



**MESA VISTA**  
**CONSOLIDATED SCHOOLS**

# OJO CALIENTE ELEMENTARY STUDENT HANDBOOK

## 2021-2022

Ojo Caliente Elementary School  
“Home of the Mighty Trojans”

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## Student Handbook 2021-2022

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### In our school...

We will not only talk, we will listen.

We will not only understand, we will communicate.

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

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

We will teach by our actions.

We will encourage and support.

We will respect one another's views and privacy.

We will be there in a crisis.

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

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

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

# Student Handbook

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

## Mesa Vista Consolidated Schools Ojo Caliente Elementary School

### **\*\*Mission Statement\*\***

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

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

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

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

# OJO CALIENTE ELEMENTARY STAFF

Principal	Richard Apodaca <a href="mailto:Richard.apodaca@mesavista.org">Richard.apodaca@mesavista.org</a>
AssistantPrincipal	Steven Lang <a href="mailto:Steven.lang@mesavista.org">Steven.lang@mesavista.org</a>
School Secretary	Sylvia Gurule
Fourth Grade	Kimberly Archuleta-Vigil
Fifth Grade	Bernadette Archuleta
Sixth Grade	Javier Arellano
Special Education	Pam Gurule
Student Engagement	Eric Vigil
Counselor	Scott Gramer
Custodian/Maintenance	Anthony Vigil
Cafeteria	Judy Rivera Reyes Gallegos

# Ojo Caliente Elementary EPSS Goals

As a staff, we are committed to ensuring that all students meet or exceed their reading, writing, and math state assessment scores over the previous year. The 2020-2021 Educational Plan for Student Success will be available to parents upon request.

## EDUCATIONAL OPPORTUNITIES STATEMENT

Mesa Vista Consolidated Schools is committed to providing our students and families the best opportunity for success and recognize the need to provide alternative avenues for learning. Due to the Covid-19 Pandemic Mesa Vista Consolidated Schools will offer in person instruction and online academic instruction (Mesa Vista Consolidated Schools Online Academy). Students are afforded the choice to participate in the mode of learning that best meets their individual needs. If the need arises and in person instruction needs to be altered, an online option for all students will be provided to continue to meet the academic needs of our students. For questions concerning modes of learning please contact the District Principal, Richard Apodaca (505-692-0024), or District Assistant Principal, Steven Lang (505-927-5650), or Mesa Vista Consolidated Schools Online Academy Coordinator, Suzette Williams (505-585-2645).

## PARENT INFORMATION

**School Hours: 7:45am - 3:45pm**

### **Arrival**

7:45 – 8:00am Students should not arrive at school before 7:45am.

Adult supervision begins at that time.

7:45 – 8:00am Students have breakfast.

Students go directly to class after breakfast

### **Dismissal**

Students will be dismissed at 3:45pm.

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

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

**Transportation to and from school:** All students who are transported to school by parents must be picked up and dropped off at the west end of the campus by the cafeteria.

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

**In the mornings:**

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

**Morning supervision will not be available until 7:45am.  
Please do not leave your children before 7:45.**

**In the afternoons:**

1. Students stay on the walkway as they proceed to their bus line and wait for permission to enter the bus.
2. Students enter the bus when the teacher on duty gives permission to enter.
3. Students being picked up by parents must stay in the waiting area until dismissed by the teachers on duty. Please ensure that your child(ren) is/are completely in the vehicle and the door is securely closed before pulling away.
4. Parent vehicles are to yield to the buses when leaving the school.
5. Only individuals designated in writing by the student's parent or legal guardian will be permitted to give the student(s) a ride home or transport them to another location in the vehicle.
6. Student permission to get off at a different bus stop MUST be given to the principal or designee in writing and signed by the parent or guardian. It is acceptable to make a

change request by phone before 3:00pm. Verbal requests by students **will not** be accepted.

7. When operating a vehicle at school, please use extreme caution as many students and families are present. **Drive SLOWLY please!**
8. Please maintain a high degree of vigilance while in the pick-up area. This is not the time to review your child's schoolwork or read notes from the teacher or office. Please exit the parking lot, allowing space for other parents to pick up their children.
9. Students waiting to be picked up must be seated in an orderly fashion. Students may not run around or participate in unauthorized activities.
10. The safety and security of students and families are a top priority!

## **Bus Regulations**

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

### SCHOOL BUS TRANSPORTATION CONTRACT 2021 - 2022 SCHOOL YEAR

This contract made and entered into by and between the Mesa Vista Consolidated School District, the parents or guardians and the student(s), properly signed, acknowledges the agreement of Mesa Vista Schools to provide bus transportation to and from the school, during the school year beginning August 9, 2021. 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 and regulations regarding bus transportation, privileges, and responsibilities (July 2015).

1. Student will adhere to the rules and regulations set forth by the bus driver. The driver has the same authority as the classroom teacher when the students are riding 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 and will be responsible for their assigned seats. Students, 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 and drinking on the bus is NOT ALLOWED.
  6. Tobacco (including e-cigs), narcotics, are NOT permitted in the bus, nor are students allowed to be under the influence of any of the above substances.
  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 and school administrator is needed.
  8. The following are not permitted on the bus: animals, firearms, explosives, breakable glass, or knives.
  9. Students who pose a threat to other passengers on the bus WILL lose his/her riding privileges immediately.
  10. Students who do not obey the above rules and regulations will be subject to consequences. The school principal will notify parents or guardians in writing or by telephone of the violations and consequences according to the following:
    - Warning: Parent must sign and return behavior report before student can resume riding the bus.
    - Suspension Ticket #1: Student will be suspended from the bus for 1-3 days.
    - Suspension Ticket #2: Students will be suspended from the bus for 4-5 days.
    - Conference Ticket: Immediate suspension until parents or guardians and student meet with the school principal or transportation official.
    - Severe Safety Problem: Immediate suspension until parents or guardians and student meet with the school principal and transportation official.

\*\* Should parents wish to obtain a copy of the transportation contract, see site principal or the transportation director.

# Health Services

## Medication

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

## **Lice and/or Scabies Infestation**

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

## **Immunization Requirements**

Prior to starting school, or when transferring into our school district, students or parents must present an approved State Department of Public Health Immunization Certificate.

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

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

## Cafeteria

### Breakfast and Lunch Program

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

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

**SAFETY ALERT!!**

Glass containers of any kind ARE  
NOT allowed in the cafeteria.

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

### Cafeteria Conduct Rules

As a service to parents, breakfast and lunch menus are sent home monthly. Please review the menu items with your child and pack a lunch on days when your child does not like what is being served. Please review the following cafeteria rules with your child, children and help them understand the importance of following these rules. All set rules outlined under “Student Conduct” of this policy manual will be adhered to by students while on school property, including sporting events.

**As a Mesa Vista Consolidated Schools student, I will:**

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

\*\*\*\*\*

**Progress Reports and Report Cards**

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

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

- **September 14**
- **February 2**
- **November 15**
- **March 22**

All students will receive a report card for each 9-week grading period. The school calendar for the 9-week report card schedule is listed below. Students will receive report cards 5 days after the end of the 9-week period. Letter grades are based on the percent correct on student classwork, homework, quizzes, tests, and participation.

**Nine Week Grading Period Dates:**

Q1	August 9 – October 13
Q2	October 14 - December 16
Q3	January 3 - March 17
Q4	March 21 - May 26

50%	Classwork
25%	Tests
15%	Quizzes
10%	Participation

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

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**Homework**

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

**Read and Respond**

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

## How You Can Help Your Child Succeed in School

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

## GENERAL PROCEDURES

### Attendance

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

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

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

## **Safety Calls**

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

## **Tardiness**

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

## **Perfect Attendance**

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

## **Early Student Checkout**

If it is necessary for a student to leave school during the day, his/her parent(s) must come to the office to sign the student out. **AT NO TIME** is a parent, or any person approved by the parent, permitted to take a child from school without signing out. The office requires proper identification of persons picking up students at school. Only individuals listed on the Student Registration Card are permitted to take a student out of school. If there is a change in transportation arrangements, the parents **MUST** notify the school through a phone call or note before 3:00pm.



### **Excused absences are absences resulting from:**

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

### **Unexcused absences are absences resulting from:**

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

### **Releasing Students**

Parents or authorized individuals must report to the office. Parents will report to the office to request a check out. The school secretary will telephone the child's classroom for the child to report to the office and be released to the parent or authorized representative. At the end of the day, if parents want to pick up their child at any time during the day, they will need to wait in the office for the child. The child will be called to come to the office for pick-up.

#### **SAFETY ALERT!!**

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

## Student Dress Code and Welfare

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

## Student Conduct – Discipline Code of Conduct/Discipline Plan

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

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

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

### Intolerable Conduct – Level I:

#### Conduct

- a. Disruption of school or class
- b. Refusal to obey person in charge
- c. Violation of classroom rules, as set by the classroom instructor/substitute
- d. 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 <sup>st</sup> offense | Unit Supervisor offense warning   |
| b. 2 <sup>nd</sup> 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 <sup>rd</sup> offense | Revocation of privileges, parent notification   |
| d. 4 <sup>th</sup> offense | Repeated violation of Level I, automatically becomes a Level II violation, with the option of placing student on an accountability and/or behavioral contract.  |

## **Intolerable Conduct – Level II:**

### **Conduct**

- a. Unsafe behavior such as throwing objects and roughhousing/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. 1 <sup>st</sup> offense | 3-day suspension, parent contact, and police contact at the discretion of the unit supervisor  |
| b. 2 <sup>nd</sup> offense | 5-day suspension, parent contact, and police contact at the discretion of the unit supervisor  |
| c. 3 <sup>rd</sup> offense | 10-day suspension and parent contact and police contact  |
| d. 4 <sup>th</sup> 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 or such bullying.

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

### **Intolerable Conduct – Level IV**

#### **Conduct**

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

## **Disciplinary Action**

- a) 1<sup>st</sup> 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) 2<sup>nd</sup> 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) 3<sup>rd</sup> 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) 4<sup>th</sup> 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 Counterfeit Drugs:**

- 1) Any substance designed to look like an illegal or abuse-prone drug.
- 2) Any substance represented as an illegal or abuse-prone drug.

### **Definition of Substance with Intoxicating/Addictive Effect:**

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, 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 batter of school employee, other student, substitute, including all staff and authorized persons on school property or at school functions that results in great bodily harm.
- c) Possession or use of guns, knives, chains, razors, brass knuckles, dangerous weapons, or any tool or device that may be used to cause bodily harm or injury to

an individual or used in a threatening or intimidating manner, including facsimile or counterfeit (fake).

- d) Possession or use of explosives, destructive or incendiary devices, including fireworks, firecrackers, bomb threats, facsimile or counterfeit of any items mentioned.
- e) Graffiti or vandalism, damage, destruction, or stealing of school and/or private property in the amount of \$5000 or more.
- f) Repeated violations of Intolerable Conduct – Level IV

### **Disciplinary Action**

1 <sup>st</sup> offense	Referral to law enforcement and long-term suspension with recommendation for expulsion.
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### **SUSPENSIONS**

Elementary students suspended from class are afforded the opportunity to complete their missed assignments during the time of the suspension because it is an important part of the learning process.

### **SUSPENSION/EXPULSION - STUDENTS WITH DISABILITIES**

A student with a diagnosed disability cannot be denied educational services by being suspended long-term or expelled from school for violating district policy. When a student with a disability violates district policy, the Individualized Education Plan (IEP) committee will determine the following:

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



## **Service to Suspended Students**

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

## **Playground Behavior Expectations**

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

- On any of the playground apparatus, students will exercise safety at all times.
- Hitting, kicking, pushing, shoving, or other unsafe behavior is not permitted on the playground.
- Students may not stand on any apparatus not intended for standing, nor on the monkey bars.
- When students are on a playground apparatus or monkey bars, others are not to catch, pull on, push, or harass them in any way.
- Students must ask permission from the adults on duty to leave the playground for any reason, such as to get water or go to the bathroom.
- All set rules outlined under “Student Conduct” of this policy manual will be adhered to by students while participating in playground activities.

## **Field Trips and Extended Campus Activities – Educational in Nature**

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

Students who attend a field trip through the school on a school bus must return on the bus. Parents wanting to bring their child home from the field trip in a private vehicle must present official documentation to the principal 24 hours prior to the trip. The parent of another student

or a relative of the student cannot write a note authorizing permission to return from a field trip in a private vehicle. The parent must complete the official documentation for students.

### **Notes/Letters**

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

### **Lost and Found**

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

### **Change of Address/Phone numbers**

For emergency, administrative and communication reasons, it is very important that up-to-date addresses, telephone numbers, and email addresses are on file for every student enrolled. Please notify the office **immediately** in writing or by calling 575-581-4723 if you have an address or phone number change.

### **ELECTRONIC DEVICES**

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

## **STUDENT ACTIVITIES AND PROGRAMS**

### **Honor Roll**

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

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

### **Student Council**

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

### **School Parties**

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

### **Student Passes/ Telephone use**

Before a student will be allowed to use the office phone, an office staff member must be shown a pass or a note from the teacher.

### **Textbooks/Library Books**

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

## **PARENT AND COMMUNITY INVOLVEMENT**

### **Parent Teacher Organization (PTO)**

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

## **Compulsory Attendance Ages**

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

Any parent, guardian or person having custody and control of a person subject to the provisions of the NM Compulsory School Attendance Law (6.10.8 NMAC) is responsible for the school attendance of that person until that person has reached at least eighteen (18) years of age, has graduated, or received a General Education Diploma (GED).

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

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

## **INSTRUCTIONAL GOALS AND OBJECTIVES**

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

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

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

## **INTERROGATIONS, SEARCHES, AND ARRESTS**

### **Interviews**

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

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

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

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

### **Searches**

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

### **Notice of Search**

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

## REGULATION STUDENT RECORDS

This procedure is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities in Education Act (IDEA).

All personnel in the district are expected to fulfill the requirements of federal policy in order to protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages [34 C.F.R 300.572].

The Superintendent has the responsibility for ensuring the confidentiality of all personally identifiable information [34 C.F.R 300.572]. All rights and protections given parents under the FERPA and this procedure transfer to the student upon reaching age eighteen (18) except where the student continues as a dependent under specified circumstances or enrolling in a postsecondary school.

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*This Student Handbook was designed as a parent/student friendly tool for elementary student comprehension.*



**MESA VISTA**  
**CONSOLIDATED SCHOOLS**

## TITLE 1 PROGRAM PARENT NOTIFICATION LETTER PARENT INVOLVEMENT POLICY

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

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

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

PARENT NOTIFICATION LETTER (In accordance with the No Child Left Behind Act, Title I, Part A Section 1111 Parents Right to Know)

Dear Parent(s)/Guardian(s):

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

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

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

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

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

Sincerely, Mr. Albert Martinez, Superintendent



**MESA VISTA**  
**CONSOLIDATED SCHOOLS**

## PARENT/STUDENT HANDBOOK VERIFICATION FORM

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

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

Yes, I have reviewed the policies with my child.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_