

CAPITAN ELEMENTARY SCHOOL



STUDENT/PARENT HANDBOOK 2018-2019

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Elementary Mantra: TEAM
Together Everyone Achieves More

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Capitan Municipal Schools Capitan Elementary School

Accredited by the New Mexico State Department of Education
575-354-8501/ Fax 575-354-8506
Website: www.capitantigers.org

BOARD OF EDUCATION:

Daryl Lindsay	President
Gary Tregembo	Vice President
Ben Hazen	Member
Dennis Rich	Secretary
Troy Stone	Member

ADMINISTRATION:

Sean Wootton:	Superintendent
Patti Nesbitt	Middle School/High School Principal
Briana Gibson	Elementary Principal
Becky Huey-Fuller:	Federal Programs Director

CAPITAN ELEMENTARY SCHOOL STAFF

Secretary

Michelle Sterns

Fourth Grade

Madison Romero
Kaitlin Brophy

Title I

April Lindsay
Susan Owens

Kindergarten

Rebecca Thompson
Misty Hightower

Fifth Grade

Daynette Fenner
Victoria Sedillo

Music

Duwayne Shaver
Wayne Ellison

First Grade

Terrie Adams
JoAnn Jones

PE

Shelly Maldonado

Instructional Assistants

Alida Scruggs
Debbie Wright
Jennifer McKinley

Second Grade

Beverly Gunn
Misty Nunez

Special Education

Michelle Garcia

Psychology

Sherrie Tanquay

Maintenance

Jerry Deal

Third Grade

Melanie Lee
Britt Leach

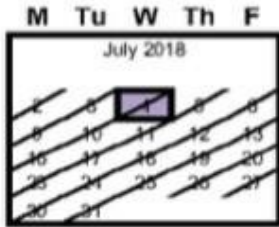
Speech Therapist

Ciara Foust

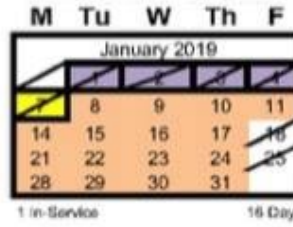


CAPITAN MUNICIPAL SCHOOLS

2018-2019 District School Calendar

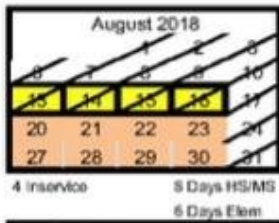


7/4 Independence Day

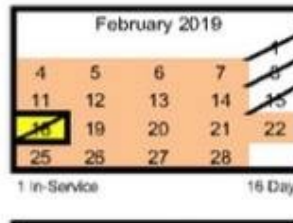


1/1 New Year's Day
1/1-4 Christmas Break
1/7 In-Service - All REC 9
1/8 First Day Back for Students

1 In-Service 16 Days

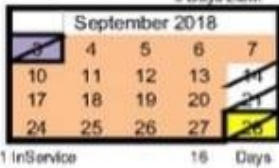


8/13-16 In-Service
8/20 MS/HS Begins
8/22 Elementary Begins

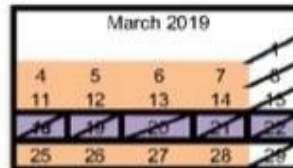


2/18 P/T Conferences
2/18-22 P/T Conferences 4:30-6:30

1 In-Service 16 Days



9/3 Labor Day
9/28 In-Service



3/18-22 Spring Break

12 Days

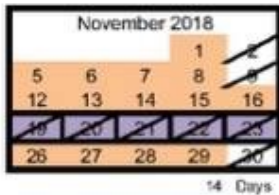


10/12 P/T Conferences



4/22 Easter Break

18 Days

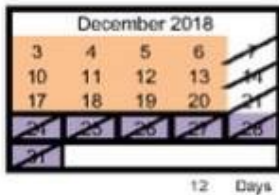


11/22 Thanksgiving
11/19-23 Thanksgiving Break

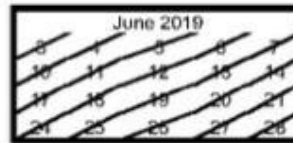


5/18 Graduation
5/24 In-Service
5/27 Memorial Day

1 In-Service 14 Days



12/24 Christmas Break Begins



Our Mission

To be a community where everyone is valued, safe, and nurtured, and where learners are empowered.

GENERAL SCHOOL POLICY

EQUAL EDUCATION OPPORTUNITIES

It is the policy of the Capitan Municipal Schools Board of Education to offer equal education opportunity to all children, which are consistent with the provisions of the Constitution and laws of the State of New Mexico and of the United States, and policies and regulations established by the State Board of Education.

NOTICE OF NON-DISCRIMINATION

Capitan Municipal School District does not discriminate on the basis of race, culture, ancestry, color, national origin, sex, age, religion, or disability in the provision of its programs and activities. The Superintendent of Schools or the Designee has been designated to coordinate compliance with the nondiscrimination requirements.

IN LOCO PARENTIS

All Capitan Municipal Schools Authorities, including school board, administrators, teachers and others in positions where supervision of public school students is part of their responsibility shall stand “in Loco Parentis” with regard to those students during such times that they have responsibility of supervising, instruction or otherwise controlling such students. During such periods, the authorities shall have the right of supervision and control over the conduct of such students.

Elementary Meal Prices

Breakfast-Students	FREE
Lunch-Students	\$2.75
Reduced Lunch-Students	\$.40
Adult Breakfast	\$2.40
Adult Lunch	\$4.00

Morning Schedule

Drop Off On Playground	7:30 am	No students should be dropped off before this time. There will not be staff on duty until 7:30.
Morning Bell/Doors Will Open	7:45 am	No student will be allowed in the building before this time. Front doors will open at 7:45.
Tardy Bell	7:50 am	After this time, students must obtain a tardy slip at the office.

Afternoon Schedule

Car Rider Students Release	3:55 pm	Students will be walked out to the car rider area in main parking lot.
Bus Rider Students Release	4:00 pm	Students will be walked to the Bus area.
Busses Run	4:15	Busses will leave campus.
Walker Students Release	4:00	Students will be walked across the road.

2 Hour Delay Schedule

Morning Bell	10:00 am
Tardy Bell	10:05 am
Lunch Schedule	Same as daily schedule

★ Drop Off Procedure will remain the same as a normal school day, see above schedule.

August 1, 2018

Dear Parents/Guardians,

We welcome you to the new school year with great excitement. We hope your summer break was great and we look forward to seeing your smiling faces.

We have many exciting things in store for your children for the 2018-2019 school year. We hope you will continue to communicate with us on a regular basis. Keeping those lines open can make a positive impact on the success of your child in school.

We will continue our rigorous instruction using the Common Core State Standards in which require increased student expectations. We will be focusing on deepening understanding as well as critical thinking in all academic areas. We encourage you to discuss the grade level standards with your child's teacher.

Our expectations remain high in academics, character and discipline. We thank you for your support in these areas. This relationship is what makes our school such a great place to be.

Once again, welcome.

Capitan Elementary School Staff

SECTION I

GENERAL SCHOOL INFORMATION

Admission Requirements

You will need the following items if you are enrolling in Capitan Elementary School, and **live within our school district:**

Original Birth/Hospital Certificate
Updated Shot Records
Verification of address with your name
Official Withdrawal from Previous School

You will need the following items if you are enrolling in Capitan Elementary School, and **do not live within our school district.**

Prior Approval from Administration
Original Birth Certificate
Updated Shot Records
Official Withdrawal from Previous School
Latest Report Card
Completed application for out of district enrollment

All Out of District applications are subject to approval by the Administration of Capitan Schools.

A Student Found to Have Invalid Enrollment May be Unenrolled From School in Accordance With the Procedures Set Forth in Section 6.10.4.9 NMAC

Section 6.10.4.9:

Where the administrative authority has reason to believe a student is enrolled under an invalid enrollment the administrative authority shall take the following action: A. **Preliminary notice of contemplated action of disenrollment.** The administrative authority shall give a preliminary notice of contemplated action of disenrollment to the student, through his/her parent or guardian, of the contemplated disenrollment and the reasons therefore. The preliminary notice shall be in writing, and mailed to the student no later than ten (10) school days before the notice on disenrollment is to be mailed. The preliminary notice shall state that: (1) the student has the right to respond, either in writing or in person, to the administrative authority before the date of the contemplated action of disenrollment, and (2) the student may attempt to resolve the 6.10.4 NMAC 2 matter informally by presenting adequate evidence to the administrative authority to refute the alleged reasons for the contemplated action of disenrollment. B. **Stay proceedings.** Where the question of the student's enrollment is under review by an administrative agency in the state of New Mexico or any court of competent jurisdiction, and written documentation has been filed with the administrative authority establishing the pendency of the action, all proceedings under this rule shall be stayed pending final determination of the question by the agency or court. C. **Notice of Disenrollment.** Where the student has not presented satisfactory evidence to cure the invalid enrollment and has been afforded notice as required by Subsection A of Section 6.10.4.9 NMAC above, the administrative authority shall give written notice to the student, through his/her parent or guardian, that the student will be disenrolled. The notice of disenrollment shall be mailed ten (10) days after the mailing of the preliminary notice of contemplated action of disenrollment. The notice of disenrollment must include a copy of this rule and must advise the student, through his/her parent or guardian, of the following. (1) Subject

to the procedure in Subsection C, Paragraph (2) of Section 6.10.4.9 below, if satisfactory evidence to refute the alleged reasons for the contemplated action of disenrollment is not submitted to the administrative authority within ten (10) school days from the date of mailing of the notice of disenrollment, the student will be disenrolled. (2) The student may, at any time within ten (10) school days after the date of mailing of the notice of disenrollment, present the administrative authority with an oral or written request for a hearing on the matter. (a) The hearing shall be held within five (5) school days after receipt of a request for hearing. (b) The student may appear at the hearing, with or without counsel, to refute the alleged reasons for the disenrollment. (c) The student may present witnesses or evidence at the hearing, as well as question any witnesses supporting disenrollment. (3) Within five (5) school days after the hearing, the hearing officer shall issue and mail to the student, through his/her guardian, the decision setting forth his/her decision for the reasons therefore. (4) If the hearing officer decides in favor of the student, the matter shall be closed. If the hearing officer decides against the student, the student shall be disenrolled from school five (5) days from the date of mailing of the decision. (5) If no request for a hearing is received within the time provided, the student shall be disenrolled from school and shall be permitted to re-enroll only when all legal requirements for enrollment are met. D.

Hearing Officer. The administrative authority may designate one or more of its staff to act as hearing officer for disenrollment matters; who, upon referral of the case from the administrative authority, shall follow the procedures set forth herein to afford the student and his/her parent or guardian due process. E. **Hearing procedure.** The hearing shall be set within five (5) school days after oral or written request for hearing is received by the administrative authority. (1) The administrative authority/hearing officer shall conduct the hearing informally but with dignity, firmness and fairness appropriate to the importance of the proceedings. (2) Written minutes of the proceeding shall be kept. A verbatim transcript shall not be required. (3) The hearing shall be conducted to afford the student due process, and shall provide; (a) an opportunity for the student and his/her parents or guardian to respond at the hearing; (b) the right to present evidence; (c) the right to confront adverse witnesses; (d) the right to cross examination; (e) the right to be represented by counsel; (f) the right to have a decision based solely on the applicable legal rules and the evidence presented at the hearing. (4) Within five (5) days after the hearing, the hearing officer shall prepare and mail to the student, through his/her parent or guardian, a written decision and the reasons therefore. [12-31-98; 6.10.4.9 NMAC – Rn, 6 NMAC 1.5.2.9, 12-29-00; A, 11-13-09]

Withdrawal Procedures

You must complete an official withdrawal from our office in order to have the documents needed by the new school.

Student Insurance

Specific information is sent home shortly after school starts.

Programs of Study/Student Placement

Students will be placed in the next year's classes no later than August of that school year. Please be aware that the principal, with teacher input, will make all final placements based upon the educational needs of each student.

Students entering Capitan Elementary school from a Home-School program will be required to take a short cycle assessment to determine the appropriate grade level and determine grade placement.

General Education

Capitan Schools offer a curriculum designed to prepare students with the basics of education. The following indicates grade levels of each school:

<u>School</u>	<u>Grade Levels</u>
Elementary	K-5

Middle	6-8
High	9-12

Special Education

Each school offers a Special Education program. Students who are placed in Special Education must be tested to determine qualification and the need for special services. Special Education students generally have a combination of special education classes and mainstream classes

Communication

- ..Capitan Elementary School Grade Level Newsletters.
- ..Parent/Teacher Conferences for the **First** and **Third** 9 weeks grading periods.
- ..Daily communication about special activities and happenings.
- ..School Advisory Council Meetings in Correlation with the PTA meetings.
- ..School Board Meetings (monthly)
- ..website: www.capitantigers.org
- ..parental access to Power School for grades and attendance

GRADING SCALE

The following grading scale will be used consistently unless otherwise noted:

A+	100	C+	79
A	92-99	C	72-78
A-	91-90	C-	70-71
B+	89	D+	69
B	82-88	D	62-68
B-	80-81	D-	60-61

PROGRESS REPORTS

Midway in each grading period, after 4 1/2 weeks, a progress report is completed school-wide to keep students and their parents up-to-date with student progress.

REPORT CARDS

Available one week after the end of each nine weeks. These may be accessed online through Power School. Please contact the school if you desire a hard copy.

HONOR ROLL REQUIREMENTS (3rd – 5th)

Students must maintain a 90 % accumulative average with NO “C”.
Final grades from each subject are averaged together to determine the 90%.

HOMEWORK POLICY

Homework represents a positive influence upon a student’s ability to master any given lesson. It also provides an opportunity for the student to learn responsibility. One of the most common reasons why students experience lower grades is due to the fact that they fail to turn in assigned work.

The following policies explain how this is dealt with in two situations:

- When the student misses work due to an absence
- When work is simply not turned in

Work missed due to absences:

When an absence occurs the student will be given **one (1) day** to complete and turn in missed assignment for each day they are absent. Example: If the student is absent for two days they have two day to complete and turn in missed work.

Work not turned in:

- The deadline for turning in work when the student is not absent is at the beginning (8:00 am) of the next school day.
- If the assignment is not turned in by 8:00 am the following school day 25 points will be deducted from the grade.
- The latest work will be accepted is two (2) nights after the assignment is given.

Policy Examples:

- **Weekday Example:** Assigned Monday, due Tuesday by 8:00 am, if late -25 points, if not turned in by Wednesday at 8:00 am student will receive a zero (0).
- **Weekend Example:** Assigned Thursday, due Monday by 8:00 am, if late -25 points, if not turned in by Tuesday by 8:00 am student will receive a zero (0).

Parent Contact:

- After child receives three zeros parent contact will be made.
- Upon receiving the fourth zero an office referral will be written for a Level I offense on the discipline matrix and can affect the student's participation in any field trip.

PARENT/TEACHER CONFERENCES

Report cards for the first and third reporting periods are given to parents at Parent/Teacher conferences. Please note school calendar for dates of Parent/Teacher conferences. If there are teacher and/or parent concerns, which need further discussion, an additional conference time may be scheduled.

ANNUAL TESTING

Capitan Elementary School will administer the State mandated tests and short cycle assessments as required. Currently K-3 are administered 4th grade SBA Science, 2-5 PARCC Adopter and 3-5 PARCC.

PROMOTION AND RETENTION

Capitan Municipal Schools (the classroom teacher) will present the parent/guardian with a recommendation for promotion or retention. This recommendation will be based on academic achievement, classroom skills and abilities as well as performance levels on state mandated test scores, and district tests. The recommendation will be made in the best interest of the student and his/her academic success. Our educators take this decision very seriously. A parent/guardian may also request the retention of their prospective student and the same criteria will be used to make that determination. Any student being considered for retention will be referred to the Student Assistance Team(SAT).

Board Policy will be followed in all retention situations.

The parent/guardian must sign an acceptance or a refusal for the recommendation of retention. State Law allows a parent/guardian to sign a retention refusal only one (1) time during the student's elementary years.

TEACHER REQUESTS

Many thoughtful considerations are taken into account when assigning students to their teacher placement for the upcoming academic year. Factors such as student disposition, student personalities, behavior, and achievement levels are all considered while trying to maintain a balanced classroom. **We will not accept parent request of classroom teachers.** If there are extenuating circumstance, you may contact the elementary principal and set up a conference to explain the situation.

SECTION II General Student Information

Citizenship and Conduct

We believe that it is the joint duty of home and school to help children become responsible for appropriate conduct at school. We will insist that children be respectful to staff members and to each other. Our goal is to help students develop self-discipline and self-direction. A self-disciplined person recognizes and is responsive to his own needs, rights and responsibilities and to the right, needs, and responsibilities of others. Developing this is a process, which begins at birth and continues throughout life.

Notice of Prohibition Against Bullying/Cyber Bullying and Anti-Bullying Interventions

“Bullying behavior by any student in the Capitan Municipal Schools is strictly prohibited, and such conduct can result in disciplinary action, including suspension and/or expulsion from school”.

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

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

Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and

websites. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. To learn more about Cyber Bullying go to www.cyberbullying.gov.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. There are multiple forms of bullying, **direct**- in which there is physical violence or name-calling, and **indirect**- exclusion from an activity, rumor spreading, or cyber-bullying, are the most common versions. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action can be taken against the perpetrator, up to and including suspension and/or expulsion. **Capitan Municipal Schools** believes it is important for a school to create a climate where bullies and bullying behavior are not tolerated.

POSITIVE BEHAVIOR

Capitan Elementary School tries to accentuate the “positive” side of behavior and learning through the use of:

PAWS LAWS: Positive Behavior System

PAWS LAWS:

Positive Attitudes Will Succeed

Students will be taught the following 6 character traits in connection with the positive behavior expected at school:

1. Caring
2. Respect
3. Responsibility
4. trustworthiness
5. Citizenship
6. Fairness

All students will be taught the proper and expected behavior in all common areas of the school campus. The common areas are: Playground, Restrooms, Cafeteria and Walkways(inside and outside the building). Students are expected to demonstrate good conduct, use self-control and maintain good manners before, during, and after school. Capitan Elementary believes that a positive school atmosphere enhances individual learning and ensures safety for all.

Students who choose to violate school rules and create problems for others will be subject to the following consequences.

1. Loss of recess
2. Privileges revoked
3. Call/Note/Email Home
4. Visit to Principal
5. Loss of Field trip privileges

If the student continues to exhibit lack of self-discipline by causing further disruption, the child could be suspended from school for a period of eight (8) days or less.

Students will be rewarded by following PAWS LAWS and practicing the 6 Character traits listed above with Tiger Bucks and be allowed to earn prizes based on the number of bucks earned.

GENERAL SCHOOL BEHAVIOR
STUDENTS SHALL FOLLOW ALL RULES-WRITTEN OR ORAL

ITEMS FROM HOME

Students ***will not*** bring valuables or other items from home, which may be damaged, cause damage to property, be harmful to other students or cause a distraction. This includes but is not limited to things such as **IPods, iPads, tablets, handheld computer games, toys, toy guns, toy knives, hard baseballs and wood or aluminum baseball bats. Cell phones and cell phone watches** can be brought to school but **must be left turned off and in the student's backpack for the safety of the device as well as to protect the privacy of other students.** The school is not responsible for the loss or damage of personal property. The only items to be brought from home are those approved by the classroom teacher or principal. If items are brought to school they will be confiscated and parents will be asked to come pick up the item.

SKATEBOARDS /ROLLER-SKATES

Skateboards, roller-skates and "wheelies" are not acceptable on school grounds during or after school hours. Please do not permit your children to bring them to school, as they will not be allowed to use them.

CHEWING GUM/EATING

Students shall not chew gum, eat candy, etc. during class time, except by special permission of the teacher. No food or drink is to be taken out of the cafeteria at breakfast or lunchtime.

USE OF CROSSWALKS

Crosswalks, where provided, are for the safety of students and are to be used. Students are not to play or walk among the cars or through the parking lots.

BEHAVIOR IN CAFETERIA AND HALLWAYS

Through PAWS LAWS, students will be taught and expected to enter and exit the cafeteria in a quiet manner, eat their lunch using manners, and clean up after themselves when they are through. They will be expected and taught to walk quietly in the hallways and on any walkway outside the building as to not disrupt the learning of others working in classrooms. They will walk on the right side of the hallway and be respectful to everyone in the building.

SERIOUS MISBEHAVIOR

Certain misbehaviors and actions on the part of students are considered to be more serious than others are. These actions are generally identified as deliberate, willful, and/or malicious acts done in flagrant violation of school rules. They may also be defined as acts that are potentially hazardous or even life threatening. When an act is judged as "serious" in this sense of the word, strong disciplinary action may be imposed. An attempt will be made to contact parents every time a serious misbehavior occurs. See DEFINITION OF TERMS IN THE DISCIPLINE MATRIX.

SEARCH AND SEIZURE

Students may be searched according to Capitan Municipal Schools Board of Education Policy, Section 1.23.

SANCTIONS USED TO DISCIPLINE STUDENTS IMMEDIATE REMOVAL

"Immediate Removal" means the removal of a student from the class for a period of one day or less.

Regardless of what other disciplinary actions may be considered appropriate, or what other disciplinary actions are implemented, students whose presence pose a danger to persons or property or a threat of disrupting the educational process may be immediately removed from school or school sponsored event(s) by any school personnel.

ISS (In School Suspension)

In school suspension will seclude a student from their peers and they will be placed in a designated area to complete their school assigned for that day. . Parents must be notified in writing or orally why their student was placed in ISS. When possible, parents will be notified prior to their child being placed in ISS. Students who serve ISS will be given homework and/or tests as outlined in the policy.

OSS (Out of School Suspension)

Out of School Suspension in Capitan Elementary School means that a student is sent home and denied the privilege of attending school for a specified period of time, up to nine (9) in-session school days, for specific offenses. Parents or guardians will be given oral notice by the end of the day, if possible, and written notice will be sent home with the student that day.

Students who are assigned OSS:

- Will not be allowed on the school campus during the period of OSS
- Will not be allowed to participate in any extracurricular activity
- Will be allowed to make up work missed at Capitan Elementary School during OSS

LONG-TERM SUSPENSION/EXPULSION

"Long-Term suspension" is removal from school for ten days or more. "Expulsion" means the removal of a student from Capitan schools. (The right to a public education is not absolute; it may be taken away, temporarily, or permanently, for violation of school rules). Parents /guardians and the student must have a reinstatement conference with the principal before a student is allowed back in school. The student will receive zeros for homework, assignments, or tests while in long term suspension. The student may be placed on long term suspension or recommended for expulsion for the following reasons:

SEXUAL MISCONDUCT

Capitan Elementary is committed to creating and sustaining a healthy and safe environment. Sexual assault and sexual exploitation **will not** be tolerated. Non-consensual as well as consensual sexual misconduct can be detrimental to a person's learning experience and overall health and has no place in our school. Capitan Elementary will take any and all action needed to prevent, correct, and discipline behavior that violates this standard of conduct.

THEFT

Damage or defacing of school property of school staff personal property, including automobiles.

VANDALISM/DAMAGE TO PROPERTY

Any student who commits damage to property shall be liable to the school or owner for the cost of repair or full restitution of that property. The restitution to the school or individual owner for the amount equal to the fair market value of the property, less salvage value. In the event such a pupil shows financial inability to restore to the school or individual owner the fair market value restitution, an installment payment plan shall be established. If a student is financially able to make restitution, either fully or in an installment plan, but fails or refuses to do so, the student will be recommended to the Superintendent for Long Term Suspension until such time as compliance begins. If the act is judged criminal, referral to the Police and Juvenile Probation Officer or the District Attorney will be made.

BATTERY

Physical assault, intimidation or battery on school personnel will result in the recommendation of immediate long term suspension or immediate expulsion by the Principal and Superintendent for Board approval.

BOMB THREAT

Any student who is found guilty of calling in a Bomb Threat will receive the appropriate punishment according to the Discipline Matrix.

WEAPONS IN SCHOOL

The Capitan Municipal School Board of Education 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 that **no student will bring a weapon onto a school, nor carry or keep any weapon knife, gun, or explosive device on school property or while attending or participating in any school activity.** This includes during transportation to or from such activity. Nor shall any student threaten school personnel either with or without a weapon or any 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, in or similar device.

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 or destructive use, including, but not limited to, air guns, paint guns, nunchucks, Chinese stars, or any "look-a-like" objects that resemble objects that have a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object(s) is for use, or threat of use, as a weapon.

WEAPON DEFINED

For purposes of this policy, a "weapon" is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any "look-alike" object that resembles an object that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

FIREARM DEFINED

For purpose of this policy, and for purposes of compliance with the federal Gun Free School Act, a "firearm" is 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; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device such as fireworks of any kind are prohibited.

ENFORCEMENT / PENALTIES FOR VIOLATIONS

Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the State Board of

Education Regulation No. 81-3, as amended, and the policies of Capitan Municipal Schools. Any student who brings a firearm, fireworks, or weapon to a school or school sponsored activity shall, if penalties are imposed under this policy, be referred to appropriate law enforcement authorities for prosecution. Any student found to be in violation of this policy will be subject to long-term suspension and expulsion for at least one year. In compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a firearm, as defined in this policy, shall, at a minimum, be expelled from school for a period not less than one year, provided, that the Superintendent or the Board of

Education may modify such penalty in appropriate cases in their discretion. This policy shall be interpreted in a manner consistent with the Individuals With Disabilities Education Act (IDEA). In accordance with the provisions of 20 U.S.C. Section 1415 e(3)(B) of the IDEA, a child with a disability who is determined to have brought a weapon to a school while under this jurisdiction of the School Board may be placed in an interim alternative educational setting as specified by the IEP team. If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting during the pendency of such proceedings, unless the parents and school officials agree otherwise.

CAPITAN ELEMENTARY K-5 **DISCIPLINE MATRIX**

2017-2018

The following matrix has been constructed to clearly show school community members the consequences for violations of expected behaviors within the Capitan Municipal Schools grades K-5. It lists the normal consequences that students will face if and when their behavior falls within one of the given levels (1-5). It is an attempt to be fair, concise and all-inclusive. Adjustments will be made for misbehaviors falling outside these listings or in cases of extreme or unusual actions. It should be stated that the school administration reserves the right to exercise their discretionary rights to adjust punishment in any case, as conditions require. Offenses are cumulative, regardless of level and progress across the infraction columns.

It is the policy of the staff of Capitan Elementary School to involve the parents in all serious problems concerning discipline. If a student does not exercise self-discipline, there may be occasions when discipline must be imposed by an outside source (i.e.) parents or school officials. If all other provisions of the discipline policy have been ineffective, you will be asked to come to school and take your child home for a set number of days. All disciplinary actions are subject to regulations imposed by the State of New Mexico and/or the State Department of Education.

CAPITAN MUNICIPAL SCHOOLS-DISCIPLINE MATRIX K-5

OFFENSE	FIRST INFRACTION	SECOND INFRACTION	THIRD INFRACTION
LEVEL 1			
<ul style="list-style-type: none"> • Tardiness • Profanity/Inappropriate language <ul style="list-style-type: none"> • Disruptive Behavior • Rough Housing • Class Preparation/Homework • Prohibited Items/Property misuse • Cell Phones and Beepers/Pagers 	<ul style="list-style-type: none"> • Staff Warning and/or Classroom Detention Up to 7 • Confiscation of item 1-3 days 	<ul style="list-style-type: none"> • Office Referral and/or Classroom/Noon Detention Once the 8th tardy is received • Campus Beautification • Confiscation of item 1 week 	<ul style="list-style-type: none"> • Possible 1-3 Days ISS • Students receiving their 9th tardy will be referred to our SAT committee. <ul style="list-style-type: none"> • Parent Conference • Confiscation of item until par conference
LEVEL 2			
<ul style="list-style-type: none"> • Dress Code • Insubordination/Defiance/Disrespect/Non-compliance <ul style="list-style-type: none"> • Self Mutilation • Petty Theft/Damage to Property • Physical Aggressiveness 	<ul style="list-style-type: none"> • Staff Warning • Possible 1 Day ISS • Refer for Counseling • Full Restitution 	<ul style="list-style-type: none"> • Staff Warning/Parent Conference • Possible 2 Days ISS 	<ul style="list-style-type: none"> • Possible 1-3 Days ISS • Possible 1-2 Days OSS • Parent Conference
LEVEL 3			
<ul style="list-style-type: none"> • Threat/Verbal Abuse • Dangerous and Reckless Behavior • Rock Throwing (or other objects) • Directed Profanity/Overt defiance <ul style="list-style-type: none"> • Tobacco • Drug Paraphernalia • Gang Related Behavior/Indicators 	<ul style="list-style-type: none"> • Mediation with students involved. Parent Notification • Possible 1 Day ISS • Possible 1 Day OSS 	<ul style="list-style-type: none"> • Possible 2-3 days ISS • Possible 2 Days OSS 	<ul style="list-style-type: none"> • Possible 3 Days ISS • Possible 3 Days OSS • Possible: Alternative Education Program or Long Term Suspension
LEVEL 4			
<ul style="list-style-type: none"> • False Alarms • Theft or defacing: Personal/School Property <ul style="list-style-type: none"> • Sexual Harassment • Fighting • Assault on Staff/Student (Verbal) <ul style="list-style-type: none"> • Knife as Possession • Bullying/Harassment/ Hazing/Cyber Bullying 	<ul style="list-style-type: none"> • Possible 1-2 Days OSS/ and Parent Notification or Conference 	<ul style="list-style-type: none"> • Possible 2-3 Days OSS/ and Parent Notification or Conference 	<ul style="list-style-type: none"> • Possible 4 Days OSS/and Parent Notification or Conference
LEVEL 5			
<ul style="list-style-type: none"> • Bomb/Security Threat <ul style="list-style-type: none"> • Vandalism • Battery (Physical) • Intentional Alcohol/Drug Distribution and Possession • Alcohol/Drug Influence <ul style="list-style-type: none"> • *Knife as Weapon • *Weapons or any item that can be used as a weapon <ul style="list-style-type: none"> • Sexual Misconduct 	<ul style="list-style-type: none"> • Possible 8 Days OSS/Parent Conference/Long Term Suspension/Notify Law Enforcement <ul style="list-style-type: none"> • Full Restitution • * Expulsion of at least a year (Superintendent may modify on a case by case basis) 	<ul style="list-style-type: none"> • Long Term suspension up to 30 days or possible expulsion 	

<p>OTHER ISSUES</p> <ul style="list-style-type: none"> • Academic Dishonesty/Cheating • Technology Violation • Bus / Transportation Violation 	<ul style="list-style-type: none"> • No credit for assignment, teacher will document and report offense to the principal/Parent Notification • Warning – Semester Ban • Per bus discipline matrix 	<ul style="list-style-type: none"> • No credit for assignment, teacher will document and report offense to the principal. 1 day OSS/Parent Notification • Semester Ban 	<ul style="list-style-type: none"> • No credit for assignment, teacher will document and report offense to the principal. 4 days OSS. Student will be disqualified for consideration for academic awards during the school year./Parent Notification • Year Ban
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LEVEL 1

UNEXCUSED TARDIES - Students are expected to be on time for all classes. 7th Tardy classroom detention, after receiving the 8th tardy student will have office detention. Upon receiving the 9th tardy, students will be referred to our SAT team.

PROFANITY - Using language that is crude, offensive, insulting, or irreverent, or the use of coarse words to show contempt or disrespect, and swearing. This includes words that are intended to be “sound-a-likes” and are disruptive to the educational setting.

PROHIBITED ITEMS (CONTRABAND) - Radios, cassettes, CD players, audio/visual electronic devices, Nintendo-style video games, electronic toys, food and non-factory sealed beverages other than water in the hallways, headphones, skateboards, roller blades, matches, lighters, publications i.e. Teen/Hot Rod, etc., and that are not a part of an assigned classroom curriculum, and other items as declared by the principal.

CELL PHONES- must be kept in the backpack and turned off during school hours.

DISRUPTIVE BEHAVIOR-An attitude of respect for authority will be displayed at all times. Belligerence, hostility, and uncontrolled anger will not be tolerated.

EXCESSIVE HORSEPLAY - Behaviors (wrestling, play fighting, offensive noises, etc.) that are causing disruption to the educational process, and that teachers have attempted to deal with in the regular section prior to office referral.

CLASS PREPARATION/HOMEWORK COMPLETION - Going to class unprepared, i.e. no books, paper, pencil, or repeatedly not completing homework.

LEVEL 2

DRESS CODE - Non-compliance with the dress code rules as outlined in the Parent/Student Handbook.

INSUBORDINATION/DEFIANCE/DISRESPECT - Complete failure to follow the directions of school staff and to exhibit a total lack of cooperation with school staff.

MUTILATION - Self-mutilation or mutilation to others in any form, including the use of matches or lighters to burn the skin of self or another student.

PETTY THEFT/DAMAGE TO PROPERTY - The theft of any personal belongings or school property less than \$50.00 in value.

LEVEL 3

THREATS / VERBAL ABUSE - Using threats and gestures of physical harm and/or causing a present fear of danger through verbal assaults to another student.

DANGEROUS AND RECKLESS BEHAVIOR - any behavior that places others at risk.

ROCK THROWING – Throwing rocks (or any object that can cause physical damage) is serious misbehavior. Severe physical harm can result from throwing objects even though not done maliciously.

DIRECTED PROFANITY - The use of offensive, abusive or profane language and gestures or threats toward the school community.

TOBACCO - Federal law prohibits use or possession of tobacco in any form including e-cigarettes and nicotine containers on the school campus.

DRUG PARAPHERNALIA - Equipment or apparatus designed for the purpose of measuring, packaging, distributing, or facilitating the use of drugs.

GANG-RELATED BEHAVIOR/INDICATORS - Wearing clothing, jewelry, symbols, and other indicators determined by the administration to be evidence of or reference to gang membership. Use of speech, gestures, symbolism, and noises as a means of communication, determined to be evidence of gang affiliation. The solicitation for membership through direct recruitment and subtle means of other students.

LEVEL 4

FALSE ALARMS - Interfering with the proper functioning of a fire alarm system or giving a false alarm using the fire alarm system or other means.

THEFT: PERSONAL / SCHOOL PROPERTY - The theft of any personal belongings or school property in excess of \$50.00 in value.

SEXUAL HARASSMENT - It is sexual harassment for a student to subject another student to unwelcome conduct of a sexual nature.

FIGHTING - Employing hostile contact in which at least one party has contributed to a situation by verbal or bodily means. Less severe actions and intent than assault and battery.

ASSAULT ON STAFF/STUDENT (VERBAL) - the use of insulting language toward another impugning his/her honor, delicacy or reputation.

KNIFE AS POSSESSION - Possession of any knife, including pocket knives, regardless of length of blade, regardless of circumstances, with no harmful intent.

BULLYING/HARASSMENT/CYBER BULLYING - The act of troubling, worrying, or tormenting as with careless or repeated words, actions or attacks. Comments, gossip, gestures and actions of physical or verbal nature are harassment. This includes any behavior that causes mental or physical distress for another, although the original intent may have been in jest. Bullying also includes cyber bullying and will not be tolerated.

HAZING – The act of subjecting a student to a dangerous, painful, offensive or demeaning conduct for any purpose, including condition of membership, or initiation into any class , team, group or organization operating under the auspices of the District.

LEVEL 5

BOMB/SECURITY THREAT - Falsely and maliciously stating that a bomb or other explosive / substance /condition exists or has been placed in such a position that persons or property are likely to be injured, threatened or destroyed.

VANDALISM - Damage to school property consists of intentionally damaging or defacing personal property of the school or of school personnel without the consent of the school or school personnel.

BATTERY (PHYSICAL) - the unlawful, intentional touching or application of force to the person of another, when done in a rude, insolent, angry or attacking manner.

ALCOHOL / DRUG DISTRIBUTION AND POSSESSION - The use or possession of alcohol or narcotics on a public school campus is forbidden by New Mexico State Law. By statute, minors may not use or possess alcohol or narcotics at any time. This includes attendance at a school event held off campus as well as travel to and from that event.

ALCOHOL / DRUG INFLUENCE - The use or possession of alcohol or narcotics on a public school campus is forbidden by New Mexico State Law. By statute, minors may not use or possess alcohol or narcotics at any time. Such violation may constitute immediate expulsion for the remainder of the semester. The classroom teacher and the principal will investigate situation and consult and on appropriate disciplinary action.

KNIFE AS WEAPON - any knife, if the purpose of keeping or carrying the object is for use, or threat of use as a weapon. Showing, flashing, or presenting a knife will be considered threat and intent to use as a weapon.

WEAPONS - A “weapon” is any firearm, knife, explosive, cigarette lighter or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any “look-a-like” object that resembles an object that has a potentially violent use, if, under the surrounding circumstances the purpose of keeping or carrying the object is for use, or threat of use as a weapon. It is the policy of the Board of Education and NMSA 22-5-4.7 that no student will bring a weapon to school nor carry any weapon on school property or while attending or participating in any school activity. A weapon is defined as any firearm, knife, explosive, or other object, (even if manufactured for a non-violent purpose) that has a potentially violent use. Such violation may constitute immediate expulsion for a period of not less than 1 year for a student knowingly bringing a weapon to school or any school activity. The Superintendent has the discretion to modify the expulsion requirement on a case by case basis.

SEXUAL MISCONDUCT

Sexual assault and sexual exploitation will not be tolerated. Any sexual misconduct including inappropriate touch to private areas will not be tolerated.

OTHER ISSUES

ACADEMIC DISHONESTY - per Capitan Municipal Schools Board Policy Manual.

TECHNOLOGY VIOLATION - per Capitan Municipal Schools Board Policy Manual.

BUS/TRANSPORTATION VIOLATION - per Capitan Municipal Schools Board Policy Manual.

DUE PROCESS

“Due Process” is accorded an individual when the principal or designee undertaking the proceeding against that individual adequately informs the accused of the charges, gives the accused enough time and specifications of charges to prepare a proper defense, allows the accused the opportunity to confront witnesses and challenge the testimony given, and permits the presentation of evidence on his/her behalf. The process will be informal for all routine disciplinary actions with the exception of long-term suspension or expulsion at which time the process will be formal.

Informal Hearing

The principal will conduct an informal hearing for any violation of school rules or misconduct. In all cases, the principal will thoroughly investigate the allegations and will allow the student an opportunity to present evidence and/or witnesses in his/her defense. The principal will then assign appropriate consequences according to school policy.

Final Appeal Authority of Informal Hearing

There is no appeal for decisions made in an informal hearing or for suspensions of less than 10 days. As a courtesy, parents may request a review of the situation/circumstances from the Superintendent. The Superintendent may revise actions if it is determined that policy was not followed or evidence warrants a re-consideration of the disciplinary decision.

Final Appeal/Formal Hearing

If a student is assigned long-term suspension or expulsion by the building principal, the student and parent have the right to request a hearing before the Superintendent. If the Superintendent decides in favor of the student at this hearing, the matter shall be closed. If the Superintendent decides against the student, the student then has the right to appeal the decision to the School Board through a formal hearing. Public School Code Policy 6.11.2.12 (G.1-4)

Final Appeal Authority/Formal Hearing

The School Board is considered the “Final Appeal Authority” for formal disciplinary matters involving long-term suspension or expulsion. The student and parent must present a written request within five (5) days of notification of the finding by the Superintendent, to the School Board to appeal the decision of the Superintendent through a formal hearing. The appeal shall be a review of the procedure and the finding of the Superintendent. The decision of the School board is the final administrative action to which a student is entitled.

NONDISCRIMINATORY ENFORCEMENT

Capitan Municipal Schools will not enforce school rules or impose disciplinary punishment in a manner which discriminates against students on the basis of race, culture, ancestry, color, national origin, sex or handicap, except to the extent otherwise permitted or required by law or regulation.

APPEARANCE POLICY

It is the policy of Capitan Municipal Schools that a student's dress or personal appearance may not interfere with the educational process. The school officials reserve the right to use discretion in this area and also reserve the right to send students home to change who come to school in clothing or in an appearance that the school feels may be disruptive to the learning process. In accordance with this policy the following standards have been established.

The Capitan Municipal Schools Board of Education believes that adoption and enforcement of a **STRICT** policy on student appearance and dress can be a factor in improving student attitudes toward school, student school attendance and student academic performance. Also, student dropout rates and student confrontations and conflicts will be reduced to a minimum.

Appearance Policy Guidelines:

- General appearance should be neat, clean and modest. Appropriate dress shall be determined by the classroom teacher/principal.
- Students are prohibited from wearing tattoos except during school spirit week.
- Earrings should not be a visual distraction in the classroom.
- Shorts, flip flops and sandals cannot be worn after October 1st or before April 1st. Shorts and skirts must reach fingertip length when arms are extended and placed at the sides. This includes shorts with tights/leggings worn under them. Shorts must be worn under Elementary Student's skirts
- Leggings and tights must be worn with a top which covers all body parts.
- Bare midriff shirts or blouses may not be worn.
- Tops must have a minimum of 2 inch straps.
- Shear/thin shirts must have an under shirt/tank top worn under it.
- Students may not wear razor back shirts.
- Fishnet shirts or blouses may not be worn.
- Hats or caps may not be worn in any building.
- Dress which displays logos, emblems, etc., which promote sexually explicit or obscene messages, alcohol, tobacco or drug related items, or promote violence or affiliation with a gang is not acceptable.
- Pants that are too large will require the wearing of a belt or similar item. Sagging pants will not be allowed.
- No shoes with roller skates are allowed at school.
- Students with hair coloring or styling, that is disruptive to the school environment will be removed from school until it is corrected. This will be left to the discretion of the teacher and principal.
- Students may not wear dusters (long-tailed coats)

ATTENDANCE POLICY

Regular daily attendance is critical for students to benefit from education opportunities. Parents and students are responsible for minimizing absences.

Regular daily attendance is consistent with the provisions of the Compulsory School Attendance law and Children's Code. Section 6. Section 22-12-2 NMSA 1978 (being Laws 1967, Chapter 16, Section 170, as amended) is amended to read: "22-12-2.

COMPULSORY SCHOOL ATTENDANCE-- RESPONSIBILITY.--

A. Except as otherwise provided, 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 years of age unless that person has graduated from high school or received a general educational development certificate. A parent may give written, signed permission for the school-age person to leave school in case of hardship approved by the local superintendent.

B. A school-age person subject to the provisions of the Compulsory School Attendance Law shall attend school for at least the length of time of the school year that is established in the school district in which the person is a resident or the state-chartered charter school in which the person is enrolled and the school district or state-chartered charter school shall not excuse a student from attending school except as provided in that law or for parent-authorized medical reasons.

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

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

As per the Twelfth Judicial District it is the responsibility of the school that if a student is absent from class or classes for three or more days without an acceptable excuse, the parents will receive notice from the school. Most schools have automated phone calls notifying parents of their student missing class(es) or school day without an excuse. Written notices will be sent to develop a record. **If unexcused absences or repetitive absences continue, the schools will provide the District Attorney's Office, Juvenile Probation Office and perhaps others, notice of the issues and problems along with documentation that evidences that non-compliance.**

If sufficient evidence and not legitimate excuses exist for the repeated absences, the case could be filed in Magistrate or District Court. There are possible criminal penalties involved for parents who do not comply with the statute.

It is the goal of the Twelfth Judicial District and the goal of the school to give each and every child an education. We cannot do that if children do not go to school. We have no interest in filing more cases in court. If the court is required to file cases, the courts frequently develop truancy prevention orders to assist parents in making sure their children attend school.

Parents are urged that if there are particular problems with their children (health, behavior, delinquency) that are contributing to them not attending school regularly, parents should notify the school officials of those problems in order to develop strategies to assure attendance.

If you have any questions or concerns you can reach the Twelfth Judicial District State of New Mexico at 575.437.3640.

Attendance Procedure:

1. Notification to school:

- a. Phone calls are accepted the day of absence.
- b. Parent written notes shall be brought to school either the first or second day back
- c. Absences are explained or unexplained, the district does not excuse students.

Therefore, every absence will count toward limit of ten per semester

- d. All parent written notes shall include the following:
 - i. Name of student
 - ii. Date(s) of absences
 - iii. Explanation of absence
 - iv. Parent signature and date
 - v. Medical documentation when applicable
2. Parent written notice will apply to one of the conditions below for a student absence to be considered explained:
 - a. Personal Illness
 - b. Family Illness
 - c. Death of a relative; friend
 - d. Observance of religious holiday
 - e. Emergency
3. General Guidelines
 - a. A student may have no more than ten absences (explained or unexplained) per semester
 - b. On the sixth absence, written notification will be mailed to parents
 - c. On the tenth absence, written notification will be mailed, student will be referred to the Student Assistance Team, parents will be required to attend a Student Assistance Team Meeting
 - d. On the eleventh absence, and ensuing absences, provisions of the Children's Code will be implemented and appropriate referrals initiated.
 - e. Absences due to school sponsored or school approved, and subpoenaed court appearances are counted as days of school attendance, however, students are limited to 15 days of extra-curricular activities.
 - f. *Out of school suspension, for any reason, will be counted as part of the accrual of the ten days.*
 - g. A student who is absent for ten consecutive days will be dropped from the attendance records.
4. Extended Illness Parent shall contact school principal immediately to discuss individual situations and appropriate plans. Extended illness is defined as 3 or more consecutive days and must be verified by a Healthcare Provider.
5. Make up Work-Students with explained absences will be allowed and encouraged to make up work which was missed.
6. Principal is responsible for monitoring attendance procedures and ensuring that:
 - a. Attendance is checked and reported daily for each class
 - b. Parent written notes are processed
 - c. A system is implemented to periodically monitor students' absences with follow up activities initiated as appropriate.
7. School Specific Considerations
 - a. Tardies and absences are treated separately
 - b. Make-up work will only accepted for explained absences, and school sponsored absences.
 - c. The terms "excused and unexcused" are not used. Notes are required for an absence to be explained.

Tardiness: The tardy bell will ring at 7:50 a.m. Please see Discipline Matrix for consequences of habitual tardiness. Students who accumulate 2 tardies in a nine week period will not be considered for perfect attendance.

"Truancy" means the unexcused/unexplained absence of a student from school or class that results in the student being deemed truant.

“Truant” means a student who has accumulated five (5) unexcused/unexplained absences within any twenty-day period.

“Habitual Truant” means a student who has accumulated the equivalent of ten (10) or more unexcused/unexplained absences within a school year.

“Consecutive Absences”—Any student who is absent from school for a period of ten (10) consecutive school days will be dropped from the rolls upon parental notification.

“Excused/explained Pre-Planned Absences”-- The school will require two weeks prior approval for planned vacations/absences.

“Make Up Work”—When an excused/explained absence occurs, the student will be given one day to complete and turn in missed assignments. When an unexcused/unexplained absence occurs, student will have one day to complete and turn in missed assignments.

We remind all parents that they will be held responsible for the Compulsory School Attendance Law of New Mexico.

Section III GENERAL SCHOOL PROCEDURES

CHECK IN PROCEDURES

If your child is tardy to school, he/she must check into the office prior to going to the classroom. **School is an ideal time to instill responsibility for being on time.**

THERE WILL ABSOLUTELY BE NO DROP OFFS IN THE FRONT OF THE ELEMENTARY SCHOOL.

If you have a documented reason that your child should be dropped off at the front of the building, it must be approved by the administrative office. Please use the main parking lot near the Middle School for drop off in the mornings.

CHECK OUT PROCEDURES

If it is necessary to check your child out of school during the school day, please stop by the office. After signing your child out, your child will be brought to the front office. Teachers will not release a child without ID checks and proper check out procedures being followed. Parents are not allowed to call in transportation changes. If a transportation change is necessary for the day, a note must be sent with your child that morning. All transportation changes that are made without a note to the teacher will need to be made in person by the parent/guardian at the school office. Parents/Guardians will be required to either sign the student out or sign permission for a transportation change. Morning notes regarding transportation must include printed name, signature, and date. During Little League football, basketball and cheerleading season, one note with transportation instructions will be kept on file for each student. This will also apply to Wednesday after school church activities. Emergency transportation changes are understandable. Please avoid checking your children out before 4:00 for non-school related activities; dance, sports, etc. If you arrive at school to pick your child up prior to 4:00 pm, they must be signed out in the office.

Please inform the office and teacher if there are **persons who are not allowed to pick up your child**. Pertinent custody documents must be kept on file in the child's school record.

CHANGES IN PARENTAL CUSTODY- You must inform the school principal, secretary, and classroom teacher of any change in child custody. The school must have a copy of the court documentation of any custody or changes to the controlling document on file.

DOCUMENTS THAT GENERALLY CONTROL TIME SHARING DISPUTES
Marital Settlement Agreements; Temporary Restraining Orders; Domestic Violence Injunctions; Custody Agreements; Guardianship Agreements; and Parenting Plans.

AFTER SCHOOL ACTIVITIES- After school activities start at 4:15 P.M. Students will need to be geared up at their assigned practice locations. The school is not responsible for watching the students from the time they are released, to the time the activity starts. The school is not responsible for getting them dressed for their extracurricular activities. Should practice cancellations occur, regular transportation plans will go into effect. We will try to notify you as soon as possible if this occurs.

DROP OFF/PICK-UP PROCEDURES

If you are bringing your child to school in the morning you will be **required** to drop him/her off in the parking lot by the middle school. There will be officials on duty to see that they make their way to the playground. **Please DO NOT drop your child off before 7:30 am.** There is no adult on duty until 7:30 am. The front doors will remain locked until 7:45 and relock at 8:00.

For the first day of school only, you will be able to walk your child to his or her classroom. After the first day of school, **you may not walk your child into the building and must follow the above stated policy.** If you need to speak to a teacher, please set up a conference, call and leave a message, or send them an email. This rule is for the safety of all children and to keep our campus secure.

Your child will be categorized in one of the following groups:

Car Kids: These students are taken to the main parking area where they are picked up by a parent/guardian or approved person. If a parent/guardian plans to pick their student up in a vehicle they must do so at the north end of the main parking lot. No longer may students be picked up from the front of the Elementary building at the end of the day. Those other than a parent or guardian picking up students must be listed on the student's enrollment form as approved. Car Kids are taken out to the drop off zone at approximately 3:55 P.M. Your child will not be allowed to go into the parking lot. The pick-up must be at the curb, in the pick-up lane. **NOTE: NO PARKING ACROSS THE STREET FROM THE ELEMENTARY SCHOOL. We have a safety officer on duty in the front of the school in the mornings and the afternoon. Please follow any directions given to you by that individual.**

Walkers: These students are those that walk from the school to home in the afternoons. All walkers will be grouped together at the north end of the elementary building and leave as one group with a duty teacher after the bell rings. The duty teacher will walk the group across the street. Walkers who are waiting for a parent or sibling to walk with

them should be picked up on the bench in front of the office and checked out by parent/sibling. Each student will be signed out by approved pick up person. Pick up persons will need to show a picture ID before signing the student out. Approved pick up persons must be listed on the student's enrollment form.

Bussers: These students ride the bus home every afternoon and are taken to the busses by the duty teachers. **Please do not ask that your child ride a different bus other than the one to which they are normally assigned. If there is a change in the bus number, we must have a written note on file of the change.**

VISITATIONS

We welcome parents to visit the elementary school. These visits can be very informative and profitable for both parents and teachers. Children not enrolled in Capitan Elementary School are welcome to visit with prior approval from the **classroom teacher and the principal**. All visitors must sign in at the front office and receive a visitor pass.

**ALL VISITORS MUST SIGN IN
PROVIDE ID AND RECEIVE A BADGE FROM THE OFFICE
BEFORE GOING ANYWHERE IN THE SCHOOL.**

THERE WILL BE NO EXCEPTIONS TO THIS RULE.

SCHOOL CANCELLATION/INCLEMENT WEATHER

On days when it appears that there may be hazardous road conditions due to inclement weather, the Superintendent may declare either a 2-hour delay or cancellation of school for the day. In some cases, a 2-hour delay may be called, and if conditions do not improve, cancellation may be declared. The District's School Messenger system shall be the primary means of getting information to students, staff, and parents. Please make certain all numbers provided to the school are current in order to receive notification.

Local radio and TV stations will also be notified by 6:00 a.m. of the delay or cancellations. The same local broadcast stations will be notified by 8:00 a.m. if a delay is changed to cancellation.

DISMISSAL OF STUDENTS DURING SCHOOL DAY DUE TO INCLEMENT WEATHER

From time to time because of inclement weather and dangerous roads, it is necessary for the Superintendent to dismiss students early in order to get them home safely. We are requesting your cooperation by doing the following:

If school is dismissed early due to inclement weather, the Capitan Elementary School will adhere to the following procedure. Bus students will be put on their assigned bus and students who walk will be sent home at the time identified for early dismissal. The district phone system will be put into action to make calls to all primary contact numbers that we have in our system. Radio announcements will be made of the dismissal time.

Please submit, in writing, your desire for alternative arrangements for your child (i.e. different bus stop, picked up by someone else and who that person will be, call me no matter what so I can be at the bus stop to pick up my child, etc.)

A form for this request is included in the enrollment package.

VOLUNTEERS

Parents are encouraged to volunteer in the classroom and school. It is an excellent opportunity to become involved with a child's education. Volunteers must sign in at the office. The Elementary School also is very fortunate to have a great parents' group, PTA, which can be a great asset to your child's education experience. Please consider joining our school's PTA.

TEXTBOOKS

Each student is responsible for those textbooks which are assigned to him/her at the beginning of the year. If these books are lost or damaged, an appropriate charge will be made.

SCHOOL LUNCH/BREAKFAST

Full price lunch is \$2.75 and breakfast is free to every Elementary student. Parents are encouraged to fill out a free/reduced price lunch application even if you are not interested in the free or reduced lunch program. This federal program entitles our district to financial assistance from other federal programs as well as the School Lunch Program. Reduce price is \$0.40 for lunch. Adult breakfast is \$2.40 and Adult lunch \$4.00.

TELEPHONE

The school telephone is available to students with teacher or office approval for important calls only. Telephone messages will be taken to the student at an appropriate time unless it is an emergency. All messages concerning buses/car/walking students should go through the office, not the child's teacher, as the teacher may not receive the message in time.

SCHOOL COUNSELING SERVICES

Capitan Elementary has professional counseling services available for students. A parent may request that the school psychologist see his/her child on a limited basis by completing the request form available in the office. At this time the school psychologist is available according to client numbers and need. A teacher may request the counselor to visit with a student one time without permission from a parent. Permission from the parent is required to allow the school psychologist to visit with a student on a regular basis.

HEALTH ISSUES

Parents often wonder when to send a child back to school after an illness. The following guidelines are recommended:

1. A child may return to school after his/her temperature has been normal for 24 hours.
2. A child may return to school (if temperature is normal) 24 hours after medication is prescribed.
3. The doctor's instructions should always be followed concerning when a child who has had a contagious disease such as chickenpox can return to school.
4. In order for medication to be administered at school, it is necessary that the parents obtain a signed permission form (provided by the school) indicating the parent/guardian and physician agree on medications that can be given at school.

Call the school nurse if you need a form for this purpose. **THERE WILL BE NO EXCEPTIONS.**

PHYSICAL EDUCATION

Physical Education is a required class at Capitan Elementary School. It is important that each child participate in PE on a regular basis. If your child is sick and you do not want him/her to participate in PE on a given day, please send a note to the regular classroom teacher, who will then keep your child in the room during this time. If we do not receive a note, the child will be expected to go to PE and participate in all activities. Extended requests to not participate in PE will require a doctor's note stating that the child cannot participate in PE. Please make sure your child has proper foot protection on PE days.

PARKING

Due to limited parking spaces, all elementary teachers and staff members will need to park in the North parking area by the Cummins Gym or middle school parking lot. School volunteers remaining on campus for more than two hours please park in the main parking lot by the middle school. Visitor parking is designated on the South side of the handicapped parking in front of the Elementary building.

SCHOOL BUS POLICY

School Bus transportation is provided by Capitan Municipal Schools for eligible students in compliance with all applicable state and federal regulations. School Bus transportation is a privilege extended to students who qualify. Students who do not obey the School Bus rules set by the District may have their transportation privileges revoked.

All discipline policies and rules stated in the Capitan Elementary School Student Handbook will apply to students during bus trips to and from school, as well as any activity bus trips. In all cases of misconduct or inappropriate behavior by an Elementary School student, the Elementary School principal will determine disciplinary consequences and the status of the student's bus riding privileges. According to state law, parents may be held responsible for property damage to the bus or for injuries to bus drivers or others. Parents should remind and encourage their children to exhibit proper behavior while on the bus and at the bus stop.

At the beginning of the school year, or when a student begins riding a school bus, the parent is required to complete a form to provide the bus driver with information to determine the location of the student's assigned bus stop, and telephone numbers where parents may be reached in case of an emergency. A copy of specific school bus rules and consequences for violation of rules will also be provided to students and parents, with a requirement for the student and parent to sign and return to the driver and acknowledgement of receipt of such information and agreement to abide by the rules.

Our number one priority is the safety and welfare of your child to and from school. With this in mind, the following policies will be in force:

1. Once a student is assigned to a bus, he/she will ride the same bus to school and from school.
2. DO NOT make request to bus drivers, secretaries, or teachers. Only the principal can approve a request.

3. Students will NOT be allowed to ride a different bus because of family convenience. Parents must make other arrangements for those occasional times that the student needs to be elsewhere, other than his/her regular pick-up or drop-off point.
4. Students will be picked up and dropped off at their designated bus stop. Bus drivers will not leave K-5 students alone at a bus stop. The designated adult should be at the bus stop prior to time of bus arrival.

CAPITAN MUNICIPAL SCHOOL –BUS INCIDENT MATRIX

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
LEVEL 1 <ul style="list-style-type: none"> ● Rules Violation 	<ul style="list-style-type: none"> ● Verbal & Document 	<ul style="list-style-type: none"> ● Parent Notification 	<ul style="list-style-type: none"> ● 1 Day-9 wk. Bus Suspension 	<ul style="list-style-type: none"> ● Possible Long Term Suspension 9 Week +
LEVEL 2 <ul style="list-style-type: none"> ● Profanity ● Insubordination ● Disruptive Behavior 	<ul style="list-style-type: none"> ● 1-4 Days Bus Suspension and Parent Notification 	<ul style="list-style-type: none"> ● 1-3 weeks Suspension and Parent Notification 	<ul style="list-style-type: none"> ● 3-9 weeks Bus Suspension and Parent Notification 	<ul style="list-style-type: none"> ● Possible Long Term Suspension 9 Week +
LEVEL 3 <ul style="list-style-type: none"> ● Vandalism ● Threats ● Bully/ Harassment ● Reckless Behavior 	<ul style="list-style-type: none"> ● 1 week Suspension and Parent Notification 	<ul style="list-style-type: none"> ● 2-9 weeks Bus Suspension and Parent Notification 	<ul style="list-style-type: none"> ● Possible Long Term Suspension 9 Week + 	<ul style="list-style-type: none"> ● Possible Expulsion From bus
LEVEL 4 <ul style="list-style-type: none"> ● Drugs ● Assault ● Weapons Violation 	<ul style="list-style-type: none"> ● Long Term Suspension 	<ul style="list-style-type: none"> ● Expulsion 		

FIELD TRIPS

During the year, students will have the opportunity to go on various field trips. Field trips are a privilege. All students must have a permission slip, medical authorization form, and other items specified by the teacher in order for the student to go. Students are required to ride the activity bus or other school vehicle to the destination. A student may ride home with his/her parent by giving written permission to the teacher to be approved and signed by the principal BEFORE the group leaves on said field trip. SEE BELOW

** Adult chaperones, when requested, are encouraged to go on field trips, however they must provide their own transportation. **Younger and older siblings may not attend field trip activities due to liability purposes.** Classroom teachers shall designate chaperone duties. If you choose to attend the field trip, please consider this a special time with your child to have one-on-one time which each child needs with their parents and that you may not otherwise be able to have with them.

The following shall determine a student's eligibility to attend any field trip:

- (1) GRADES/BEHAVIOR- each grade level staff shall determine the level of academic success (assignments, attendance or behavior) to be eligible to participate in field trips. Repeated failure to turn in/complete school work and/or behavior issues may prohibit your child from attending any field trip.
- (2) PERMISSION SLIPS- A student shall not attend any field trip activity if she/he shall fail to meet the established deadline for turning in the appropriate permission form signed by the parent /guardian.

EXTRA CURRICULAR ACTIVITIES

Behavior expectations extend to all School Activities.

Football Games-An adult must accompany any K-5 student attending the football game.

Once a student enters the football field gate, he/she will not be allowed to leave until the game is over. Students must stay in the grandstands except to go to the concession stand or restrooms.

Students will not be allowed anywhere else on campus during the game. No pick-up games (football-tag-roughhousing) will be allowed behind the stands or within the football field area. Any footballs, etc. brought by students will not be allowed in the football field area.

We want our young people at the ball games, but we want them to watch the game. We simply cannot continue to allow the kids to roughhouse and chase all over campus. They will inevitably get hurt, get into fights and damage property while the game is going on. Please relate to your children that this is necessary for their safety and welfare as well as the comfort of those who attend for the purpose of watching the game.

BASKETBALL/VOLLEYBALL GAMES

An adult must accompany any K-5 student attending the Basketball/ Volleyball Games.

Once a student enters the gymnasium he/she will not be allowed to leave until the games are over. Students must stay in the bleachers except to go to the concession stand or rest rooms. No food or drink will be allowed in the playing area. Once again please relate to your children that this is necessary for their safety and welfare as well as the comfort of those watching the games.

SECTION IV INSTRUCTIONAL PROGRAMS

Instructional programs at Capitan Elementary School are implemented according to the New Mexico Department of Education Standards and Benchmarks. The following is a general outline of programs currently available at Capitan Elementary:

Envision Math	K-5 th
Benchmark Advance Reading	K-5 th
Inclusion	K-5 th
Title I	K-5 th
Houghton Mifflin Social Studies	K-5 th
Scott Foresman Science	K-5 th

Supplemented by:	
Library Readiness Program	K-5 th
Lexia	K-5 th
MobyMax	K-5 th
Istation	K-5 th
Reflex Math	K-5 th
Accelerated Reader	K-5 th
Fine Arts Education	K-5 th
Physical Education	K-5 th
Music	K-5 th
Spelling Bee	4-5 th
Character Counts	K-5 th
Field Trips	K-5 th

Additional information available with each classroom teacher.

SECTION V OTHER GENERAL SCHOOL POLICIES

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's educational-records within 45 days of the day the district receives a request for access. Parents or eligible students 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 records may be inspected.
2. The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Capitan Municipal School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the School Board, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical staff, therapist and law enforcement unit personnel), or a person or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another 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.
4. The District classifies the following as Directory Information: student's name, parent's name, address, telephone listing, and 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 5 working days following enrollment or re-enrollment. Information designated above will be classified as Directory Information until the beginning of the next school year.
5. Copies of complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Principal's Office of each school within the District.
6. The right to file a complaint with the United States Department of Education concerning alleged failures by the Capitan Municipal School District to comply with the requirements of FERPA. The name and address of the offices that administers FERPA is:

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

MEGAN'S LAW

It is the policy of the Capitan Board of Education to support the purposes of the Sex Offender Registration and Notification Act (New Mexico's version of "Megan's Law") by providing notification to parents and guardians of District students of the availability of public information concerning the presence of registered sex offenders residing within the District. The New Mexico Department of Public Safety (DPS) regularly publishes information on registered sex offenders.

The Board of Education urges all parents and guardians of District students to check the listing of registered sex offenders residing within the District so that they may take appropriate precautions for the safety and welfare of their children / charges. The listings

include addresses of registered sex offenders in most cases, so parents and guardians may determine if registered sex offenders live near their children's or charges schools, school bus stops, or their walking routes to school.

Parents and guardians may review the listings on the DPS's website: www.nmsexoffender.com. The listings may be searched by city, county, and by other categories. If you do not have a computer in your home through which you can access the DPS website, you can access the website through the computers in the Capitan High School Library or any public Library.

Pursuant to the Sex Offender Registration and Notification Act, the release of sex offender registration information is limited to those individuals convicted of certain sex offenses on or after July 1, 1995, or those individuals convicted of a sex offense prior to that date and were incarcerated or on probation/parole as of that date.

The integrity and accuracy of the information provided by DPS is based on the information provided at the time a sex offender registers. Address information is subject to frequent change. Information is updated when a sex offender registers, re-registers, after moving or following annual renewal; however, you are cautioned that the information contained on the DPS's web page may not reflect the current residence, status, or other information regarding the offender. If you believe there is a question regarding the accuracy of the information provided, please notify DPS at (505) 827-9193. Please contact your school principal if you have any questions.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY POLICY STATEMENT

In accordance with Title VI of the Civil Rights Act of 1964, it shall be the policy of the Capitan Municipal School District (District) to assure that no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Further, in accordance with Title VII of the Civil Rights Act of 1964, it shall be the policy of the District to prohibit job discrimination because of race, color, religion, sex, or national origin.

Further, in accordance with Age Discrimination Act of 1975, it shall be the policy of the District to prohibit discrimination based on a person's age.

Further, in accordance with Title IX of the Education Amendments of 1972, it shall be the policy of the District to provide equal educational opportunities for students and equal employment opportunities for staff, thus prohibiting discrimination in education based on sex.

Further, in accordance with the Section 504 of PL 92-112, the Rehabilitation Act of 1973, it shall be the policy of the District to provide equal education opportunities for students with disabilities and equal employment opportunities for applicants with disabilities and staff, thus prohibiting discrimination in education or employment based on disabling conditions(s).

The District has designated the Superintendent as the person for the District's compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of Education Amendment of 1972, and Section 504 of PL 92-112, the Rehabilitation Act of 1973. The responsibility of this position shall be directed toward the assurance that no barriers exist in equal educational opportunities, in programs and activities for students, nor in equal employment, development, advancement or treatment of employees on the basis of sex or disability. Concerns, complaints, and requests for information should be directed to the Superintendent, P.O. Box 278, Capitan, NM 88316, phone # (575) 354-8500.

Further, in accordance with the Americans with Disabilities Act (ADA), the District does not discriminate on; the basis of disability in the admission or access to, or treatment or employment in its programs or activities. The district has designated the Superintendent, P.O. Box 278, Capitan, NM 88316 phone # (575) 354-2239, as coordinator for the District's compliance with the non-discrimination requirements of ADA. Information concerning the provisions of the Americans with Disabilities Act (ADA) and the rights provided thereunder (including grievance procedures) is available from the District Coordinator.

GRIEVANCE PROCEDURE FOR ADA, SECTION 504 AND TITLE IX

The Capitan Municipal School District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the United States Department of Justice regulations implementing Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). Section 504 and Title II state, in part, that "no otherwise qualified disabled/handicapped individual...shall, solely by reason of his/her disability/handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..."

ADA complaints should be addressed to the Superintendent, P.O. Box 278, Capitan, NM 88316, phone # (575) 354-8500, who has been designated to coordinate ADA compliance efforts.

Section 504 complaints should be addressed to the Special Education Director, P.O. Box 278, Capitan, NM 88316, phone # (575) 354-8500, who has been designated to coordinate Section 504 compliance efforts.

Student Responsible and Acceptable Use Policy Technology Resources

This policy applies to the student's possession, maintenance and use of district-provided technology resources and equipment, including but not limited to, District networks, e-mail accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

The District prohibits harassment through electronic means regardless of the device, network or locations of such use. Electronic means includes any and all electronic devices and applications available on such devices.

Inappropriate use of District technology resources may result in revocation or suspension of the privilege of using these resources, as well as other disciplinary or legal action available under District policies and procedures and/or state and federal law.

Rules for Responsible Use of Technological Resources:

1. You will be held responsible for proper use of District technology resources at all times, and your violation of these rules, or any other District responsible and acceptable use policies, may result in the suspension or revocation of your access to such resources.
2. If you are issued a username and password, it is a violation of this policy to share or change the username and/or the personal password issued to you by the District.
3. It will be considered a violation of this policy if you fail or delay in reporting the advertent or inadvertent disclosure of your username and/or password.
4. You should keep personal information about yourself private, including name, address, photographs or other information that may lead to your identity.
5. District technology resources are to be used for instructional and educational purposes. Limited personal use is permitted only if the rules in this agreement are followed, and so long as such limited personal use does not interfere with school work.
6. E-mail messages with the school address may be construed as representative of a District position or opinion; thus, if you are e-mailing (or otherwise electronically transmitting a message), the message should clearly state that it is your personal position or opinion.
7. Communications via electronic means must use appropriate and respectful language.
8. Students are not permitted to sign up for online resources or applications without prior written approval from their teacher or site administrator.
9. Students must acknowledge the work of others when such work is referenced in their own work.
10. Students must respect the intellectual property rights of others, including the download or use of copyrighted materials without permission of the copyright holder.
11. Responsible use of technology resources requires employees to immediately report any suspicious conduct or misuse of technology to the teacher or site administrator.
12. You will be held responsible for the proper use of your account, and violation of this policy may result in the suspension or revocation of your access to District technology resources and devices.

Inappropriate Uses of Technology Resources Include but are Not Limited To:

- A. Illegal purpose, including threatening school safety.
- B. Knowingly alter, damage or delete District property or information.
- C. Breaching electronic equipment, network or electronic communications systems in violation of the law or District policy.
- D. Breaching electronic communication systems or equipment by knowingly or intentionally introducing a virus to a device or network, or by failing to take proper security steps to prevent device or network vulnerability.
- E. Disabling or attempting to bypass internet filtering systems or devices.
- F. Encrypting communications.
- G. Absent verifiable emergency, using another person's account, even with permission.

- H. Pretending to be someone else for posting, transmitting and/or receiving electronic messages.
- I. Using electronic resources in a manner that may reasonably be construed to harass, bully or threaten others.
- J. Posting, transmitting or receiving abusive, obscene, pornographic, sexually-oriented, sexually-explicit, threatening, harassing, damaging or disparaging, illegal and/or materials that may reasonably be construed to harass others or constitute "sexting."
- K. Profanity, vulgarity, discriminatory and/or inflammatory language.
- L. Posting information about yourself or others, for example, addresses, phone numbers, photographs or any other information that may lead to your identity or the identity of others.
- M. Make arrangements or appointments to meet persons met online. If you receive such a request, the request must be immediately reported to a teacher or administrator.
- N. Sending spam or other waste of school resources.
- O. Gaining or attempting to gain unauthorized access to restricted information or resources.

Reporting Obligations:

Immediately report known violations of this and other District Responsible and Acceptable Use Policies. Report problems, malfunctions or damage and any other relevant issues to the teacher IMMEDIATELY during student possession. Failure to report any issues may result in liability regarding the devices repair/return.

As a student, I must adhere to the following:

- Only access educational websites or websites that have been approved, that day, by the teacher
- Be responsible for safe handling, retrieval and return during the class period in which it is being used.
- Students who damage equipment will be responsible for its repair or replacement..
- Headphones/earbuds may only be used at teacher direction.
- Students may not place a password/passcode on Capitan Municipal School-owned equipment.

Responsibility

By signing the contract below, I am agreeing to abide by the above rules and guidelines for use, and to accept financial responsibility for the repair or replacement of the equipment/devices in the event that I am found to be responsible for such equipment/devices being lost, stolen, or damaged while in my possession.

STUDENT NAME:

STUDENT SIGNATURE:

(Required for all students)

PARENT NAME:

PARENT SIGNATURE:

(Required for all students)

Date: _____