

The Kindness Project



2019-2019 Student/Parent Handbook

MOUNTAINAIR PUBLIC SCHOOLS

DISTRICT # 82

BOARD OF EDUCATION
2018-2019

Darrell Roberts	President
Frances Gonzales	Vice - President
Mary Kate Gustin	Secretary
Dustin Kayser	Member
Victor Romero	Member
To Be Announced	Student Representative

The School Board meets regularly on the second Tuesday of each month at 6:00 p.m. in the Board Room at the Mountainair Public Schools Administrative Office. The Board may also call special meetings. Board meetings are open to the public. Your attendance is encouraged and appreciated.

ADMINISTRATION

Elementary Principal	Dr. Deborah Mitchell	847-2333 ext.2003
Elementary Office Manager	Ms. Lucy Lucero	847-2333 ext.2001
Elementary Fax		847-2727
High School Principal	Ms. Jennifer Vigil	847-2211 / 847-2480
High School Secretary	Ms. Carol Zamora	FAX 847-2298
High School Secretary	Ms. Consuelo Brazil	
Superintendent	Ms. Dawn Apodaca	847-2333 ext. 3002
Business Manager	Ms. Tammy Zamora	847-2333 ext. 3003
Administrative Secretary	Ms. Kathryn Littlefield	847-2333 ext. 3001
Asst. Secretary	Ms. Juanita Carrillo	847-2333 ext. 3004

MOUNTAINAIR ELEMENTARY SCHOOL STAFF 2018-2019

OFFICE PERSONNEL:

Dr. Deborah Mitchell
Lucia Lucero
Judy Kayser

Principal
Office Manager
Office Assist.

CLASSROOM TEACHERS:

Mary Blackshear
Vanessa Chavez
Tonja Hendrix
Penny Williams-Riley
Penny Williams-Riley
Simone Tafoya
Julie Tays
Marcia Bardy
Mary Blackshear
Deb Vetterman
Virginia Hinds
Lenora Romero
Lynelle Chavez
Rosalie Baca

Pre-Kinder
Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
Fifth Grade
Title I
Pre-Kinder
Counselor
Music
Art
P.E.
Library

EDUCATIONAL ASSISTANTS:

Judy Kayser
Michelle LaJeunesse
Anna Marie Nunez

SPECIALISTS:

Lindsey Benjamin	Speech/Language Pathologist
Melanie DeAzevedo	Occupational Therapist
District Social Worker	Lisa Kasman
District School Nurse	Susan Rivet
District Technology	Peter Nieto
District Psychologist	Joe DiRaddo
District Diagnostician	Amy McCall
Special Education Director	Dawn Apodaca

CAFETERIA

Connie Bingham
Megan Bingham
Natasha Mendez

Manager
Cook
Assist. Cook

MAINTENANCE

Chris Rubi
Trini Lopez

Head Custodian
Custodian

District Vision Statement

We are a school district that recognizes the following:

The primary role of the family is to shape character and educational values; the vital task of schools, through professional and ethical personnel, is to provide challenging educational opportunities that enable **all** students to maximize their potential in becoming productive, successful and responsible citizens; the shared commitment of each individual in the community is to participate in meeting the needs of our students.

District Mission Statement

The Mission of the Mountainair Public Schools is:

To provide a safe and nurturing environment that encourages students in the development of character, values, intellect, self-discipline, self-worth and the ability to persevere; To employ highly qualified staff and personnel and to support that staff with training and the tools necessary for facilitating exemplary educational experiences for our students; To build and maintain strong relationships with parents and community; to compete and contribute in a changing world.

Elementary and High School Mission Statement

The mission of the Mountainair Public Schools is to provide the students of our community with an education that supports effective and responsible citizenship and prepares our students for post-secondary endeavors.

We believe that each and every student is unique and will achieve high levels of academic success. We believe learning is best achieved in a safe, warm, and welcoming environment that respects individual rights and promotes individual responsibility.

Educational Responsibility

If a child other than your own is living with you temporarily, MES should have on file a Guardianship Power of Attorney. This form is available at the school's front office and becomes a part of the child's permanent record limited to the term stated within. It must be completed by the guardian and host family and properly notarized. Without this form, according to FERPA (Family Educational Responsibility & Privacy Act), the host family or guardian cannot make educational decisions or access any information on this child.

In addition it is recommended that you obtain the proper medical responsibility form from your primary doctor's office.

ENROLLMENT OF STUDENTS

A "qualified student" is required to attend school (77-6-2 and 77-10-2 NMSA). **Qualified students include those children who are at least five (5) years of age prior to 12:00 a.m. on September 1st.** The September date will continue for all succeeding years until changed by statute.

ARRIVAL OF STUDENTS



Adults are on duty beginning 7:40 a.m. Students may enter into the multi-purpose room for reading time or remain outside to play. Students **line up** outside at the 7:55 bell and are escorted by their teacher to the cafeteria. Breakfast will be served in the cafeteria after the first bell. Since it is our earnest desire to prevent accidents on the playground, we urge parents to cooperate by discouraging their child/children from arriving too early. Please note there is **no staff member available to be responsible for students before 7:40 A.M.**

INCLEMENT WEATHER

For those days that snow falls and buses cannot travel we will have school delayed schedules (first bell rings at 10:30 with no breakfast being served) or school closures. You can tune in to Channels 4, 7 or 13 on TV or 770 KOB Radio for information. If school is closed for the entire day, school will be in session on the Friday of the same week immediately following the "snow day".

SCHOOL VISITATIONS

ALL VISITORS MUST REPORT AND SIGN IN AT THE FRONT OFFICE! Parents/guardians and family members will be allowed to visit areas of the school. Prior arrangements made with the teacher and/or principal can result in a more productive visit.

If you wish to confer with a teacher, please arrange a conference through the school office. Please do not expect to have a conference in the classroom or halls during instructional time. Our office will assist you in arranging conferences. Abusive language and/or behavior directed at classroom teachers or any other school personnel will not be permitted. Anyone engaging in such behavior will be asked to leave the campus.

Children not enrolled as MES students will not be allowed to visit school without parent or guardian.

SCHOOL TELEPHONE



THE SCHOOL PHONE IS A BUSINESS TELEPHONE, SO PLEASE DO NOT CALL YOUR CHILD AT SCHOOL UNLESS IT IS AN **ABSOLUTE EMERGENCY!** Do not ask the office to have your child leave class to come speak to you on the phone. We will take a message and attempt to deliver it when convenient for the office. Your child will be allowed to use the telephone to call home when ill or in other emergencies. Students **will not** be allowed to use the phone to call home for homework or to make arrangements to go play with a classmate. PLEASE MAKE THESE ARRANGEMENTS AT HOME!!

CELL PHONES

Students are NOT ALLOWED to have cell phones on campus or in classrooms. Cell phones will be collected in the office and parents will be required to pick them up.



Cafeteria

The Mountainair Elementary School offers healthy meals each school day. All meals served must meet nutrition and standards established by the U. S. Department of Agriculture. If a child has a disability as determined by a doctor or observes religious dietary restrictions, the school will make any substitutions needed. If a substitution is needed, there will be no extra charge for the meal. Please call the school at 847-2333 for further information.

Kindergarten through fifth grade students eat breakfast and lunch in the cafeteria each day. Students are expected to demonstrate the same manners in eating, cleanliness, and volume of voice that they would if they were in their home environment. We insist that students **DO NOT** share food. This rule is necessary for health reasons to benefit all children.

Those children who bring lunches also eat in the lunchroom. Each child has the right to an enjoyable meal.

The students will continue to go to recess before lunch. After lunch recess the students will wash their hands and go to the cafeteria. Students will be released with a bell at the end of mealtime.

Lunches from Home

Any parent providing a lunch to a student must have food that is fully prepared and ready to eat at the time the food is brought to the school. We cannot heat food for students. Milk is provided with each school tray. Absolutely **NO energy drinks or soda/pop is allowed at any time.** This includes bringing these items for class parties. Parents may join their students for lunch at a cost of \$4.00 per meal.

LUNCH SCHEDULE 2018 - 2019

Kindergarten, 1st Grade, 2nd, and 3rd Grades

Lunch Recess	11:00 a.m. - 11:15 a.m.
Lunch	11:15 a.m. - 11:40 a.m.

%%%

4th & 5th Grades

Lunch Recess	11:30 a.m. – 11:45 a.m.
Lunch	11:45 a.m. – 12:10 p.m.

%%%

Attendance and Absences & Tardies



Your child's success in school depends upon his/her daily attendance; therefore absences should be avoided. If your child is sick, however, please keep him/her home. **When a student will be absent, the parent/guardian must call the school office 847-2333 before 9:00 am to inform the school of the absence.** Doctor's excuses will only be accepted within 3 days of child's absence. A signed parental/guardian note should be sent to the school when the student returns.

Students are required to make up work missed when they are absent from school. The student should ask for make-up work of assignments missed during his/her absence. All work is to be completed and returned promptly to the teacher.

The State Department of Education requires school districts to have an overall attendance of 92%. In order to comply with this directive, Mountainair School's EPSS (Educational Plan for Student Success) has made attendance a priority. Students that miss more than 10 days are below the 92% attendance level mandated by New Mexico law.

Universal Citation: [NM Stat § 22-12-7 \(2016\)](#)

22-12-7. Enforcement of attendance law; habitual truants; penalty.

A. Each local school board and each governing body of a charter school or private school shall initiate the enforcement of the provisions of the Compulsory School Attendance Law for students enrolled in their respective schools.

B. To initiate enforcement of the provisions of the Compulsory School Attendance Law against an habitual truant, a local school board or governing body of a charter school or private school or its authorized representatives shall give written notice of the habitual truancy by mail to or by personal service on the parent of the student subject to and in noncompliance with the provisions of the Compulsory School Attendance Law. The notice shall include a date, time and place for the parent to meet with the local school district, charter school or private school to develop intervention strategies that focus on keeping the student in an educational setting.

C. If unexcused absences continue after written notice of habitual truancy as provided in Subsection B of this section has occurred, the student shall 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 and thus subject to the provisions of the Children's Code [Chapter 32A NMSA 1978]. The probation services office may send a written notice to a parent of the student directing the parent and student to report to the probation services office to discuss services for the student or the family. In addition to any other disposition, the children's court may order the habitual truant's driving privileges to be suspended for a specified time not to exceed ninety days on the first finding of habitual truancy and not to exceed one year for a subsequent finding of habitual truancy.

D. If, after review by the juvenile probation office where the student resides, a determination and finding is made that the habitual truancy by the student may have been caused by the parent of the student, then the matter will be referred by the juvenile probation office to the district attorney's office or any law enforcement agency having jurisdiction for appropriate investigation and filing of charges allowed under the Compulsory School Attendance Law. Charges against the parent may be filed in metropolitan court, magistrate court or district court.

E. A parent of the student who, after receiving written notice as provided in Subsection B of this section and after the matter has been reviewed in accordance with Subsection D of this section, knowingly allows the student to continue to violate the Compulsory School Attendance Law shall be guilty of a petty misdemeanor. Upon the first conviction, a fine of not less than twenty-five dollars (\$25.00) or more than one hundred dollars (\$100) may be imposed, or the parent of the student may be ordered to perform community service. If violations of the Compulsory School Attendance Law continue, upon the second and subsequent convictions, the parent of the student who knowingly allows the student to continue to violate the Compulsory School Attendance Law shall be guilty of a petty misdemeanor and shall be subject to a fine of not more than five hundred dollars (\$500) or imprisonment for a definite term not to exceed six months or both.

F. The provisions of this section shall apply beginning July 1, 2004.

FOR FURTHER INFORMATION CONCERNING ATTENDANCE AND THE COMPULSORY SCHOOL ATTENDANCE LAW, PLEASE SEE ATTACHED SCHOOL BOARD POLICY 7.3.

If a student checks into school after 10:00 a.m., he/she will be counted as ½ day absent for the a.m. If a student is checked out before 2:00 p.m., he/she will be counted as ½ day absent for the p.m. ***Checking in before 10:00A.M. or checking out after 2:00 P.M.***

results in a tardy. Each ½ day absent will eventually add up to 1 full day. This will be used in determining attendance awards. **Awards will be given for perfect attendance.**

Perfect attendance is no absences, tardies, or early check outs.

Students with 3 tardies within a 5 day period will result in a ½ day absence.

7.3. ATTENDANCE

Each student will attend school one hundred eighty (180) days or the equivalent hours thereof unless extenuating circumstances exist, or there is a reasonable excuse to be absent from school.

7.3.1. COMPULSORY SCHOOL ATTENDANCE LAW (7.3.1. Revised by Board Approval 2/9/10)

1. Any qualified student, and any person who, because of his age, is eligible to become a qualified student as defined by the Public School Finance Act (Chapter 22, Article 8 NMSA, 1978) 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:
 - A. The person is specifically exempted by law from the provisions of this section;
 - B. The person has graduated from high school;
 - C. The person is at least eighteen years of age and has been excused by the local School Board 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, guardian or other person having custody and control consents; or
 - D. With consent of the parent, guardian, or person having custody and control of the person to be excused, the person is excused from the provisions of this

section by the Superintendent of School of the School District in which the person is a resident, and the person is under eight years of age.

- E. The person having been awarded a Certificate is eligible to continue receiving special education services until receipt of a diploma or until the end of the academic year in which the student turns 22. (Refer to Section VI of Board Policy – Graduation Requirements.)
2. 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.
3. Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person.

7.3.2. ENFORCEMENT OF STUDENT ATTENDANCE
(7.3.2. Revised by Board Approval 2/9/10)

1. **Regular, uninterrupted classroom instruction, classroom participation, and interaction with classmates are essential to the educational process.** Preparation and training for subsequent study or employment includes the development of self-discipline through regular class attendance. For these reasons and others, state law requires that all children of appropriate age and condition attend classes regularly. *See* the Compulsory School Attendance Law, § 22-12-1 et seq. This Policy implements state law.

The New Mexico Children’s Code provides that **if a child has more than ten unexcused absences per semester, the child’s family may be designated a “family in need of services,”** or a (“family in need of court-ordered supervision.” N.M. Stat. Ann. §§ 32A-3A-2(A) (1) and 32A-3B-2(A). A child who is permitted by his or her parents to be chronically truant may also be) a “neglected child.” Id. § 32A-4-2(C) (2). State law requires the schools to report violations of the Compulsory School Attendance Law to the Probation Services Office of the judicial district in which the student resides for investigation to determine whether the student may be a neglected child or a child in a family in need of services, and thus subject to the provisions of the Children’s Code. Id § 22-12-7(C).

Violations of the compulsory school attendance laws can subject parents to criminal sanctions as provided by New Mexico law. Id. § 22-12-7(D). In addition to any other disposition, the Children’s Court may order habitual truant’s driving privileges to be suspended for a specified time

not to exceed ninety days on the first finding of habitual truancy and not to exceed one year for a subsequent finding of habitual truancy. Id. § 22-12-7 (C).

Maintaining regular school attendance is the joint responsibility of **parents** and educators. In keeping with that obligation, the following rules for school attendance shall be observed and enforced for all students.

A. Definitions

1. Unexcused Absence: an absence for which no appropriate excuse has been provided by the student's parent or legal guardian within the time limits provided by this policy. Special family situations may be considered appropriate for excused absence when prior approval is received from the principal or his/her designee.
2. Excused Absence: An absence verified by a parent/legal guardian that falls into one of the following categories:
 - a. Illness
 - b. Doctor's Appointment
 - c. Funeral Service for immediate family members
 - d. Court appearances/CYFD and or other agency mandated appointments
3. Student in Need of Early Intervention: a student who accumulated five unexcused absences within any twenty day period.
4. Habitual Truant: a student who has accumulated ten or more unexcused absences within a school year.

B. Attendance Requirements

1. **Parent Notification of Absence:** Parent or guardian shall notify the school each day his or her child will be absent from any class and the reason for the absence; **and shall provide a written and signed verification of the reason for the student's absence, to be presented upon the first day a student returns to school from any absence.** If student has been absent for 3 or more consecutive days due to illness, the principal or his/her designee will **require written verification from the student's professional health-care provider.**
2. **Prolonged Illnesses:** In cases of chronic or prolonged illnesses expected to last 10 days or more, during which the student is able to do

school work., the student's parent or guardian's shall present written verification by the student's professional health care provider of the expected length of the illness and of the student's ability to do school work at home, and the student shall be placed on home-bound study until he or she can return to school.

3. Make-Up of Work Missed; Grades: Following an excused absence, a student shall be given the same amount of time he/she was to make up the work the student missed during the absence.

If the student fails to make up the work missed within the time permitted, any work for which a grade was taken will be counted as a zero for such student in the teacher's grade book, and averaged into the student's grades for the relevant grading period.

4. Discipline: In addition to the other measures to be imposed according to this policy, students may receive detention, in-school suspension, or other discipline designed to keep the student in school and progressing academically, for each unexcused absence, at the discretion of the Principal or the designee. Out-of-school suspension and expulsion will not be used as punishment for truancy or unexcused absences.

Please see the addendum to this handbook for more specific attendance and tardy policies.

5. Notice to Parents of Unexcused Absence: If a student is absent from school without a parent notification of absence, as required by paragraph B.1, above, the principal or the designee will, **count the absence as unexcused.**

3rd Day Unexcused Absentee Notification: Upon a student's accrual of a third unexcused absence, the school will provide written notice to the student's parent or legal guardian that the parent/guardian shall be required to meet with the Principal or his/her designee for the purpose of identifying the cause(s) of the unexcused absences, and to establish a plan to prevent future unexcused absences. The plan will be confirmed in writing and signed by the principal and the parent or legal guardian during the conference.

5th Unexcused Absence -- Parent Conference Required: Upon a student's accrual of a third unexcused absence, the school will provide written notice to the student's parent or legal guardian that the parent/guardian shall be required to meet with the Principal or his/her designee for the purpose of identifying the cause(s) of the unexcused absences, and to establish a plan to prevent future unexcused absences.

The plan will be confirmed in writing and signed by the principal and the parent or legal guardian during the conference. Notice will also be made to our legal system and the district attorney will become involved.

7th DAY Unexcused Absentee Notification:

Parents/guardians will receive the following letter. This letter is to inform you that child's name may be in violation of the New Mexico Compulsory School Attendance Law. According to this law, Section 22-12-1 through Section 22-12-9 NMSA 1978 should student's name accumulate three additional days of **unexcused** absences. Any parent or guardian **NOT** ensuring their child is attending school will be guilty of violating the compulsory Attendance Law.

This letter serves as notification that our school records indicate that student's name has **SEVEN (7)** unexcused absences from school. In order to prevent a case referral to Torrance County Juvenile Probation and the District Attorney's office, you are required to make sure that student's name attends school with no further unexcused absences and attend a truancy meeting. **A mandatory meeting will be scheduled.** This meeting will be to discuss student's name absences and sign a truancy contract. Should you have any questions please do not hesitate to contact the office at 505-847-2231.

10th Unexcused Absence -- Parent Conference and Notice to Probation Services Office: Upon the student's accrual of a 10th unexcused absence during the school year, the school shall notify the student's parent/guardian that he or she is required to attend a further conference to review the plan to prevent unexcused absences. **Notice of the eleventh unexcused absence will also be sent to the Probation Services Office for the judicial district in which the student resides for appropriate action, which may include investigation under the Children's Code.**

6. Additional Unexcused Absences: Following notification of a student's 11th unexcused absence, the school will continue to provide written notification to the Probation Services Office of a student's accrual of additional unexcused absences.
7. Parent Failure to Meet: If a parent/guardian fails to arrange, or to appear for, a conference regarding unexcused absences within 10 days of notice from the school, the school will provide written notice to the Probation Services Office of such failure. School staff will cooperate with the Juvenile Probation Office or the District Attorney in enforcement actions.

8. Notice and Reports of Habitual Truancy: The school shall provide written notice of habitual truancy by mail to, or by personal service on, the parent/guardian of the student. If a student continues to accrue unexcused absences after written notice of habitual truancy has occurred, the student shall 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 and thus subject to the provisions of the Children's Code.
9. Excessive and Pattern Absences: Habitual student absences shall be monitored for patterns (*i.e.*, every Monday or Friday), and reported as required herein.
10. Distribution of Policy; Acknowledgment of Receipt: A copy of this policy and an acknowledgment form will be issued to each student on the first day of school. The student shall return the acknowledgment form. A student who fails to return a signed form within that time shall be subject to disciplinary actions.

7.3.3. PENALTY

A parent, guardian or one having custody of the student who, after receiving written notice as provided in Item 5 of Policy 7.3.2(B) and after the matter has been reviewed in accordance with Item 10 of Policy 7.3.2(B), knowingly allows the student to continue to violate the Compulsory School Attendance Law shall be guilty of a petty misdemeanor. Upon the first conviction, a fine of not less than twenty-five (\$25) or more than one hundred dollars (\$100) may be imposed, or the parent, guardian or one having custody of the student may be ordered to perform community service. If violations of the Compulsory School Attendance Law shall be guilty of a petty misdemeanor and shall be subject to a fine of not more than five hundred dollars (\$500) or incarceration for a period not to exceed six month or both.

7.3.4. WRIT OF MANDAMUS

In addition, to the penalty provided by the provisions of Section 7.3.2.above, the Board may obtain a writ of mandamus or other appropriate relief from the district court compelling a parent, guardian or other person to comply with the provisions of the Compulsory School Attendance Law. Consent of the Attorney General is not required to obtain a writ of mandamus or other appropriate relief.

Early Classroom Checkouts

Any student being checked out during school can **only** be checked out by a parent or an approved adult. Students **cannot** be checked out by minor siblings. Anyone checking out a student **must be** listed on their Parent/Guardian Acknowledgement form. In order to maximize a student's learning time in the classroom, students will be called from their classroom **ONLY** after a parent/approved guardian is **PRESENT** in the front office.

In the event of an illness or accident, the school will notify parents as soon as possible and will arrange for transportation if the parent/guardian is unable to come for the child. Please note that students who are ill must be removed from school. We cannot allow a student who is contagious to remain at school. Students **will not** be permitted to leave the school with an unidentified person. Cooperation of all parents is needed in this matter.

Parents will be notified if there are of any changes in dismissal time. **Please check your child's back-packs daily for communication from MES.**

TRANSPORTATION



Bus transportation is provided by the Mountainair Board of Education for those elementary school students living more than one mile from the school. The office of the superintendent establishes the bus routes.

It is important that each parent/guardian make his/her child realize the need for desirable behavior while riding the bus. The misconduct of any one child may distract the driver and jeopardize the safety of others. Undesirable behavior of any child can result in the child being banned from the bus.

BUS POLICY

(Board Approved: August 13, 1996)

339 SCHOOL BUS STUDENTS

- 1) Each School bus driver shall be concerned for the safety of the individual child who rides his/her bus. The driver must be a considerate person who will appreciate the cooperation of the passengers in all matters that will result in a successful transportation year.

- 2) Authority of bus driver: The bus driver shall have the same authority in the bus and over those riding it as does the teacher in a classroom. The bus drivers will appreciate good conduct and citizenship in the same manner, as does the teacher.
 - a) Each child who rides a school bus shall be under the supervision of that bus driver from the time the child boards until he/she shall arrive at the school building in the morning; from the time he/she shall board at the school building until he/she is let off in the afternoon.
- 3) All children who ride the bus in the morning shall likewise be transported home in the evening.
 - a) Exceptions shall be when the child presents a written communication from parents/guardian about a change in transportation. This is for your child's safety!
- 4) Time schedule for buses: Each school bus shall operate on a time schedule. The time schedule will be established before the end of the second week of school. It is necessary for each child to be on time for the bus each morning; the driver may wait no longer than three (3) minutes at any stop, provided that the child is not habitually tardy.
 - a) Buses shall arrive at school five (5) to ten (10) minutes before classes are scheduled to begin in the morning. They shall depart from the point where the run originates five (5) to ten (10) minutes after classes are dismissed in the afternoon.
 - b) Only students who attend Mountainair Elementary School shall be allowed to leave or enter the school bus.
 - c) If the school bus is tardy, the students shall report to the office for a bus tardy pass and shall present this to the teacher. It is excused.
- 5) **Pink Slips/Disciplinary Reports.** The bus driver shall report a student for misconduct to the principal. This shall be for the best interest of the child and the group riding the bus.
 - a) Students are not permitted to smoke.
 - b) Students shall not use profane or obscene language.
 - c) Students shall not throw objects of any kind or type in or out of the bus.

- d) Student shall not ride with arms or head projected out the window.
 - e) Students shall remain in their seats; they shall not roam about when the bus is in motion
 - f) Students may be given permission to eat on the bus on extended school activity trips only if they do not litter the bus and if they dispose of trash properly. They shall dispose of these items in proper trash containers. Pop, cones and popsicles shall not be taken into the bus.
- 6) **Suspension from riding the bus.** Disciplinary problems requiring suspension from riding the school bus shall be referred to the principal for investigation and appropriate action.
- a) Principals shall be authorized to suspend a student from riding the bus for a period not to exceed three (3) days, provided a written report is immediately given to the superintendent regarding the action taken. Also a copy of the report shall be mailed or given to the parent or guardian of the child, another to the bus driver, and the final copy shall be filed in the school.
 - b) In the event suspension for a period longer than three (3) days is necessary, the principal should immediately contact the superintendent so that action can be initiated and a decision given to suspend or expel a student. The superintendent shall be authorized to suspend a student for a period not to exceed two (2) weeks of school.
 - c) If a student must be permanently expelled from bus privileges, the superintendent shall refer the case to the Board for action.
 - d) Since some buses have long distances to travel and some make connections with other buses, bus children shall not be retained after school or permitted to loiter in the rooms.
- 7) All regulations apply on special field trips and the sponsor will assist with conduct of students.
- 8) Each school is responsible for safe bus loading and unloading.

Dress Code for Students

(Board approved: May 18, 1998)

- A. The basic responsibility for student dress rests with the parents. However, the school district has the responsibility to intervene at any time the appearance and dress of a student interferes with the educational process. This determination is to be made **by the building principal** according to the guidelines specified. Students will be sent home or given appropriate clothing to wear for the day and advised to change dress before coming to school the next day. Please remember that the school is a place of business. That business is educating children, so clothing that might be acceptable for another setting might not be acceptable at school. If you are unsure if any particular clothing is acceptable please feel free to discuss the clothing with the building principal **before** it is worn to school.

In extreme cases suspension pending a conference with parents or guardians may arise.

The following will serve as standards for student dress:

1. **PROHIBITED CLOTHING AND ACCESSORIES INCLUDE:**

- B. **“SAGGING”** or wearing of pants below the waistline and/or in a manner that allows underwear or bare skin to show.
- C. **“BAGGING”** or wearing of baggy pants with low hanging crotches.
- D. **RIPPED CLOTHING** (including jeans) are not allowed. Students may wear “ripped” jeans or pants **only if leggings are worn underneath the “ripped” jeans. Boys are not to wear ripped or torn clothing to school.** If jeans or pants rip during the day we will do our best to cover the rip.
- E. **Excessively tight or revealing clothes**, ex. Short shorts (shorts/miniskirts will be at least 2 inches below the finger tips), bare midriffs, low cut and/or off the shoulder blouses, see through blouses or shirts, shirts or blouses that have less than 2” wide straps. Shirts or blouses with “cutouts”.
- F. **Clothing depicting drugs, alcohol, tobacco, violence, nudity, sexual activity, profanity, disrespect and/or bigotry towards any group, as well as any gang related or gang reference attire** is prohibited.
- G. **Jewelry that depicts any of the above, as well as spiked jewelry that could be used as a weapon.**
- H. **Gauged and spiked earrings** are not allowed.
- I. **No chains allowed or belts with more than 2 inches hanging.**
- J. **Hats, baseball caps, any head covering, hairnets, bandanas or sunglasses.** (If hats are worn to school students may wear them outside, or they must be stored in the classroom until school is out).
- K. **Open shoes** are discouraged. If a student chooses to wear sandals to school, for safety sake, please send a pair of tennis shoes or closed shoes for playground. Numerous injuries during playtime and physical education can be prevented by wearing the proper shoes. Flip flops/flimsy shoes are not allowed because of the risk of injury at recess and PE. Students will not be allowed to participate due to safety.

Cologne/Perfume/Allergies

Due to certain allergies/sensitivities many students have, the use of cologne and perfume is strongly discouraged. At the discretion of any staff member, students found using these items inappropriately or excessively will be expected to correct the problem immediately. If necessary a parent/guardian will be contacted.

We have some students who have severe peanut allergies. We request that you **do not send your child to school with foods containing peanut butter or peanuts**. An allergic reaction can be triggered not only by eating, but also from peanuts touching the skin or being inhaled. The consequences to peanut allergies can be life threatening. Please help us eliminate the possibility of such an occurrence in our school.

In addition MES prohibits the use of all tattoos including temporary and permanent. These items distract students in instructional settings.

Health Practices



Please be sure that the school office knows **at all times** how you (parent/guardian) or someone else responsible can be reached in case your child gets sick or has an accident.

We must have the name and the phone number of the person you would like for us to contact for emergencies.

Please notify us of any change of address and phone number. If your child has any special medical, physical or emotional problems, please notify the office.

A form provided by the physician should include the following (see attached) information. If it is necessary for a child to take medication during school hours, the following procedure will be followed:

1. Written recommendations from a physician that includes the name of the drug, dosage to be administered and the precise schedule of administration as well as possible side effects.
2. Parents must provide written consent for the administration of the drug by the nurse or a designated school employee. In addition, a telephone number through which either parent may be contacted in the event of an adverse reaction to the drug must be on file with each request.

3. The child must be instructed by the parent or doctor on how to take the medication.
4. The container with the medication should be labeled with the name of the drug, strength and correct dosage, schedule for administration and the name of the doctor.
5. Instructions for inhalers (i.e., Albuterol for asthma) to be carried by the students (4th – 5th grade only) must be specified in physicians form.
6. Non-prescription medications such as Tylenol, cold tablets or cough drops MAY NOT be administered without prior written consent of the parent/guardian and can only be distributed by a licensed nurse or parent on the premises with permission (Over The Counter) form on file.

ALL MEDICATION, INCLUDING 'OVER THE COUNTER' MUST BE KEPT IN THE NURSE'S OFFICE AND MAY NOT BE KEPT BY THE STUDENT OR TEACHER IN CLASS!

Immunization Requirements



All pupils must be immunized or show evidence of being legally exempt from immunizations. All shots should be administered in accordance with current recommendations of the United States Public Health Service and the American Academy of Pediatrics.

No child will be permitted to attend school until the above requirements are met. SEVENTH GRADERS **MUST HAVE COMPLETED** THE THREE (3) SHOT SERIES OF HEPATITIS B. For further information, you may contact the school nurse, at 847-2231 or 847-2870. You may also contact the Public Health Office in Estancia or the NM Health and Environment Department, Public Health Division at (505) 827-2369.

MOUNTAINAIR PUBLIC SCHOOLS

AUTHORIZATION TO ADMINISTER MEDICATION

This form is designed to assure parents that medication will be dispensed during the school day to their children as requested. Our purpose is to ensure that students receive the necessary medications according to their physicians' order and to ensure the maximum safety for all concerned. Medication of any kind including: aspirin, Tylenol, cough medicine, etc.; can only be dispensed with your permission. (Reference may be found in School Board Policy, Section #402). Please respond to all items below and return this form to the elementary school office. Feel free to contact the elementary school at 847-2231 if you have any questions. Your cooperation is appreciated.

PHYSICIAN'S STATEMENT:

Name of student _____

Name of medication _____

Dosage _____

Schedule of administration _____

Duration of time that student will be on medication _____

Special instructions regarding medication _____

If there are any side effects of this medication please indicate _____

Physician's Signature _____ Date _____

PARENT/GUARDIAN'S STATEMENT:

I agree to furnish the necessary prescribed medicine in the properly labeled container, to provide replacement medication as necessary and to notify the school immediately if the physician or medication prescription is changed.

I hereby give my permission to the school nurse or trained designee at Mountainair Elementary School to assist with the medication administration prescribed by Dr. _____ and/or approved by me for my child, _____, beginning _____ and ending _____.

Parent/Guardian Signature _____ Home/Work Phone Number _____ Date _____

TOBACCO FREE SCHOOL DISTRICT

(Adopted by the State Board of Education, 6-24-94)

The Mountainair Public School District prohibits tobacco use by students, school staff, parents and school visitors in school buildings, on school property or at school functions, and by students at school functions away from school property.

TOYS AND ELECTRONIC DEVICES

Toys and electronic devices are **prohibited** on school grounds during school hours. The following list includes, but is not limited to:

1. Radios
2. Tape players
3. CD players
4. Games
5. MP3 Players/I pods
6. Cell Phones & Electronic devices
7. Skateboards
8. Roller Blades and/or skates
9. Footballs
10. Baseballs

Items 1 – 6 will be allowed on activity trips, **WITH THE PERMISSION OF THE SPONSORS AND ONLY IF THERE ARE HEAD PHONES.**

These items are not allowed at school. Parents will be asked to pick up confiscated property. **The school is not responsible for lost or stolen items.**

PERSONAL BELONGINGS

Articles of clothing (coats, sweaters, etc.) should be clearly marked for purpose of identification. Encourage your child to be responsible for his/her articles of clothing. **The lost and found is located in the office. If your child has misplaced anything, such as a coat, cap or backpack, have her/him check there first. The school is not responsible for lost items.**

Footballs and Baseballs

Footballs and Baseballs will not be permitted except for during physical education.

School Activities

The principal must approve school trips, at least two weeks before the date of the trip. Field trips in the month of May are discouraged due to the many other activities in this month. Field trips that need bus transportation will require parents to sign permission slips. We encourage parents to go on field trips with their children. Children on school sponsored field trips need to ride the bus to the field trip destination. Parents may sign a form giving permission to take students from the field trip when it is over. Only eligible students will be allowed to attend field trips. Permission slips are not required for short walking trips in town. Parents will sign walking permission slips at the beginning of the school year and no other permission forms will be necessary for these short trips. Please notify the school if your child has special needs that require assistance so that arrangements can be made.

School related field trips are tied directly to classroom curriculum. The school strongly discourages taking siblings on trips. Siblings and parents/guardians are not allowed to ride the bus because of insurance regulations.

Birthday and home party invitations are not to be handed out in the classroom unless **all students** in the class will be invited.

Movie Standards



Movies can be a valuable educational tool. All movies will be **G-rated** (general) unless teachers have approval from principal and with signed permission slips from parents.

Fundraisers



Only fundraisers in compliance with Board Policy, approved by the district are allowed to be sold on school grounds. **DO NOT** bring items to sell such as food, crafts, etc. or raffle tickets for personal gain. Community benefit fundraisers will be considered on a case to case basis.

Lost or Damaged Books and/or Property/Unpaid Fees

Your child will be expected to pay for lost or damaged books. He/she will also be charged for unnecessary defacement or destruction of school property. Pursuant to section 22-15-10 NMSA 1978 as amended, relating to school instructional materials:

- B. "A school district, state institution, private school or adult basic education center as an agent may hold the parent, guardian or student responsible for

the loss, damage or destruction of instructional material while the instructional material was in the possession of the student. **A school district may withhold the grades, diploma and/or transcripts of the student responsible for damage or loss of instructional material until the parent, guardian or student has paid for the damage or loss...** This also applies to unpaid fees. The school reserves the right to withhold participation in EOY events including, but not limited to graduation, field trips, and other extracurricular activities until fees are paid.



Library

Rules for Unreturned Library Items

1. Students will be given a verbal notice when an item is less than a week late. Students will not be able to check out another item until the overdue item is returned.
2. Students will be given a printed notice when an item is more than a week late. Students will not be able to check out another item until the overdue item is returned.
3. Students will be given a red slip when an item is more than two (2) weeks late. Students will not be able to check out another item until the overdue item is returned.
4. Parents will be contacted by phone after three (3) weeks of an item not being returned or paid for. Students will not be able to check out another item until the overdue item is returned.
5. By the end of the 5th week, if an item has not been returned or paid for the student will be able to check out another item but it must remain in the classroom. Upon continuously showing responsibility in the library, by returning the item on time, normal check-out will be reconsidered.
6. Students owing any items at the end of the school year will not receive their report card until the item has been returned or reimbursed.



Positive Behavior Intervention Systems (PBIS)

In order to grow educationally, socially and emotionally, children need to be in an environment in which there are consistent, positive expectations. These expectations will be demonstrated in all parts of the school, but we will concentrate on the following areas: Hallways, Restrooms, Classrooms, Cafeteria, Buses, Playground and Special Events. The following pages explain the behaviors for each of the expectations.

Be safe.
Be responsible.
Be respectful.
Be a good citizen.
Be kind.
Be honest.
Be AWESOME!

Hallways

- ✓ Walk quietly.
- ✓ Keep hands and feet to yourself.

Restrooms

- ✓ Do your business.
- ✓ Flush the toilet.
- ✓ Wash hands after using the restroom. Trash goes in the trashcan.
- ✓ Keep the restroom clean.
- ✓ Immediately report any shortages of toilet paper or paper towels.

Classrooms

- ✓ Be on time.
- ✓ Be ready to learn.

- ✓ Raise your hand and wait your turn.
- ✓ Use kind words.
- ✓ Keep your classroom clean and orderly.
- ✓ Keep your hands and feet to yourself.
- ✓ Enter your classroom quietly.
- ✓ Be truthful.
- ✓ Honor the property of others.
- ✓ Be polite.

Cafeteria

- ✓ Walk in a quiet line and wait your turn.
- ✓ Clean up after yourself.
- ✓ Empty your tray as directed.
- ✓ Use excellent table manners.
- ✓ Say “please” and “thank you”.
- ✓ Listen to the duty teachers.
- ✓ Sit properly.
- ✓ Use appropriate language.
- ✓ Remember that you are in a “public restaurant” Please use manners that reflect this.

Bus

- ✓ Be seated facing forward.
- ✓ Place all trash in the trash can.
- ✓ Keep your hands and feet to yourself and inside the bus.
- ✓ Never throw anything out of the bus.
- ✓ Remember that riding the bus is a privilege.

Playground

- ✓ Stay within boundaries of the playground or where the on duty staff can see you.
- ✓ Use appropriate body contact.
- ✓ Use equipment properly.
- ✓ Think safety first!
- ✓ Always throw trash in the trash can.
- ✓ Think before you act.
- ✓ Take turns.
- ✓ Have fun.

Office

- ✓ Our school is a place of business. Make sure your behavior reflects that.
- ✓ Stay outside of the counter.
- ✓ Be patient and polite.
- ✓ Use an appropriate “business” voice.

Special Events

- ✓ When we are at special events our students reflect the culture of our school and community. Please be sure to represent ourselves in a manner of which we can all be proud!

Remember that we are a gum free school!

Students will be able to redeem their “Mustang Monday” every Thursday with the ability to purchase “treats” bi-weekly.

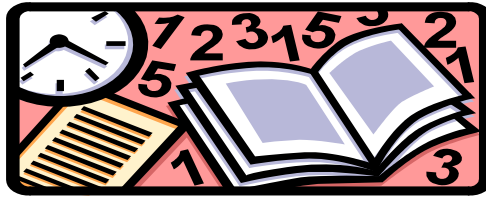
SECTION 504 AMERICANS WITH DISABILITIES ACT

The Mountainair Public Schools (MPS) affords certain rights to students with disabilities. A student who has a physical or mental impairment that substantially limits one or more major life activities (caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working) qualifies as having a disability under Section 504.

Parents or staff members who feel that a student may be eligible for 504 services should notify the School SAT Team and request a 504 Conference to consider eligibility. An eligible student will have an Accommodation Plan developed based on his/her educational needs and upon the least restrictive environment necessary to meet those needs. The 504 Accommodation Plan provides reasonable accommodations and supplementary aids and services, which will allow the student an equal opportunity to participate in school, and school related activities.

Parents of students with disabilities have the right to participate in the 504 Conference. Parents will receive written notification of the school's decisions concerning the student's identification, evaluation, or educational placement.

For additional information about disabilities and procedures under Section 504, please contact your school's principal or counselor.



Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session we want you to be aware that the school has made preparations to respond effectively to such situations. In fact, public schools in New Mexico are built to meet stringent construction standards, and they may be safer than your own home in the event of a disaster.

Should we have a major disaster during school hours, your student(s) will be cared for at this school. Our school district has a detailed emergency crisis plan which has been formulated to respond to a major catastrophe. **Your cooperation is necessary in any emergency.**

1. Please do not telephone the school. Telephone lines will be needed for emergency communication.
2. In the event of an emergency you will receive a text message, a phone call, and an e mail giving you directions as to where to pick up your student. Students may not be at the school, so please do **not** go to your child's school.
3. It is **imperative** that student's information be kept up to date. If you change your phone number and the school does not have it, there is no way for us to contact you. Please update all information regularly.
4. Impress upon your children the need to follow directions of school personnel at all times. This will ensure that students will also follow directions during an emergency.

Students will be released **only to parent(s) and persons identified on the School District Emergency Form.** Listen for messages as to where your students will be located as the school itself may not be accessible. Please know that the district will always act in the best interest and safety of our students.

Sincerely,

Dr. Deborah Mitchell

Dr. Deborah Mitchell
Principal
Mountainair Elementary School

Preparing for Pandemic Flu Checklist

You can prepare for an influenza pandemic now. You should know both the magnitude of what can happen during a pandemic outbreak and what actions you can take to help lessen the impact of an influenza pandemic on you and your family. This checklist will help you gather the information and resources you may need in case of a flu pandemic. Remember, that during the pandemic stores may be closed. To plan for a pandemic:

- a. Store a two week supply of water and food. During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.
 - b. Periodically check your regular prescription drugs to ensure a continuous supply in your home.
 - c. Have any nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
 - d. Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
 - e. Volunteer with local groups to prepare and assist with emergency response.
 - f. Get involved in your community as it works to prepare for an influenza pandemic.
1. To limit the spread of germs and prevent infection:
 - a. Teach your children to wash hands frequently with soap and water, and model the correct behavior.
 - b. Teach your children to cover coughs and sneezes with tissues, and be sure to model that behavior.
 - c. Teach your children to stay away from others as much as possible if they are sick. Stay home from work and school if sick.
 2. Items to have on hand for an extended stay at home:

Examples of food and non-perishables	Examples of medical, health, and emergency supplies
Ready-to-eat canned meats, fish, fruits, vegetables, beans, and soups	Prescribed medical supplies such as glucose and blood-pressure monitoring equipment. Other medical supplies such as masks and gloves
Protein or fruit bars	Soap and water and/or alcohol-based (60-95%) hand wash
Dry cereal or granola	Medicines for fever, such as acetaminophen or ibuprofen
Peanut butter or nuts	Thermometer
Dried fruits	Anti-diarrheal medication
Crackers	Vitamins
Canned juices	Fluids with electrolytes
Bottled water	Cleansing agent/soap
Canned or jarred baby food and formula	Flashlight
Other non-perishable items such as dried beans and rice, lentils,	Batteries/portable radio
Pet food	Manual can opener
	Garbage bags
	Tissues, toilet paper, paper towels, disposable diapers

Mountainair Public Schools Anti-Bullying Policy

When students are afraid to attend school/classes they cannot learn. Bullying prevention programs can help to provide a safe environment in which teachers can teach and students can learn. When a student is *bullied*, his or her ability to participate in and benefit from the school's educational programs or activities is adversely affected.

The goal of this policy is to ensure that procedures are in place to prevent bullying, eliminate the prevalence of bullying, and to make consequences salient to everyone involved.

Mountainair Public Schools believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation, or bullying are forms of dangerous and disrespectful behavior **that will not tolerated.**

Definitions

1. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts by 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.
2. "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy alarm, or terrorize another person.
3. "Disability Harassment" is defined as intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the district.

Harassment and Disability Harassment include but are not limited to:

- a. Verbal acts, teasing, use of sarcasm, jokes;
- b. Name-calling, belittling;

- c. Nonverbal behavior such as graphic or written statements;
 - d. Conduct that is physically threatening, harmful, or humiliating; or
 - e. Inappropriate physical restraint by adults.
4. “Racial Harassment” consists of physical or verbal conduct relating to an individual’s race when the conduct:
- a. Has the purpose or effect of creating an intimidating, hostile, or offensive academic environment;
 - b. Has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance; or
 - c. Otherwise adversely affects an individual’s academic opportunities.
5. “Sexual Harassment” means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment may take place under any of the following circumstances:
- a. When submission to such conduct is made, explicitly or implicitly, a term or condition of obtaining an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used to factor in decisions affecting that individual’s education; or
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s education, or creating an intimidating, hostile or offensive educational environment.
6. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing includes but is not limited to:
- a. Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body.
 - b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - d. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

- e. Any activity that causes or requires the student to perform a task that involves a violation of state or federal law, or district policies.

Notice of Prohibition Against Bullying and Anti-Bullying Interventions

1. The prohibition against bullying shall be publicized by including the following statement in the student handbook(s):

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

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

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

2. Staff will be reminded at the beginning of each school year about the Anti-Bullying Policy, as well as their responsibilities regarding bullying behavior. A copy of the policy will be disseminated annually.
3. The Anti-Bullying Policy will be available on the **Mountainair Public Schools** website, and in all student, staff, and parent handbooks.

Reporting Intimidation, Harassment, or Bullying Behavior

1. Any student who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a student or school personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward a student should immediately report the alleged acts.
2. The report may be made to any staff member. The staff member will assist the student in reporting to the principal or other district personnel.

3. Teachers and other school staff who witness acts of bullying or receive student reports of bullying are **required** to promptly notify designated staff.
4. Reports should be done in writing using the Harassment, Intimidation, Bullying, or Hazing Complaint Form (See Sample Form, Appendix D). A copy of this form will be submitted to the Safe Schools coordinator.
5. School principal or designee is **required** to accept and investigate all reports of intimidation, harassment or bullying.
6. School principal or designee is **required** to notify the parent or guardian of a student who commits a verified act of intimidation, harassment, or bullying of the response of the school staff and consequences that may result from further acts of bullying.
7. Nothing in this policy shall prevent any person from reporting directly to the office of the Superintendent.
8. Retaliation against an individual who either orally reports or files a written complaint regarding harassment, intimidation, bullying, or hazing or who participates in or cooperates with an investigation is prohibited.
9. The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws.
10. If harassment or bullying continues, the perpetrator will be immediately suspended and removed from the school, pending a long-term hearing.
11. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA) school staff is **required** to notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying.

Investigating Intimidation, Harassment, or Bullying Behavior

The **Principals of Mountainair Public Schools** or their designees will appropriately and promptly investigate all reports of harassment, intimidation, bullying, or hazing. In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct, the student's history, and the context in which the alleged conduct occurred will be investigated.

1. The administrator will make every effort to inform the parents/guardians of the victim and the accused of any report of harassment, intimidation, bullying, or hazing *prior* to the investigation taking place.
2. The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigator.
3. The district may take immediate steps to protect the complainant, students, teachers, administrators, or other school personnel pending the completion of an investigation.

4. The investigation shall be completed as soon as possible. The principal (or investigator) shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report shall be filed directly with the New Mexico Public Education Department, Educator Ethics Bureau. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. A copy of the completed report will be maintained by the district Safe Schools Coordinator.

Consequences for Bullying

1. Verified acts of bullying shall result in intervention by the building Principal or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced.
2. Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one response to bullying. While conduct that rises to the level of “bullying” as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building Principal.

Consequences for Knowingly Making False Reports

1. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Anti-Bullying included in Health Education Curriculum

“Health Education” is the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease, and reduce health related risk behaviors. It allows students to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

Bullying behavior is mentioned specifically in many areas of the Health Education performance standards, in all grade levels. All students need to be aware of bullying behavior beginning in Kindergarten and continuing throughout their school years. It imperative that students are comfortable with understanding, describing, and recognizing bullying behaviors, and then in the later grades being able to analyze those behaviors and role play refusal skills.

Our curriculum does recognize the importance of bully prevention skills in all grade levels.

Threats of Violence

1. Threats of violence toward other students, school staff, or facilities generally are prohibited and may result in suspension or expulsion, regardless of whether the student has previously engaged in such conduct.
2. All employees and students are required to report evidence of threats of violence to their principal. Such reports shall be investigated by the principal or designee. All such reports shall be documented by the principal.
3. In cases of threats that may constitute a violation of criminal law, the principal, superintendent or designee shall notify law enforcement authorities.
4. Students who are charged with violation of this policy shall be placed on short-term suspension pending investigation of the charge(s). Those found, through a due-process hearing, to have violated this regulation shall be subject to discipline,

including long-term suspension or expulsion. For Special Education students administrators will consult with the Director of Special Education regarding the appropriate process.

Resources

1. New Mexico Public Education Department, School and Family Support Bureau – online <http://www.ped.state.nm.us> or phone: 505-827-1804.
2. Anti-Bullying Policy rule 6.12.7 NMAC.
3. School District Wellness Policy rule 6.12.6.6 NMAC.
4. New Mexico Youth Risk and Resiliency Survey – online at <http://www.health.state.nm.us/pdf/YRRS2003FinalReport.pdf> or <http://hsc.unm.edu/chpdp/projects/pyrrs.htm>.
5. Center for the Study and Prevention of Violence, University of Colorado- online at <http://www.colorado.edu/cspv/safeschools/bullying/overview.html>
6. Northwest Regional Education Laboratory, How to choose an Anti-Bullying Program <http://www.nwrel.org/request/dec01/choosingcreating.htm>
7. National Youth Violence Prevention Resource Center, Government approved resources on prevention, intervention, & stats <http://www.safeyouth.org/scripts/topics/bullying.asp>
8. The *Steps to Respect* program is a schoolwide curriculum to develop healthy relationships and decrease bullying behavior. Committee for Children <http://www.cfchildren.org/strf/strindex/>
9. Coloroso, Barbara (2003). *The Bully, the Bullied, and the Bystander*, New York, NY: HarperCollins Publishers.
10. Student Reports of Bullying: Results from the 2001 School Crime Supplement to the 2001 National Crime Victimization Survey, USDE, <http://nces.ed.gov/pubs2005/2005310.pdf>

**STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us**

If Your Child is Bullied....

Bullying: when a person or group uses power – such as physical, verbal or social – to hurt or intimidate someone or a group who has less power.

Listen & be empathetic: Be an active listener and let your child lead the conversation. Occasionally, rephrase the information your child gives you and repeat the information back to your child in your own words.

Listen for the ‘5 W’s: Listen for the **who, what, when, where, and why** – but be aware, your child may be sensitive to being asked a lot of questions at one time. Plan on multiple conversations to get the information you need to help your child.

Make changes/Build skills: Based on the 5 W’s, discuss ideas on how to safely and effectively stop the bullying. Role-play different approaches and responses with your child so that he or she will be prepared to stop the bullying but not get into a physical or verbal fight. Also, brainstorm ways to increase friendships by developing physical and social skills that are appreciated by other children.

Discuss emotional expression: Being bullied can create feelings of anger, frustration, sadness, depression or vengeance. Teach your child how to relieve these feelings without being violent to themselves or others. Ideas may include talking with other adults and trusted friends, writing in a journal, creating art, doing physical activities and deep-breathing.

Work with the school: If the bullying is happening at school, speak to your child’s classroom teacher or advisor so they can help.

The “5 W’s”

- **Who** was involved? One person or a few? Someone they don’t know or people they hang with? Anyone else around?
- **What** type of bullying – physical, verbal, relational, cyber or a combination?
- **Where** does the bullying happen? Online? In the neighborhood? The Mall? School?
- **When** does it happen? At a certain time or is it random? Weekends? Before school? Or after?
- **Why** does your child think that the bullying happens?

Mountainair Public Schools
AHERA NOTIFICATION – AUGUST 2017

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This required schools to be inspected to identify any asbestos containing building materials. All Mountainair Public School buildings were inspected and suspected materials were sampled to be tested and rated according to conditions and potential hazard. Every three years, MPS is required to be re-inspected to determine if any known or suspected asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM.

The law further requires an asbestos management plan be developed to monitor any known or suspected ACBM. The plan has several ongoing requirements: This notification letter announcing the availability of the management plans for anyone to review upon request, training of the support staff about asbestos and how to deal with it, notifying short term workers such as sub-contractors of the locations of any known or suspected ACBM. The designated asbestos coordinator conducts a six-month inspection of areas of the buildings where known or suspected ACBM are located to assure they remain in good condition.

It is the intention of Mountainair Public Schools to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan upon request, and I will share more information about the district's efforts at the first Parent Advisory Council meeting in the fall. I can be reached at the phone number below.

PARENTS' RIGHT TO KNOW

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

Ms. Dawn Apodaca
Superintendent
847-2333

Mountainair Public Schools
District Title I Parent Involvement Policy
Title I Requirement, Section 1118, Parent Involvement

All schools receiving Title I funds must consult with parents of children participating in Title I programs on the design and implementation of those programs. Parents will be provided opportunities to participate in the program planning process and parental involvement activities throughout the year at the school and district level. The goal of Title I parental involvement opportunities are to build effective partnerships with the school community to support student academic achievement. To ensure that this goal is met, the Title I program is committed to working in partnership with families in the following ways:

The District Level:

1) Involve parents in the joint development of the district's written parental involvement policy and/or procedures and the process of school review and improvement:

- The district shall convene an annual meeting for parents of Title I students, teachers, Title I staff, principals of schools, and program administrators for the purpose of providing direction, support, and education for the general operation of the Title I Parent Involvement component and for the development of the district Title I Parent Involvement Plan.

2) Provide the coordination, technical assistance, and other support necessary to participating schools in planning and implementing effective parent involvement activities by:

- Providing full opportunities for the participation of parents who are economically disadvantaged, have limited English proficiency, parents with disabilities, or are parents of migratory children, including providing information and school reports in a language and form parents can understand.
- Assisting schools, parents and parental organizations by informing them of the existence of resources and training available within the community.
- Educating teachers, school personnel, and administrators on how to improve parent involvement and work with parents as equal partners.
- Ensuring school-parent compacts are being used to outline responsibilities of the school, staff, parents, and students in striving to raise student achievement and explain how an effective home-school partnership will be developed.
- Approving reasonable and necessary expenses associated with parent involvement activities, including transportation and childcare costs, to enable parents to participate in school related meetings and training sessions.

3) Build the schools' and parents' capacity for strong parental involvement by:

- Providing information to participating parents in such areas as understanding the state and local content standards, state and local academic assessments, monitoring individual student achievement, the requirements of Title I, and working with school staff to improve the achievement of students.
- Providing requested training such as literacy training and using technology, as appropriate, to help parents work with their children to improve their children's achievement.
- Providing resource materials such as the Home/School Connection and the Middle Years newsletter in order to provide information on a wide variety of topics including child development and reinforcing academic skills at home.
- Coordinating and integrating parental involvement strategies and activities with other district programs and grants such as Head Start, Comprehensive School Reform, and 21st Century.
- Assisting schools in identifying barriers to greater parental participation in order to maximize the opportunities for parents to participate in school related activities.
- Encouraging meetings at a variety of time, in order to maximize the opportunities for parents to participate in school related activities.
- Encouraging the formation of partnerships between schools, parents and the community.
- Adopting and implementing scientifically research-based programs for improving parent involvement as needed.

4) Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy and/or procedures:

- The district shall conduct an annual survey at each school site, with the involvement of parents, in the effectiveness of this policy. The goal is to improve the academic quality of the schools served under Title I. The evaluation will include identifying barriers to participation by parents in Title I activities. The findings of this evaluation will be used to make parent involvement more effective.

The School Level:

- 1) The school shall convene at least 2 annual parent meetings (monthly meetings are actually held), at flexible times, that parents will be encouraged to attend. These meetings will be used for...
- Involving parents in the joint development of the school's parent involvement policy and/or procedures and in the planning, review, and improvement of programs.
 - Informing parents of their school's participation and to provide an overview of parental rights.

- Providing information on curriculum, instruction, and assessments.
 - Providing activities to support student learning.
- 2) Each school shall jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. The compact shall be used for:
- Describing the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment.
 - Describing ways in which each parent will be responsible for supporting their children's learning.
 - Addressing the importance of communication between teachers and parents on an ongoing basis.

**Annual Notification to Parents Regarding
Confidentiality of Student Education
Records [34 C.F.R. 300.561 and 300.572]**

Dear Parent:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);

No Child Left Behind Act of 2001 (NCLB);

The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and

New Mexico Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include - but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of the District under the supervision of the building administrator and are available only to the teachers and staff members working with the student. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent [34 C.F.R. 99.7].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two (2) years after the date your child was last enrolled in this District.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children's records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. School personnel will make arrangements for access and notify you of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should

write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by you, the School will notify you of the decision

and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7(a)(5) and 99.7(b)]. You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the School to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Directory Information:

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

The student's name.

The student's address.

The student's telephone listing.

The student's date and place of birth.

The student's electronic mail address.

The student's photograph.

The student's grade level.

The student's major field of study.

The student's date of attendance.

The student's enrollment status (e.g., part-time or full-time).

The student's participation in officially recognized activities and sports.

The student's weight and height if a member of an athletic team.

The student's honors and awards received.

The student's most recently attended educational agency or institution.

If you wish to see MPS's entire Student Record policy regarding the provisions of the Family Educational Rights and Privacy Act (FERPA) [MPS School Board Policy] you may ask to view a copy at your school's front office. If you do not want any or all of the Directory Information shared, or would like to indicate an organization that may not receive directory information on your student, please ask the front office at your child's school to provide you with the necessary form to complete and sign.

TEXTBOOK POLICY

In accordance with the requirements of SB1019, Mountainair Public Schools will provide a set of textbooks for every class. These textbooks will conform to curriculum requirements and class sets will be sufficient in number to meet the needs of enrolled students.

Class sets of textbooks will be housed within the classrooms. Students will be allowed to take textbooks home only if the teachers check the books out to the students. Students will be responsible for bringing textbooks they have checked out back to class on a daily basis. If a student loses or damages a book, **the student will be fined the replacement cost of the textbook.**

Students and parents will be provided a copy of this policy at registration. Students and parents will sign that they have received and understand the policy.

August 11, 2018

PROVISION 2 LETTER TO HOUSEHOLDS

NATIONAL SCHOOL LUNCH PROGRAM/SCHOOL BREAKFAST PROGRAM

Dear Parent/Guardian:

We are pleased to inform you that children in **Mountainair Elementary School** will be offered meals free of charge, regardless of income, through the 2018-2019 school year unless otherwise notified.

All meals served must meet regulations established by the United States Department of Agriculture (USDA). *However, if a child has been determined by a doctor to be disabled and the disability would prevent the child from eating the regular school meal, this school will make any substitutions prescribed by the doctor.* If a substitution is needed, there will be no extra charge for the meal. **If you believe your child needs substitutions because of a disability or allergy, please get in touch with us for further information.**

CONFIDENTIALITY: School officials will use the information on your application only to decide if your child should get free or reduced price meals. We may inform officials connected with Title I and the National Assessment of Educational Progress whether your child is eligible for free or reduced price school meals. They will use this information for funding and/or evaluation purposes.

Sincerely,

Dr. Deborah Mitchell
Elementary School Principal

The New Mexico State of Education, New Mexico State Department of education and United States Department of Agriculture (USDA) do not discriminate with regard to race, color, national origin, sex, age or disability in their programs or hiring practices. If you believe you have been discriminated against, write immediately to the Director of the United States Department of Agriculture, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue SW, Washington, D.C. 20250-9410.

New Mexico Pre-Kindergarten

In order to be considered a 5 Star New Mexico pre-kindergarten, Mountainair Public Schools commits to...

Family Engagement Approach. Our plan describes/defines the programs' family engagement approach and value for soliciting, documenting, and engaging families as an effective way to support each child's full potential. This is evidenced through parents ...

1. Participation in PTA
2. Weekly classroom letters sent home
3. Daily/weekly face-to-face interactions with teacher and other staff
4. A cohesive approach to education
5. Pre-kindergarten participation in after-school activities
6. Home visits to each child within one week of school beginning thus enabling the teacher and parent to actively engage in meaningful conversations regarding the child
7. An additional three (3) parent-teacher conference schedule at school

Admissions and enrollment policy. Procedures for eligibility, recruitment, enrollment, and attendance to include the following:

- Methods by which families are informed of the availability of the preschool program including
 1. Child-find events held each Fall and Spring
 2. Letters to younger siblings of Mountainair students
 3. Community posts in our community of @900 citizens including local businesses such as the post office, grocery store, and laundromat
- Methods by which children are recruited- After potential students are identified families are given numerous opportunities to visit school.
- Methods by which program personnel work with the local school district's **Child Find** policies and procedures- Children who are already enrolled under the auspice of Ultimira of Torrance County are also offered the opportunity to attend New Mexico pre-kindergarten
- The application process- Families are given an application which, when completed, places their child on a list
- Selection criteria/Priorities for enrollment- Children who have been identified as having special needs are prioritized, and up to 20 students are allowed to enroll in New Mexico pre-kindergarten.
- How children are enrolled and disenrolled- Once the registration packet is completed students are accepted into the program. Ten consecutive days of absence immediately disenrolls a student thus allowing another child on the list to take his/her place.
- How children who do not have an existing individualized education program (IEP) are screened and referred to **Child Find**- As previously stated, children with special needs or no pre-kindergarten experience, are prioritized. Other students are welcomed after those who meet priority criteria are enrolled.

- A non-discrimination policy and process for reporting concerns- based on the ASQ3 Questionnaire, staff and caregivers/parents work together to discuss developmental milestones and questions.

Curriculum and practices. A description of the program's developmentally appropriate classroom practices and curriculum model, including implementation of the Authentic Observation, Documentation, Curriculum Planning Process (AODCP)- theory points to play based learning as best practice in pre-kindergarten learning.

Transportation. Procedures for transportation of children- Please note that children with disabilities must be provided transportation in the same way as children without disabilities. A child with a disability cannot be denied transportation. Denial of services is considered a denial of free appropriate public education (FAPE). Transportation for children with disabilities can be considered a related service and part of the child's IEP. The IEP can specify specialized equipment such as ramps, lifts, etc. - Children who attend the *Head Start* program in the morning, around 8:00 a.m., are picked up by the New Mexico pre-kindergarten teacher and escorted to their classroom. All students are eligible for transportation.

Screenings. Procedures for developmental and health screenings, including the methods by which results are shared with families, the time frame within which results are provided to families, and the means by which follow-up occurs; information regarding all preschool services provided (including special education preschool services)- such as physicals; dental, and optometric services are provided.

Referrals. Procedures for referring children with suspected developmental delays and/or disabilities to the district's **Child Find** services- these students are shared with the district **Child Find** Coordinator.

Transition plans. A detailed transition plan for supporting children moving in and out of the program and on to kindergarten. This is a general transition plan and does not replace the individual transition plan required for children who are transitioning from the IDEA Part C (Early Intervention/Family Infant Toddler (FIT) Programs) to IDEA Part B (Preschool Special Education Programs) - A large part of the transition process ensures that all pre-kindergarten students are included in kindergarten field trips, activities, music and library programs. Near the end of the pre-kindergarten experience, those students spent approximately three days in the actual kindergarten classroom.

Food service. Procedures for meals and snacks, including a statement that all food must be prepared by the district/school/program nutrition staff or food service contractor. Procedure must include how families inform school personnel and how school personnel are made knowledgeable about each child's special nutritional needs including allergies, medical conditions, and physician requests for dietary restrictions- Daily snack is provided for all students with awareness of all staff of and all food allergies.

6.7.3.7.1.

Technology Acceptable Use Policy for Elementary Students

PURPOSE

The purpose of this policy is to provide the procedures, rules, guidelines and code of conduct for the use of technology and the information network in the Mountainair Public School District. Use of such technology is a necessary element of the School District's educational mission, but is furnished to staff and students as a privilege, not a right. The School District seeks to protect legitimate users of technology by establishing limits on such use and sanctions for those who abuse the privilege. Eliminating computer abuse provides more computing resources for users with legitimate needs.

SUMMARY

Public technologies such as computer laboratories, desktop computers, servers, electronic mail, Internet access, and any other form of electronic communication are provided as a service by the District and to students at their respective schools. Use is a privilege, not a right. Students should be good citizens; they must refrain from activities that annoy others or disrupt the educational experiences of their peers. The student is ultimately responsible for his/her actions in accessing the above listed services. Failure to comply with the regulations below and in the Board Policy Manual may/will result in loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the New Mexico Revised Statutes or Federal Law.

OWNERSHIP

All hardware, software, voice-mail, electronic mail, and any other stored documents or data on a retrievable medium including, but not limited to, floppy disks, hard-drives, CD-ROMs, zip drives, etc. that are resident on district equipment, are, and shall remain, the property of District. This excludes homework assignments, book reports, and material of a similar nature that the student needs to complete his/her work.

COMPUTER USE

Inappropriate use of any computer or computer workstation can be a severe offense. Please note that it is a violation of District policy to:

1. Copy software;
2. Use licensed software in a way in which it was not intended;
3. Change, copy, or delete the files or programs of another student or staff member;

4. Use a computer to annoy others, including, but not limited to, sending offensive messages that may offend your fellow students or intentionally cause a computer system or network to crash or “not work”;
5. Create, disseminate, or run a self-replication program (virus, worm, or any other program that inhibits operation of a computer or network, whether destructive or not), distribute large quantities of information that overwhelm the network including, but not limited to, chain letters, network games, mass copying of files for no specific reason, etc.;
6. Bring software from home;
7. Access a computer at your school without having a log-in name (similar to your name) and password assigned by your teacher. Any other attempts at accessing the computers are considered “hacking” and/or “trespassing” and are inappropriate; and
8. Change computer settings or unplug/move cables; this may hurt the computer. If this occurs, your parents may be held FINANCIALLY responsible for all repairs and/or replacements.

INTERNET USE

The Internet is a network connecting millions of computers and individual children and adults worldwide. The use of your account must be in support of your homework or what your teacher asks you to do.

1. Internet Access. Internet access may be provided to students for research activities relating to their classes. Students may also have access to:
 - A. Electronic mail communication with people all over the world;
 - B. Information and news from hundreds of places;
 - C. Chat rooms;
 - D. Library card catalogs on-line;
 - E. World Wide Web; and
 - F. Electronic bulletin boards.
2. Internet Manners. You are expected to use good manners when using the Internet:

- A. Be polite. Don't call each other names.
 - B. Use good language. Do not swear, use profanity, or do anything on the Internet you shouldn't be doing.
 - C. Do not give your personal address or phone number to anyone on the Internet unless your parents give their OK.
 - D. Other people can read your email. Be careful of what you say.
 - E. Be nice to the other students in your class while they are using their computers and the Internet.
3. Inappropriate use of an account. The use of the Internet is a privilege, not a right. Using the Internet in the wrong way may cause you not to be able to use the Internet anymore. The following are examples of incorrect use:
- A. Use or attempt to use another person's log-in and/or password;
 - B. Copying, transferring, or duplicating software owned by or registered to District;
 - C. Transmission of, or downloading any material in violation of any national, state, or District regulation is prohibited. This includes, but is not limited to, copyrighted documents, or threatening or obscene/pornographic material;
 - D. Using the network for personal gain; and
 - E. Communication whose sole intent is not for the purpose of homework or completing assignments by your teacher.

CONSEQUENCES FOR INAPPROPRIATE USE

The system administrators will deem what is inappropriate use and may close an account at any time. The administration, faculty, or staff of District may request the system administrator to deny, revoke, or suspend specific user accounts. If, in the opinion of the teacher or system administrator, a student has failed to comply with this policy, the student may:

- 1. Be removed from the system for a specific period of time or permanently, depending on the nature of the offense;
- 2. Be assigned in-school suspension;
- 3. Be assigned out-of-school suspension;

4. Be removed from class for the remainder of the semester or school year;
5. Lose their Internet account;
6. Be permanently restricted from taking any classes where the computer is a significant part of the curriculum;
7. Be required to pay for damages with regard to technician time, computer resources, or other fees; or
8. Be criminally charged under local, state, or federal laws.

Student disciplinary action may be appealed by the student/parent in accordance with district policies and procedures.

MOUNTAINAIR MUNICIPAL SCHOOL DISTRICT
Technology Acceptable Use Contract for Elementary Students

I understand and will abide by the above Technology Acceptable Use Policy for Elementary Students. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

Student's Full Name _____ Date _____
(Please Print)

Student's Signature _____

As the parent or guardian of this student, I have read and understand the Technology Acceptable Use Policy for Elementary Students. I have reviewed and discussed this policy with my child. I understand that this access is designed for educational purposes. I also recognize it is impossible for the Mountainair Public Schools to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision, if and when my student's use is not in a school setting. I hereby give permission to issue an account for my student, or to otherwise allow him/her access to District computing equipment and the Internet.

Parent's Full Name _____ Date _____

Parent's Signature _____

Verification of Reading Handbook

I _____ and my child(ren)

_____ have read the entire Mountainair Elementary School Handbook and agree to abide by the outlined rules and regulations.

Signed this _____ day of _____, 2018.

Parent or Guardian Signature

Student Signature