

*JEMEZ VALLEY  
ELEMENTARY SCHOOL*



Student and Parent  
Handbook

**2011/2012**

# Jemez Valley Elementary School STUDENT/PARENT HANDBOOK

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**Jemez Valley Elementary School's Mission**

**Our Vision: "A Positive Learning Environment with Strong Academics creating Excitement throughout the Community!"**

**Our Mission: "JVES: Working together as a Community to ensure everyone learns."**

**2011/12 GOALS**

- 1. The number of proficient students in reading will increase to the Annual Measurable Objective of 81% on the 2011-2012 NMSBA.**
- 2. The number of proficient students in Math will increase to the Annual Measurable Objective of 79% on the 2011-2012NMSBA.**
- 3. All students will receive instruction from highly qualified teachers for the grade level and subject being taught.**
- 4. All English Language Learners will be come proficient in English and shall participate in the statewide testing program.**
- 5. All students will be educated in health promoting learning environments that are safe, drug-free and engaging for students.**
- 6. All schools and LEA's will increase effective Parent and Family Involvement.**

**IMPORTANT TELEPHONE NUMBERS**

District Office	575-834-7391
Elementary School Office	575-834-7392
Principal's Desk	575-834-3313

**ADMINISTRATIVE STAFF**

Principal.....	Dr. Susan Wilkinson Davis
Counselor.....	TBA
Secretary.....	Diana Lucero

**SCHOOL COLORS: Hunter Green and Gold**

**SCHOOL MASCOT: Warriors**

## **001 PARENT INFORMATION**

### **001.1 Message to Parents**

This handbook contains valuable information for you and your child (ren). Please familiarize yourself with its contents. This handbook is written to list and explain procedures, rules and regulations for the operation of the school. The handbook is designed and developed to be used as a reference guide and to help students, parents/guardians and staff to become better acquainted with the school. The handbook does not, nor was it intended to cover all situations that may occur during the course of the school year. If any part of this handbook is found to be contrary to law or JVPS Board Policy, the governing law and policy shall override that portion of the handbook. Situations that are not covered by this handbook will be handled at the discretion of the administration and Board Policy.

Parents/guardians and students will be consulted in these determinations.

When problems arise, the proper procedure, in an elementary school setting, is to be sure your son/daughter has first had the opportunity to address the issue him/herself. This is an important part of the educational process. If the parent/guardian believes it is appropriate to get personally involved to clarify an issue, or solve a problem, first contact the teacher. If that communication does not resolve the situation you may contact the principal.

We hope this handbook will be helpful to clarify processes and procedures at Jemez Valley Elementary School.

Dr. Susan Wilkinson Davis, Principal

### **001.2 Parent/Staff Communication**

The JVPS Board of Education recognizes the need for District staff to involve parents in open dialogue concerning their child's educational experiences.

As per Board Policy, the following minimum guidelines are to be observed:

- A. All visitors are expected to report first to the building office upon arriving at a campus/site, sign in, and obtain a visitor's pass.
- B. Conferences are expected to occur during non-instructional time scheduled with mutual agreement.
- C. Parents and staff should not involve children in awkward, embarrassing, or confrontational situations.
- D. When any party feels uncomfortable, either has the right to exit the meeting and schedule a follow-up meeting (example: use of profanity, intimidation, etc.).

E. Jemez Valley Elementary School and/or District personnel will retain the right to contact the appropriate authorities either to remove people in extreme cases, or utilize court-restraining orders as necessary.

### **001.3 General Student Information Non-Discrimination**

The Board and District personnel will make every effort to provide equal opportunities for students to participate in school-sponsored activities and programs.

No discrimination because of race, ethnicity, gender, disability, age, marital status, nationality, or religious affiliation may be practiced in providing educational activities. Gender will not be used as a determinant for participation in a program except when gender is a valid qualification.

Applicable state and federal statutes are to be followed in providing equal educational opportunity. Inquiries concerning the application of Title VI and Title VII of the Civil Rights Act, Section 504 of PL 92-112, may be referred to the Superintendent, or his/her designee.

### **001.31 Rehabilitation Act, Section 504**

JVPS affirms that no qualified person shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program, or activity conducted by JVPS. In order to assure compliance with Section 504 of the Rehabilitation Act, JVPS has established referral procedures; parent rights information; and grievance procedures. A request for a Section 504 due process hearing should be made within thirty-five (35) days of notice of right to file.

The request shall be made to:

**Dr. Susan Wilkinson Davis**  
**8501 Hwy 4**  
**Jemez Pueblo 87024**  
**1-575-834-7391**

### **001.4 Family Education Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students"), certain rights with respect to the student's educational records. Parents/guardians, or eligible students have the right to:

- A. Inspect and review the student's education records within 45 days of the day JVPS receives a request for access. The parent or eligible student should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

- B. Request the amendment of the student's education records that the parent or eligible student believes is inaccurate, or misleading. The parent or eligible student may ask JVPS to amend a record that they believe is inaccurate, or misleading. The parent or eligible student should write the school principal, clearly identifying the part of the record they want changed and specify why it is inaccurate, or misleading. If JVPS decides not to amend the record as requested by the parent, or eligible student, JVPS will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their request of amendment. Additional information regarding the hearing procedures will be provided to the parent, or eligible student when notified of the right to a hearing.
- C. 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 JVPS school officials with legitimate educational interests. A school official is a person employed by JVPS 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 JVPS has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent, or student serving on a special committee, such as a disciplinary, or grievance committee, or assisting another JVPS school official in performing his, or her tasks. 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.

JVPS classifies the following as Directory Information: Student's name, parent's name, address, telephone listing, electronic mail address, date, and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, student's photograph and the most recent previous school attended by the student. School officials may release this information to any person without the consent of the parents, or the student. Any parent or eligible student who objects to the release of any, or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by September 15. The objection must state what information the parent, or student does not want to be classified as directory information. If no objection is received by September 15, information designated above will be classified as Directory Information until the beginning of the next school year. Copies of the complete FERPA Policy adopted by JVPS

may be obtained from the Superintendent's office, the principal's office of each school within JVPS..

- D. File a complaint with the U.S. Department of Education concerning alleged failures by JVPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 2202-4605

## **002 REPORT CARDS, CREDITS AND GRADUATION INFORMATION**

### **002.1 REPORT CARDS, PROGRESS REPORTS, and PARENT/TEACHER CONFERENCE SCHEDULES**

Progress Reports will be distributed every week after the first week with a full report one week followed with a D and F report the next.

Report Cards will be distributed during the week of:

1<sup>ST</sup> (Oct. 17<sup>th</sup> - 21)    2<sup>ND</sup> (Jan. 16<sup>th</sup> -20<sup>th</sup>)    3<sup>RD</sup> (Mar. 19<sup>th</sup>-23<sup>rd</sup>)    4<sup>TH</sup> (May 28<sup>th</sup> - June<sup>1st</sup>)

Open House will be on:  
Aug. 24<sup>th</sup>

Parent/Teacher Conferences will be held:  
1<sup>ST</sup> Oct. 20 -21        2<sup>nd</sup> March 22 -23

### **002.2 Jemez Valley Elementary School's Grading Scale:**

- A** - 100-90%
- B** - 89-80%
- C** - 79-70%
- D** - 69-59.5%
- F** - Below 59

## 002.22 Grading Criteria

The grading system is as follows:

- A** Outstanding in thoroughness, accuracy, and performance;
- B** Above average in performance;
- C** Average in performance;
- D** Below average in performance, but acceptable for graduation credit;
- F** Failing work, not acceptable for graduation credit;
- I** Incomplete work: an "I" grade must be removed within a semester by the classroom teacher;
- NC** No credit: excessive absences;
- + Minus (-) and plus (+) may be given with A's, B's, C's, and D's;
- W** Withdrawal from class with passing grade; no credit will be granted
- WF** Withdrawal with failing grade.

As well, in the primary grades (K-2) a "standards based" report card is used which informs parents at what level of proficiency their child is performing. The standards based system has the following performance indicators:

- Adv      Advanced
- Prof     Proficient
- NP      Nearing Proficiency
- BS      Beginning Step

## 002.23 Grade Point Average

For purposes of computing a student's grade-point average (GPA), the following point system is used: A=4.0, B=3.0, C=2.0, D=1.0, F=0.

## 002.3 Admission From Home Schooling/Non - Accredited Programs

Students from non-accredited schools including those educated at home will be assigned to a grade level by administration.

## 003 HEALTH SERVICES

Nursing staff is available Monday thru Friday to see students. If students feel ill, they should report to the Principal's office.

### 003.1 Immunization Requirements

Only students who provide proof of immunization may lawfully enroll in New Mexico Public Schools. All students new to JVPS must provide proof of immunization at the time of enrollment. Proof of the following immunizations and boosters are required:

DPT (diphtheria, tetanus, pertussis)

Polio

Measles - (10 day and 3 day)

Additional NM State immunization requirement is available from the school nurse.

### **003.2 Medical, or Religious Immunization Exemption**

Students must bring verification of exemption at the time of registration. This exemption must be renewed each year, prior to enrollment.

### **003.3 Medications**

Jemez Valley Elementary School has neither the responsibility nor authority to dispense over the counter medication without permission from the parent. The following policies will be adhered to for students requiring medication:

- A. Prescription medications must have a signed order from the doctor and be kept in a locked area of nurse's office.
- B. All medications must be dispensed under the supervision of the nurse, principal, or the principal designee.

### **003.4 School-Based Health Center**

The Jemez Valley public Schools-Based Health Center will provide the following services:

- The School-Based Health Center (SBHC) shall provide primary health care and behavioral health care services to all students who have a completed consent form on file in the SBHC office. Consent forms must be filled out and signed by parents for each school year. **All services provided at the SBHC are free of charge.**
- Any student that requires further evaluation will be given a referral to outside services. When appropriate and according to confidentiality and parental notification policy, the parent or guardian will be contacted and informed of the referral.
- The SBHC, in its mission to improve the health of our students, shall provide the following treatments and services:
  1. Sports Physicals
  2. Nutrition and exercise education
  3. Immunizations
  4. Education of chronic disease treatment, such as diabetes and asthma
  5. Youth suicide prevention
  6. Confidential services
  7. Any other services required to meet the needs of our students and staff

The new portable building for the School-Based Health Center is located on the road to the Warrior gym and is open to all High School and Elementary School students, children of students, school staff and dependents of school staff.

## **004.00 GENERAL INFORMATION**

### **004.1 Telephones**

Jemez Valley Elementary School's administration offices, guidance offices, library, classroom telephones are to be used for school business only. Students will not be called from class for personal telephone calls. Emergency telephone calls will be screened and the student will be notified as necessary. Parents may leave emergency and other necessary messages at the office.

### **004.2 Pest Control**

Periodic pest management will be performed during the school year for control of insects, such as cockroaches, ants, spiders, and other pests. If you want to know when such treatments are performed, please contact the school.

### **004.3 Lost, Stolen, or Damaged Textbooks**

The cost of replacing lost, stolen, or damaged textbooks continues to rise each year. Neither Jemez Valley Elementary School nor JVPS can afford to fund the replacement of textbooks. Fees will be levied for missing, or damaged books. Students should make every effort to protect their books. The use of book covers is advised.

### **004.6 Pledge of Allegiance and Salute to Flag of New Mexico**

The Pledge of Allegiance and Salute to the Flag of New Mexico shall be recited daily by the students in each public school at the beginning of the school day. All students will rise and remain standing during the recitation. Students not observing this daily routine will be sent to the office.

### **004.7 Deliveries**

When a delivery is accepted at the office, the student will be notified at a time that will not disturb, or interrupt class time.

- A. Flowers, balloons, gifts, etc. are to be left at the front desk and may be picked up at the end of the school day.
- B. Money must be left in a sealed envelope with the students name on the envelope. The envelope must be given to an adult staff member, not a student aide.

### **004.9 Advertising**

Jemez Valley Elementary School will not be an advertising agent for outside groups. Carrying signs at school, and/or school activities, and using the public address system

for purposes of advertising functions not connected with school programs will not be permitted. Bulletin boards are to be used for items of student interest; however, all signs and announcements must be cleared and approved by the Principal, or Principal's designee(s). Jemez Valley Elementary School will advertise for non-profit, educational organizations.

#### **004.10 Petitions/Publications**

All petitions must be cleared and approved by Principal, or Principal's designee(s).

##### **004.10.2 Policy Statement for Publication**

- A. The community image of Jemez Valley Elementary School is built upon the content of those publications which we sponsor and distribute. Similarly, the quality of publications is a direct reflection of the academic standard which this school system maintains. Two considerations, our community image and academic standard, should govern all of our dealings with school publications.
1. Our school publications enhance communicative skills and mature constructive thinking. Therefore, a decision to publish, or not to publish is an educational one, not an editorial one.
  2. News and information about student activities and school programs are encouraged.
  3. Defamation, ridicule, falsehoods, character assassinations, and other derogatory comments, obscenity, profanity or vulgarity have no place in the academic world.
  4. Advertisements involving smoking, use of alcohol, or obscenity have no place in a school publication.
  5. Advertisements advocating either side of a controversial issue will be avoided.
  6. Literary and journalistic excellence should be a primary goal of publication staff members. Therefore, publications of statements of opinion are governed by that goal. Literary satire, good taste caricature, and mature constructive criticism have always held their places in English literature, but expression which reflects journalistic and editorial irresponsibility has no place in an academic publication.
- B. Before the publication is distributed in the school, or on the school grounds, or before any school-sponsored publication is printed, a copy of the publication shall be submitted to the school principal, or designee for review and approval. The principal, or designee shall approve the printing, or distribution of the publication unless it is believed that the distribution thereof would:
1. Materially and substantially interfere with the maintenance of appropriate discipline in the operation of the school.
  2. Materially disrupt classes, or class work.

3. Involve substantial disorder, chaos, violence, or an invasion of the rights of students.
- C. The Principal or designee shall notify the individual submitting a proposed publication of the decision in writing and not later than five days after the principal has received the proposed publication. Any person aggrieved by the decision of the principal may appeal that decision to the hearing authority. A hearing on the matter will be scheduled as soon as it is practical. The hearing will be governed by the same procedural rules as disciplinary actions.

## **005 INTERNET AND COMPUTER USE**

### **005.1 The Jemez Valley Elementary School Student Contract for Internet Use**

We are pleased to offer **Jemez Valley Elementary School** students access to JVPS computer network for the Internet. To gain computer and Internet access, all students must obtain parent/guardian permission. A copy of the Technology (Internet) Agreement Form, appendix C, is for your information and review. Signing the form indicates that the student agrees to abide by the conditions stated in the *Jemez Valley Public Schools Acceptable Use Policy for Technological Resources* (School Board Policy #256.1).

Access to the Internet enables students to explore thousands of libraries and databases. Be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources, and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards that are followed when using media and information sources. To that end **Jemez Valley Elementary School** supports and respects each family's right to decide whether, or not to apply for access to the Internet.

### **005.2 Internet Rules**

The Internet is filtered and is provided for users to conduct academic research. Users are responsible for appropriate behavior while using the Internet. Communications on the Internet are often public in nature; therefore, general school rules for behavior and communications apply.

Access and use of the Internet is a Privilege - NOT a right and requires responsibility and consideration.

Beyond the clarification of such standards, JVPS is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the Internet. **Jemez Valley Elementary School** and JVPS will not be liable for the actions of student users connecting to the Internet. All users shall assume full liability, legal, financial, or otherwise, for their actions. In addition, JVPS accepts no responsibility for any information, or materials that are transferred through the Internet.

Internet storage areas will be treated like school lockers. Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers will be private.

Freedom of speech and access to information will be honored within reason. Teachers will guide students toward appropriate materials.

As outlined in JVPS Board Policy and in **Jemez Valley Elementary School** Student/Parent Handbook, the following are NOT PERMITTED:

- A. Individual e-mail, or other Internet communication without principal's approval;
- B. Sending, or displaying offensive messages, or pictures;
- C. Harassing, or insulting others;
- D. Using others' passwords;
- E. Trespassing in others' folders, work, or files;
- F. Hacking;
- G. Intentionally wasting limited resources;
- H. Downloading to disk, or hard drive, or printing without teacher permission;
- I. Employing the network for commercial purposes.
- J. Sexting
- K. Cyberbullying

Violations may result in the following consequences:

- A. Loss of network access;
- B. Additional disciplinary action will be administered according to the existing Internet Use Agreement, JVPS Board Policy and the **Jemez Valley Elementary School** Student/Parent Handbook procedures regarding inappropriate material, language, or behavior;
- C. When applicable, law enforcement agencies will be involved.

Scheduled classes have priority use of the library and computer labs. Students need an Internet pass when using the Internet independently in the library, lab, or classroom. Students and staff wishing to use a computer, in an individual classroom, need to check/sign in with the classroom teacher and observe the classroom/computer posted rules and regulations.

Notice: Printing supplies and paper are limited.

- A. Print only the necessary information.
- B. Copy and paste needed text into programs such as Notepad, or a word processing program.
- C. View and edit the text.
- D. Use the Word Processing tools:
  - 1. Spell Check.
  - 2. Grammar Check.
  - 3. Print Preview.
  - 4. Print only essential information.

## **006 Counseling Department**

- A. The counselor will schedule student appointments. A request will be sent to the students' classroom teacher, specifying date and time. Students who have a scheduled appointment will be excused by the classroom teacher to report to the counselor's office.
- B. To make an appointment with the counselor, contact her before school, after school, or during lunch hours. **DO NOT WAIT** in the counseling office during class time hours unless you have a scheduled appointment and/or the counselor has asked you to wait.
- C. Counseling services provided include:
  - 1. Class scheduling and course offerings;
  - 2. Interpretations of test scores;
  - 3. Supervision of students taking certain standardized tests;
  - 4. Counseling students with personal problems;
  - 5. Facilitating and enhancing parent involvement in the educational process.

### **006.1 Permanent Withdrawal Procedure**

- A. Bring parent, or guardian to approve the withdrawal from school and receive a checkout form.
- B. Clear with the library, cafeteria, attendance, activities, nurse, principal, registrar and teachers in order to ensure that all school equipment has been returned and all fees have been paid.
- C. Report to the counseling office at the completion of checkout with the completed form; the counseling office will keep the original and return the duplicate to you.
- D. At time of completion of the above procedures, cumulative folders will be sent at parents' request.

## 006.5 Student Assistance Team (SAT)

The Student Assistance Team (SAT) is a school-based group of people whose purpose is to provide additional Tier II support to students who are experiencing difficulties that are preventing them from benefiting from general education, because they are either performing below or above expectations. By "catching" these students in the child study phase, the SAT may not only help the student be able to remain and succeed in the general education program, but also reduce unnecessary referrals to special education. The SAT's mission is to approach and arrive at appropriate solutions to problems in the school environment through a cooperative effort. Although the team may make referrals to special education and other special programs, **the SAT is not part of the special education process, but rather a general education responsibility.**

The SAT addresses problems found through general screening or those brought up as concerns by parents, teachers, or other staff. The SAT designs interventions for those students who show need for individual consideration. Further, the SAT suggests interventions and focuses on student strengths that may alleviate or resolve the situation prior to referral to Tier III. In many cases, the SAT is able to assist students who need interventions in order to succeed, but who are not necessarily disabled and, therefore do not qualify for special education or a Section 504 Plan. **Simply put, the SAT is a "support group" for the regular education teachers and students who need it.**

(Excerpt from the New Mexico Student Assistance Team Manual)  
School Counselor TBA is the Elementary School SAT coordinator.

## 007 LIBRARY MEDIA CENTER

### 007.1 General Library Information .

### 007.2 Library Use

The District Library Media Services Director manages the library. It is open to children, staff and parents, five days a week.

#### Library Policies

##### Book Check Out:

- Students of Jemez Valley Schools are encouraged to check out up to two books.
- This limit is impacted by the following:
  1. The librarian usually set a lower limit as the students come to the library every week.

## 2. Unpaid lost/damaged books or overdue books

### **Book Check In:**

- It is the student's responsibility to give the books to the librarian or put them in the check-in area. Books that are left on tables, floor or other areas may be re-shelved without being checked in, resulting in a lost book. It is the student's responsibility to come in during lunch or recess to look for lost books that they left somewhere in the library.
- All books are checked out/in through an automated system, which is backed up daily. Each book is also checked on-screen to see if the book registered correctly.

### **Policy on lost/damaged books**

- Students and their parents are responsible for all damaged and lost books.
- Students can always ask to check and find out what books they have out. Students and parents can pay for the book by getting the price of the book and sending a check payable to Jemez Valley Public Schools.
- If a lost book is ever located either by the student or the library, a check will be issued to the student from the school if the time period is less than twelve months.
- **Students that do not return overdue books or pay for lost or damaged books will not be able to participate in extra-curricular school events, such as field trips, dances, graduation, and others as designated by the principal.** If the payment represents a hardship, the parent can speak to the librarian or the principal.

### **Prices for lost/damaged books and bar codes**

- The price is generally the original price the library paid for the book. For example the library may have paid \$7.75 for a book five years ago. The current price is \$15.95, but the book is five years old and has been used. The library will have to buy a replacement book that will cost \$15.95 plus shipping. So when books are lost it is not a winning situation for anyone.
- Bar codes that are defaced or removed are three dollars for each bar code. The bar codes were in place when the book was checked out or it would not have been checked out.

### **Reference materials**

The library aims to keep current and updated reference materials available for use in the library. To reach that aim REFERENCE materials are **not** checked

out. Replacing a missing volume of an encyclopedia is very expensive. The library also offers a huge selection of books that are not marked reference. These books are available for checkout in the Dewey (numbered) section of the library. In addition, older encyclopedia sets are available for classroom or student use.

### **Computer use in the library**

- Students are welcome to use the computers in the library if a class is not scheduled for library time and plans to use the computers.
- The library computers may be used for school related assignments and projects including: on-line searches, CD reference materials supplied by the school, word-processing, presentations, and library book searches.
- The librarian is available to help you refine your search and help you find other resources as needed.
- All computer use follows the district Internet use policy as defined in the school handbook.
- Students may not use e-mail, or send out personal information about themselves from school computers.
- Game playing on school computers is allowed at the discretion of the librarian.
- Students must use their own sign on or class sign in to use a computer.
- Students are not allowed to use other student or faculty passwords.
- The librarian reserves the right to ask a student to leave if that student is abusing a computer or using it for purposes other than school related use.

### **Printing**

- The library allows students to print articles and work they have completed without charge, providing the articles are reasonable in length (2-3 pages)
- All articles should be copied and pasted into WORD to avoid wasting pages or Internet add-ons. The source of the article should also be copied (URL, article and date accessed).

### **Lunch/Food in the library**

Groups are encouraged to make educational presentations and have school related meetings in the library. Group meetings may have food with the following restrictions:

1. No milk or red liquids
2. Food trash must be bagged and removed
3. Everyone using the library is responsible for cleaning up afterward: tables washed and floor clean.
4. Absolutely no food or drink at a computer station.

## **008 STUDENT ACTIVITIES**

Jemez Valley Elementary School encourages students to fully participate in all extracurricular activities that are offered. We enjoy incredible support from our PTA who has sponsored interscholastic basketball in past years. As well, teachers sponsor after school tutoring and events including Science Night, the Arts and Academics Fair and of course, the Back to School Bash.

### **008.4 Academic Awards**

Jemez Valley Elementary School makes efforts to recognize excellence in academics.

### **008.6 Conflicts In School Activities**

Students who participate in a variety of school-sponsored activities will occasionally have conflicts: two events will be scheduled at the same time in separate programs. Schedules are established and potential conflicts are known well in advance. When those situations arise, it is crucial that the student notify the coach/sponsors to make a decision, without inappropriate pressure, or penalty from involved staff.

In the event of scheduling conflicts among school activities, the sponsors of the activities involved will resolve the problem by consultation with the parents of students.

The following priorities shall be observed in the event of scheduling conflicts:

- A. National level competition.
- B. State level competition.
- C. District/regional level competition.
- D. Academic events.
- E. Non-district competition.
- F. Field trips.
- G. Practices.

In the event activity sponsors cannot reach an equitable conclusion, a parent-administration decision will be final and binding.

## **009 STUDENT RIGHTS AND RESPONSIBILITIES**

Students have the rights of citizenship as delineated in the Constitution and its amendments; these rights may not be abridged, obstructed, or in other ways altered except in accordance with due process of law. Young people have the right to receive a free public education; the deprivation of that right may occur only for just cause and in accordance with due process of law. The school is a community and the rules and

regulations of a school are the laws of that community. All those enjoying the rights of citizenship must respect the laws of the community.

A. Right To an Education Free of Disruptive Conduct:

Students have a right to an education. This right may not be infringed upon without just cause and without due process. This right may also not be infringed upon by the disruptive, unlawful, or unacceptable conduct of other students or members of the community. Students have the responsibility to pursue their right to education in a manner that does not prohibit educators from carrying out their responsibilities to the students and the school. An additional responsibility in exercising the right to an education is adhering to and upholding the school's regulations.

B. Right to the Freedom of Speech:

Students have the right to hold and express opinions on issues of concern in the community, state, and nation without fear of unjust reprisal. As part of the educational process, teachers or other students may require that expressed opinions be supported with facts or data. Students have the responsibility to refrain from making personal attacks, using obscenity, making slanderous statements, and infringing on the rights of others in any way.

C. Right to the Freedom to Publish:

Students have the right to publish in accordance with the policy on student publications printed in the Jemez Valley Elementary School Student/Parent Handbook. Responsible journalism is of paramount importance in our nation and has been as great a concern to those engaged in journalism as freedom of the press has been. Good responsible journalism is the hallmark of all Jemez Valley Elementary School publications.

D. Right to Assemble:

Students have the right to assemble socially or to work for a positive common goal during authorized times as part of the educational process. There is an appropriate time and place for the responsible expression of opinions and beliefs. Those activities which may disrupt the educational process, infringe on the rights and property of others, present a danger, or cause an unfavorable image towards Jemez Valley Elementary School are inappropriate.

E. Right to Dignity as an Individual:

Students have the right to dignity as individuals. The dignity of any individual is often a fragile thing and can be infringed upon in many ways. It should not be reduced, or destroyed by any member of the school, or the community without cause. The loss of the right to dignity should only come about as the result of an individual's own acts, which may be outside the bounds of good taste or appropriate behavior. Students have the responsibility to treat each person as an individual and to treat each individual with dignity.

F. Right to A Pleasing Environment:

Students have the right to a pleasing environment which is conducive to a safe, pleasant educational experience. Students have the responsibility for maintaining a clean wholesome environment not only on the campus and in the classrooms, but also in the surrounding community.

G. Right to Freedom from Unreasonable Search and Seizure:

Students have the right to freedom from unreasonable search and seizure. A cause for search of a student's possessions or person by school officials at school need not be as strong as the cause for search of individuals by law officers. Possessions or persons are not searched without a reasonable suspicion that illegal or dangerous items are being concealed. Lockers remain the property of the school even though they are assigned to students for their convenience to keep legal personal possessions. Lockers may be opened by school officials in a general locker check. Students should refrain from bringing items of a questionable nature to school.

H. Right To Safety from Criminal Acts:

Students have the right to attend classes without fear, which arises from criminal acts, or the threat of criminal acts. Staff and students have the responsibility to see that our campus remains free from criminal acts and the threat represented by the criminal nature. Criminal Acts Identified:

1. Arson - intentional setting of fires.
2. Assault - physical threats or violence to person.
3. Burglary - stealing of school/personal property.
4. Criminal Libel.
5. Criminal Damage to Property.
6. Disturbing Lawful and Unlawful Assembly.
7. Explosives (illegally used) - explosives are not permitted on school property or at school-sponsored events.
8. Extortion, Blackmail, or Coercion - obtaining money or property by violence, or threat of violence or forcing someone to do something against his will by force or threat of force.
9. Firearms (illegally used) - firearms are prohibited on school property, or at school-sponsored events. (See policy on weapons).
10. Larceny - theft.
11. Robbery - stealing from an individual by force or threat of force.
12. Malicious Mischief - the destruction of property with the knowledge that the person is committing a wrongful act.
13. Sell, use, possession of alcoholic beverages, or illegal drugs (see policy on drinking and narcotics).

14. Trespass - being present in an unauthorized place or refusing to leave when ordered to do so. (See policy on trespass).
15. Unlawful Intimidation of school authorities - interfering with administrators or teachers by intimidation with threat of force or violence.

I. False Statements:

Any person found guilty of making a false statement under oath, or affirmation, material to the issue, or matter involved in the course of any official school hearing, or proceeding, knowing such statement to be untrue, may be subject to disciplinary action, possibly resulting in probation, expulsion, or suspension. The person may also be subject to investigation for violation of criminal codes.

J. Right to Procedural Due Process of Law:

Students have the right to the protection of procedural due process of law. Students are not subjected to indiscriminate disciplinary laws which are arbitrary and capricious in nature. Students are given the opportunity to describe the events leading up to the possible disciplinary action from their point of view. In extreme cases where it is deemed necessary to bring the student to a hearing for possible long term suspension or expulsion, JVPS Board Policy will be used.

1. The following policy and procedure govern recommendations for suspension of a student for the remainder of a semester and for student expulsion. The position of District hearing officer is established by the Board to implement these procedures.
2. The principal notifies the hearing officer, in writing, of the charges against the individual and the recommended sanctions of suspension or expulsion.
3. The hearing officer schedules a hearing within five school days after notification of charges.
4. Written notification of charges against a student is supplied to the student and his parent or guardian by the hearing officer. This notice states the student's right to a fair hearing, specific charges lodged and the recommended sanctions. Copies of the notice are sent to the principal and to the Superintendent of schools.
5. Parent or guardian is requested to be present at the hearing.
6. The student or parent/guardian may be represented by legal counsel.
7. The student is given an opportunity to give his/her version of the facts and their implications.
8. The student is allowed to be present when evidence is offered against him/her. In addition, he/she is allowed to question any witness.

9. The hearing is conducted by the hearing officer, who makes the determination solely upon the evidence presented at the hearing.
  10. The student's past record is not consulted until there has been a determination of guilt for the misconduct or offense charged. Once the determination of guilt has been made, such records may be used in determining an appropriate penalty.
  11. A taped record is made of the hearing.
  12. The hearing officer, within a reasonable time after the hearing will report:
    - i. The findings as to whether or not the student charged, is found to be guilty of the conduct as charged.
    - ii. The decision, as to disciplinary action.
    - iii. Inform the student and the parent/ guardian of their right to appeal the decision through the Superintendent to the Board.
  13. The findings and decision of the hearing officer are reduced to writing and sent to the student, his parents,/guardian and the school principal. Findings and decision are sent through the Superintendent to the Board for ratification without further hearing unless there is an appeal.
- K. The student and his parent/guardian have five (5) school days after the decision rendered by the hearing officer to appeal the decision through the Superintendent to the Board.
1. The appeal shall be submitted in writing.
  2. If an appeal is not taken, the sanction decided upon shall take effect at the end of the five-day period.
  3. If an appeal is requested, the imposition of the sanction shall be delayed until such an appeal is decided upon by the Board.
  4. The Board shall hear the case *de novo* within the fair hearing provisions set forth above.
  5. The Board shall hear the appeal in an executive session.
- L. Family Rights and Privacy:
- Parents/Guardians of students and students eighteen or over have the following rights:
1. The right to inspect all official records directly related to the student including but not limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance date, scores on standardized intelligence, aptitude and psychological test, interest inventory results, health data, family background information, teacher, or counselor ratings and observations, and verified reports of serious or recurrent behavior pattern. Inspection of all records is the right of both parents/guardian unless limited by court order.

2. The right to inspect such records within a reasonable period of time.
3. The right to a hearing to correct inaccurate, or misleading statements in such records, or statements that otherwise violate the right to privacy, or other rights.
4. The right to prohibit third parties from inspecting the records without written consent of the parents, or student who is eighteen (18) years old, or over. The written consent shall specify the records to be released, the reasons for such release and to who released. A copy of the records to be released is given to the parents and the students if desired by the parents. No written consent is needed:
  - i. For local school officials who have a legitimate educational interest;
  - ii. For officials of other schools in which the student intends to enroll if the parents are notified of the transfer and have a right to challenge the record content at a hearing prior to transfer;
  - iii. For certain education officials pursuant to federal programs when the identity of the student or parent is not used;
  - iv. For collection of personally identifiable data specifically authorized by law;
  - v. For transfer of materials under court order or lawful subpoena;
  - vi. In connection with a financial aid application.
5. The right to have information transferred to third parties only on the condition that no further party will have access to the information without written consent of the parent/guardian or student who is eighteen (18) years, or over.
6. The right to have all third parties desiring access to a student's files, sign a written form indicating specifically the legitimate interest the party has in seeking the information. Only the parents, the student and the school official responsible for record maintenance may inspect that form.

Student directory information may be released without prior consent unless the parent or, student informs the administrator within a reasonable period of time that any, or all of the information should not be released without prior consent.

Records will only be released to a court pursuant to a subpoena issued in accordance with State and Federal law.

## **010 SEARCH AND SEIZURE**

### **010.1 Interrogations, Searches and Arrests**

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

A. Who May Search:

Administrative authority, certified school personnel and school bus drivers are authorized persons to conduct searches when a search is permissible as defined below.

B. When Searches Are Permissible:

In general, an authorized person may conduct an unwarranted search when (s)he has reasonable grounds for suspecting that the search will turn up evidence that the student has violated, or is violating either the law, or the rules of the school. Searches can include but are not limited to a student's person, vehicles, lockers, and desks. Searches of a student's person do not include strip searches.

C. Scope of Search:

Any search permissible as described above must be reasonably related to the objectives of the search, not be excessively intrusive in light of the age and sex of the student, and the nature of the infraction.

D. Conduct of Searches, Witnesses:

The following requirements govern the conduct of permissible searches by authorized persons:

1. Physical searches of a student's person may be conducted only in accordance with items A and B above, by an authorized person who is of the same sex as the student, and except where circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex.

## **011 ANTI-GANG POLICY**

The Board recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities.

It is therefore the policy of the Board that gangs and gang activities are prohibited in the JVPS, according to the following:

Definition: For purposes of this policy a "gang" is any group of two, or more persons whose purposes include the commission of illegal acts, or acts in violation of disciplinary rules of the JVPS.

Prohibitions: No student on school property or at any school sponsored activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items that evidences, or reflects membership in, or affiliation with any gang and/or is representative of any gang;
2. Engage in any act, either verbal, or nonverbal, including gestures, or handshakes, showing membership, or affiliation in any gang and/or is representative of any gang;
3. Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - i. soliciting membership in or affiliation with, any gang;
  - ii. soliciting any person to pay for "protection", or threatening any person, explicitly, or implicitly, with violence, or with any other illegal, or prohibited act;
  - iii. painting, writing, or otherwise inscribing gang-related messages, symbols, or signs, on school property; graffiti;
  - iv. engaging in violence, extortion, or any other illegal act, or other violation of school policy;
  - v. Soliciting any person to engage in physical violence against any other person.

## **012 DISTRICT SCHOOL BUS RULES AND REGULATIONS**

The driver is in full charge of students when they are riding the bus. The students should obey the driver cheerfully and promptly. The driver has the same authority as the classroom teacher. Students who disobey the rules may be reported to the administration and may be refused transportation privileges.

- A. Using obscene language on the bus will not be permitted or tolerated.
- B. Students should never stand in the road while they are waiting for the bus.
- C. Students who are compelled to walk some distance to meet a bus should walk on the side of the road to their left, facing the traffic.
- D. Students are not to carry on unnecessary conversation with the driver while the bus is in motion.
- E. The use of tobacco or other controlled substances will not be permitted in any form.
- F. Students shall remain seated at all times unless getting on or off the bus, and shall not get on, or off the bus, or move about while the bus is in motion.
- G. Students must occupy the seats assigned them by school officials or the bus driver.

- H. Students must not extend their hands, arms, heads, or bodies through bus windows.
- I. Students will not be permitted to throw, or snatch caps, hats, books, lunches, etc. while riding the bus.
- J. Rough or boisterous conduct will not be permitted in the bus.
- K. Any damage to the bus from any cause shall be reported to the driver, and the driver will in turn report to the principal.
- L. Items not allowed on bus: ANIMALS, INSECTS, GLASS OR OBJECTS THAT CAN NOT BE HELD IN STUDENTS LAP. FOOD & DRINK ARE NOT TO BE CONSUMED ON THE SCHOOL BUS.
- M. Students should remember that being careless and taking chances not only endangers their own safety, but also endangers the safety of others.
- N. It is important that students refrain from handling the emergency door except when an emergency exists.
- O. Students must remain a safe distance from buses in loading zones when the buses are entering the area for loading. Pushing and crowding toward buses as they enter loading zones will not be tolerated. (The last school bus death in New Mexico was caused by a violation of the rules.)
- P. After a student is on the bus, the student must keep his/her feet out of the aisle.
- Q. If a student is not getting off at the regular stop, the student is required to give a note from the parent(s) to the bus driver. It must be signed and dated by the school principal before the student gets on the bus for the afternoon run.
- R. Students who leave campus at the end of a school day will not be allowed to return to board a school bus.

## **013 ATTENDANCE POLICY    COMPULSORY ATTENDANCE LAW**

Regular class attendance by school age persons at all grade levels is not only an essential component in the learning process, the development of self-discipline and preparation for post-secondary training, education and employment, it is a requirement of this state's Compulsory School Attendance Law, NMSA 1978 22-12-1, et seq. ("Law"), as amended by NMAC 6.10.8.1. Unless excused by the Law, all school-age persons subject to the Law shall attend school until attaining the age of majority for at least the length of time of the school year that is established in the district in which the person is a resident.

Any parent of a school-age person subject to the Law is responsible for the school attendance of that person.

The Board is responsible for enforcement of the Law. This Board has adopted the following rules which are intended to support parents and educators in carrying out their responsibilities in preventing truancy, to identify students who may require interventions, to assist other agencies which may have law enforcement responsibilities under the Children's Code (NMSA 1978 32A-1-1) or other laws. State law also requires the schools to report violations of the Law to the Probation Services Office of the judicial district where the student resides for further investigation to determine whether the student is neglected or a child of a family in need of services under the Children's Code. Parents may be subject to criminal sanctions for violation of the Law. In addition, the Law contains provisions authorizing the Children's Court to order a suspension of a habitual truant's driver's license for up to ninety (90) days on the first determination of habitual truancy and up to one year for any subsequent finding.

The School Board of Jemez Valley Public Schools, in consideration of the sovereignty of Native American tribes, tribal customs, religious practices and laws, ensures local tribes that parents(s)/guardian(s) of Native American students in need of intervention and students who are habitually truant will be notified. While all children attending public schools will be subject to reporting to the public education department if they are habitually truant, the district will cooperate with the tribes to support interventions and follow-up through Native American or other agreed-upon resources.

#### A. Definitions

**Age of Majority:** any person who has reached his eighteenth birthday.

**Attendance:** students who are in class or in a school-approved activity. If a student is in attendance up to one-half the total instructional time during a school day, the student will be counted as having attended one-half of a school day. If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for the full day.

**Early identification:** the process by which the school district, including charter schools, promptly determines and identifies students who have excessive absences and tardiness from an instructional day. Early identification includes the district's, school's, or charter school's defined system for recording, reporting, and

summarizing daily attendance of its students and then proving that data to the district's or charter school's central administration.

Habitual truant: a student who has accumulated the equivalent of ten (10) or more unexcused absences within a school year.

Intervention: partnering that schools engage in with other agencies to implement administrative remedies, provide services, and provide support programs that aggressively reduce, if not eliminate, truancy in a school district or charter school.

Prevention: school-based programs or alternative non-school programs that encourage regular and on-time attendance for students.

School-age person: person who is at least five years of age prior to 12:01 a.m. on September 1 of the school year and who has not received a high school diploma or its equivalent. A maximum age of twenty-one shall be used for a person who is classified as special education membership as defined in Section 22-8-21 NMSA 1978 or as a resident of a state institute.

Student in need of early intervention: a student who has accumulated five (5) unexcused absences within a school year.

Tribe: an Indian nation, tribe or pueblo located within New Mexico.

Unexcused absence: an absence from school or a class for which the student does not have an allowable excuse pursuant to the compulsory school attendance law or rules of the local school board or governing board of a charter school.

## B. Exemptions from the Law

It is the policy of this state that school-age persons receive an education and do not drop out or otherwise withdraw prematurely prior to completing an educational program. To that end, a school-age person shall attend public school, private school, home school or a state institution until the school-age person is at least eighteen (18) years of age unless that person has graduated from high school or received a general educational development certificate, or has reached a maximum age of twenty-one (21) at the beginning of the school year for a student with an Individual Education Program for special education. A parent may give written, signed permission for a school-age person to leave school in case of a documented hardship approved by the district superintendent.

Any qualified student and any person who because of his age is eligible to become a qualified student shall be excused from remaining in school until attaining the age of majority if:

1. the person is specifically exempted by law;
2. the person has graduated from high school;
3. the person is at least seventeen years of age and has been excused by the board or its authorized representative upon finding that the person will be employed in a gainful trade or occupation or engaged in an alternative form of education sufficient for the person's educational needs and the parent consents; or
4. with consent of the parent of the person to be excused the person is excused from the provisions of the Law by the superintendent of schools and such a person is under eight years of age.

#### C. Attendance Record

1. A record of class attendance will be taken and maintained by class period for every instructional day for each student in each school or school program in the school district.
2. Each school will report unexcused absences of two or more classes up to fifty percent of an instructional day as one-half day absence.
3. Each school will report unexcused absences of more than fifty percent of an instructional day as a full-day absence.
4. The school district and charter schools will report absences with excused and unexcused identifiers through the Student-Teacher Accountability Reporting System and certify that the information is being reported consistently at intervals and in a manner specified by the Public Education Department.
5. The Public Education Department's truancy prevention coordinator will be permitted access to any records and information related to students in need of early intervention or habitual truancy in the district, any school within the district, or any charter school.

#### D. Excused Absences

1. Parent Notification of School. A parent shall notify the school where the student attends each day the student is absent and provide the reason(s) for the absence, or,

if the school has been notified, the parent anticipates the absence will extend beyond one school day, the parent may provide a written explanation of the reasons, signed by the parent, to be presented on the first day of the student's return to school. The principal or his/her designee may, in addition, require a written verification from the student's licensed health care provider if a student is absent for three (3) or more consecutive days due to the student's health. If a parent has not contacted the school on the first day of the student's absence, the school will make a reasonable attempt to contact the parent before the end of the day and shall document the contact and reasons for the absence.

2. Prolonged/Chronic Health Conditions. If the student's health condition is chronic or reasonable expected to last ten (10) days or more and the student's condition does not prevent him/her from completing school work, the parent shall provide a written statement from the student's licensed health care provider including a prognosis as to the length of the student's absence and the student's ability to complete school work. On receipt of the health care provider's written statement, the student will be placed in a homebound school program until he or she is able to return to school.

### 3. Other Excused Absences

a. A student may, subject to the approval of the school principal, be excused from school to participate in religious instruction for not more than one class period each school day with the written consent of his/her parents at a time period not in conflict with the academic program of the school. A student may also be excused for observance of a religious holiday which does not coincide within the period of a school holiday.

b. Eligible students who are participants in school-sponsored interscholastic extracurricular activities may be absent from school for such activities as provided in 22-12-2.1 of the law, provided further that such excused absences from school for school-sponsored interscholastic activities shall not exceed fifteen (15) days per semester and no class may be missed in excess of fifteen (15) time per semester.

c. Family emergency/death in the family.

d. Diagnostic testing.

e. Extenuating circumstances as approved by the school principal.

### 4. Missed work during Excused Absences

If an absence is excused, a student will be given a reasonable period of time in which to complete or make up missed assignments and tests. If a student fails to complete or make up missed work which would be graded during the time permitted by the

teacher, the teacher shall enter a grade for the incomplete work as if it were the student's total submission for the grade, and for completed missed work, shall enter a zero in his/her grade book. These grades shall be included in the calculation of a student's final grade for the applicable grading period.

#### E. Unexcused Absences

If an absence is unexcused, any work which should have been submitted during the period of unexcused absence and any tests given during such period shall be graded as zero and averaged into the student's final grade for the applicable grading period. A student may also receive detention or in-school suspension for any unexcused absence. In detention or in-school suspension, the student may complete the missed work to avoid falling behind in substantive learning experiences, but shall not receive a grade.

#### F. Procedures for Notice of and Intervention for Unexcused Absences

Schools will implement early identification of students with unexcused absences, students in need of early intervention, and habitual truants. Schools will implement intervention strategies that focus on keeping students in need of early intervention in an educational setting. The school or charter school will notify the student's parent(s)/guardian(s) in a respectful manner, and in a language and manner that is understandable to the student and parent(s)/guardian(s).

1. If a student is absent for all or part of three (3) successive school days during which time his/her parent has not contacted the school and given an appropriate reason for the absence as required by Section C.1, the principal or his/her designee shall, by the end of the school day of the first day following the three-day period, contact the parent by telephone or in person to give notice of the student's absence and to determine and document the reason for the absence.

2. If a student accumulates three (3) unexcused absences during a twenty-day period, the principal, or his/her designee, shall notify the parent in writing, by certified mail, or personal service. This letter will schedule a telephonic or in-person meeting and provide the parent with a copy of the law. The parent of the student must contact the school regarding the student's absence and attend the meeting. The purpose of the meeting is to develop a written plan to prevent additional unexcused absences. The principal and parent will sign the plan and the parent will be provided one copy of the plan.

3. If a student has accumulated five (5) unexcused absences the principal of the school or charter school will meet with the student in need of early intervention and

his or her parent(s)/guardian(s) to identify causes for the student's unexcused absences, to identify possible actions to prevent the student's unexcused absences, to identify possible district, charter school or community resources to address the causes for the student's unexcused absences, and to establish a corrective action plan to address the student's unexcused absences. Out-of-school suspension or expulsion will not be used as punishment for unexcused absences or habitual truancy. Withdrawal as provided in Section 22-8-2 NMSA 1978 will be used only after exhausting intervention efforts to keep students in educational settings.

4 If the student is a habitual truant (ten or more unexcused absences in a school year), the principal of the school or charter school will give written notice of the habitual truancy by mail to or by personal service on the student's parent(s)/guardian(s). The notice will include a date, time and place for the parent/guardian to meet with the representative of the district or charter school to develop intervention strategies that focus on keeping the student in an educational setting.

a. If there is another unexcused absence after delivery of a written notice of habitual truancy, the district or charter school representative will report the student within seven (7) days of this unexcused absence to the Probation Services Office of the judicial district where the student resides.

b. If the student is a habitual truant, the school will document the following for each student identified as a habitual truant:

i. attempts of the school to notify the parent that the student had unexcused absences;

ii. attempts of the school to meet with the parent to discuss intervention strategies;

iii. intervention strategies implemented to support keeping the student in school.

c. If the habitual truant is not referred to the Children's Court by the juvenile probation office for appropriate disposition, including consideration of initial or renewed suspension of his or her driving privileges, the school district may contact the children's court attorney directly to determine what action will be taken.

d. If a determination and finding has been made by the juvenile probation office that the habitual truancy by a student may have been caused by the parent or guardian of the student, and no charges have been filed against the parent or guardian, the school district may contact the district attorney's office to determine what action will be taken.

Revised and Adopted by the Jemez Valley Public School's Board of Education  
February 16, 2010

## **014 DISCIPLINE POLICY**

The following actions/behaviors are defined as unacceptable. The criteria used for defining unacceptable behavior are whether or not it has the potential to disrupt the educational process. ADMINISTRATORS RESERVE THE RIGHT TO HAVE REGULAR PENALTY STEPS IN THIS POLICY ALTERED WHEN CIRCUMSTANCES DICTATE A DIFFERENT COURSE OF ACTION. The police may be contacted for any infraction of this policy.

**\*\*ANY UPDATES TO DISTRICT POLICY WILL BE ENFORCED\*\***

### **014.1 Violations Against Persons**

A threat of physical violence and/or actual physical violence may result in the possibility of suspension or expulsion on the first offense.

First Offense: Administrative discretion. The Police may be called.

### **014.2 Language, Profane and/or Abusive**

Language need not be obscene to be abusive. Language can be considered abusive when said (directly) to the person or (indirectly) when the comment is made about someone. School personnel, including substitutes, will not be subjected to language that is abusive. (Incidentally, courts have ruled abusive language, gestures, etc., directed by students toward teachers or staff on weekends, holidays or other non-school times may be handled as though it happened on campus, during school hours).

Offense Against Staff: Administrative Discretion

First Offense: One Day Suspension or After school detention

Second Offense: Five Day Suspension

Third Offense: Ten Day Suspension and Expulsion Hearing

### **014.3 Assault, Verbal**

Threatening physical harm to another, causing a present fear of imminent danger to the person; included are threats, gestures, and verbal abuse.

Offense Against Staff: Administrative discretion

First Offense: One Day School Suspension or After school detention

Second Offense: Three Day Suspension

Third Offense: Ten Day Suspension & Expulsion Hearing

### **014.5 Assault, Aggravated**

Threatening or intending hostile contact by any means of force likely to produce serious bodily injury. This category includes offenses with a weapon. The police may be called.

Offense Against Staff: Administrative discretion  
First Offense: Five Day Suspension.  
Second Offense: Ten Day Suspension & Expulsion Hearing.

#### **014.4 Battery/Fighting**

Combat, one or both parties have contributed to the situation by verbal and/or physical action. The police can be notified at any time.

Offense Against Staff: Administrative discretion  
First Offense: Ten Day Suspension  
Second Offense: Ten Day Suspension and Possible Expulsion Hearing  
Third Offense: Ten Day Suspension and an Expulsion Hearing

#### **014.06 Battery/Aggravated**

Performing hostile contact to another person by causing great or lasting bodily injury. Or using a weapon in a battery. This category includes sexual assault.

Offense Against Staff: Administrative discretion  
First Offense: Ten Day Suspension & Expulsion Hearing.  
The police will be notified.

#### **014.7 Bullying**

Bullying/harassment has no place at Jemez Valley Elementary School. Bullying will not be tolerated at Jemez Valley Elementary School. Including, but not limited to, bus stops, while a passenger on a school bus/vehicle, walking to and from school, on campus, at athletic and activity events, on field trips, with electronic devices, and during school sponsored events. Bullying/Harassment can be more than beating up or pushing people around. Bullying includes:

- A. Physical assaults (touching in angry ways).
- B. Threats ("better watch your back", "I'm gonna hurt you", "we're gonna get you", etc.).
- C. Harassment (always bothering someone).
- D. Name-calling.
- E. Racial slurs.
- F. Intimidation (making someone feel weak and powerless through words or gestures).
- G. Sexual harassment - physical or verbal.
- H. Spreading rumors.
- I. Extortion (making someone give you something of theirs).
- J. Foul language.
- K. Taunting (making fun of someone; their appearance, their intelligence, their name).
- L. Making insulting remarks about another student's family members.
- M. Electronic bullying/texting proven to be done during the school day

- N. Sexting - is the act of sending sexually explicit messages or photos electronically, primarily between cell phones.
- O. Cyberbullying - sending or posting harmful or cruel text or images using the Internet or other digital communication devices.

First Offense -- A contract (Appendix D) serves as your WARNING. Your parents will receive a copy of this signed contract indicating that you know what bullying is, that bullying is not okay, and the consequences. If you are sent to the office and found to be in violation of the bullying contract you will be suspended for up to ten days.

Second Offense -- The second offense for bullying, you will be suspended for up to ten days with possible long term suspension.

Third Offense -- The third offense for bullying, you will be suspended for 10 days and given notice of a hearing for expulsion.

#### **014.8 Use or Possession of Weapons**

It is against the JVPS policy for any student to have any weapon in his possession at school (on his/her person or under his/her control; locker, desk, car, etc.).

The definition of weapon includes any firearm, (as delineated below) whether loaded or unloaded, or any weapon which is capable of producing death, or great bodily harm, including but not restricted to any types of daggers, brass knuckles, knives, and all weapons with which dangerous thrusts can be inflicted, including sling shots, bludgeons, or any other weapons with which dangerous wounds can be inflicted. The definition of weapons also includes firecrackers, fireworks, sparklers, stink bombs, or any other type of explosive materials.

#### **014.81 Weapons on School Property**

The Board recognizes that students and staff must find schools a "safe" learning and working environment. It is therefore the policy of the Board that the JVPS schools follow the requirements of the Gun Free Schools Act. Violators of this policy will be referred to law enforcement or appropriate juvenile authorities.

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

This policy is enacted to implement the requirements of the Federal Gun Free Schools Act of 1994, 20 U.S.C., § 8921 and NMSA 1978, §22-5-4.7 and it is the intention of

the Board that it be interpreted broadly to conform to these provisions of law. The following principles apply:

A. Definitions

1. For the purposes of this policy, a "weapon" shall mean any device, instrument, material, or substance (animated or inanimate) that is used for, or is readily capable of, causing death, or serious bodily injury. The term "weapon" shall also include, but is not limited to, the following:
  - i. Any firearm that is designed to, may readily be converted to or will expel a projectile by the action of an explosion. A "firearm" is further defined as any weapon, including a starter gun, which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. This definition also includes the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.
  - ii. Any destructive device that is an explosive or incendiary device, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter-ounce, mine or similar device is considered a weapon.
  - iii. BB guns, pellet guns, and other devices that expel projectiles through various means of projection are also included in the definition of "weapon".
  - iv. Any other item or device which may be used as a weapon, including all pocket knives or other knives regardless of length of blade, or other objects, even if manufactured for a nonviolent purpose, that have a potentially violent use/or any "look-a-like" objects that resemble objects which have a potentially violent use (if, under the surrounding circumstances, the purpose of keeping or carrying the objects is for use, or threat of use) may be considered a weapon.

B. Special Rule as to Students with Disabilities

For purposes of this special rule as applied to students with disabilities who may be placed in an interim alternative educational setting for bringing a weapon to a school or school function, the definitions of a weapon set forth above shall not include a pocket knife with a blade of less than 2 1/2 inches in length. The procedures of paragraph F below shall apply to students with disabilities.

C. Prohibitions

It is the policy of the Board that no student shall bring a weapon to a school, carry, or keep any weapon on school property, or while attending, or participating in any school activity, Including during transportation to or from such activity. School property is defined as buildings, grounds, playgrounds, parking areas, playing fields, and school busses/vehicles.



Extortion is using intimidation, or threat of violence to obtain money, information, or anything else of value from another person.

First Offense: Five Day Suspension

Second Offense: Ten Day Suspension & Expulsion Hearing

#### **014.10 Theft**

Definition

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

First Offense: Five Day Suspension

Second Offense: Ten Day Suspension & Expulsion Hearing

#### **014.11 Sexual Harassment**

JVPS forbids discrimination against any student on the basis of sex. Sexual harassment activity by adults or students will not be tolerated. Every effort will be made to assure that students have full enjoyment of educational benefits, climate, or opportunity. Sexual harassment/discrimination is against the law. It is illegal in the workplace under the Civil Rights Act, Title VII and in the schools under the Civil Rights Act, Title IX. Adults or students engaging in sexual harassment/discrimination will be subject to appropriate disciplinary action.

Sexual harassment/discrimination is any UNWELCOME sexual advance, request for sexual favor and other verbal or physical conduct of a sexual nature when it is made a condition of a person's work/school performance or environment.

Definition: It is generally accepted that any type of UNWELCOME conduct directed toward a student because of his,/her gender may constitute sexual harassment. This behavior may include (examples of sexually harassing behaviors):

- A. Touching - unwelcome touching of a sexual nature;
- B. Verbal comments - about parts of person's body, sexual preference, or performance, or the person's clothing, or looks;
- C. Name calling - that accentuates gender or is of a sexual connotation;
- D. Spreading sexual rumors - about a person, through such devices as graffiti or "slam books."
- E. Suggestive Gestures - such as touching oneself sexually in front of others, making suggestive gestures, or sounds.
- F. Pressure for sexual activity - through physical actions, verbal actions, or written material. Stunts - pulling on a person's clothing, or underwear in a manner to cause exposure of the body, or affect the fit of clothing in a sexual manner.
- G. Sexual Assault - from groping to rape.
- H. Sexting - is the act of sending sexually explicit messages or photos electronically, primarily between cell phones.

Reporting, investigation, and sanctions:

It is the policy of the JVPS to encourage victims of sexual harassment/ discrimination to report an incidence without fear of reprisal.

Students who feel that they have been sexually harassed or discriminated against by adults or other students are encouraged to report these conditions to the principal or the next higher level of administration.

Confidentiality will be maintained and no reprisals or retaliation will be tolerated as a result of good faith reporting of charges of sexual harassment/discrimination.

A comprehensive review of the circumstances including the nature of the alleged conduct, the context in which the alleged conduct occurred and other pertinent factors will determine if the alleged conduct constitutes sexual discrimination/harassment or not. Any adult, or student found to have engaged in sexual harassment/discrimination shall be subject to disciplinary action deemed appropriate to the offense and consistent with District and school disciplinary policies. Any student engaging in sexually explicit conduct (exhibited or verbal) directed toward other students or staff will be suspended for a length of time to be determined by the building administration but not to exceed ten (10) days. Subsequent violations will result in a ten- (10) day suspension pending a disciplinary hearing for possible expulsion.

The administrator shall report the findings and resolution of the review to the complainant in a timely fashion not to exceed 60 school days, unless mutually agreed upon. In the event the complainant is not satisfied with the school's efforts to correct the situation, a grievance may be filed with the State EEOC Agency and with the Federal EEOC agency.

Human Rights Division  
New Mexico Department of Labor  
Aspen Plaza  
1596 Pacheco Street  
Santa Fe, New Mexico 87102

## **014.12 Violations Against Property**

### **014.12.1 Arson**

Malicious, willful, and/or negligent starting, by any means, a fire or causing an explosion on school property or at any school related activity. The police will be notified.

First Offense:                      Ten 10 day suspension and expulsion hearing

### **014.12.1 Trespassing/Unauthorized Presence**

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

First Offense: The office will issue a "No Trespass" warning.

Second Offense: Police will be summoned.

#### **014.12.2 Vandalism/Littering**

Deliberately or maliciously destroying, damaging, and/or defacing school property, or the property of another individual. This includes littering. The student and/or parent/guardian are responsible for cost, or replacement of damaged property.

First Offense: Five (5) day suspension/5 days work detail spent repairing and/or cleaning vandalized property.

Second Offense: Ten (10) day suspension and expulsion hearing

#### **014.12.4 Computer Vandalism**

(May include misuse of computer)

First Offense: Administrative discretion based on the severity of the offense and parent notification.

Second Offense: Removal from class and restitution and ten days out of school suspension

#### **014.13 Violation Against Public Health/Safety**

##### **014.13.1 Bomb Threat**

Falsely and maliciously stating to another that a bomb or other explosive has been placed in such a position that persons or property are likely to be injured or destroyed.

Any Offense: Ten (10) day suspension & expulsion hearing.  
Authorities will be notified.

##### **014.13.2 False Alarm**

Interfering with the proper functioning of a fire alarm system or giving a false alarm, whether by means of a fire alarm or otherwise. Proper civil authorities will be notified.

First Offense: Ten 10 day Suspension

Second Offense: Ten 10 day Suspension and or long term suspension hearing

##### **014.13.3 Fireworks and Stink Bombs**

Possession of fireworks or the lighting of fireworks or stink bombs on campus, or in any school vehicle, or at any school sponsored activity. The proper civil authorities will be notified.

First Offense: Three (3) day suspension

Second Offense: Five (5) day suspension

Third Offense: Ten (10) day suspension and expulsion hearing

#### **014.13.4 Projectile**

Examples are snowballs, squirt guns, water balloons, rocks, etc. These items are not allowed on campus.

- First Offense: After School Detention
- Second Offense: Three (3) day suspension
- Third Offense: Five (5) day suspension

#### **014.14 Controlled Substance, Possession or/and Use**

Section 22-5-4.4 NMSA 1978:

- A. A school employee, who knows or in good faith suspects any student of using or abusing alcohol or drugs, shall report such use or abuse pursuant to procedures established by the Board.
- B. No school employee who in good faith reports any known or suspected instances of alcohol or drug use or abuse shall be held liable for any civil damages as a result of such report or his efforts to enforce any school policies or regulations regarding drug or alcohol use or abuse.

#### **014.14.1 Controlled Substance, Use**

The possession of controlled substances is illegal; and their use is harmful. Absorbing a substance capable of producing a change in behavior, or altering a state of mind, or feeling, including "look-alike", or items used as a controlled substance, (this includes use of prescription drugs by persons other than patient of prescribed medication by licensed prescriber) is illegal. A student shall not use such substances on campus, in any school vehicle, at any school-sponsored activity or enter any of these under the influence of such substances. The smell of alcohol, the smell of a controlled substance on the student or students who are under the influence of mood altering chemicals on school property or at a school-sponsored event will constitute a violation of this policy.

##### **First Offense**

- A. The student will be suspended for a maximum of ten days out of school and will be required to have a substance abuse assessment. The cost for, and transportation to and from the evaluation are the responsibility of the parent/guardian.
- B. Law enforcement and parents will be notified.
- C. Long term suspension hearing/ expulsion hearing.

##### **Second or Subsequent Offenses**

- A. The student will be suspended for a maximum of ten (10) days.

- B. The student will be required to have a professional drug/alcohol evaluation. The cost for, and transportation to and from the evaluation are the responsibility of the parent/guardian.
- C. Long term suspension hearing/ expulsion hearing.

In addition to measures outlined in this policy, senior students determined to have violated the substance use policy immediately prior to the end of school will be excluded from taking part in school sponsored graduation related exercises.

#### **014.14.2 Controlled Substance, Sale or Distribution**

The possession of controlled substances is illegal (with the exception of drugs prescribed to student by licensed prescriber) and their use is harmful. Selling or distributing, on campus or in any school vehicle or at any school sponsored activity, a substance capable of producing a change in behavior or altering a state of mind or feeling, including "look-alike" or items sold as a controlled substance is illegal.

First Offense and Subsequent Offenses:

- A. The student will be suspended for a maximum of ten (10) days, pending an expulsion hearing.
- B. Law Enforcement will be notified. The student and his/her parents will be deferred to Student Assistance Team. In addition to measures outlined in this policy, senior students determined to have violated the substance use policy immediately prior to the end of school will be excluded from taking part in school sponsored graduation related exercises.

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

#### **014.14.3 Use or Possession of Tobacco**

Use or possession of tobacco is prohibited in any form, on campus, or in any school vehicle, or at any school sponsored activity.

First Offense: Three (3) After School Detention

Second Offense: Five (5) day suspension

Third Offense: Ten (10) day suspension and expulsion hearing

## **014.16 Violations Against School Administrative Procedures**

### **014.16.1 Bus Disruption**

Deliberately or inadvertently interfering with the safe operation of a school bus which is stopped or moving; behaving in a manner adversely affecting an individual or any property on, or near the bus itself, at bus stops, or at pick-up areas. (READ THE SCHOOL BUS RULES DISTRIBUTED TO YOU BY THE BUS DRIVER.)

First Offense: Warning - Parents Notified

Second Offense: Three day Suspension from riding the bus

Third Offense: Five day Suspension from riding the bus

Fourth Offense: Bus suspension for the remainder of the school year

### **014.16.2 Insubordination**

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

First Offense: Three day After School Detention

Second Offense: Five (5) day Suspension

Third Offense: Ten (10) day suspension and expulsion hearing

## **014.17 Student Dress Code**

The school administration has the right to regulate any student's dress that creates a disruption, is a distraction to learning, is of questionable decency and/or creates a health or safety hazard. Students are responsible for complying with the school dress code. Parents/guardians are responsible for monitoring their student's attire. Students who attend JVPS schools must adhere to the following:

- A. A proper fitting shirt, a pair of appropriate fitting blue jeans, and tennis shoes that meet the regulations below would be an example of correct dress.
- B. Shoes must be worn at all times.
- C. Skirts/dresses/shorts must be of appropriate length. Such items of clothing will be considered acceptable if they extend no less than one inch (1") below the fingertips of the student when the student stands with back and shoulders flush against a wall, and arms and fingertips fully extended along the sides of the student's leg.

The following are prohibited:

- A. Muscle shirts, half shirts, tank tops, halter tops, or tops with spaghetti straps.
- B. Hair length or a hair style which obstructs vision, causes a safety hazard, or disrupts the educational process.
- C. Jewelry which is a safety hazard or disrupts the educational process.

- D. Apparel which might cause the question of decency to arise. An example of this rule could be a shirt that is short enough that shows the midriff of a student when they raise their arms.
- E. Distasteful patches, decals, buttons, or other insulting items.
- F. Attire that makes reference to death, violence, sex, gang membership, Satanism/occult, tobacco, alcohol, or drugs, and safety pins, jewelry with spikes, chains, or other metal objects considered a safety hazard. Pictures of skulls and inappropriate art on clothing that can be a distraction are also prohibited.
- G. Bandanas, "doo rags", beanies, or hairnets.
- H. Hats and hoods cannot be worn on students' heads inside of the buildings.
- I. Trench coats.
- J. Sagging or baggy pants worn in a manner that allows underwear or bare skin to show, interferes with mobility, or could conceal weapons.
- K. Makeup which changes a student's appearance that could cause a disruption to the educational process.
- L. Sunglasses and/or contacts which disrupt the educational process unless prescribed by a doctor, or worn for other verifiable medical reasons.

All dress code issues are subject to administrative review and discretion. Exceptions for specific situations may be allowed by building administrators. Accommodations for students with disabilities or religious requirements will be made on an individual basis. Students with special needs conditions or requirements shall contact the building administrator for individual consideration. Students, who volunteer for extra-curricular activities, such as athletics and activities, are subject to the standards of dress as defined by board policy.

- First Offense: Student will be sent home to change or asked to remove inappropriate items.  
Parents can be to bring appropriate items. If parent cannot be reached, student will receive a one day detention.
- Second Offense: Student will be sent home to change and serve a two day detention.
- Third Offense: Student will have two (2) day, out of school, suspension followed by a mandatory parent conference.
- Fourth Offense: Student will have up to a ten (10) day suspension and expulsion hearing.

#### **014.18 Disruptive Conduct**

Any conduct which disrupts the educational process, constitutes a health or safety hazard in violation of state, or tribal law, or is in violation of specific school rules.

This includes, but is not limited to, public displays of affection (i.e. kissing and inappropriate touching), and gambling.

First Offense: After School Detention named by Administration

Second Offense: Three (3) day suspension

Third Offense: Five (5) day suspension

Fourth Offense: Ten (10) day suspension and expulsion hearing

#### **014.19 Obscene Materials**

Displaying or possession of material which is indecent and has the potential of being disruptive, the offensive material will be removed.

First Offense: Three days After School Detention

Second Offense: Three (3) day suspension

Third Offense: Five (5) day suspension

Fourth Offense: Ten (10) day suspension and expulsion hearing

**014.20 Classroom Discipline Problem, when Substitute is Present** Students who are sent to the office by a substitute for disciplinary problems can expect a more severe consequence than they might if they were sent by their regular classroom teacher. This includes taking advantage of a substitute's lack of knowledge regarding regular school and classroom procedures.

First Offense: Three days After School Detention

Second Offense: Three (3) day suspension

Third Offense: Five (5) day suspension

Fourth Offense: Ten (10) day suspension and expulsion hearing

**014.21 Violation of Suspension** A student suspended from Jemez Valley Elementary School for violation of a District/building disciplinary policy is restrained from all JVPS campuses and functions for the duration of the suspension. This includes all curricular, extra-curricular activities, athletics, and other events. Arrangements to attend counseling sessions may be made through the principal.

First Offense: Double the original suspension or detention time

Second Offense: Ten Day Suspension and/or Expulsion Hearing

#### **014.22 Forgery**

Falsifying records, notes or other official documents from parent or teachers. This may include, but are not limited to: signatures, dates, hall passes, medical excuses, student request or forms.

First Offense: Three (3) day suspension or administrative discretion.

Second Offense: Five (5) day suspension

Third Offense: Ten (10) day suspension and expulsion hearing

#### **014.23 False Identification**

Refusal to give identification or giving false identification when requested by any staff member including custodians, substitute teachers, etc.

First Offense: Five (5) day suspension or administrative discretion

Second Offense: Ten (10) day suspension and expulsion hearing

#### **014.24 Truancy**

##### Parent Involvement

Any student who does not attend an assigned class and/or leaves campus without the permission of the parent/guardian and the attendance office will be considered truant. Upon a student's fifth (5th) unexcused absence within twenty (20) school days parent(s)/guardians(s) shall be contacted to inform them of the truancy and request their cooperation to meet and establish a cooperative arrangement to prevent future truancy by identifying:

- A. the cause(s)
- B. preventive measures
- C. resources to address the causes
- D. a corrective action plan including follow-up procedures
- E. The parent meeting notice shall be respectful and the meeting shall be held in a language and manner understandable to the parent(s)/guardian(s)

Definition of Excused Absences are the following:

- A. illness
- B. bereavement
- C. other family emergencies as determined by the administration
- D. observance of major religious holidays of the family's faith

##### **Consequences:**

First Offense: Detention, or Disciplinary Assignment at administrator's discretion.

Second Offense: Detention up to double the amount of time missed.

Third Offense: Detention up to triple the amount of time missed.

Fourth Offense: Future referrals may result in parents attending school with their student, a referral to Juvenile Probation Office, the Prosecutor's Office, and/or the District Attorney's Office as required by law.

#### **014.24.1 Notice of Habitual Truancy**

Upon a student's tenth (10th) unexcused absence within a school year, written notice of the habitual truancy shall be given by certified mail or by personal service to the parent/guardian of the student in noncompliance with the provisions of the Compulsory School Attendance Law.

Should an additional unexcused absence occur after delivery of a written notice of habitual truancy, the probation services office of where the JVPS student resides shall be notified within seven (7) days.

As required by New Mexico statute, referrals will be made to the appropriate authorities.

#### **014.25 Students in Hallways/Buildings or on Campus**

Students should not loiter in the hallways, buildings, or on the school grounds during scheduled class time. Students who do not have a scheduled class period should wait in the front office. Students arriving from an off campus class should report directly to the front office and wait until the next bell rings. Unsupervised students must have a handwritten pass, written by a Jemez Valley Elementary School staff member authorizing their presence in that area. IT IS THE RESPONSIBILITY OF THE STUDENT TO OBTAIN A PASS FROM THE TEACHER BEFORE LEAVING A CLASSROOM.

First Offense: Administrators conference and Parent conference

Second Offense: Three days after School Detention

Third Offense: Three (3) day suspension

Fourth Offense: Ten days suspension and long term suspension or expulsion

#### **014.26.1 Cheating**

Cheating of any nature will not be tolerated. A student who willfully allows another to copy is as guilty of cheating as the student doing the copying. Disciplinary action will be determined by the administrator.

#### **014.26.2 Plagiarism**

Plagiarism: "to use as one's own the ideas or writings of another"

*\*Webster's II New Riverside Dictionary, 1984, page 534.*

Plagiarism shows disregard and/or contempt for original inquiry and it CANNOT be excused. Credit is not allowed for work done by those who plagiarize. Additional penalties may be imposed by an administrator.

#### **014.27 Devices that Disrupt the Educational Process**

Devices which are disruptive to the educational process, such as but not limited to walkie talkies, 2 way radios, palm pilots, games, radios, red or green laser pointers, stereos, cellular phones, CD players, IPods, MP3 Players, etc., are not permitted except during designated times or teacher approval. Jemez Valley Elementary School safe time zones are any where on campus before school, after school, during passing periods and during meal times. Teachers may allow use in class when they feel it is appropriate. Schools are not responsible for lost or stolen electronic items. Items used outside of these designated times may be confiscated by school staff and must be picked up by the student's parents at the discretion of the administrator. Noise

level on electronics and earphones shall not disturb the educational environment, or be audible to others.

**014.28 Habitual Offender**

Students referred to the office four or more times, within a school year, for disciplinary action, will be considered habitual offenders. Such students can expect more severe consequences, which may include suspension and/or expulsion proceedings.

# Appendix B

## Jemez Valley Public Schools 2011-2012 District Calendar

○ - Teacher In-Service

□ - Holiday / No School

△ - Early Dismissal

✕ - End of Nine Weeks

### July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### August

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21	22	23	24	25	26	27
28	29	30	31			

### September

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25	26	27	28	29	30	

### October

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16	17	18	19	△	21	22
23	24	25	26	27	28	29
30	31					

### November

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### December

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25	26	27	28	29	30	31

**EVERY Wednesday - EARLY RELEASE**  
for the purpose of - Professional Development for Staff

Month	Day	Event
August	8	New Teacher Training
August	9	Professional Development
August	10	First Student Day
August	15	Zia Feast Day - No School 15 Days
September	5	Labor Day - No School 21 Days
October	7	Fall Holiday
October	14	End of 1st 9 Weeks Grading Period
October	20	Parent Conferences - No School for Elementary Early Dismissal for High School and Middle School (1:00 P.M.)
October	21	Parent Conferences - No School 20 Days
November	11	Veteran's Day - No School
November	23-25	Thanksgiving Day - No School 18 Days
December		End of 2nd 9 Weeks Grading Period
December	23-30	Winter Break - No School 16 Days
January	2-6	Winter Break - No School
January	16	Martin Luther King Day - No School 16 Days
February	20	President's Day - No School 20 Days
March	13	End of 3rd 9 Weeks Grading Period
March	22	Parent Conferences - No School for Elementary Early Dismissal for High School and Middle School (1:00 P.M.)
March	23	Parent Conferences - No School 22 Days
April	5-13	Spring Break - No School 14 Days
May	24	End of 4th 9 Weeks Grading Period
May		Last Day of School
May	25	Make-Up / Snow Days
May	28	Memorial Day
May	29-30	Make-Up / Snow Days 18 Days

Approved by the Jemez Valley Public School's Board of Education on  
May 17, 2011

### January

S	M	T	W	T	F	S
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29	30	31				

### February

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### March

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### April

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29	30					

### May

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27	28	29	30	31		

### June

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24	25	26	27	28	29	30

## Appendix C

# IN CASE OF BAD WEATHER

## JEMEZ VALLEY PUBLIC SCHOOLS

Dear Parents, Guardians, and Interested Parties:

As you are aware, our district boundaries encompass over 1100 square miles. As a result, weather conditions vary greatly from community to community. While some may have 10 to 12 inches of snow in their driveway, others have little or no snow. Determinations for delays or cancellations are made utilizing information from weather services, state road reports, and in conjunction with personnel who have driven roads prior to 5:45 a.m. Decisions are reached in an effort to support the majority of students within our 1100+ square miles.

On days requiring an altered schedule, JVPS will proceed with those who can "safely" make it to school "without compromising their own personal safety." That decision has to be made by parents and guardians on an individual family basis. The bottom line is "SAFETY!" We are a team and are more effective when everyone is healthy. Parents and Guardians must make the ultimate decision as to whether or not it is safe to send their children on any given day.

When an altered schedule is considered, the School District will do one of the following:

1. **Normal Schedule** (i.e. Snow or storm is light and expected to decrease)
2. **2 Hour Delay** for the beginning of all school activities. Buses will run 2 hours later than normal except for the end of the day. (i.e. Snow or storm lightens up or reports from State Police or the Weather Bureau indicate that the snow or storm is to get lighter)
  - A 2 Hour delay may be upgraded to a school closing if reports indicate a worsening of conditions.
  - Once a 2 Hour delay has been announced, please continue to monitor your radio or television in the event of an upgrade to a school closing.
3. **Closed** for the day (all school activities cancelled)
4. **Mountain Routes** may also be delayed or cancelled. These delays or cancellations will not be announced through the media. A phone tree has been established by the Durham School Transportation Services to notify those affected.

JVPS will notify the following media outlets of any and all district-wide decisions requiring an altered schedule. JVPS can not be responsible for media outlets not making announcements as requested.

**Television:** Channel 4 – KKOB TV      **Radio:** 770 KKOB-AM  
Channel 7 – KOAT TV  
Channel 13 – KRQE TV

**Information may also be accessed by calling 834-7391 or from Albuquerque 842-0902**

Thank you,



E. David Atencio  
Superintendent – Jemez Valley Public Schools

## Appendix D

The Technology (Internet) Agreement Form is for your information and review. The original Internet Agreement Form was signed by the student and parent during the annual and/or new student registration and enrollment process

### DISTRICT-WIDE ACCEPTABLE USE OF INFORMATION TECHNOLOGY

#### 256.1

##### Introduction

Jemez Valley Public Schools strives to offer technological opportunities for the purposes of enhancing the educational environment of its students, staff, and administrators. The district's goal is to promote educational excellence by facilitating safe and effective use of technology including the Internet and local resources. **The effective operation of JVPS' systems relies upon the proper conduct of all its users.**

##### User Responsibilities

Access to technological resources is a privilege (not a right) provided to all staff and students. Technological resources must be used in a proper legal and ethical manner that supports the goals set forth by the Jemez Valley Public School Board of Education and site administrators. Users are required to respect the rights of others, abide by the regulations/procedures set forth by the Board, site administrators, and Children's Internet Protection Act (CIPA). 47 U.S.C. Sections 25

By using technological resources, the user agrees to share the responsibility for safeguarding the technological environment at Jemez Valley Public Schools. Following are usage expectations that apply when using any and all district technological resources.

##### General Usage of District Technological Resources

1. The JVPS District has the right to place reasonable restrictions on the use of equipment, resources and materials users' access or post through the system. In their use of technology resources, users must observe and comply with all other policies and guidelines of JVPS.
2. Teachers will be directly responsible for monitoring their students' behavior and acceptable use of the Internet resources and school network. A student is not allowed to use the Internet without a teacher present and accepting responsibility to monitor use. This does not in any way make the teacher or staff member liable for the student's inappropriate actions.
3. Users may not install software, alter machine configurations or system files, or disconnect any cables on computers or any other equipment, or attempt to perform diagnostics or repairs on district machines. Diagnostics and repairs must be performed by authorized personnel only. If you encounter a problem with a piece of equipment, report it to the systems' manager as soon as possible.
4. Users may not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, downloading or listening to online music, downloading and saving large files that are not for educational purposes,

sending or forwarding jokes, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic.

5. Users will only print what is necessary and related to an academic purpose.
6. Food and beverages are not allowed in any computer lab.
7. Users must respect all notices posted in the labs. For example: lab rules, lab seating charts, and lab sign-up charts.
8. Only school-related technology use will take place as directed by the classroom teacher/technology teacher.
9. Viewing and printing sexually explicit, violent, or drug related material is unacceptable.
10. In their use of computer resources, users must comply with all software licenses, copyrights, all other state, federal, and international laws governing intellectual property and online activities.
11. Users may not do any of the following: (1) copy software for use on their home computers; (2) provide copies of software to any third person; (3) install software on any school workstation or server; (4) download any software or run executable files from the Internet, email, or other online service to any school workstation or server. Users who become aware of any misuse of software or violation of copyright law must immediately report the incident to the system's manager.
12. Users may not indirectly or directly make connections that create "backdoors" to the district, other organizations, community groups, etc. that allow unauthorized access to the district's network.
13. Users may not attempt to gain unauthorized access to any computer system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing", "snooping", or "electronic discovery".

256.2

14. Users will avoid the inadvertent spread of computer viruses. All material received on floppy disk or other magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to JVPS **MUST** be scanned for viruses and other destructive programs before being placed onto the computer system or network. Users should understand that their home computers and laptops may contain viruses. All disks transferred from these computers to the JVPS network **MUST** be scanned for viruses.
15. Users may not connect unauthorized wireless devices to the district network. Wireless devices include, but are not limited to: wireless access points, wireless routers or any type of wireless gateway device.
16. Users do not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to JVPS and any use by staff or students must be in compliance with this policy.
17. Access to the district's electronic communications system, including the Internet, shall be made available to users primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited staff personal use of the system, shall be allowed if the use:
  - Imposes no tangible cost on the district;
  - Does not unduly burden the district's computer or network resources; and
  - Has no adverse effect on an employee's job performance.
18. Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Users consent to allowing JVPS personnel access to review all materials users create, store, send, or receive on the computer or through the Internet or any other computer network. Users understand that JVPS may use human or automated means to monitor use of its computer resources. Users will not use technological resources to promote unsanctioned, commercial activity.

## **Ethical Usage**

1. Users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. A user's ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file. Users may not use the computer system to "snoop" or pry into the affairs of other users or JVPS operational systems by unnecessarily reviewing their files and e-mail without authority.
2. A user's ability to connect to other computers systems through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems
3. Users may not plagiarize works that they find on the Internet or other resources.
4. Attempts to log on to the district's private network or any other network as a system administrator are prohibited.
5. Users will abide by security measures set forth by the systems manager and site administration.

## **Legal Usage**

Information technology resources must not be used for illegal or harmful purposes including (but not limited to):

1. harassment of others
2. destruction or damage to equipment, software, or data
3. disruption or unauthorized monitoring of electronic communications
4. breach of personal information

## **Account Login (usage)**

1. Each student and staff member at Jemez Valley Public School will be issued a network login. Account holders will use only their own personal accounts (log-in) to access any district computer.
2. Users are responsible for taking reasonable precautions to safeguard their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users who have not taken reasonable precautions to safeguard their passwords shall be responsible for all transactions made using their passwords. No user may access the computer system with another user's password or account.
3. Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that users have an expectation of privacy in the material they create or receive on the computer system. JVPS has global passwords that permit it access to all material stored on its computer system, regardless of whether or not material has been encoded with a particular user's password.
4. Users may not re-post a message that was sent to them privately without permission of the person who sent them the message.
5. Users may not forward or post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. Users also must refrain from abusing email

distribution lists. Acts of abuse include, but are not limited to: forwarding non-school/work related emails, advertising and solicitation.

6. Notwithstanding anything in this policy to the contrary, staff email messages or staff accounts may be accessed and read only under the following circumstances:
  - a. Pursuant to a court order, subpoena or the bona fide emergency request of a licensed police officer.
  - b. Upon the joint agreement of the school superintendent and the president of the school board. If either the superintendent or president shall not be accessible, the individuals designated to act in their absence shall make the determination.
  - c. Any individual whose email has been accessed under paragraph shall immediately be advised of the access.
  - d. At the request of the account holder.

### **Internet Usage**

As required by law and in recognition of the need to establish a safe and appropriate computing environment, the district will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet.

1. All users of the Internet must comply with the Children's Internet Protection Act (CIPA), 47 U.S. C 254.
  - *Access by minors to inappropriate matter on the Internet and World Wide Web is prohibited on the JVPS network.*
  - *Using electronic mail, chat rooms, and other forms of direct electronic communications is prohibited on the JVPS network. (Select students may be supplied with a JVPS CIPA certified email account. These students will only use the email account for specified educational purposes as directed by the student's teacher or administrator.)*
  - *Unauthorized access including "hacking" and other unlawful activities by minors online is prohibited on the JVPS network.*
  - *Unauthorized disclosure, use, and dissemination of personal information regarding minors are prohibited by JVPS.*
  - *Measures designed to restrict minors' access to materials harmful to minors are in place at JVPS.*
2. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, threatening or potentially violent, defamatory, racially offensively proselytizing inappropriate or otherwise unlawful, or in violation of school board policy may not be created, accessed or sent by e-mail or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored in computers. Users encountering or receiving this kind of material should immediately report the incident to appropriate personnel.
3. Users may not utilize peer-to-peer file-sharing applications or execute programs to facilitate the downloading or exchange of copyrighted or unauthorized music, movies, and other materials.
4. Users may not use any type of Internet proxy service or proxy server to bypass district filters.
5. Users will promptly disclose to their teacher or other appropriate school employee any message received that is inappropriate.

### **Consequences of Violating the Acceptable Use Policy**

1. Violations of the district *Acceptable Use Policy* will be handled in accordance with law, school board policy, or collective bargaining agreement(s), as applicable. Violation of this policy may result in loss of access to network resources, and possible legal and disciplinary action.
2. Network auditing that shows a teacher or other staff member habitually committing or allowing violations to the *Acceptable Use Policy* by their students will be documented. Campus and district administrators will impose appropriate consequences for related instances.
3. The school district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the district's private network.

### **Disclaimer**

Jemez Valley Public Schools makes no guarantees of any kind, neither expressed nor implied, for the network activity and Internet access it is providing. The district will not be responsible for any damages users suffer, including (but not limited to) loss of data resulting from delays or interruptions in service. The district will not be responsible for the accuracy, type, or quality of information stored on district hard drives or servers; nor that gathered through district-provided Internet access.

### **Additional Information for Parents**

The district's intent is to make Internet access available in order to support educational goals and objectives. The technology department has set up systems that safeguard student use. Unfortunately, no system is infallible which can result in students gaining access to inappropriate information. Ultimately, parents/guardians are responsible for setting and conveying the standards that their children should follow when using media/information resources. Those standards must support the regulations of Jemez Valley Public Schools. Therefore, parents are given the option of requesting (in writing) their child use alternative activities not requiring Internet use.

Jemez Valley Public Schools is pleased to offer its student's access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. Parents should be aware that some material accessible via the Internet may contain information that is illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

### **Agreement of Policy**

The use of Jemez Valley Public Schools' Technological Resources is considered an agreement to abide by this policy.

*Revised and Adopted by the  
Jemez Valley Public School's Board of Education  
on November 20, 2007*

JEMEZ VALLEY PUBIC SCHOOLS

ACCEPTABLE USE POLICY FOR TECHNOLOGICAL RESOURCES

STUDENT FORM

Last Name: \_\_\_\_\_  
Please Print

First Name: \_\_\_\_\_  
Please Print

School: \_\_\_\_\_  
Please Print

Date of Birth: \_\_\_\_\_  
Please Print

I have read, understand, and will abide by the conditions stated in the Jemez Valley Public Schools Acceptable Use Policy for Technological Resources. I further understand that any violation of this policy may result in disciplinary action.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

PARENT/GUARDIAN:

Your signature below indicates the following:

- Your approval of an agreement to abide by the Jemez Valley Public Schools Acceptable Use Policy for Technological Resources
- Your commitment to accept full responsibility for any and all actions of your child / student while using the Jemez Valley Public Schools Technological Resources
- Your permission for your child / student to use the Jemez Valley Public Schools Technological Resources
- Your commitment to have your child / student follow the conditions of the Jemez Valley Public Schools Acceptable Use Policy for Technological Resources

As the parent/guardian of \_\_\_\_\_ (student's name), I have read, understand, and support the conditions of the Jemez Valley Public Schools Acceptable Use Policy for Technological Resources. I understand that access to computer resources is designed for educational purposes and that Jemez Valley Public Schools has taken precautions to eliminate inappropriate materials/use. However, I also recognize it is impossible for the schools to restrict access to all controversial materials on the Internet or to monitor all materials being placed on a computer system by its users. I will not hold Jemez Valley Public Schools or its employees responsible for materials acquired on the Internet or for inappropriate materials that have been placed on a computer system without the permission of the responsible adult or system administrator. I hereby give permission to issue an account (login) for my child and certify that the information contained on this form is correct.

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

Date: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Contact phone numbers: Daytime \_\_\_\_\_

Evening \_\_\_\_\_

## Appendix E

### Bullying/Harassment Contract

Jemez Valley Elementary School  
Highway 4 8501 Jemez Pueblo, 87024, (575) 834-7392

Bullying/harassment has no place at Jemez Valley Elementary School.  
Bullying/Harassment means more than beating up or pushing people around.

Bullying includes:

- A. Physical assaults (touching in angry ways)
- B. Threats ("better watch your back", "I'm gonna hurt you", "we're gonna get you", etc.)
- C. Harassment (always bothering someone)
- D. Name-calling
- E. Racial slurs
- F. Intimidation (making someone feel weak and powerless through words or gestures)
- G. Sexual harassment - physical or verbal
- H. Spreading rumors
- I. Extortion (making someone give you something of theirs)
- J. Foul language
- K. Taunting (making fun of someone; their appearance, their intelligence, their name)
- L. Making insulting remarks about another student's family members
- M. Sexting - is the act of sending sexually explicit messages or photos electronically, primarily between cell phones.
- N. Cyberbullying - sending or posting harmful or cruel text or images using the Internet or other digital communication devices

Bullying will not be tolerated at Jemez Valley Elementary School. That includes at bus stops, walking to and from school, as well as on campus. Review of this contract serves as your **WARNING**.

\*If you are sent to the office and found to be in violation of the bullying contract you will be suspended for up to ten (10) days. Your parents received a copy of this contract indicating that you know what bullying is, that bullying is not okay, and what the consequences will be.

\*On the second offense for bullying, you will be suspended for up to ten (10) days with possible long term suspension.

\*On the third offense for bullying, you will be suspended for 10 days and given notice of a hearing where long term suspension or expulsion will be recommended to remove you from JVPS schools.

The Principal and/or counselor will explain the types of bullying/harassment and what will happen to students who are guilty of bullying/harassing other students. All students are required to sign a bullying/harassment contract.

\_\_\_\_\_  
Student Name:

\_\_\_\_\_  
Grade:

\_\_\_\_\_  
Date:

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

\_\_\_\_\_  
Date:

**Jemez Valley Public Schools  
Elementary School Parent-Student-Teacher Compact**

**Parent Pledge**

**I agree to carry out the following responsibilities to the best of my ability:**

- \*Provide a quiet time and place for homework, and monitor TV viewing;
- \*Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes grades 4-5);
- \*Make sure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition;
- \*Regularly monitor my child's progress in school;
- \*Participate at school in activities such as volunteering in the classroom, attending parent-teacher conferences, and attending activities my child participates in;
- \*Communicate the importance of education and learning to my child;
- \*Respect the school, staff, students and families of Jemez Valley Elementary.

**Student Pledge**

**I agree to carry out the following responsibilities to the best of my ability:**

- \*Come to school ready to learn and work hard;
- \*Bring needed materials, completed assignments and homework;
- \*Know and follow school and class rules;
- \*Communicate regularly with my parents and teachers about my school experiences so that they can help me to be successful in school;
- \*Limit my TV watching and, instead, study or read every day after school;
- \*Respect the school, classmates, staff and families.

**Staff Pledge**

**I agree to carry out the following responsibilities to the best of my ability:**

- \*Teach my students using interesting and challenging lessons that promote student learning of the NM Standards for Excellence;
- \*Endeavor to motivate my students to learn;
- \*Have high expectations, and help every child to develop a love of learning;
- \*Communicate regularly with families about student progress;
- \*Provide a caring and safe learning environment;
- \*Provide meaningful, daily homework assignments to reinforce and extend learning;
- \*Participate in professional development opportunities to improve my teaching and student learning using the continuous improvement model and based on student data;
- \*Support formation of partnerships with my student's families and community;
- \*Participate in decision making with other staff and families for the benefit of students;
- \*Respect the school, staff, students, and families.

\_\_\_\_\_  
Parent/Guardian  
Date\_\_\_\_\_

\_\_\_\_\_  
Student  
Date\_\_\_\_\_

\_\_\_\_\_  
Teacher  
Date\_\_\_\_\_

E. David Atencio  
**Superintendent**

*Board Members:*

Dennis Smith  
**President**

Mary England  
**Vice-President**

**Jemez Valley Public Schools**  
**Board of Education**  
8501 Highway 4  
Jemez Pueblo, New Mexico 87024

Anthony Delgarito  
**Secretary**

Gail Madalena  
**Member**

Christina Trujillo  
**Member**

Local: (575) 834-7391  
Albuquerque: 842-0902  
Fax: 834-7394  
[www.jvps.org](http://www.jvps.org)

August 8, 2011

**PARENT NOTIFICATION LETTER**  
**In Accordance with the No Child Left Behind Act, Title I, Part A, Section 1111**  
**And New Mexico Public School Code 22-10-A**  
**Parents' Right to Know**

Dear Parent:

The federal No Child Left Behind Act and the New Mexico Public School Code permit you, as a parent, the right to request information about the licensure and other qualifications, teaching assignment, and training of your child's teacher, instructional support providers, including paraprofessionals, and school principal who may work with your child.

If you are interested in requesting this information, please contact:

Dr. Susan Wilkinson Davis, 575/834-3311

Sincerely,

Susan Wilkinson Davis, Ph.D., Ed.S.  
Assistant Superintendent

**Jemez Valley Public Schools  
Jemez Valley Elementary School  
Jemez Valley Middle School  
Jemez Valley High School**

**Parent Involvement Procedures**

In support of strengthening student academic achievement in the district's schools, Jemez Valley Public Schools has developed procedures to meaningfully involve parents of participating children. As per requirements of section 1118(a)(2) of the Elementary and Secondary Education Act (ESEA), these procedures establish the district's expectations for parental involvement, include consultation with parents of participating children, and describe how the district will implement parental involvement activities.

**Part I. General Expectations**

The Jemez Valley Public Schools District agrees to implement the following statutory requirements:

- A. In consultation with parents of participating children, the school district will institute programs, activities and procedures for parental involvement in its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA).
- B. Consistent with section 1118, Jemez Valley Public Schools will work with Jemez Valley Elementary, Middle and High Schools to ensure that required school-level parental involvement procedures meet requirements of section 1118(b) of the ESEA, and each will include a school-parent compact consistent with section 1118(d) of the ESEA.
- C. The school district will incorporate these district-wide procedures for parental involvement into the district plan as per section 1112 of the ESEA.
- D. In implementing Title I, Part A parental involvement requirements, to the extent practicable, the district and its schools (Jemez Valley Elementary, Middle and High Schools) will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. The district and schools will provide information and school reports required under section 1111 of the ESEA in an understandable and uniform format, including alternative formats if requested, and to the extent practicable, in a language parents understand.
- E. If the district plan for Title I, Part A, developed under section 1112 of the ESEA, is unsatisfactory to parents of participating children, the district will submit parent comments with the plan when submitting the plan to the Public Education Department.
- F. The school district will involve parents of children in Title I, Part A schools in decisions about how the set-aside for Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the Parent Involvement Set-Aside goes to the schools.

G. The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring*

- a) that parents play an integral role in assisting their child's learning;*
- b) that parents are encouraged to be actively involved in their child's education at school;*
- c) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- d) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

H. Jemez Valley Public Schools will inform parents and parent organizations of the purpose and existence of Parents Reaching Out, a Parent Information and Resource Center in Albuquerque, New Mexico.

I. The district, Jemez Valley Elementary, Middle and High Schools will invite parents to an annual meeting scheduled at a time and place per parent feedback.

J. Information will be provided to parents of Title I students by the district, schools and teachers in an ongoing and timely manner, including information about curriculum, assessments, and student outcomes.

## **Part II. Description of How Jemez Valley Public Schools will Implement Required District-Wide and School Sites Parental Involvement Procedures**

Jemez Valley Public Schools district and schools will take the following actions to involve parents in the joint development of its district-wide parental involvement plan under section 1112 of the ESEA: electronic notice and surveys; multiple opportunities to sign up for parent advisory committees.

A. Jemez Valley Public Schools will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA: electronic notice and surveys; opportunities to sign up for parent advisory committees. Jemez Valley Elementary, Middle and High Schools will take the same actions to involve parents. Examples would include not only specific programs such as Title I or Indian Education, but also calendar and budget committees.

B. Jemez Valley Public Schools will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance: consultation for development of federal consolidated application; district and school Educational Plan for Student Success.

C. Jemez Valley Public Schools will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under other programs, such as Jemez Valley PreK; Jemez Valley PTA; Indian Education; Elementary Fine Arts; Special Education; Gifted Education; School Health Advisory Council; Principal's Advisories; GearUP. Activities include committee meetings, surveys, and assemblies.

D. Jemez Valley Public Schools will take the following actions to conduct, with parental involvement, an annual evaluation of the content and effectiveness of these parental involvement procedures in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement procedures and activities to increase parental involvement, and to revise, if needed, with parent involvement, its parental involvement procedures. Actions include conducting the survey in both electronic and hard copy formats. The survey will be developed by the Assistant Superintendent and the Title I Advisory Committee and disseminated to parents. Parents will be asked about preferences for Title I meetings.

E. Jemez Valley Public Schools will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership between the schools, parents and community in order to support improved academic achievement.

- a). The district and its Title I, Part A schools (Jemez Valley Elementary, Middle and High Schools) will provide assistance to parents of children served by the district or school, as appropriate, in understanding topics such as the following:
  - 1) New Mexico academic content standards and benchmarks
  - 2) New Mexico student academic achievement standards
  - 3) New Mexico and district academic assessments, including alternate assessments
  - 4) Requirements of Title I, Part A
  - 5) How to monitor their child's progress
  - 6) How to work with educators
  - 7) Parent's right to know – teacher and paraprofessional qualifications
  - 8) Parent's right to know – non-highly qualified teachers
  - 9) Outreach to parents of Limited English proficient students and information about language instruction educational programs
  - 10) Information to parents of students with the most significant cognitive disabilities about alternate standards and their students' proficiencies.Activities to assist parents will include parent-teacher conferences, letters, information in student handbooks, parent involvement meetings at the schools, weekly progress reports, and opportunities to volunteer or observe in their child's classroom.
- b) The district and its Title I, Part A schools will provide materials and training to help parents work with their children to improve their children's academic

- achievement, as appropriate, to foster parental involvement, by offering assistance in parent meetings and parent-teacher conferences.
- c) The district and its Title I, Part A schools (Jemez Valley Elementary, Middle and High Schools) will educate its teachers, pupil services personnel, principals and other staff, about how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, in ongoing faculty meetings and professional learning communities.
  - d) The district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with early childhood programs located within the district, including Jemez Valley PreK, Walatowa Head Start and Five Sandoval Indian Pueblos on behalf of Zia Head Start, and provide information about parent resource centers to encourage and support parents in more fully participating in the education of their children.
  - e) The district will ensure that information related to school and parent programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language that the parents can understand. If necessary, a district employee that speaks Towa or Keres will translate the information orally (neither language is written), or in writing in Spanish for a parent speaks Spanish only.

### **Part III. Adoption**

These district-wide Parental Involvement procedures have been developed jointly with, and agreed upon by, parents of children participating in Title I, Part A programs, as evidenced by oral and written feedback from parents.

These procedures were adopted by Jemez Valley Public Schools on October 16, 2009, and will be in effect for the period of the school year 2011-2012. The school district will distribute this revised policy to all parents of participating Title I, Part A children on or before September 1, 2011.

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Signature of Authorized Official

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Date

David Atencio  
Superintendent  
Board Members:  
Dennis Smith  
President  
Mary England  
Vice President

**Jemez Valley Public Schools**  
**Board of Education**  
8501 Highway 4  
Jemez Pueblo, New Mexico 87024

Anthony Delgado  
Secretary  
Gail Madalena  
Member  
Christina Trujillo  
Member

Local: (505) 834-7391  
Albuquerque: 842-0902  
Fax: 834-7394  
www.jvps.org

August 2011

Dear Parent,

All schools in the Jemez Valley Public Schools are designated as Title I schools. Our five schools have school-wide Title I programs. Each school has developed a written parental involvement policy. You can read a copy of the policy in this handbook. We encourage you to actively participate in the activities identified in the school policy and welcome written or oral comments about our Title I programs. Each school will have Title I meetings that you can attend.

We acknowledge that parents and school personnel share responsibilities for students' high academic achievement. Attached is a Parent-Student-Teacher Compact that outlines how parents, school staff, and students work together to improve student learning. Please read and sign the document, then return to your child's school. Also included in the handbook is a letter regarding your right to inquire about the credentials of your child's teacher(s).

The Jemez Valley Public Schools district encourages you to be as involved in your child's school as you are able. Your child's teacher can help you to understand state standards, district and school assessments, and how to monitor your child's progress. We will provide training and materials for you to use to work with your child. The district supports school staff in their efforts to communicate and collaborate with you, the parent. You will receive notices about parent programs and meetings from your child's teacher and school.

Information about how your child's school fared in the NCLB determinations will be sent to you as soon as it is available. These determinations are based on making Adequate Yearly Progress (AYP) in 37 areas – failing to make AYP in one area means that the school did not make AYP overall.

If you have questions, please contact your school's principal, or you can call me at 575/834-7391.

Sincerely,

*Laura Mijares*

Laura Mijares  
Director, Federal Programs

## Appendix G

E. DAVID ATENCIO  
SUPERINTENDENT

BOARD MEMBERS:

DENNIS SMITH  
PRESIDENT

MARY ENGLAND  
VICE-PRESIDENT

**JEMEZ VALLEY PUBLIC SCHOOLS**  
**Board of Education**  
**8501 Highway 4**  
**Jemez Pueblo, New Mexico 87024**

ANTHONY DELGARITO  
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CHRISTINE TRUJILLO  
MEMBER

GAIL MADALENA  
MEMBER

LOCAL: (575) 834-7391  
ALBUQUERQUE: (505) 842-0902  
FAX: (575) 834-7394  
Web Site: [www.jvps.org](http://www.jvps.org)

### Memorandum

To: Concerned Parents, Teachers, or Employees of the Jemez Valley Public Schools  
From: Ms. Barbara Perry, Jemez Valley Public Schools

Date: July 1, 2011

Subject: Asbestos Hazard Emergency Response Act (AHERA) Operations & Maintenance Plan Yearly Notification for the Jemez Valley Elementary School, Jemez Valley Public Schools, Jemez Pueblo, New Mexico

The following notification memo is provided as a requirement of the Environmental Protection Agency (EPA) AHERA regulations (40 CFR Part 763). This yearly notification is designed to inform any concerned persons as to the progress of the asbestos management program at the subject site over the last year.

Due to the extensive renovations completed throughout the subject building, all of the original building materials have subsequently been removed. Documentation has been provided by the construction architect stating that no asbestos containing materials were used in any of this new construction / renovations.

Should you have any questions, please do not hesitate to call my office at (575) 834-7391 Ext. 310.

Thank you.

Jemez Valley Public Schools Asbestos Program Manager

## Appendix H

### CAFETERIA CHARGE POLICY

Every school year each student receives a school handbook with the FREE AND REDUCED PRICE SCHOOL MEALS / MILK FAMILY APPLICATION. This application must be filled out yearly in order to determine eligibility for the lunch program. Jemez Valley Public Schools offers healthy meals every school day. Children need healthy meals to learn. Your children may qualify for free or for reduced price meals if your household income falls within the Federal Income Chart Guidelines.

If your child is full pay or on the reduced meal program that means he/she falls under the CAFETERIA CHARGE POLICY. This policy is on file with the State of New Mexico Nutrition Department.

After two charges he/she will receive a replacement meal. This meal is usually in the form of a sandwich and milk. It is not the full entrée offered for the day. Please make arrangements to pay all cafeteria fees as soon as possible.

Please pay with a check or money order or come in to pay the cashier in person. Many times parents send cash with their child but not all of the cash is given to the cashier.

If you have any questions please call the Food Services Department at 834-3312.

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