



150 Forest Avenue ~ Post Office Box 278
Capitan, New Mexico 88316
Phone: 575-354-8520 ~ Fax: 575-354-8505

www.capitantigers.org

Facebook: Capitan Tigers

2022-2023
Prek-5th Grade

Rise to the Challenge
Own Your Actions
Always Work Together
Respect Yourself and Others

Our Mission:

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



Our Vision:

The purpose of the Capitan Municipal Schools is to educate all students. All other purposes are in support of this and are secondary. The Schools are responsible for providing the atmosphere and instruction, so students can master learning objectives, acquire skills and knowledge, and display desirable personal qualities and values.

Table of Contents

Board of Education listing	5
Administration listing	5
Elementary School Teachers and Staff listing	6
Capitan Municipal Schools District Calendar	7
General School Policy	8
Elementary Meal Prices	9
Elementary School Schedule	9
Positive Behavior – PAWS LAWS	10
Citizenship & Conduct	10
Paws Laws Rules	11
Appearance Policy	12-13
Health Issues	14
Check In and Out Procedures	15
After School Activities	16
Drop Off and Pick Up Procedures	16
Dismissal Procedures	16-17
Use of Crosswalks	17
Custody/Guardianship	17
School Cancellation/Early Release/Inclement Weather	18
Volunteers	18
Textbooks	19
Telephone Use by Students	19
School Counseling Services	19
Progress Reports	19
Report Cards	19
Honor Roll Requirements	19
Grading Policy & Scale	20
Parent/Teacher Conferences	20
Homeschool	21
Teacher Requests	21
Annual Testing	21
Promotion and Retention	21
Special Education	22

Instructional Programs	22
Communication	22
Withdrawal Procedures	23
Student Insurance	23
Physical Education	23
Extra-Curricular Activities	23-24
Items from Home	24
Search and Seizure	25
School Bus Policy	25
Field Trips	26
Anti-Bullying	26-27
Admission Requirements	27-29
Attendance Policy & Procedures	29-33
Discipline	34
Discipline Matrix Chart	35
Sanctions Used to Discipline Students	36-38
Enforcement/Penalties for Violation	38
Discipline Matrix Definitions	
Level 1	39
Level 2	40
Level 3	41-42
Due Process	43
Notification of Rights Under FERPA	44
Megan's Law	45
Equal Educational & Employment Opportunity Statement	46
Grievance Procedure for ADA & 504	47
Student Responsible & Acceptable Use Technology Policy	48-50

Capitan Municipal Schools

Accredited by the New Mexico State Department of Education

575 354-8520 / Fax 575-354-8505
Website: www.capitantigers.org

BOARD OF EDUCATION

President - Jim Nesbitt
Vice President – Dennis Rich
Secretary –Craig Westbrook
Member - Dr. Joseph Fraley
Member – Wes Hacker

ADMINISTRATION

Superintendent –Vance Lee
Elementary School Principal - Briana Gibson
Middle & High School Principal – Becky Huey-Fuller
Student Support Services Director-Vicki Beets

CAPITAN ELEMENTARY SCHOOL STAFF

Principal Briana Gibson

Secretary Breanna Uller	Prekindergarten Rebecca Jackson	Third Grade Zada Aragon
Nurse Diane Latham	Kindergarten Terrie Adams	Third Grade Jan Graham
Math Intervention James Weems	Kindergarten Susan Owings	Fourth Grade Stacey Burdett
Reading Intervention Tonia Beckler	First Grade Kayla Hacker	Fourth Grade Madison Romero
Special Education -Kelli Moore	First Grade Debora Santos	Fifth Grade Dawna Guevara
Music Department Wayne Ellison & DuWayne Shaver	Second Grade Misty Nunez	Fifth Grade Sarah Shafer
Physical Education Eric Helmstetler	Second Grade Savannah Sewell	Educational Assistant PreK Amy Daugherty
Speech Pathologist Dulcie Griffin	Educational Assistant-Computer Kristi Wilson	Educational Assistant-Art Alida Scruggs

Educational Assistant Jaclyn Nowell	Educational Assistant Kimalee Miller	Educational Assistant Alexia Licon
Educational Assistant Christina Reynolds	Educational Assistant Michaela Francis	Educational Assistant Kalyn Saiz

REPORTING DAYS

40th Day
80th Day
120th Day
EOY

APPROVED MARCH 21, 2022

CAPITAN MUNICIPAL SCHOOLS

2022-2023 DISTRICT SCHOOL CALENDAR

M	Tu	W	Th	F		M	Tu	W	Th	F	
July 2022						January 2023					
				1	7/4 Independence Day	2	3	4	5	6	1/1-1/2 New Year's Day
4	5	6	7	8	7/1-7/5 July 4th Holiday Break	9	10	11	12	13	1/5 Report Cards
11	12	13	14	15		16	17	18	19	20	1/6 In-Service
18	19	20	21	22		23	24	25	26	27	
25	26	27	28	29		30	31				1 In-Service 17 Days
August 2022						February 2023					
1	2	3	4	5				1	2	3	2/24 In-Service
8	9	10	11	12	8/8-8/11 In-Service	6	7	8	9	10	
15	16	17	18	19	8/15 MS/HS Begins	13	14	15	16	17	
22	23	24	25	26	8/17 Elementary Begins	20	21	22	23	24	
29	30	31				27	28				1 In-Service 16 Days
4 In-Service 11 Days HS/MS 9 Days Elem						March 2023					
September 2022								1	2	3	3/13 Report Cards
5	6	7	8	9	9/5 Labor Day	9	7	8	9	10	3/13-3/16 P/T Conferences 4:30-6:30
12	13	14	15	16	9/23 In-Service	13	14	15	16	17	3/20-3/24 Spring Break
19	20	21	22	23		20	21	22	23	24	
26	27	28	29	30	1 In-Service 16 Days	27	28	29	30	31	14 Days
October 2022						April 2023					
3	4	5	6	7	10/17 Report Cards	3	4	5	6	7	4/10 Easter Break
10	11	12	13	14	10/21 P/T Conferences	10	11	12	13	14	
17	18	19	20	21	10/17-10/21 4:30-6:30	17	18	19	20	21	
24	25	26	27	28		24	25	26	27	28	15 Days
31					1 In-Service 17 Days	May 2023					
November 2022						1	2	3	4	5	5/16-5/17 Senior Finals
7	8	9	10	11	11/24 Thanksgiving	8	9	10	11	12	5/19 In-Service
14	15	16	17	18	11/21-25 Thanksgiving Break	15	16	17	18	19	5/20 Graduation
21	22	23	24	25		22	23	24	25	26	5/22-5/24 2nd Semester Finals
28	29	30				29	30	31			5/25 Kinder Grad & 8th Grade Promotion
14 Days						June 2023					
December 2022								1	2		5/25 Report Cards
5	6	7	8	9	12/12 - 12/14 1st Semester Finals	5	6	7	8	9	5/25 Early Dismissal 1:00 pm
12	13	14	15	16	12/15 Early Dismissal 1:00 pm	12	13	14	15	16	5/29 Memorial Day
19	20	21	22	23	12/19 Christmas Break Begins	19	20	21	22	23	
26	27	28	29	30		26	27	28	29	30	
9 Days						78 Days Spring Semester					
67 Days Fall Semester (Secondary)											
65 Days Fall Semester (Elementary)											
<div>No School</div> <div>Holidays</div> <div>In-Service</div> <div>Regular School Day</div>											

No School
Holidays
In-Service
Regular School Day

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 student.

Elementary Meal Prices

Breakfast for all Students is FREE
Lunch for Students = \$2.86
Reduced Lunch for Students = \$0.40
Adult Breakfast = \$2.40
Adult Lunch = \$4.11

Daily Schedule

First Bell Rings at 7:45 am
Tardy Bell Rings at 7:50 am

Car Rider Students release at 3:55 pm
Walker Students release at 4:00 pm
Bus Rider Students release at 4:00 pm
Buses will leave campus at 4:15 pm

PLEASE SEE ATTENDANCE POLICY AND PROCEDURES PAGE 27-29

2 Hour Delay Schedule

Morning Bell	9:45 am
Tardy Bell	9:50 am
Lunch Schedule	Same as daily schedule

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

FOR THE SAFETY OF ALL STUDENTS
ALL VISITORS MUST SIGN IN,
PROVIDE ID AND RECEIVE A BADGE
FROM THE OFFICE BEFORE PROCEEDING ANYWHERE ON
THE CAMPUS.
THERE WILL BE NO EXCEPTIONS TO THIS RULE.

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.

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/her 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.

Cafeteria

1. Enter the cafeteria at a level 1 voice. 
2. Stay in line order. 
3. Talk at a Level 1 voice to your ELBOW PARTNERS only. 
4. Raise your hand if you need help or have a question. 
5. Clean up all your trash before leaving the table. 
6. Line up quietly to leave the cafeteria at a Zero voice level. 








Playground

1. Walk when you exit the building until you reach the playground. 
2. What is on the ground stays on the ground. 
3. Play safe with the equipment provided. 
4. Be kind to everyone. 
5. Line up quickly and quietly when you hear 3 whistles. 
6. Stay in line and enter the building quietly, ready to learn. 






Restroom Behavior

1. Enter quietly 
2. Take care of your business and respect the privacy of others. 
3. Flush, and then wash your hands. 
4. Be considerate of others by not leaving a mess. 
5. Wait your turn quietly. 
6. Report problems to an adult.



Walkways

1. Walk on the right side of the hallway and follow the paw prints. 
2. ZERO voice level in the hallway. 
3. Hands behind your back.
4. One or more squares apart, in a straight line.
5. Follow your teacher's directions. 



The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The Superintendent will develop and enforce school regulations prohibiting student dress or grooming practices that:

- **Present a hazard to the health or safety of the student or to others in the school.**
- **Materially interfere with school work, create disorder, or disrupt the educational program.**
- **Cause excessive wear or damage to school property.**
- **Prevent students from achieving their educational objectives.**
- **Represent membership in a gang.**
- **Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.**

The Capitan Elementary School believes that student appearance and dress can be a factor in improving student attitudes toward school, help create individual confidence, increase student attendance and student academic performance. Also, student confrontations and conflicts are reduced to a minimum.

- **Allowed:**

- All colors including, prints, checks, stripes, and plaid
- Shirts with or without collars
- Sleeveless tops

- **Not allowed:**

- Revealing clothing or see-through clothing
- Exposed underwear including boxers, sports bras, and bras
- Saggy pants revealing underwear or any portion of the body below the naval.
- Dresses, skirts, shorts, and skorts, including slits, should not be above mid-thigh.
- Pajamas (tops or bottoms), unless it is a sanctioned school function, i.e., pajama day
- Pants exposing skin above mid-thigh
- Spiked jewelry and jewelry that is obscene, disruptive to the educational process or that could endanger students
- Trench coats
- Heelys
- Flip-flops (elementary school)
- Clothing and/or articles worn or carried by the student (includes face painting) displaying words or symbols or colors of gangs, drugs, alcohol, tobacco, violence, racism, inappropriate language or images, or symbols of a sexual/sexist nature
- Clothing and/or articles in violation of Policy Gang Activity,
- Visible cleavage, navels, and/or midriffs. No skin should be shown between the bottom of the shirt/blouse and the top of the pants/skirt when arms are stretched upward
- Tube tops, bare shoulders, spaghetti strap tops, halter tops, translucent blouses, midriff shirts/blouses or Muscle shirts

- **Other Provision:**

- Footwear that is safe and appropriate for weather and other conditions must be worn at all times on campus and in buildings
- Hair shall be groomed so that it is clean and secured in a manner that is safe for participation in any school activity
- Hats and sunglasses may not be worn inside buildings, but are allowed outside
- Approved special event day dress is permitted
- General appearance should be neat, clean and modest. Appropriate dress shall be determined by the classroom Teacher/Principal.
- Shorts, and sandals cannot be worn after October 1st or before April 1st.
- Shorts must be worn under Elementary Student's skirts.
- **NO FLIP FLOPS YEAR ROUND** due to Safety issues for students.

Health Issues

Consent to Treat and Over the Counter Medication Form: As a registered nurse, the Nurse is permitted to administer Over the Counter medications to your child, but will only do so with written permission by signing the form provided in the original enrollment packet.

Prescription Medication Permission Form: If your child needs to receive prescription medication at school, please contact the nurse so that she can give you a Prescription Medication Form. The form is filled out by you and your child's physician and is required prior to Nurse being able to administer any prescription medication. Once she receives the completed form, she will administer the medication as prescribed. Please note that the medication must be provided to Nurse in its original pharmacy labeled container. Prescription Medication forms must be renewed each new school year and/or any time your child's prescription changes.

Asthma and Epi Pens: Please contact Nurse if your child has asthma or life threatening (anaphylactic) allergies. School and state policies allow students to self-carry inhalers and Epi Pens. For a student to self-carry an inhaler or Epi Pen, you must have a current prescription medication form filled out with an order from your child's provider. Children who carry inhalers must also have an asthma action plan on file with Nurse.

NOTE: Even if your child will be self-carrying an inhaler or Epi Pen, it is good to have one available in the Nurses office in case your child forgets it at home or loses it.

I NEED TO STAY HOME FROM SCHOOL IF.....

					
Temp of 100 or higher	Vomiting within past 24 hours	Diarrhea within past 24 hours	Rash with itching or fever	Active head lice	Redness, itching and/or drainage from eye

I AM READY TO RETURN TO SCHOOL WHEN I AM

Fever free for 24 hours without the use of fever reducing medication	Free from vomiting for 24 hours with medication	Free from diarrhea for 24 hours without medication	Free from itching and fever or doctor's note permitting return	Received as least one medicated treatment	Doctor's note permitting return
--	---	--	--	---	---------------------------------

School Nurse: Diane Latham 575-354-8525

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.
- 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 Principal. Please use the main parking lot near the Middle School for drop off and pick up of students.

THERE WILL ABSOLUTELY BE NO UNDOCUEMENTED DROP OFFS OR PICK UPS IN THE FRONT OF THE ELEMENTARY SCHOOL.

Check Out Procedures

- If it is necessary to check your child out of school during the school day, YOU MUST stop by the office.
- After signing your child out, your child will be brought to the front office.
- Students will not be released without ID checks and proper check out procedures being followed.
- ***PARENTS ARE NOT ALLOWED TO CALL, EMAIL OR TEXT TRANSPORTATION CHANGES AFTER 3:00 PM.***
- If a transportation change is necessary for the day, a note must be sent with your child that morning.
- 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.
- Please avoid checking your children out before 4:00 pm 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 of the office.

PLEASE SEE ATTENDANCE POLICY AND PROCEDURES PAGE 27-28

After School Activities

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. It is also not the responsibility of the school to notify you of changes to after school activities not offered by the school directly. Students cannot be on campus without the supervision of a parent or guardian.

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 main campus parking lot. There will be staff on duty to ensure students make it to the playground. Parents/guardians will not be allowed on campus to drop off a student.
- **DO NOT GET OUT OF YOUR VEHICLE FOR THE SAFETY OF ALL STUDENTS, STAFF AND PARENTS.**
- **DO NOT drop your child off before 7:30 am.** There is no adult on duty before 7:30 am. The front doors will remain locked until 7:45 am.
- **NOTE: NO PARKING ACROSS THE STREET FROM THE ELEMENTARY SCHOOL. We have staff on duty in the front of the school in the mornings and in the afternoons. Please follow any directions given to you by that individual.**
- 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 must follow the drop-off/pick-up procedures.** 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.

Dismissal Procedures

- **Car Line:** Students will be taken to the main campus parking area where they are picked up by a parent/guardian or approved person. Students are taken out to the drop off zone at approximately 3:55 pm. 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. If someone not listed on your child's records will be picking up your child, YOU MUST send a note or call the office no later than 3:00pm with that person's personal and vehicle information or the child will be kept on campus.
- **DO NOT GET OUT OF YOUR VEHICLE FOR THE SAFETY OF ALL STUDENTS, STAFF AND PARENTS.**
- **Walker:** Students that walk to and from home will be grouped together and leave as one group guided by a staff member at 4:00pm. The staff member will walk the group

across the street. Parents/Guardian/Siblings or others picking up their walker on foot, for safety reasons, must wait on the benches provided outside the front of the Elementary Building. Those picking students up by car, must do so in the main campus parking area by following the Car Line instructions above.

- ***Bussers:*** These students who ride the bus to and from school will be taken to the buses 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.**

Use of Crosswalks

Crosswalks 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.

Custody/Guardianship

- **PLEASE INFORM THE OFFICE AND TEACHER IF THERE ARE PERSONS WHO ARE NOT ALLOWED TO PICK UP YOUR CHILD(REN).**
- **Pertinent custody documents must be kept current with the office and 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 the most current copy of 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
- Parenting Plans

School Cancellation/Inclement Weather

On days there are 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 later 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 TV stations and all Capitan Social Media 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.

Early Release/Inclement Weather

If inclement weather and dangerous roads conditions exist, it may be necessary for the Superintendent to dismiss students early.

- Capitan School Messaging system, local radio, TV stations and all Capitan Social Media will also be used to communicate delays or cancellations by 6:00 a.m.
- Bus students will be put on their assigned bus and students who walk will be sent home at the time identified for early dismissal.
- Inclement weather instructions were in the original enrollment packet.
 - **Please notify the office if your original instructions change throughout the year.**

Volunteers

Parents are welcome to volunteer in classrooms and school, after they have an approved background check on file with the Human Resources Office. You be asked to help in a variety of classrooms, not just the classroom of your child. It is an excellent opportunity to become involved with our educational system. Volunteers must sign in at the office each and every visit. Due to limited parking spaces, school volunteers remaining on campus for more than two hours are asked to park in the main campus parking lot. Visitor parking is designated on the South side of the handicapped parking in front of the Elementary building for short visits.

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.

Telephone

The school telephone is available, in the office only, to students with teacher and office approval for important calls. 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, before 3:00pm, and not through 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, on campus and through Region IX. Please contact the Elementary Principal for further information.

Progress Reports

Midway in each 9-week grading period, a progress report will be sent home. Progress reports are a snapshot of the progress of each student at that time in the nine weeks. The progress report is a great way to check on students grades and address any concerns you may have.

Report Cards

Report cards will be sent home at the end of each nine weeks. A copy of the final report card will be placed in the cumulative file of each student. If an additional copy of a report card is needed, please contact the office.

Honor Roll Requirements

(Grades 3, 4, & 5)

A HONOR ROLL = All A's

AB HONOR ROLL = A combination of A's and B's not exceeding 2 B's and no C's

Grading Policy

Work missed due to absences:

When an absence occurs the student will be given **one (1) day** to complete and turn in missed assignments for each day they were absent. Example: If the student is absent for two days they have two days 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) mornings 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 students will receive a zero (0).

Parent Contact

- After a student 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.

Grading Scale

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

90-100% = A
80-89 = B
70-79 = C
60-69 = D
Below 60 = F

Parent/Teacher Conferences

Report cards for the first and third reporting periods are given to parents at Parent/Teacher Conferences. If concerns arise anytime throughout the year, please contact your child's teacher to schedule an additional conference.

Homeschool Students

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.

Teacher Requests

Parent requests of classroom teachers are not accepted. Students will be placed in the next year's classes with teacher input, based upon the educational needs of each student. If there are extenuating circumstances, you may contact the Elementary Principal and set up a conference to discuss the situation.

Annual Testing

Capitan Elementary School will administer the State mandated tests and short cycle assessments as required. We currently use NWEA MAPS Growth as our short cycle assessment. Assessment results will be shared with parents with report cards. If you have questions or concerns, please contact the principal or your child's classroom teacher.

Promotion and Retention

- Any student being considered for retention will be referred to the Student Assistance Team (SAT).
- Capitan Municipal Schools 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.
- A parent/guardian may also request the retention of their student and the same criteria will be used to make that determination.
- 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.

Special Education

Capitan Elementary offers a Special Education program. For more information please inquire with the office or visit our website at www.capitantigers.org.

Instructional Programs

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

- Math Expressions
- Into Reading
- Building Blocks of Science
- Supplemental materials as needed.

Additional information available with each classroom teacher.

Communication

Communication is a vital piece in the educational process. Capitan Elementary uses a variety of modes of communication. Please note that during the day, staff may not be able to respond immediately as students are our first priority. Please see the following list of modes of communication we use:

- Class DOJO app
- Email
- Phone calls
- Facebook and Instagram Pages: Capitan Tigers
- Capitan Municipal School App (available through app store)
- Automated phone calls from School Messenger
- Capitan Elementary School Grade Level Newsletters
- Parent/Teacher Conferences the **First** and **Third** 9 weeks grading periods
- Communication from classroom teachers
- School Board Meetings (monthly)
- website: www.capitantigers.org
- Parental access to PowerSchool for grades and attendance

Withdrawal Procedures

Complete an official withdrawal with the office which includes the following:

- Reason for Withdrawal
- Where student will be attending school (records will be sent school to school)
- Library and Cafeteria balances due
- Technology Check In

Student Insurance

Specific information is sent home shortly after school starts.

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 has a doctor's note and is not able to participate in PE on a given day, please send a detailed note explaining the limitations.
 - If we do not receive a note, the child will be expected to go to PE and participate in all activities.
 - A doctor release must be provided at the end of the extended term.
- Please make sure your child has proper foot protection on PE days.

Extra-Curricular Activities

Behavior expectations and student Code of Conduct 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, including the playground.
- 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 fans at the ball games, but we want them to watch the game.
- We do not want our students to get hurt, get into fights and damage property while the game is in progress.
- 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.
- Please relate to your children that this is necessary for their safety and welfare as well as the comfort of those watching the games.
- Students will not be allowed to play outside of the gym or on the playground during games.

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, balls, 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.

Search and Seizure

Students may be searched according to Capitan Municipal Schools Board of Education Policy, Section J-3400-JIH

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 requests to bus drivers, secretaries, or teachers.
3. Only the Principal can approve a request to switch buses.
4. 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.
5. 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.

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 attend. Students are required to ride the activity bus or other school vehicle to the destination. A student may ride home with his/her parents by giving written permission to the teacher to be approved and signed by the Principal **BEFORE** the group leaves on the field trip.

**** Adult chaperones, when requested, may attend 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.

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

- (1) BEHAVIOR – No more than three written office referrals per school year.
- (2) GRADES – All classwork must be up to date and submitted to the teacher prior to field trip.
- (3) PERMISSION SLIPS- A student shall not attend any field trip activity if she/he fails to meet the established deadline for turning in the appropriate permission form signed by the parent /guardian.

Anti-Bullying

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 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.

Admission Requirements

You will need the following items if you are enrolling in Capitan Elementary School, and

LIVE WITHIN OUR SCHOOL DISTRICT

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

DO NOT LIVE WITHIN OUR SCHOOL DISTRICT

- Completed application for Out of District enrollment
- Prior Approval from Administration
- Original Birth Certificate

- Updated Shot Records
- Official Withdrawal from Previous School
- Most Recent Report Card

**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 in school in accordance with the procedures set forth in Section 6.10.4.9 NMAC as follows on page 10 of this handbook.

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]

Attendance Policy

The following are the guidelines regarding attendance in the Capitan Municipal Schools in accordance with NM House Bill 236 - Attendance for Success Act (2019) and with reference to notable portions:

- A. **"absent"** means not in attendance for a class or school day for any reason, whether excused or not; provided that absent" does not apply to participation in interscholastic extracurricular activities;
- F. **"chronically absent"** or "chronic absenteeism" means that a student has been absent for ten percent or more of classes or school days for any reason, whether excused or not, when enrolled for more than ten days;
- G. **"excessively absent"** or **"excessive absenteeism"** means that a student has ten or more unexcused absences from classes or school days;
- H. **"excused absence"** means absence from a class or school day for a death in the family, medical absence, religious instruction or tribal obligations or any other allowable excuse pursuant to the policies of the local school board;
- I. **"interscholastic extracurricular activities"** means those activities sponsored by a public school or an organization whose principle purpose is the regulation, direction, administration and supervision of interscholastic extracurricular activities in public schools;

- J. **"medical absence"** or **"medically absent"** means that a student is not in attendance for a class or a school day for a parent or doctor authorized medical reason or the student is a pregnant or parenting student;
- K. **"school day"** means a portion of the school day that is at least one-half of a student's approved program;
- L. **"unexcused absence"** means an absence from a class or school day for which the student does not have an allowable excuse pursuant to the Attendance for Success Act or policies of the local school board."

STUDENT ATTENDANCE

- Regular, uninterrupted classroom instruction, classroom participation, and interaction with classmates are essential to the educational process. Preparation and training for subsequent study or employment includes the development of self-discipline through regular class attendance.
- Capitan Municipal Schools is dedicated to the health and safety of your children. If your child has a fever, please do not send him/her to school. If your child is sent home due to signs of illness, we will work with you documenting the illness. There will be times where students will be required to be quarantined and will be unable to come to school. Attendance during these times will be taken into consideration, and online learning will continue during any extended or required shut-downs. Your child will be required to participate and attend online instruction provided by the school.
- For these reasons and others, state Compulsory School Attendance Law (based upon ESSA- Every Student Succeeds Act) requires that all children of appropriate age and condition attend classes regularly. In accordance with the Compulsory Attendance Law § 22-12-9 set forth by the State of New Mexico. The law references days of attendance to be counted for the entire school year not per semester.
- The following terms are set forth by the state to clarify student absenteeism:
 - **"Chronically absent"/" Chronic absenteeism"** --"A student who has been absent for ten percent or more of classes or school days for any reason, whether excused or not, when enrolled for more than ten days." Early intervention will take place when a student reaches 14 Days absent for the school year.
 - **"Excessively absent" / "Excessive absenteeism"** --"A student needing Intensive Support and has not responded to intervention efforts implemented by the public

school.” A student who is considered excessively absent who has missed 20% or more of the school year for any reason will require intensive support and will be subject to a loss of credits.

- A child who is permitted by his or her parents to be chronically truant may also be a **“neglected child.”** This state law requires the schools to report violations of the Compulsory School Attendance Law to the Probation Services Office of the judicial district in which the student resides for investigation.
- Maintaining regular school attendance is the joint responsibility of parents and educators. In keeping with that obligation, the following rules for school attendance shall be observed and enforced for all students. Capitan Municipal Schools are dedicated to providing “Whole School Prevention” through PBIS and recognition for perfect attendance. To ensure students attend regularly, please adhere to the following:
 1. Parents shall notify the school for each day of a student's absence by calling the school or by sending a written explanation to the school upon the student's return. If notice is not given to the school within 24 hours of the absence, the absence will be considered unexcused. If a student has been absent for 3 or more consecutive days due to illness, the principal may require written verification from the student's professional health care provider. Parents are encouraged to ensure their student(s) are not chronically absent
 2. A letter of notification will be sent to parents after the fifth (5th) and seventh (7th) absence. On the tenth (10th) day absent per academic school year (5% to less than 10% absent), a meeting with the Attendance Officer and Team will be held. This meeting is to provide Targeted Prevention Strategies and to discuss any obstacles and/or barriers that may be preventing the student from having regular attendance. This meeting will focus on “Individual Prevention” which consists of an attendance contract outlining the expectations and responsibilities of the school, student and parent, to try to avoid any loss of credit. A student may be referred to the Student Assistance Team for additional targeted interventions.
 3. When a child reaches 14 days absent (10% but less than 20%) in a school year for any reason, students are considered to be “Chronically Absent”. This student will be referred to Lincoln County Juvenile Justice and begin the credit recovery process. The Attendance Team will review each individual case and determine whether credit for the class(es) will be

received and/or determine whether the student will be retained in the current grade. A credit recovery plan will be developed and implemented for all “Chronically Absent” students.

4. Students who have missed over 28 days (20%) of the school year are considered “Excessively Absent.” If all credit recovery attempts have failed, credits will be lost and the student may be retained. A referral to the Children Youth Families Department (CYFD) will be made due to educational neglect. If all previous interventions are deemed unsuccessful, an “Excessively Absent” student may be referred to the Juvenile Citation Program through a Juvenile Probation Officer.

6. If a student must leave the school campus during the school day, the parent MUST notify the school secretary or principal either by phone or written note (if by phone, a written note/email must follow). Students may leave school for appointments if they have written/phoned in permission from parents. However, it is highly encouraged to set all doctor appointments on Friday to avoid any unnecessary absence from school. A sign-in/out sheet is located in the school office. Students arriving late to school or leaving early must sign this sheet. Seniors on Early Release (leaving school campus) or Late Arrival status must sign-in/out in the office each day and leave campus. Early release students are not permitted to loiter on campus.

7. Students will be considered truant if they leave school without permission, or stay out of class without permission. Students are not to miss a class in order to complete work for another class without written permission from the teacher whose class is being missed. Failure to be in class is considered truancy even if the student is on campus. Truancy will result in a “0” for work missed on the day of truancy and will be counted as an unexcused absence, and may result in disciplinary action by the principal.

8. School Activity Absences: Absences for a school activity are not considered an “absence from school.” According to NMAA regulations, a student can only accumulate 15 activity absences per semester. The student will have one day per absence to make-up work. The student is expected to make arrangements with the teacher prior to being gone for the school activity absence concerning any classwork.

9. Make-Up Work: In that learning is progressive, it is important that all class assignments be completed. Teachers will provide the opportunity for a student to make up missed assignments, BUT it is the student’s responsibility to get the missed assignments and

expected completion date from the teacher. A student has one day for every day missed in order to get make-up work turned in for credit. If the absence was excused, the student can earn full credit.

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

TARDY POLICY Tardiness is a disruption to normal classroom procedures and activities and often is the result of carelessness rather than necessity.

- A student is considered tardy if he/she is not in the classroom after the tardy bell has completed ringing without a written excuse from a teacher, principal, or secretary. Students who are tardy to class or entering school later than 7:50 A.M. must report directly to the school office before going to class so an admission slip can be issued and attendance information can be adjusted.
- When a student accumulates three or more unexcused tardies, the principal will assign lunch detention. If tardiness becomes a chronic problem with a student, parents will be notified and more serious consequences will be administered.
- Tardies will not be excused unless they are verified doctor/dental appointments or a call-in by a parent/guardian within 24 hours of the tardy. Parents are encouraged to ensure their student(s) are not chronically tardy.

****Note:** This policy does not apply due to inclement weather and/or hazardous road conditions; nor due to bus situations beyond the school district's control.

Capitan Elementary

Pre-kindergarten Through 5TH Grade

Discipline

The matrix on the following page has been constructed to clearly show school community members the consequences for violations of expected behaviors within the Capitan Municipal Schools grades PreK-5. It lists the normal consequences that students will face if and when their behavior falls within one of the given levels (1- 3). 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 ELEMENTARY SCHOOLS

PREK - 5TH GRADE DISCIPLINE MATRIX

OFFENSE	FIRST INFRACTION	SECOND INFRACTION	THIRD INFRACTION
LEVEL 1 <ul style="list-style-type: none"> Dress Code Defiance/Disrespect Blurting out in class/Excessive talking out Not Following Directions Gum/candy/food in class Incomplete work Hallway disruptions Toys and other items from home Touching (non-aggressive or inappropriate) Playing in the restroom Technology misuse 	<ul style="list-style-type: none"> Administrative discretion Conference with Teacher/staff member Reteach of expected behaviors 	<ul style="list-style-type: none"> Administrative discretion Parent Contact Loss of addition privileges (recess, pullouts, free time, etc.) 	<ul style="list-style-type: none"> Administrative discretion Parent Conference Discipline Notification to office Loss of privileges (recess, pullouts, free time, etc.)
LEVEL 2 <ul style="list-style-type: none"> Name Calling Profanity Throwing objects Spitting Walking/Climbing on furniture Stealing (minor: example pencil) Disrespect/talking back: excessive) Habitual misuse of equipment Inappropriate play (example: pushing, hitting, tackling etc.) Bus/transportation Violations Cheating/Plagiarism 	Administrative discretion Conference with Teacher/staff member Discipline Notification to office Loss of privileges (consecutive loss of recess, pullouts, free time, etc.) Parent contact	Parent conference Discipline referral Possible 1-3 Days Additional Loss of privileges	Administrative discretion Parent conference Possible 1-3 days ISS
LEVEL 3 <ul style="list-style-type: none"> Threat/verbal abuse Theft or defacing personal or school property Bullying/Harassment/Hazing/Cyber bullying Bomb/Security Threat Vandalism Battery- Physical Fighting Intentional Alcohol/Drug Distribution and Possession/paraphernalia Tobacco Alcohol/Drug Influence Knife as Weapon Weapons or any item that can be used as a weapon Sexual Misconduct/Harassment/Touching/Verbal 	<ul style="list-style-type: none"> Possibility of up to ./'{[p} jhyu88 days OSS/ Parent Conference/Long Term Suspension/Notify Law Enforcement as needed at the discretion of the building administrator. 	<ul style="list-style-type: none"> Possibility of up to 8 days OSS/Parent Conference/Long Term Suspension/Notify Law Enforcement as needed at the discretion of the building administrator. Long term suspension up to 10 days Full Restitution 	<ul style="list-style-type: none"> Possibility of up to 8 days OSS/Parent Conference/Long Term Suspension/Notify Law Enforcement as needed at the discretion of the building administrator. Long term suspension or possible expulsion as needed at the digression of the building administrator. Full Restitution Expulsion of at least one year

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 assignments 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 on 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.

Vandalism/Damage to Property/Theft

Any student who commits damage to or theft of property shall be liable to the school, school personnel, or owner for the cost of repair or full restitution of that property, including automobiles. 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 a student 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 of school personnel will result in the recommendation of immediate long-term suspension or immediate expulsion by Capitan Municipal Schools Administration.

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

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, or similar device. 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.

Any other item or device which may be used as a weapon, including all pocket knives or other knives 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, nun chucks, 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.

LEVEL 1

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

DEFIANCE/DISRESPECT - Failure to follow the directions of school staff and to exhibit a lack of cooperation with school staff. An attitude of respect for authority will be displayed at all times. Belligerence, hostility, and uncontrolled anger will not be tolerated.

BLURTING OUT/EXCESSIVE TALKING OUT - Continuously talking out in class at inappropriate times or against the direction of the teacher.

NOT FOLLOWING DIRECTIONS - Not following the directions, directive, or instructions given by an adult for instructional or safety reasons.

GUM/CANDY/FOOD IN CLASS - Consuming food, drinks and/or candy in the instructional areas.

INCOMPLETE WORK - Repeatedly not completing class work or work sent home due to incompleteness at school.

HALLWAY DISRUPTION - Causing or participating in loud outburst or talking in the hallway to cause disruption to the learning of others in the building.

TOYS AND ITEMS FROM HOME - Radios, audio/visual electronic devices, hand held video games, electronic toys, headphones, skateboards, roller blades, matches, lighters, publications i.e. magazines/comic books, Poke man cards, etc., that are not a part of an assigned classroom curriculum, and other items as declared by the Principal.

TOUCHING (NON-AGGRESSIVE OR INAPPROPRIATE) - Touching someone else without their permission. Not keeping hands to yourself.

PLAYING IN THE RESTROOM - Playing in the restroom and not using the facilities properly (playing with paper towels, soap, water, other students, etc.).

TECHNOLOGY VIOLATION - Per Capitan Municipal Schools Board Policy Manual.

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

LEVEL 2

Students who receive 4 or more Level 2 Discipline referrals will lose the privilege of attending school field trips

NAME CALLING - Calling other students inappropriate or rude names (put downs)

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

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

SPITTING - Spitting on someone else on purpose with the intent for it to hit them.

WALKING/CLIMBING ON FURNITURE – Walking, climbing, standing, etc. on furniture in any way (can cause an unsafe area and be very dangerous).

STEALING - Taking personal or school property which does not belong to that person (minor items such as, but not limited to, pencils, erasers, markers, books, etc.)

EXCESSIVE DISRESPECT/TALKING BACK - Complete failure to follow the directions of school staff and to exhibit a lack of cooperation with school staff. Continuous, on-going disrespect with a negative attitude and speech towards school staff or others. An attitude of respect for authority will be displayed at all times. Belligerence, hostility, and uncontrolled anger will not be tolerated.

HABITUAL MISUSE OF EQUIPMENT - Any and all misuse of equipment on school property or related to a school activity, which could cause harm or injury to self, others or property, such as, but not limited to, playground equipment, PE equipment, classroom equipment, computer lab equipment, band and art equipment, etc.

INAPPROPRIATE PLAY - Behaviors (wrestling, play fighting, offensive noises, etc.) that are causing disruption to the educational process, and that teachers have attempted to deal with prior to office notification.

BUS/TRANSPORTATION VIOLATION - Per Capitan Municipal Schools Board Policy Manual.
CHEATING/PLAGIARISM-

LEVEL 3

Students who receive any Level 3 Discipline referrals will lose the privilege of attending school field trips.

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

THEFT OR DEFACING PERSONAL OR SCHOOL PROPERTY - The theft of any personal belongings or school property. The defacing of any personal belongings or school property.

BULLYING/HARASSMENT/HAZING/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 is 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.

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

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

ALCOHOL / DRUG DISTRIBUTION AND POSSESSION/PARAPHERNALIA - 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. Such violation may constitute immediate expulsion for the remainder of the semester. The classroom teacher and the Principal will investigate the situation and consult on appropriate disciplinary

action. Equipment or apparatus designed for the purpose of measuring, packaging, distributing, or facilitating the use of drugs are prohibited.

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

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 the situation and consult on appropriate disciplinary action. This includes attendance at a school event held off campus as well as travel to and from that event.

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

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.

RACIALIZED AGGRESSION

Any aggressive act which can be characterized, categorized or which appears as such to be racial in nature is prohibited. A link to a statewide hotline for reporting can be found at Capitantigers.org.

SEXUAL MISCONDUCT

Sexual assault and sexual exploitation will not be tolerated. Any sexual misconduct including inappropriate touch to private areas, sexual harassment, verbal or physical will not be tolerated.

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.

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. The Superintendent will designate a hearing officer in accordance with Board Policy J-4850. If the hearing officer decides in favor of the student at this hearing, the matter shall be closed. If the hearing officer 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 to the Superintendent, for the School Board to appeal the decision of the hearing officer through a formal hearing. The appeal shall be a review of the procedure and the finding of the hearing officer. 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.

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 to 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

Capitan Elementary School
~ 2022-2023
Student/Parent Handbook

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 & 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

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

Section 504 complaints should be addressed to

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

.

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, email 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 emailing (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 discretion.
- Students may not place a password/passcode on Capitan Municipal School-owned equipment.

In your student's enrollment packet is a form to sign indicating that you and your student have read and agree to this Student Responsible and Acceptable Use Policy for Technology Resources.

- **END OF CAPITAN ELEMENTARY SCHOOL 2022-2023 STUDENT/PARENT HANDBOOK***