

**MESA VISTA CONSOLIDATED SCHOOLS
MIDDLE AND HIGH SCHOOL
STUDENT AND PARENT HANDBOOK**

2013-2014



HOME OF THE TROJANS

TABLE OF CONTENTS

WELCOME	5
STUDENT/PARENT AGREEMENT	6
TEACHER/PRINCIPAL AGREEMENT	7
BELL SCHEDULE	8
MESA VISTA PHILOSOPHY AND MISSION STATEMENT	9
EQUAL OPPORTUNITY STATEMENT	9
ACCREDITATION	9
PARENT INVOLVEMENT	9
STUDENT RIGHTS AND RESPONSIBILITIES	10
SPECIAL NOTE REGARDING STUDENT EXPRESSION THROUGH PUBLICATION	11
ADMISSION REQUIREMENTS/WITHDRAWAL PROCEDURES	11
ACADEMIC EXPECTATIONS	12
Cheating/Plagiarism/Forgery	12
Dual Credit	12
Eligibility Requirements Governing School Activities	12
Grading Scale/Criteria	13
Grade Reporting	13
Incompletes	14
Grade Adjustments	14
Graduation Requirements	14
Graduation Exercises	16
Class Ranking	16
Valedictorian/Salutatorian	16
Next Step Plans	16
High School Grade Classifications	17
Transfer Credits	17
Promotion/Retention	18
Homework	20
Honor Roll	20
Make-Up Work	20
State/District Mandated Testing	21

STUDENT ABSENCES-POLICIES AND PROCEDURES	21
Compulsory School Attendance	21
Student Absences and Excuses	22
Truancy	22
Enforcement of Attendance Laws	23
Positive Incentives for Attendance	23
Tardies	23
MESA VISTA MIDDLE AND HIGH SCHOOL DISCIPLINE PHILOSOPHY	24
Standards of Student Conduct	24
Disciplinary Regulations and Procedures for Misconduct	24
Teacher Responsibilities	25
Principal Responsibilities	25
Student Responsibilities	25
Trojan Code of Conduct	25
Rules of Conduct	26
Consequences for Engaging in Misconduct	27
Discipline Sanctions	27
Violations Against Persons-Definitions	27
Violations Against Property-Definitions	28
Violations Against Public Health and Safety-Definitions	28
Violations Against School Administration-Definitions	29
Dress Code	30
Policy Regarding Sexual Harassment	31
Policy Regarding Bullying	33
Policy Regarding Hazing	34
Search and Seizure Policy	35
TRANSPORTATION REGULATIONS	37
Parent Responsibilities	37
Student Responsibilities	37
Student Behavior	38
Unacceptable Behavior	38
Dealing with Behavior	39
Safety	39
Bus Disruption	39
Motor Vehicles/Closed Campus	39
Student Cars on Campus	40
EXTRACURRICULAR ACTIVITIES	41

SCHOOL POLICIES AND PROCEDURES	42
Arriving/Departing from School	42
Pledge of Allegiance	42
Schedule Changes	43
Student Check-Out	43
Field Trips	43
Assemblies	43
Junior/Senior Prom	44
Student Hall Passes	44
Student Accident Insurance	44
Lost and Found	44
Library/Media Center	44
Cafeteria Services	45
Counselor	45
Directory Information	45
Confidential Student Records	46
Visitors	46
Textbooks	47
Lockers	47
Telephones	47
Campus Pride	47
Health Services	47
Communicable Diseases	48
Pediculosis	49
Immunizations	49
Computer Uses	49
Computer Uses and Network Policy	49
Special Education and Ancillary Services	50
Student Assistance Team	51
EMERGENCY PROCEDURES	51
Fire Drills/Lock Downs/Shelter in Place	51
Emergency Disaster Plan	51
School Delays and Cancellations	51
Early Dismissal	52
Closing of School	52
STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES	52
WHEN THIS HANDBOOK IS IN FORCE	54
MESA VISTA SECONDARY SCHOOLS SIGNATURE PAGE	55
APPENDIX A	56

Mesa Vista Middle School and High School

August 19, 2013

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. Mesa Vista offers a variety of academic and extra-curricular activities. We expect you to meet the established goals and carry with you a tradition of excellence. You can benefit most from your high school years by being actively involved, both academically and in extra-curricular activities. If you encounter difficulties, we will do our best to assist you.

Have a great year!

Mr. Ricardo Sanchez, Principal

Mesa Vista Administration

Mr. Ernesto Valdez – Superintendent

Mr. Ricardo Sanchez– Principal

Ms. Sylvia Gurule – Administrative Assistant

Ms. Jory Medina. - Counselor

Mr. Ricardo Sanchez– Athletic Director

Mr. Mario Zuniga – Director of Special Programs

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
2013-2014 SCHOOL YEAR

STUDENT AGREEMENT

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) Academic Expectations - I pledge to do my best in meeting all the academic expectations that my teachers have given me this school year.

STUDENT SIGNATURE AND 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 2013-2014 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 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 SIGNATURE AND 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 SIGNATURE AND 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.

MVM/HS PRINCIPAL SIGNATURE AND DATE

**MVMS/HS
2013-2014 BELL SCHEDULE**

Middle School

7:55	First Bell
8:00	Tardy Bell
8:00-8:54	First Period
8:54-9:29	Advisory
9:33-10:27	Second Period
10:31-11:25	Third Period
11:25-11:55	Lunch
11:59-12:53	Fourth Period
12:57-1:51	Fifth Period
1:55-2:49	Sixth Period
2:53-3:45	Seventh Period

High School

7:55	First Bell
8:00	Tardy Bell
8:00-8:54	First Period
8:54-9:29	Advisory
9:33-10:27	Second Period
10:31-11:25	Third Period
11:29-12:23	Fourth Period
12:23-12:53	Lunch
12:57-1:51	Fifth Period
1:55-2:49	Sixth Period
2:53-3:45	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. Ricardo Sanchez., 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, and infringing on the rights of others.
- **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 need not be so strong as the cause for search of individuals by law officers. 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 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. 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 Juniors and Seniors may attend the Northern New Mexico Community 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 Community College or UNM Branch attendance requirements and/or guidelines, and other criteria deemed significant by college officials. The recommendation of the high school principal and counselor and written parent/guardian permission is required. Each student shall provide his/her personal transportation. If a student provides his/her own transportation, 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.

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.

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. Must have passed (4) classes, not failed more than (1), and have 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 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

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 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 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.

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

A minimum of twenty-four (24) 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, and science 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)

Graduation requirements for Sophomores, Juniors, and Seniors (Class of 2014) are:

English (grammar, nonfiction writing and literature emphasis)	4 units
Math (1 credit equal to Algebra II or higher unless parents sign off)	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
<u>Electives including student service learning</u>	<u>7.5 units</u>
Total	*24.0 units

Graduation requirements for current Freshmen will follow same criteria as outlined above with an additional ½ credit of Health and a ½ credit reduction in electives. Total credits needed to graduate will remain the same at *24 units.

* At least one (1) of the twenty four (24) units listed above must be earned in an advanced placement or honors course, or a dual-credit or distance learning course.

Final examinations will be administered to all students in all classes offered for credit. (Local IKF)

Parents will be notified in writing not later than the conclusion of the 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)

Beginning with the Senior Class of 2013, high school students must pass the New Mexico Standards Based Assessment to graduate. The assessment is administered in the student's junior year.

NOTE: If the current senior student did not pass the SBA in 2013 as a junior, he/she will be required to retake the test for a high school diploma.

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 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

Valedictorian and Salutatorian honors will be awarded by committee including MVHS Principal, MVHS Counselor, MVHS Teachers. Criteria will be based on the student's accumulative grade point average (GPA) for high school classes starting in ninth grade. **Additional points above a 4.0 may be obtained through high school AP and Honors classes or through non-remedial dual credit core curriculum college classes. If student's GPAs are equal the committee will evaluate ACT scores, SBA scores, and total credits to determine awards.

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 plans, 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.

To be enrolled as a Junior, a student must have earned 12 credits to include the successful completion of English II.

To be enrolled as a Senior, a student must have earned 18 credits to include the successful completion of English III.

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)

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 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

MVMSHS students are required to take certain assessments throughout the school year. The following is a list of assessments that will be required for the 2013-2014 school year:

- HSGA in all areas not passed for grade 12
- SBA in reading in grades 7, 8, 10, and 11
- SBA in writing in grade 7, 8, 10, and 11
- SBA in mathematics in grades 7, 8, 10, and 11
- 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

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, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

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.

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

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, beginning with notification of parents 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.

Positive Incentives for Attendance

If a student has no more than three (3) tardies and three (3) absences per semester, is passing all classes, and has no out-of-school suspensions, he/she will be eligible to receive positive incentives. These incentives will be chosen by the Attendance Committee after the start of the school year and will be based on the results of the Student Survey. The Student Survey will be completed by all students during the first full week of school.

Tardies

Excessive tardiness is a discipline problem. Students have five 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 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. **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, MVMSHS 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.
- **Fairness** – Fairness embodies concern with equity, equality, impartiality, proportionality, openness, and due process.
- **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. 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.
- Contacting parents, as often as needed, to keep them informed and to elicit their cooperation.

Principal Responsibilities

- The principal will obtain the facts of student misconduct immediately after misconduct through conferences with students. The principal will send written notification to parents. Based on the evidence obtained, consequences may be assigned.
- When after school detention or in-school 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 school property or at any 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.

RULES OF CONDUCT

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:

- Willful interference with the educational process.
- Arson
- Assault and/or battery
- Criminal damage to property
- Criminal libel
- Criminal trespass
- Unlawful assembly
- Extortion
- Larceny, robbery, or burglary
- Illegal sale, possession, transportation, or use of alcoholic beverages or controlled substances without a prescription
- Use of solvent for intoxication
- Use of telephone/computer/electronics to harass, intimidate, threaten, or annoy
- Traffic offenses
- Production, possession, distribution of child pornography

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

- 1.** Causing harm to others by violence, force, noise, threat, ridicule, coercion, and frightening or distracting conduct.
- 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 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 MVMSHS WILL RESULT IN ONE OF THE FOLLOWING SANCTIONS. (See Appendix A)

VIOLATIONS AGAINST PERSONS-DEFINITIONS

Verbal Assault/Bullying -Threatening physical 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 item which may cause or is intended to cause injury or death

Extortion-Using intimidation or threat of violence 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.

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.

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 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 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 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 and the Attendance Clerk, will be considered truant.

Electronic Devices - 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 they will be confiscated by staff members and turned in to the office. 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 MVMSHS:

1. Students’ hair will be clean, neat and well groomed.
2. Students must wear appropriate clothing and shoes at all times.

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 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. 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.
8. 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.”
9. 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.

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.

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 inequitable climate for learning.

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

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

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

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

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 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

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

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

possession, may be searched in accordance with the requirements for locker searches.

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

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.

TRANSPORTATION REGULATIONS

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

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

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

Parent Responsibilities

Parents/guardians are responsible for:

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

Student Responsibilities

1. Students should be at their assigned school bus stop on time, as the bus cannot be expected to wait for late passengers.

2. Students are not to play or trespass on adjoining property at the bus stop.
3. Students are to behave in a responsible manner while riding on the bus.
4. Students must listen to and respond to the driver's instructions.

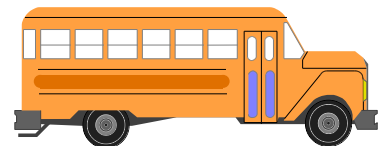
STUDENT BEHAVIOR

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

UNACCEPTABLE BEHAVIOR

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

- Failure to follow driver's instructions
- Possession of dangerous weapons or objects
- Possession or use of drugs or alcohol
- Failure to stay seated
- Fighting, poking, hitting, kicking or pushing
- Throwing objects
- Vandalism
- Putting any part of your body or object out the window
- Profanity
- Use of tobacco, lighter and/or matches
- Loud talking or yelling
- Littering or eating on the bus
- Spitting, teasing, rudeness



DEALING WITH BEHAVIOR

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

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

SAFETY

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

BUS DISRUPTIONS

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

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

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

MOTOR VEHICLES/ CLOSED CAMPUS

Since Mesa Vista Mid/High School is a closed campus, students are not to drive their own vehicles to school unless students or their parents submit an "Application for Student Parking" to the principal's office. If a student is granted permission, he or she must leave his/her vehicle within two minutes after arrival in the designated parking lot 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.

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 \$5.00 permit must be purchased for the year for each student driving on campus.

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

1. Students must have written parental permission which states that the students will comply with student regulations.
2. Vehicles must have property damage and bodily injury insurances.
3. Cars are to be parked in the assigned parking area.
4. Vehicles are to be locked at all times.
5. Students must leave vehicle within two minutes after parking in the morning.
6. Keys must be given to the Security Guard at the gate. Keys will not be returned until the end of the day.
7. 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.
8. Students should leave campus before the buses leave and will not be allowed to return to campus to ride around campus.
9. Vehicles, when on campus or otherwise, are under school control and are subject to search/seizure by the administration.
10. **STUDENTS ARE NOT TO BRING MOTOR SCOOTERS, SKATEBOARDS, THREE/FOUR WHEELERS, MOTORCYCLES/DIRT BIKES, ROLLERBLADES, ONTO THE CAMPUS - DURING, BEFORE OR AFTER SCHOOL.**

11. 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.
12. 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.
13. 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.
14. Student drivers must park only in their assigned parking space. Failure to comply will result in the loss of driving privileges.
15. 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. Students must have valid driver's license, insurance, registration and must complete driver's application before they are allowed to drive on campus. Students with driver's permit only, will not be allowed to drive on campus

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 more than one class, must pass at least four 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. 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.

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 that 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. 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.

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 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 office.

FIELD TRIPS

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

Official field trip forms must be completed, signed and returned to the student's teacher before the date of the planned trip. Notes and telephone calls from parents 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.

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. 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 class 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.

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 MSHS 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.

CAFETERIA SERVICES

The cafeteria provides breakfast and lunch every day. 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 is 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, but they should call first to make proper arrangements.

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.

TELEPHONES

Classroom phones, including office phones, are used for business and emergencies only. Students will not be allowed to use the phone. Students need to bring books, equipment, permission slips, money, etc. with them in the morning. 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.

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 Clinicas 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.

COMPUTER USES AND NETWORK ACCESS POLICY

- Use of computers is a privilege. ANY willful damage to a school computer may result in the loss of computer use privileges. Damage may include the actual physical equipment (hardware) and/or the alteration or destruction of any files not created and owned by the student (software).
- Students are responsible for replacement costs for any willful damage to computers.
- The Mesa Vista Consolidated Schools network facilities are for use in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Mesa Vista Schools. Users must acknowledge their understanding of the general policy and guidelines as a condition for computer use. All students must have an “Acceptable Use Policy” signed and on file with the school before they can access the Internet.
- Acceptable uses of the network are activities that support learning and teaching.
- The Mesa Vista Consolidated Schools is not responsible for lost or damaged content and does not guarantee the availability of network resources.

- The use of the network is a privilege, not a right. Inappropriate use will result in a cancellation of this privilege. System administrators may close an account at any time as required or requested by school staff.
- Network account holders are responsible at all times for any use of the account.
- Network users must NOT:
 - Divulge personal information about themselves or others inappropriately.
 - Send or display offensive/obscene messages or pictures (i.e. pornography).
 - Harass, insult or attack others.
 - Use obscene language.
 - Damage computers, computer systems or networks.
 - Use the network for commercial purposes.

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 Mario Zuniga, Director of Special Education, at 505-583-2275. 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 (BMP) by an I.E.P. team separate from general school policy.

You can get further explanation of these services by contacting the Director of Special Education, Mario Zuniga at 505-583-2275.

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 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.

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: 575-581-4504

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

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

EARLY DISMISSAL

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

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

CLOSING OF SCHOOL

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

1. The closing of school shall be for that particular school day only unless otherwise 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.
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

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.

Appendix A

Consequence	Student Conference No Detention	Student Conference with After-School Detention	Parent Notification with After-School Detention	Parent conference with 1 - 5 days ISS	Off-Campus Suspension 1 - 9 days	Long-Term Off-Campus Suspension 10+ days
Student Behavior		20 - 60 minutes	20 - 60 min.			
Dress Code Violation *****	Students will always change clothes		1st Offense	2nd-5th Offense	6th+ Offense	
Public Display of Affection (PDA)	1st Offense			2nd - 6th Offense	7th+ Offense	
Minor misuse of computer, technology equipment, or computer network.	1st Offense	2nd Offense	3rd Offense	4th - 6th Offense		
Inappropriate Use of Pass	1st Offense	2nd Offense	3rd Offense	4th - 6th Offense	7th - 9th Offense	
Parking Lot Violations (including, but not limited to student parking in faculty parking lot, parking in multiple spaces, parking in undesignated areas, inappropriate parking, and/or inappropriate and/or unsafe driving).		1st Offense	2nd Offense (includes loss of on-campus parking privileges for the remainder of the current semester).	3rd Offense (will result in the loss of on-campus parking privileges for one calendar year).		
Misbehavior in an Assembly			1st Offense	2nd+ Offense		
Physical Disruption - Not a fight or assault.			1st Offense	2nd - 3rd Offense	4th - 5th Offense	6th Offense
Profanity			1st - 2nd Offense	3rd - 5th Offense	6th+ Offense	
Inappropriate remarks, acts, actions about or directed toward a student.			1st - 3rd Offense	4th+ Offense		
Smoking or possession of tobacco products (including, but not limited to cigarette rolling papers or like products, or products made to imitate tobacco in any of its usable forms.) Also includes lighter, matches or other fire ignition de				1st Offense	2nd - 3rd Offense	4th Offense

Appendix A

Consequences	Student Conference No Detention	Student Conference with Detention	Parent Notification with Detention	Parent conference with 1 - 5 days ISS	Off-Campus Suspension 1 - 9 days	Long-Term Off-Campus Suspension 10+ days
Student Behavior		20 - 60 minutes	20 - 60 min.	2nd - 3rd Offense (items will be confiscated, NOT to be returned).	4th+ Offense (items will be confiscated, NOT to be returned).	
Threats of Violence				1st - 2nd Offense plus required counseling .	3rd Offense plus counseling.	4th Offense
Absent without Authorization from School and Parent/Guardian.				1st+ Offense. Plus includes referral to local law enforcement.		
Misbehavior in Detention (including, but not limited to talking or sleeping)				1st - 2nd Offense plus make up any missed detention.	3rd - 5th Offense plus make up any missed detention.	6th Offense plus make up any missed detention.
Major misuse of computer, technology equipment, or computer network.				1st - 2nd Offense plus loss of computer privileges as determined by building administrator.	3+ Offenses plus loss of computer privileges as determined by building administrator.	
Vandalism, Destruction, Theft or unauthorized possession of property belonging to another person.				1st Offense	2nd - 5th Offense	6th Offense
Classroom Management Referral from a substitute or any employee acting as a teacher.				1st Offense	2nd+ Offense	

Appendix A

Consequences	Student Conference No Detention	Student Conference with Detention	Parent Notification with Detention	Parent conference with 1 - 5 days ISS	Off-Campus Suspension 1 - 9 days	Long-Term Off-Campus Suspension 10+ days
Student Behavior		20 - 60 minutes	20 - 60 min.			
Insubordination/Defiance (Including, but not limited to refusal to follow teacher instructions and/or leaving class without permission).				1st Offense	2nd - 4th Offenses	5th Offense
Vandalism, Destruction, Theft or unauthorized possession of property belonging to school district.				1st Offense plus full restitution	2nd Offense plus full restitution	3rd Offense plus full restitution
Inappropriate remarks, acts, or actions about or directed toward faculty, staff, substitute teachers, adult visitors, and adult volunteers (faculty includes all professional employees, staff includes all other paid employees).					1st - 2nd Offense	3rd Offense
Possession or use of alcohol, drugs or paraphernalia.					1st Offense (Any incident of drug possession or under the influence will carry nine (9) days OCS and will require enrollment in an approved drug/alcohol rehabilitation program.)	2nd Offense (Any incident of drug possession will be reported to local law enforcement.)
Fighting on School Grounds					1st - 2nd Offense	3rd Offense
Assault on School Grounds					1st Offense	2nd Offense

Appendix A

Consequences	Student Conference No Detention	Student Conference with Detention	Parent Notification with Detention	Parent conference with 1 - 5 days ISS	Off-Campus Suspension 1 - 9 days	Long-Term Off-Campus Suspension 10+ days
Student Behavior		20 - 60 minutes	20 - 60 min.			
Possession of Weapon (including, but not limited to a knife, gun or explosive device).						1 st Offense
On-campus or off campus criminal mischief against a school employee or his/her property (includes, but not limited to criminal endangerment to students or school personnel, etc).						1 st Offense
Hazing or Bullying another student.						1 st Offense

*******For dress code violations, student will call home for change of clothes to be brought so they may change into appropriate clothing.**

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 Lordsburg Municipal Schools participates.

Note 2: A student placed in Off-Campus Suspension (OCS) shall be prohibited from attending and/or participating in all school-sponsored, co-curricular, and extra-curricular activities (including Homecoming, Prom, dances and other social activities) in which Lordsburg Municipal 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 prohibited from making up any work while absent due to OCS assignment.

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: Possession 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.

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.

