 days.
 - Suspension Ticket #2: Students will be suspended for the bus for 4 – 5 days.
 - Conference Ticket: Immediate suspension until parents or guardians & student will meet with school principal or transportation official.
 - Severe Safety Problem: Immediate suspension until parents or guardians & student meet with the school principal or transportation official.

MOTOR VEHICLES/ CLOSED CAMPUS

Since Mesa Vista Mid/High School is a closed campus, students are not to drive their own vehicles to school unless students or their parents submit an "Application for Student Parking" to the principal's office. **Only students with valid drivers' licenses, current insurance for vehicle and current registration will be allowed to park their vehicle on the school campus.** If a student is granted permission, he or she must leave his/her vehicle within two minutes after arrival in the designated parking lot and give the keys to the Security Guard at the front gate. The student may not enter the vehicle during school hours unless permission is obtained from the Principal.

No exceptions will be made to this policy. Running errands, attending to family business, obtaining driver's licenses, shopping etc. are not exceptions; and permission will be denied in all cases. Although students are not compelled to purchase lunch in the cafeteria, they will remain

on campus during the lunch hour. Violation of any rules and school regulations could result in the student's losing permission to drive a vehicle to school.

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

If students park on the right-of-way below the school gates, these vehicles are subject to ticketing and tow, if they violate state and local laws.

STUDENT CARS ON CAMPUS

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

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

1. Students must have written parental permission which states that the students will comply with student regulations.
2. **Students must have valid driver's license, current insurance, current registration and must complete driver's application before they are allowed to drive on campus. Students with driver's permit only, will not be allowed to drive on campus**
3. Vehicles must have property damage and bodily injury insurances.
4. Cars are to be parked in the assigned parking area.
5. Vehicles are to be locked at all times.
6. Students must leave vehicle within two minutes after parking in the morning.
7. Keys must be given to the Security Guard at the gate. Keys will not be returned until the end of the day.
8. Students are not to be around their vehicles at any time during the school day. Any students in the parking area without permission may have parking privileges suspended.
9. Students should leave campus before the buses leave and will not be allowed to return to campus to ride around campus.
10. Vehicles, when on campus or otherwise, are under school control and are subject to search/seizure by the administration.
11. **STUDENTS ARE NOT TO BRING MOTOR SCOOTERS, SKATEBOARDS, THREE/FOUR WHEELERS, MOTORCYCLES/DIRT BIKES, ROLLERBLADES, ONTO THE CAMPUS - DURING, BEFORE, OR AFTER SCHOOL.**

12. The School District is not legally or financially responsible for any accident, vandalism, or unforeseen circumstances like fire, theft, or other damage to automobiles or other vehicles, which are parked or operated on school property. Students bring vehicles to school solely at their own risk.
13. ANY STUDENT NOT OBSERVING SCHOOL DRIVING REGULATIONS AND POSTED SPEED LIMIT (5 MPH) WILL BE FORBIDDEN TO BRING A VEHICLE TO SCHOOL. OUR CAMPUS IS PRIMARILY FOR PEDESTRIANS. SAFETY RULES WILL BE A TOP PRIORITY.
14. Drivers may not transport other students to or from school without expressed written permission by both sets of parents. The school district is not responsible should this occur.
15. Student drivers must park only in their assigned parking space. Failure to comply will result in the loss of driving privileges.
16. If a student reaches his/her 5th tardy in their 1st period class, he/she will lose his/her driving privilege or other discipline action may occur.

EXTRA CURRICULAR ACTIVITIES

Student Extracurricular Activity Programs at Mesa Vista Middle and High School include all school-sponsored athletics, activities, organizations, clubs and positions of honor available in the district. Extracurricular activities are an important part of the educational process, and students are encouraged to participate in order to broaden their educational experience. Athletics, clubs and organizations are not only interesting and fun; they also provide students with opportunities to develop leadership skills, self-discipline, personal responsibility and the ability to work in harmony with others toward common goals. The following guidelines will be utilized with these activities:

1. **Academic Eligibility** - Each nine week grading period a student must not be failing any classes, must pass all classes, and must maintain a grade point average of 2.0 or better on a 4.0 scale. Should the student become ineligible at a nine-week grading period which

coincides with the end of a semester, the student's semester grades may be examined under the same criteria as the nine-week grading period.

2. **Attendance and Citizenship**- Students must have satisfactory attendance and citizenship. Excessive absences in one grading period may result in student ineligibility for the next grading period. A suspension from school makes the student ineligible to participate in the activity during the suspension period.
3. **Enrollment** - Each coach/sponsor will have enrollment procedures for their specific organization. This process will be coordinated with the athletic coordinator or principal. However, ALL students must have properly completed parent permission forms and a physical examination, valid for the current school year, on file in the office.
4. Students must maintain **medical insurance** with proof on file in the office. Catastrophic injury insurance is required for participation in football. Medical insurance is available for the school year at a reasonable cost for students not covered by their own parent/guardian. Medical expenses not covered by the insurance policy are the responsibility of the parent/guardian.
5. Students must **use school approved transportation** to and from all off-campus activities. Exceptions will be considered only upon written request from the parent/guardian.
6. School clubs such as Student Council are often affiliated with national organizations and may have **more stringent eligibility requirements** that supersede the school district requirements. Contact the sponsors of such clubs for further information.
7. **Discipline** - All organizations will utilize the discipline expectations identified in this Handbook and/or Athletic Handbook. Additionally, disciplinary action by coaches/sponsors may invoke ineligibility at any time.

SPECIAL NOTE REGARDING EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege offered to and earned by students-not a right. The principal has the discretion to remove any part or all of extracurricular activity participation privileges for time periods up to one full calendar year. Because participants are serving as representatives of their schools and community, their conduct is expected to adhere to higher standards of academics and conduct than established for the general school population in order to maintain their extracurricular activity participation privileges. Students participating in extra curricular activities are also subject to the “Drug Detection and Drug Testing” Policy listed in this handbook: page 38.

SCHOOL POLICIES AND PROCEDURES

ARRIVING/DEPARTING SCHOOL

All students should report to the cafeteria after arriving at school. Students are not allowed to leave the cafeteria until the first bell at 7:55. Any student not in class when the bell rings at 8:00 is tardy and should report to the office for a tardy pass.

When the dismissal bell rings at 3:45 and students have been dismissed by their teacher, they may leave and report directly to the bus or own personal vehicle. Students are not allowed to remain in school buildings after school hours unless under the direct supervision of a teacher or sponsor. Students should be engaged in an academic or class/club/school activity for which the principal has given prior permission.

PLEDGE OF ALLEGIANCE

In accordance with state law, Mesa Vista Middle/High School students will be offered the opportunity to recite the Pledge of Allegiance daily. Any student and/or parent who objects to this policy should have the parent/guardian send a note to the principal. Students whose parents have informed the school that they are not to take part in observances will be expected to observe the courtesy of not disturbing others. (NMAC 6.10.2.8) and (Local IMD)

SCHEDULE CHANGES

Schedule changes must be requested within the first week of each school semester and will ONLY be considered for valid educational reasons. Reasons include, but are not limited to, failure of a prerequisite class, cancellation of a class, or irresolvable conflict with another required class. Careful consideration should be given to elective choices when filling out the choice sheets. No class changes may be made without prior permission from the counselor, principal and parents; however, parental requests shall be considered but not guaranteed. Decisions based on individual student needs and availability of courses. Students wishing to meet with the counselor should contact the school office during non-class time (except in an emergency) and arrange for an appointment. A drop/add form must be taken to those teachers affected by an approved change and the form must then be returned to the guidance counselor's office. NO schedule changes will be granted after the second week of each new semester unless there is an emergency which has been approved by the principal and director of student services.

STUDENT CHECK OUT

Once students arrive on campus, they must sign out if they leave campus during the regular school day. Parent/guardian permission for students to sign out must be given in advance to the office before the student will be allowed to leave campus during the school day. For safety purposes, students will not be released from school based solely on a phone call from a parent/guardian. Students will only be released to persons listed as authorized on the registration card unless the parents have authorized another individual in writing to the administrative office. All signing in/out will be done in the front office. NO students will be dismissed from class without a note from the front administrative office.

FIELD TRIPS

Field trips are for educational purposes and should reflect the CCSS. Field trips are taken only after proper planning and assurance that the objectives are appropriate for the grade level of the students. Attendance on class field trips is restricted to members of the participating class, authorized chaperones and drivers. Students' behavior will be considered by the principal and teacher for participation on field trips; which may lead to a student not being allowed on the trip. Other children or guests are not permitted via school transportation.

Official field trip forms must be completed, signed and returned to the student's teacher before the date of the planned trip. Notes and telephone calls from parents will not be accepted as a form of permission to attend a field trip.

ASSEMBLIES

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

1. Enter and exit quickly and quietly.
2. Be quiet and attentive. Be polite.
3. Sit with your class/grade level/teacher.
4. Show appreciation by applauding at the appropriate time in an acceptable manner. Booing is NEVER acceptable.
5. Display respect for the people presenting and those around you.
6. Follow all applicable student behavior policies, inclusive of electronic Acceptable Use Policy and dress code, for example.

JUNIOR/SENIOR PROM

The Junior/Senior Prom is open to juniors and seniors enrolled at Mesa Vista High School. Upon obtaining an invitation to attend this function, a student is required to submit the name of the guest to the sponsoring staff members. Guests must be 19 years or younger; the ID must be provided if the guest is not attending public school. Sponsors will set a deadline for submitting guest names and clear them with the Principal. Middle School students will not be allowed to attend the Junior/Senior Prom. All Juniors and Seniors must have paid all dues, library fines and any other outstanding debts, before being allowed to attend prom.

STUDENT HALLPASSES

NO students are permitted out of class during regular class time without a valid pass. Passes from Administrative Office Secretary will generally not be accepted, unless excuse is of a valid reason. A valid pass will be considered valid coming from a certified teacher, school counselor, principal, and/or another certified Administrator.

STUDENT ACCIDENT INSURANCE

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

LOST AND FOUND

Articles which have been found should be taken to the designated area or to the lost and found box. Found articles are kept in the office until the end of the semester and then discarded. Please

mark items (especially personal items such as jackets, shoes, etc.) with the owner's name so they can be returned without delay.

LIBRARY/MEDIA CENTER

The Mesa Vista MS/HS Administrative Office (Principal, Counselor, Administrative Secretary and Security Officer) are located in this location. Students are expected to use the Library for its official functions: Library/Media Center (students must be supervised at all times during this usage period by teacher/appointed staff); Administrative Business being conducted with Secretary, Principal, Counselor and Security. Students are not allowed to loiter in the library/media center for any unauthorized business. Students are not allowed to eat in any areas of the library/media center.

The Mesa Vista MS/HS Media Center environment is conducive to serious, concentrated academic studies. Students are encouraged to visit the Media Center to complete assignments, conduct research, peruse the print collection, check out materials, browse the magazine collection, use the computers, or read for pleasure. The Media Center is open during regular school hours and operates on a flexible schedule in order to allow access by individuals or groups at the time of need or interest. Students are required to have a pass from a teacher to report to the Media Center. Disruptive behavior will NOT be tolerated.

Students are responsible for returning books on time and for damage to and loss of library materials. Transcripts are withheld until fines are paid. Fines are figured at five (5) cents per day excluding holidays and weekends. Any book that is damaged beyond repair or lost will be paid for at full cost. Books are checked out for a two-week period and may be rechecked. Two items per student may be loaned out at a time. If the fine exceeds the cost of the book, the student will be responsible for paying for the book. Student names on the overdue/fine list will be carried over to the next year. If a student withdraws from MVMSHS, he/she must clear all library business with the librarian and/or designated person.

CAFETERIA SERVICES

The cafeteria provides breakfast and lunch every day. Students are required to "check in" every morning and during lunch hour for daily meal count. Our school has a free/reduced breakfast/lunch program for qualifying students. Please return the completed lunch application form in order to receive free/reduced lunch. The information used and obtained as strictly confidential and used for school eligibility. Visitors will pay the designated price per meal.

COUNSELOR

Philosophy: Each person is a unique individual with his/her own physical, mental, and emotional characteristics. The guidance and counseling program accepts the responsibility for providing services which are flexible and responsive enough to meet the varying needs of the student. To accomplish this in the school, there is a need for constant readjustment aimed at assisting the student in recognizing his/her uniqueness, in becoming aware of potential, and in accepting his/her weaknesses. This helps the student make the wisest possible choices and develop as a

well adjusted and successful adult. The guidance and counseling program continually assesses its effectiveness in terms of the total school-community environment. It is alert to changes in society, changes in students, and changes in the school in order to keep services flexible and responsive to the new needs and demands as they arise.

The counselor is available for students, parents and teachers. Parents wishing to visit with the counselor are encouraged to call the school and schedule an appointment ahead of time. Students needing to see the counselor for emergencies during class time **MUST** have a pass from a teacher or principal.

DIRECTORY INFORMATION

The District designates the following personally identifiable information contained in a student's education records as "directory information" and may disclose that information without prior written consent [1232g(a)(5)(A)]:

1. The student's name
2. The student's address
3. The student's telephone listing
4. The student's date and place of birth
5. The student's electronic mail address
6. The student's photograph
7. The student's grade level
8. The student's major field of study
9. The student's dates of attendance
10. The student's enrollment status (e.g., part-time or full-time)
11. The student's participation in officially recognized activities and sports
12. The student's weight and height if a member of an athletic team
13. The student's honors and awards received
14. The student's most recently attended educational agency or institution

Within the first three (3) weeks of each school year the District will publish in a District communication or send home with each student the above list, or a revised list, of the items of directory information designated as directory information. For a student who enrolls after the notice is published, the list will be given to the parent or eligible student at the time and place of enrollment.

After the parents or eligible student have been notified, they will have two (2) weeks to advise the District in writing (a letter to the Superintendent's office) of any or all of the items they refuse to permit the District to designate as directory information about the student. (Local JR-R)

CONFIDENTIAL STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that governs the maintenance of students under the law. Parents or students, if they are at least 18, have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the record. Access to the records by anyone other than the parents or the student is limited and generally requires prior consent by the parent or student. The District has adopted a written

policy governing all rights of parents and students under FERPA. Copies of the policy may be found in the Superintendent's office and the principal's office of each school within the system. (Local JR-R)

VISITORS

Mesa Vista MS/HS is a CLOSED campus.

State law requires that all visitors to the school campus must first report to the school office to state the nature of their business. The school accepts only those visitors who have legitimate business at the school.

All visitors must obtain a "Visitor" pass upon entering the school. Parents are highly encouraged to visit their child's classroom; however, please do not go directly to his/her class. If you do not retrieve a visitor's pass you will be sent back to the office.

Parents are always welcome to visit the school to conference with staff about their children; however, best and most appropriate practices suggest to call and make an appointment prior to conference so that the classroom educational process is not disturbed, as well as to ensure that Administration is available and can devote proper time and energy to parents and/or guardians.

Students are not permitted to bring visitors to school without prior permission from the principal.

Visitors (other than parents/guardians) are not permitted to associate with students during the school day, including the lunch period, without prior permission from the principal.

Parents/guardians needing to see their children should do so during passing periods or at lunch to avoid disturbing classes. Office staff will be pleased to deliver messages to students from parents/guardians.

Visitors must leave school property as soon as their business is concluded. Unruly or discourteous conduct, or unauthorized presence, will be cause to demand that the person(s) immediately leave school property. Law enforcement personnel will be contacted if necessary.

ALL REQUIREMENTS REGARDING VISITORS AT SCHOOL ARE INTENDED TO MAINTAIN THE HIGHEST LEVEL OF SECURITY FOR YOUR CHILDREN.

TEXTBOOKS

Students are issued textbooks as a resource for learning. Students are responsible for the proper care of textbooks and must return them in the same condition as they were received (except for normal wear). Teachers will keep records of books issued to students and parents must pay for lost or damaged textbooks. Report cards and/or transcripts will not be released for any student owing money on lost or damaged books. Students withdrawing from school must turn in their textbooks to the issuing teacher in order to clear their record.

LOCKERS

Lockers are available for student use. Lockers are the property of the Mesa Vista District. The school reserves the right to inspect any or all lockers at any time without the student's knowledge and/or presence. Contents of the locker will be the responsibility of the student to whom it was issued. Students who share lockers will forfeit locker privileges. Items in lockers are subject to search and seizure under reasonable cause and suspicion (NMAC 6.11.2.)

TELEPHONES – Landlines and Cell

Classroom phones, including office phones, are used for business and emergencies only. Students will not be allowed to use Administrative office and classroom phones. Students need to bring books, equipment, permission slips, money, etc. with them in the morning. Parents should attempt to make any necessary personal arrangements with students prior to leaving for school to limit class interruptions during the day. Parents will not be allowed to talk to their child during instructional time. If it is an emergency, please contact the office.

Students will be permitted to carry their personal cell phones provided the students only remove the phone from their pocket, purse, backpack etc. during lunch period, passing period, and before and after school. Please respect the privacy of others and do no photograph or video persons without permission; neither should students post information on social media (see Acceptable Use Policy.) Students are asked not to abuse this privilege. Students are strictly prohibited from using cell phones regardless of the circumstance during their classes. Classroom teachers will be held accountable for adhering to this policy. Cell phones must not be visible to staff except during lunch period or before the first bell of the day or after the last bell of this day.

CAMPUS PRIDE

Students are expected to take pride in the school's facilities. NO FOOD, NO DRINKS AND NO GUM will be allowed in the classrooms without the permission of the teacher and principal. Put all trash in proper containers and keep the school clean and neat.

HEALTH SERVICES

When ill, a student should obtain a pass from a teacher or the principal. Upon return from the nurse's office, students are required to have an admit slip from the nurse. In case of emergency, student may report immediately to the nurse's office.

Your child's emergency information is kept on file in the school office so that you can be reached in case of an accident or illness during the school day. Please be sure to list your business phone number/s. ONLY the relatives/friends you list on the registration as "Persons Responsible" will be allowed to sign-out your child and take him/her home. Please call the office if any changes occur during the year (especially if you have address and personal and/or business telephone

changes). Doctors and health centers will not treat a child's injury without parental consent. It is very important that we be able to reach you in an emergency and that we have at least two (2) relatives/friends that we can call in such an event.

Currently, the Mesa Vista Consolidated Schools works with Las Clinica's Del Norte to provide students with a school-based health clinic which houses a site based social worker, dental office, vision screening and medical services. Please contact the center at 505-583-2401.

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

1. There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
2. There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
3. The medicine must come to the school office in the prescription container, or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population. (Local JLCD)

COMMUNICABLE DISEASES

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return. Parents will be requested to provide a history of the communicable diseases for each student, and such records will be kept and maintained by the District. A student suffering from a communicable disease shall be excluded from school to protect the student's own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. A principal or person in charge of a public school having knowledge of any person having or suspected of having a notifiable condition, shall immediately report the instance to the office of public health in accordance with New Mexico Administrative Code 7.4.3.8. (Local JLCC)

Any decision affecting the educational program or attendance of a student who is a carrier of or who has a long term communicable disease will be based upon competent medical advice and will balance the rights of the infected student against the legitimate interest of the District in protecting the health and safety of the remaining students.

PEDICULOSIS (Lice Infestation)

Students with pediculosis shall be excluded from school until treatment specific for pediculosis has been initiated and the student is symptom free. (Local JLCC)

IMMUNIZATIONS

Subject to the exemptions as provided by law, no student shall be enrolled unless the student can present satisfactory evidence of commencement and completion of immunization in accordance with the immunization schedule and rules and regulations of the public health division, except that a homeless student shall not be prevented from attendance until the fifth (5th) calendar day after enrollment. (Local JLCB-R)

The admitting official shall deem the student to be in compliance with the requirements of this regulation if:

1. A statement, certificate or record signed by a duly licensed physician or other recognized health licensed health facility stating that the required immunizations have been given to the person is provided; or
2. An exemption from immunization is submitted in accordance with the procedures set forth in 6.12.2.9 NMAC.

COMPUTER USES

Mesa Vista Consolidated Schools requires that students using online access for Internet and e-mail have an Acceptable Use Policy signed and on file with the school. Violations of the Acceptable Use Policy will constitute loss of computer privileges.

STUDENT ACCEPTABLE USE POLICY AGREEMENT **ELECTRONIC DEVICES AND COMPUTERS**

Definitions

For purposes of this procedural directive, “personal electronic device” means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers and personal digital assistants.

For purposes of this procedural directive, “**instructional day**” means the period of time between the first scheduled bell and the last scheduled bell of the school day and any other time in which instruction occurs.

General Provisions

Mesa Vista Consolidated Schools shall provide computer related technology resources to its students for educational purposes. The goal of providing these resources is to promote educational excellence. The use of Mesa Vista Consolidated Schools (MVCSD) technology resources shall be granted to students for the enhancement of education-related functions. Individuals who use the (MVCSD) network shall consent to be monitored.

Mesa Vista Consolidated Schools shall use several procedures to ensure students are protected while using the Internet including, but not limited to, web site filtering. Mesa Vista Consolidated Schools shall comply with the Federal Children’s Internet Protection Act (CIPA) to address concerns about access to offensive content over the Internet on school and library computers.

It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, Mesa Vista Consolidated Schools cannot guarantee that students will not reach an inappropriate site. It shall be the student’s responsibility to report any inappropriate site or posting to a school official or teacher.

This procedural directive outlines appropriate use and prohibited activities when using all technology resources and electronic devices. Every student shall follow all of the rules and conditions listed.

Student Rights and Responsibilities

1. The student who possesses a personal electronic device shall be solely responsible for its care.
2. Student possession of personal electronic devices on all school campuses, including athletic fields, and school buses, at school-sponsored activities and while the student is under the supervision and control of school district employees shall be permitted. All students may use these devices on campus before school begins, lunch period, and after school ends. In addition, students in high school grades 7-12 who may use such devices during the designated time frames are prohibited from the external speakers that disrupt the environment during their lunch period, on school bus trips (inclusive of regular routes and extracurricular activities) as determined by the school administration.

3. These devices shall be kept out of sight and powered off or silenced during each and every class period and during any school-sponsored activity meeting/assembly, practice, etc. held on Mesa Vista Consolidated Schools property. The requirement that personal electronic devices be turned off may not apply in the following circumstances when the student obtains prior approval from the principal or his/her designee:
 1. The student has a special medical circumstance for self or family member.
 2. The student is using the device for an educational or instructional purpose with the teacher's permission and supervision.
4. Personal electronic devices shall be permitted on school buses, as authorized by the driver, unless use of the personal electronic device causes a disruption on the school bus. However, the use of external speakers is prohibited during regular bus trips and activity trips.
5. Student use of personal electronic devices shall be prohibited in areas including, but not limited to locker rooms, classrooms, bathrooms, Cafeteria, hallways, or any other designated area as deemed by school site principal or other Administration personnel on Mesa Vista Consolidated School Campuses.
6. Students shall not use personal electronic devices on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school. Blocked sites include, but are not limited to social networking sites.
7. Student use of personal electronic devices that disrupt the instructional day may result in disciplinary action and/or confiscation of the personal electronic device. When a personal electronic device is confiscated, it shall only be released and/or returned to the student's parent/legal guardian. It is the student's parent/legal guardian's responsibility to retrieve the device according to school procedures as determined by appointment of the School Site Principal.

Unauthorized Use

Unauthorized use of personal electronic devices includes, but is not limited to, the following:

1. Possessing, viewing, sending or sharing video or audio information having sexual, violent, harassing, profane, intimidating, hazing, bullying or threatening content on school grounds, school events or school busses shall be prohibited and may result in disciplinary action and/or confiscation of the personal electronic device.
2. Transmitting school materials for unethical purposes such as cheating inclusive of plagiarism.

3. Any activity which may be in violation with the Mesa Vista Consolidated Schools Bullying Prevention policy and procedural directive.

District Staff Rights and Responsibilities

1. Mesa Vista Consolidated Schools shall not be responsible for the theft, loss or damage to personal electronic devices brought to school by a student.
2. District staff may confiscate personal electronic devices when such devices are being used in violation of this procedural directive and/or internal school procedure. Upon confiscation, district staff shall follow all district and school procedural directives and processes.
3. District administration may search confiscated personal electronic devices and examine the content of students' personal electronic devices when there is reasonable suspicion of unauthorized or illegal use of the devices and may turn the devices over to the proper authorities for further investigation when warranted. When determining if a search is appropriate, district administrator shall ensure the following conditions are met before conducting the search:
 - a. The search is reasonable at its inception. That is, when the context is such that it is clear that the student or students are clearly misusing the device and that the search of content would turn up evidence of the violation.
 - b. The scope of the search of the content is reasonably related to the objective of the search and appropriate in light of the age and sex of the student and the nature of the suspected violation.

Acceptable Use of Networks, Including the Internet Social Media/ Social Networking

Student use of social media or social networking that disrupts the instructional day may result in disciplinary action. Proper behavior, as it relates to the use of electronic devices and the networks, is no different from proper behavior in all other aspects of Mesa Vista Consolidated Schools activities. All users shall use the electronic devices and computer networks in a responsible, ethical, and polite manner. Violation of this procedural directive shall be grounds for school disciplinary action.

Email

All Email services whether provided by Mesa Vista Consolidated Schools or personal may become property of Mesa Vista Consolidated Schools. The data stored in these systems shall be considered, at all times, the property of Mesa Vista Consolidated Schools. As such, all messages created, sent, received or stored in the systems shall be considered the property of Mesa Vista Consolidated Schools, except for any data covered by copyright or other legal property protection.

Internet

The Internet and other on-line resources provided by Mesa Vista Consolidated Schools shall be used to support the instructional program and further student learning. The goal of providing these resources is to promote educational excellence.

The Internet is a network of many types of communication and information networks. While this creates new opportunities for learning, research, communication and collaboration, it also creates new responsibilities for Mesa Vista Consolidated Schools students.

Internet Safety Education

Mesa Vista Consolidated Schools may provide Internet safety education. Specifically, the Internet safety education shall include lessons on cyber-bullying awareness and response as well as teaching appropriate online behaviors for students. Students shall be instructed in appropriate use of district technology resources.

Student Internet Safety

School students shall not disclose their full name or any other personal contact information for any purpose on the Internet. Personal contact information includes address, telephone, or school address. Students shall not share or post privacy-revealing personal information about themselves or other people. Students shall tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete the message until instructed to do so by a District Administrator. Students should not provide their passwords to anyone under any condition. Students must immediately tell their teacher and IT Department if their password is lost or stolen, or if they think someone has gained unauthorized access to their accounts.

Student Responsibilities

The student in whose name an on-line services account is issued shall be responsible for its proper use at all times.

1. The student in whose name an on-line services account is issued shall be responsible for its proper use at all times. Students shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number. Passwords are private and not to be shared with others, inclusive of school and private usernames or passwords.
2. The district's system shall be used for purposes related to education.
3. Mesa Vista Consolidated Schools shall reserve the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by the district officials.
4. Inappropriate use may/will result in disciplinary consequences.
5. Only appropriate language shall be used in email, online postings and other digital communications with others.
6. Technology resources shall be used responsibly.
 - a. The network shall not be used for illegal or commercial activities.
 - b. Users shall not search, retrieve, save, circulate or display hate-based, offensive, sexually explicit, or
images or information about weapons, or information as it relates to hazing, bullying and intimidation.
7. Students shall be prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, cyber-stalking, obscene, disruptive, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
8. Students shall not use the system to encourage the use of drugs, alcohol, weapons or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
9. Vandalism will result in disciplinary consequences. Vandalism includes the intentional uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user. Disciplinary consequences may include fines for repair or replacement for devices or services of equal value.

10. Students shall not read other users' email or files; they shall not attempt to delete, copy, modify or forge other users' mail or documents.
11. Students shall not assume another person's identity.
12. Students shall report any security problems or misuse of the services to the teacher, principal or other Mesa Vista Consolidated School employee.
13. **Students and parent, and/or legal guardian, shall sign the Acceptable Use Agreement before a student can use the Mesa Vista Consolidated Schools network.**
14. Students who fail to abide by the district's rules shall be subject to disciplinary action, revocation of the user account and/or legal action as appropriate.
15. **Students shall not make any attempt to circumvent network security via use of any digital application such as Google, etc. Disciplinary consequences will be issued.**

Copyright Violations

Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright) and engaging in plagiarism (using other's words or ideas as your own) shall be prohibited, and in most cases illegal.

Privacy

Network and Internet access shall be provided as a tool for education. Mesa Vista Consolidated Schools shall reserve the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Mesa Vista Consolidated Schools and no student shall have any expectation of privacy regarding such materials.

Corrective Action

Corrective action shall be determined by the number of previous acts, the nature of the act, and the context in which the alleged act occurred. Consequences may range from positive behavioral interventions to suspension and expulsion for repeated and/or severity of the violations.

Administrative Position: Superintendent/IT Director/School Site Principals or Designee/
Resource or Security Officer

References:

Legal Cross Ref.:

The Children's Internet Protection Act (CIPA)
NM State Internet Usage Rule, Title 1, Chapter 12, Part 10
§22-2-21 NMSA 1978

NMAC 6.12.7.8

Procedural Directive Cross Ref.: Bullying and Cyberbullying Prevention cited in Student Handbook and NMAC 6.12.7 Bullying Prevention Policy Rule.

Forms Cross Ref.: Agreement for Acceptable Use of Networks, Including the Computer Usage and Network Access Policy

Agreement for Acceptable Use of Networks, Including the Internet:

Parent or Guardian:

As the parent or guardian, I have read the **Mesa Vista Consolidated Schools Student Acceptable Use of Technology Policy** and I have discussed it with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of Mesa Vista Consolidated Schools, and that student use for any other purpose is inappropriate. I recognize it is impossible for Mesa Vista Consolidated Schools to restrict access to all inappropriate materials, and I shall not hold the school responsible for materials acquired on the school network. **I hereby give permission for my child to use technology resources at Mesa Vista Consolidated Schools.**

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: _____

Student:

I understand and will obey the rules of the **Mesa Vista Consolidated Schools Student Acceptable Use of Technology Policy**. I will use Mesa Vista Consolidated Schools technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action and/or prosecution under state and federal law. I understand that Mesa Vista Consolidated Schools administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

Student Signature:

_____ **Date:** _____

COMPUTER USES AND NETWORK ACCESS POLICY

As a condition to use of the School District's computer system, including access to and use of the Internet, I understand and agree to the following:

1. To abide by the School Board's Policy on Acceptable Use and its Computer and

Internet Code of Conduct.

2. School Site and district level administrators have the right to review any materials created or stored in any files I may create and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and I hereby waive any right of privacy which I may otherwise have to such material.
3. That the Mesa Vista Consolidated School District will not be liable for any direct or indirect, incidental or consequential damage due to information gained and/or obtained via use of the School District's computer system including, without limitation, access to public networks.
4. That the Mesa Vista Consolidated School District does not warrant that the functions of the School District computer system or any of the networks accessible through the system will meet any specific requirements you may have, or that the School District computer system will be error-free or uninterrupted.
5. That the Mesa Vista Consolidated School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use the School District computer system.
6. That the use of the Mesa Vista Consolidated School District computer system, including use to access public computer networks, is a privilege which may be revoked by School District administrators at any time for violation of the district's Acceptable Use Procedures and Code of Conduct. School District administrators will be the sole arbiter(s) of what constitutes a violation of the policy or Code of Conduct.
7. In consideration for the privilege of using the School District computer system and in consideration for having access to the public networks, I hereby release Mesa Vista Consolidated School District, the School Board, its members, administrators and employees, including its computer operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the School District computer system.
8. If Student is caught using a digital app such as Google or any other to circumnavigate the Internet Usage Policy, School Board Policy and/or State Regulations, legal consequences will be instituted.

SPECIAL EDUCATION AND ANCILLARY SERVICES

The Mesa Vista Consolidated Schools is required to identify all children with disabilities from birth to age twenty-one who may be in need of special services and who reside within the jurisdiction of the district. This applies to all children whether they are in public school, private school, or in the custody of public institutions or agencies. Anyone who knows of a child with

special needs, who is not presently being served by the public schools, should contact MaryAnn Martinez, Director of Special Education, at 505-583-2275, x1302. Information will be kept confidential.

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

Please contact the Director of Special Education, MaryAnn Martinez at 505-583-2275, extension 1302 for further information.

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

- Physical Therapy
- Occupational Therapy
- Speech/Language Therapy
- Psychological Therapy

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

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

SECTION 504

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

Section 504 is a civil rights statute that provides certain protections to special education and general education students, employees, parents and community members with disabilities.

Section 504 is part of the Rehabilitation Act of 1973 (29 USC Sec. 706(8)) and is written to ensure that individuals with disabilities are not discriminated against because of their disability. The act also provides for certain accommodations for individuals who have an impairment but cannot receive services under IDEA. These students may be eligible for a 504 Accommodation Plan (504 Plan).

DISCIPLINARY CONSIDERATIONS FOR STUDENTS UNDER SECTION 504

Students with 504 accommodations are not immune from the district's disciplinary process once identification and placement procedures are properly followed. Students with 504 accommodations being considered for removal from school for 10 or more days must receive a manifestation determination review prior to action. The committee must determine if the conduct in question was caused by or had a direct and substantial relationship to the student's disability. If yes, was the conduct in question the direct result of the school's failure to implement the student's 504 plan? If the behavior is a manifestation of the disability, any disciplinary recommendation for a change of placement should be withdrawn. If the behavior is not a manifestation of the disability, the student may be disciplined in the same manner as non-disabled students.

STUDENT ASSISTANCE TEAM

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

EMERGENCY PROCEDURES

FIRE DRILLS/LOCKDOWNS/SHELTER IN PLACE

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

EMERGENCY DISASTER PLAN

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

SCHOOL DELAYS AND CANCELLATIONS

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

KDCE 950AM / 753-2201 Espanola
KRQE-TV / Channel 13
KOB-TV / Channel 4
KOAT-TV / Channel 7
Or call:
Message Phone: 505-583-2275

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

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

EARLY DISMISSAL

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

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

CLOSING OF SCHOOL

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

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

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one (1) or more of the following:

1. Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
2. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
3. Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm, or terrorize another person.
4. Intimidation by another student, inclusive of bullying verbal, physical, emotional, or electronic.
5. Bullying by another student which 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.
6. Concern for the student's personal safety.

Provided that:

1. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District; and
2. The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board is without authority to act.

The guidelines to be followed are:

1. The accusations must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
2. The complaint/grievance shall be made to a school administrator or professional staff member.
3. The person receiving the complaint will gather information for the complaint form. All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
4. The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Students should file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian who wishes to complain (other than an elementary student's parent) should do so by completing the forms following policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed. (Local JII-EB)

WHEN THIS STUDENT HANDBOOK IS IN FORCE

The provisions of this handbook are in force:

During regular school staff hours

During transportation of students: all school vehicles.

During times and places where school administrators and/or staff have jurisdiction including, but not limited to, school sponsored events and activities such as dances, field trips, athletic functions and other school related activities.

A student may be disciplined for off-campus conduct if school authorities can show that the student's actions have a direct and immediate effect either on school discipline or on the general safety and welfare of students and staff.

Mesa Vista Secondary Schools

I pledge to abide by policies and procedures which have been approved by the by the Mesa Vista School Board of Education.

Printed Name of Student: _____

Signature of Student: _____

Date: _____

I have read and reviewed the Student Handbook of the Mesa Vista Secondary Schools, which has been approved by the Mesa Vista School Board of Education. My child and I understand the policies and procedures which are in the Student Handbook of the Mesa Vista Secondary Schools and will abide by all policies and procedures.

Printed Name of Parent: _____

Signature of Parent: _____

Date: _____

Please sign and return to Middle/High School front office.

Appendix A

Note 1: A student placed in In-School Suspension (ISS) may attend and/or participate in all school-sponsored, cocurricular, and extra-curricular activities (including Homecoming, Prom, dances and other social activities) in which Mesa Vista Consolidated Schools participates.

Note 2: A student placed in Off-Campus Suspension (OCS) shall be prohibited from attending and/or participating in all school district-sponsored, co-curricular, and extra-curricular activities (including Homecoming, Prom, dances and other social activities) in which Mesa Vista Consolidated Schools participates.

Note 3: A student placed in In-School Suspension (ISS) will be required to complete all assignments in his/her class the day of the suspension. Failure to complete any assignment will result in additional days of ISS or placement in the Off-Campus Suspension program.

Note 4: A student placed in Off-Campus Suspension (OCS) shall be allowed to make up any work while absent due to OCS assignment. The time of extension will be same as for any excused absence.

Note 5: All student discipline violations that are violations of local, state, or federal laws will be reported to proper authorities.

Note 6: When a student discipline violation can be found under more than one discipline category, the most serious category will be considered first.

Note 7: Assigned consequences may be more severe if warranted by severity of behavior.

Note 8: Failure to serve a consequence will result in (1) doubled consequence or (2) next level of consequence.

Note 9: Use of cell phone or other portable electronic devices, noise/light/laser emitting device or any other device which would cause disruption will incur the following: 1st offense-Item will be confiscated for one (1) day. 2nd offense-Item will be confiscated for five (5) days. 3rd Offense-Item will be confiscated for thirty (30) days. 4th offense-item will be confiscated for ninety (90) days.