

**PLACE
LOGO HERE Artesia Zia Intermediate
School**

STUDENT HANDBOOK

Mr. Jim Moor
PRINCIPAL

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ASSISTANT PRINCIPAL

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Artesia Zia Intermediate School Mission Statement:

Artesia Zia Intermediate School is a caring community of staff, students, and parents that provides an atmosphere of academic learning and social development in a positive and safe environment that will prepare students for the next stage of their lives.

AIS Motto-- "BEGINNING THE BULLDOG TRADITION!"

Parent/Student Information Handbook

Artesia Public Schools Calendar

August 17, 2015	First Day of School	September 7, 2015	Labor Day (No School)
October 12, 2015	Columbus Day (No School)	October 23, 2015	Parent Conference Day
Dec. 21, 2015-Jan. 4, 2016	Winter Break (No School)	November 25-27, 2015	Thanksgiving Break (No School)
January 18, 2016	Martin Luther King, Jr. Day (No School)	January 5, 2016	School Resumes
March 18, 2016	Parent Conference Day	February 15, 2016	Presidents' Day (No School)
April 15, 2016	Teacher Inservice (No School)	March 21-25, 2016	Spring Break (No School)
May 27, 2016	Last Day of School	May 13, 2016	All Sports Day (No School)

Arrival and Departure of Students

The buses use the bus lane on the North side of the school. No other traffic is allowed in the bus lane. Our morning drop-off area is still on the south side of the building. This is the area where we have supervision, and Mr. Moor or Mr. Taylor greet students each morning. The drop off area is identified by striping. You should access the drop off area from the east pulling forward as far as possible before dropping off your child. Please try to have lunch money given out, planners signed, etc. before pulling into the drop-off lane. You are also welcome to drop off your child in the parking lot on the West end of the school, but you must access the parking lot from the east using the drop off lane. A double line painted in the middle of Bullock does not allow vehicles to enter the parking lot from the west. When exiting the parking lot, you must turn west (right). *Additionally, if you choose to drop off or pick up your child while parked on the south side of Bullock, please see that he or she uses one of the crosswalks located at the corner of Bullock and 11th or Bullock and 13th or the crosswalk in the middle of the block between 11th and 13th streets. Under no circumstances should you stop in the middle of the street to drop off or pick up your child.*

After school, bus students should report to the North end of the playground as quickly as possible. Students not riding a bus are not allowed on the playground after school. Students walking home should leave the campus as quickly as possible after school utilizing crosswalks. Students being picked up should follow the same procedures stated above for arrival at school.

Attendance Policy for Secondary Schools

Types of Absences

Definition of an Absence – When a secondary student (6th-12th grade) misses more than fifteen (15) minutes of any class period. When an elementary student (K-5th grade) checks in to school and misses more than ½ of the instructional time in any morning or afternoon session (1½ hours) they will be deemed absent for that session.

Excused Absences – Absences *with parent notification* to the school that their child will be absent including, but not limited to the following: personal illness, professional appointments that could not be scheduled outside school time, or serious personal and or family problems. Excused absences will not count toward no credit status.

Unexcused Absences - Absences *without parent notification* defined but not limited to the following: personal illness, professional appointments and in-school violations that result in suspension from school. Five (5) unexcused tardies also constitute an unexcused absence. *Unexcused Absences will count toward no credit status (secondary) or retention status (elementary).*

Official Absences - Absences which are school related including, but not limited to: athletic contests, music contests, DECA, county fair, and sanctioned 4H and rodeo activities. *Participation in "official" activities are not recorded as school absences and are not recorded toward no-credit status.* A student must meet the eligibility requirements of the New Mexico Activities Association for an "official absence" to be granted.

Medical Doctor Excused Absences - Absences with written doctor notification to the school that the student was absent due to a medical appointment or a medical condition of which the student was under a doctor's care. *Doctor excused absences do not count toward no-credit status (secondary) or retention status (elementary).*

Court Subpoena Absences - Absences which require a student to be present in a court of law. *Court subpoena absences do not count toward no-credit status (secondary) or retention status (elementary).*

Out-of-School Suspension - Absences which are levied by the school administrator primarily for disciplinary reasons. A student that has been suspended from school for any reason will receive a grade of *0* for each day of suspension. *Out-of-school suspension will count toward no credit status.*

When Absent from School

State law mandates that children be in attendance during the period when school is in session. Therefore, when a student is absent, the parent shall call the school on or before the day of the absence in order to advise the school as to the reason for the absence if a telephone is available. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes. (Notification to the office must be made within one business day after the absence.) All absences not verified by parental or administrative authorization, within one business day, will be considered unexcused. For absences greater than one (1) day in length, the school should be notified each day of the absence. (Principal has the authority to consider circumstances which have merit, when considering the waiver of unexcused absences.)

If a student is absent for three (3) or more successive school days, the school shall contact the student's parents, legal guardian or custodian by telephone. The school will contact the parent (if possible) no later than the close of school on the school day next succeeding the three (3)-day period. A written notice shall be dispatched if telephone contact has not been made. The provisions of this section do not apply to any absence if the parent, legal guardian or custodian, prior to the end of the three (3)-day period, has contacted the school to explain the absence prior to the end of the three (3)-day period.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the scheduling of medical and dental appointments after school hours except in cases of emergency and the scheduling of family vacations during school vacation and recess periods.

Procedures for Notifying Parents of Student Absences

After the third (3rd), fifth (5th) and (10th) unexcused absence during the current semester; parents will be notified by a form letter stating the number of the student's absences.

When a secondary student (6th-12th grade) receives their eleventh (11th) unexcused absence in any one (1) class, the student will be placed on no-credit status and the parent will be notified by telephone and/or a form letter stating the number of the student's absences and the appeals procedure.

When an elementary student (K-5th grade) receives their eleventh (11th) absence in a semester, the student will be placed on monitor status for possible retention in the current grade and the parent will be notified by telephone and/or a form letter stating the number of the student's absences and the procedures for retention.

Secondary (6th-12th grade) "No Credit" Status

The Compulsory School Attendance Law and the Artesia Public Schools Board of Education prohibit unexcused absences. On the eleventh (11th) unexcused absence in any one (1) class, the student will be immediately placed on "no credit" ("NC") status for that class period. The student will not earn any credit and will receive a grade of "NC" for that class. A parent/guardian will be notified by letter or phone that his/her student is on no credit status for the semester. If the student obtains eleven (11) unexcused absences in all of his/her classes, the student will be on "no credit" status for the entire school day. The student will not earn any credits and will receive a grade of "NC" for all of his/her classes for that semester.

Absences which are not considered toward "no credit" status are as follows: 1) Medical Doctor Excused Absences, 2) Official Absences, 3) Court Subpoenaed Absences, 4) Excused Absences by parent notification (written or verbal within one business day after the absence), and Homebound Absences.

Appeal Procedure:

A student and parent/guardian may appeal the "no credit" status and grade of "NC" at a hearing with the school administration. The hearing will be scheduled by the student and/or parent before the end of the semester. The principal/assistant principal will determine the student's final status for that semester. The student may appeal the principal's decision by submitting a written statement asking for a hearing with the Superintendent of schools. This letter should be submitted within two (2) days of the school's administrative decision. The Superintendent's decision may be appealed to the Artesia Board of Education.

Absence/Tardy/Extra Credit Duration

<i>Compulsory School Attendance Law</i>	<i>= Full School Year</i>
<i>"No Credit" Status</i>	<i>= Semester</i>
<i>Tardies</i>	<i>= 9 Weeks</i>
<i>Extra Credit Attendance Points</i>	<i>= 9 Weeks</i>

Tardies

Definition of a Tardy – Secondary Student (6th-12th grade): Arriving to any one of the class periods during the school day after the scheduled tardy bell has rung. Elementary Student (K-5th grade): Arriving after the official start time.

A secondary student (6th-12th grade) may be tardy to any one (1) class, two (2) times per nine (9)-week period, and no action will be taken. When a student receives three tardies in any one (1) class, the student will be sent to the office, and the school administrator will take appropriate disciplinary action. Additional tardies will result in further disciplinary action taken by the school administrator. Tardiness of fifteen (15) minutes or more to a class (6th-12th grade) is considered an unexcused absence. The teacher shall notify the student when such incidents are recorded as absences.

All office/teacher-caused tardies will be discouraged to the utmost. When unavoidable, a pass will be issued allowing sufficient passage time. Such situations will not be considered tardies.

Five (5) unexcused tardies (during a nine week period) shall count as an unexcused absence. Each tardy (during a nine week period) thereafter will also count as an unexcused absence.

Extra Credit for Regular Attendance

Students who maintain consistent and regular attendance will be rewarded at the end of each nine (9) week period with points added to their final nine (9) week grade average as follows:

Zero to One Absence = 4 points added to the final nine weeks grade

2 Absences = 3 points added to the final nine weeks grade

3 Absences = 2 points added to the final nine weeks grade

Make Up Work for Absences

Make up work for absences is the responsibility of the student and will be allowed on the basis of one (1) day for every one missed, not to exceed two (2) weeks. A student who misses only one (1) day on the day of a previously announced test or deadline date will be responsible for making up the work the day he/she returns to school. Parents may request make-up work for students. Work requested by 11:30 a.m. will be available for pick-up after 3:00 p.m. that day. Work requested after 11:30 a.m. will be available for pick-up after 11:30 a.m. the following day.

Homebound Program

If a student is hospitalized or is out of school due to pregnancy or long-term illness, the student will be placed in the homebound program. A student's parent or guardian must notify the office within two (2) days after the start of a long-term illness. The principal or assistant principal will determine whether the student should be placed in the homebound program. A student that has been placed in the homebound program must bring a written physician's statement and Exclusions and Exemptions Form (J-1982 JHD-EB in School Board Manual) to the office explaining why the student is unable to attend school.

TRUANCY

DEFINITIONS

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

Early Identification- Means the process by which school districts promptly determine and identify students who have excessive absences and tardiness from classes or school. Early identification includes the school district's defined system for recording, reporting, and summarizing daily attendance of its students and then providing that data to the district's central administration.

Habitual Truant- Means a student who has accumulated the equivalent of **(10) or more unexcused absences** within a school year.

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

Prevention- Means school-based innovative or proven successful programs, including alternative programs whether school-based or non-school based, that encourage regular and on-time attendance for students.

Truancy- Means a student who has accumulated (5) unexcused absences within any twenty-day period.

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

[6.10.8.7 NMAC – N, 12-30-04]

Parental Involvement

After the **third (3rd)**, **fifth (5th)** and **tenth (10th)** unexcused absence within the school year, parents will be notified by a form letter stating the number of the student's unexcused absences.

- If a student accumulates **three (3)** unexcused absences, the school will notify the parents using **Form Letter I**.
- If a student accumulates **five (5)** unexcused absences, the school will notify the parent(s) using **Form Letter II**. Upon a student's **fifth (5th)** unexcused absence within a school year, parent(s)/guardian(s) shall be contacted to inform them of the student's truancy, **sign a contract (Exhibit A)**, and request their cooperation to meet and establish a cooperative arrangement to prevent future truancy by identifying:
 - the cause(s)
 - preventative measures,
 - resources to address the causes, and
 - corrective action plan including follow-up procedures.

The parental meeting notice shall be respectful and the meeting shall be held in a language and manner understandable to the parent(s)/guardian(s).

Notice of Habitual Truancy

1. Upon a student's **tenth (10th)** unexcused absence within a school year, written notice of the habitual truancy shall be given by certified mail to or by personal service on the parent(s)/guardian(s) of the student subject to who is in noncompliance with the provisions of the Compulsory School Attendance Law. **Form Letter III**
2. Should an additional eleventh (11) unexcused absence occur after delivery of a written notice of habitual truancy, the student shall within seven (7) days of this unexcused absence be reported to the probation services office of the judicial district where the student resides for an investigation as to whether the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy and thus subject to the provisions of the Children's Code [32A-1-1 NMSA 1978]. In addition to any other disposition, the children's court may order the habitual truant's driving privileges to be suspended for a specified time not to exceed ninety days on the first finding of habitual truancy and not to exceed one year for a subsequent finding of habitual truancy.
3. If the habitual truant is not referred to the children's court by the juvenile probation office for appropriate disposition, including consideration of initial or renewed suspension of his or her driving privileges, the school district may contact the children's court attorney directly to determine what action will be taken.
4. If a determination and finding has been made by the juvenile probation office that the habitual truancy by a student may have been caused by the parent or guardian of the student, and no charges have been filed against the parent or guardian, the school district may contact the district attorney's office or any law enforcement agency having jurisdiction for appropriate investigation and filing of charges allowed under the Compulsory School Attendance Law. Charges against the parent may be filed in metropolitan court, magistrate court or district court.
5. A parent of the student; who has received written notice, their matter has been reviewed and who knowingly allows their student to continue to violate the Compulsory School Attendance Law shall be guilty of a petty misdemeanor. Upon the first conviction, a fine of not less than twenty-five dollars (\$25.00) or more than one hundred dollars (\$100) may be imposed, or the parent of the student may be ordered to perform community service. If violations of the Compulsory School Attendance Law continue, upon the second and subsequent convictions, the parent of the student who knowingly allows the student to continue to violate the Compulsory School Attendance Law shall be guilty of a petty misdemeanor and shall be subject to a fine of not more than five hundred dollars (\$500) or imprisonment for a definite term not to exceed six months or both.
[6.10.8.8 NMAC – N, 12-30-04]

Bell Schedule

1 st Bell	8:10
1 st Period	8:15 - 8:50
2 nd Period	8:53 - 9:28
3 rd Period	9:31 - 10:06
4 th Period	10:09 – 10:44
5 th Period	10:47 - 11:22
6 th Period	11:25 - 12:00
Lunch	12:00 – 12:46
7 th Period	12:51 - 1:26
8 th Period	1:29 - 2:04
9 th Period	2:07 - 2:42
10 th Period	2:45 – 3:20

***LANGUAGE ARTS, MATH, AND SCIENCE WILL BE 2 CONSECUTIVE PERIODS. ALL OTHER CLASSES WILL BE ONE PERIOD. STUDENTS WILL STILL HAVE A TOTAL OF ONLY 7 CLASSES EACH DAY.**

Bicycles

Bikes are to be parked immediately upon arrival at school. They are to be parked only where racks are provided on the North end of the commons' patio area. It is required that they be locked. We ask that students do not loiter around the bike parking area. Bikes should not be ridden at lunch, after arriving at school in the mornings, or on the playground after school.

Books

In case of loss or damage, students are held responsible for textbooks and library books issued to them. Fines are assessed for damages such as writing on books, torn pages, water damage, etc. Students will be charged the replacement price of lost books. *Students should not share books or lockers with other students.*

Closed Campus

Artesia Zia Intermediate School is operating under the closed campus system. No student will be allowed to leave the school grounds once they arrive. Students who leave campus during the school day must be checked out in the office by a parent or guardian. When students return to campus, they must sign-in in the office. Students who leave campus without being checked out in the office will be considered truant. Students will eat in the school cafeteria or bring a sack lunch. *If a student is to go home for lunch, parents must make arrangements in writing with the principal.*

Code of Conduct

Every student is encouraged to show courtesy, good taste, and consideration for others. The students at Artesia Zia Intermediate School have always taken pride in their school. Good conduct is a result of pride and self-discipline. Self-discipline is a key to avoiding problems at school. We ask that students not be satisfied with minimum standards of conduct at Artesia Zia Intermediate School but strive for the best.

- A. No knives, guns, or weapons of any kind. "Look-a-likes" such as toy guns, toy knives, and water guns used to threaten someone are considered weapons. Any item used to threaten or injure someone is considered a weapon. Pursuant to the "Gun Free Schools Act of 1994," a student may be expelled for a period of one year for possessing a gun at school.
- B. No name-calling, teasing, or hazing. All threats toward students or staff will be taken seriously.
- C. No gang activity of any kind.
- D. Fighting - Any student who fights will be sent home to cool off for the remainder of the day and will likely be suspended for additional days. Parents will be called to pick up the student and also talk to the principal or assistant principal regarding the incident. Fighting at school is a violation of the law and students involved in fighting will likely be reported to our school resource officers for possible citations. Those who start fights, assault other students, or fight multiple times will immediately be reported to our school resource officers and may be required to appear before the superintendent to discuss long-term suspension and possible expulsion.
- E. Good taste in personal dress must be observed. Fad, bizarre or attention getting dress is unacceptable. Know and abide by the dress code found on page 7 in your planner. No hats or caps will be worn in the building.
- F. Any display of boy-girl affection in school is in very poor taste and unacceptable.
- G. The destruction or defacing of school property is unacceptable and leads to punishment and payment for property destroyed. *This includes the numerous shade and pine trees on our grounds. Some of these have been planted in honor of our military branches and in memory of students and staff members who have passed away while a part of our school.*
- H. The possession or use of tobacco, alcohol, and drugs around school grounds is not permitted. Students possessing drugs will appear before the superintendent in a hearing to determine long-term suspension and possible expulsion.
- I. Possession or firing of fireworks on campus is not permitted.
- F. Disruptive behavior, profanity, and vulgarity are unacceptable and prohibited.
- G. Students should show respect for property owners near school.
- H. Students should make every effort to keep our campus clean. Pupils' respect for their school and cleanliness are evidence of their own personal self-respect.
- I. As a general rule, gum, candy, and sunflower seeds are not to be eaten inside the school building. If a teacher allows any of these as a privilege or reward in the classroom, the students must dispose of the items before leaving the classroom. The only drinks allowed outside the cafeteria are water, juice, and sports drinks.
- J. Students are not allowed in the hallways before school, at lunch, or after school without permission or a pass.
- K. Written permission from parents or guardians must be given in order to release students to any other person.
- L. **STUDENTS SHOULD NOT BRING ANY ITEMS TO SCHOOL THAT DISRUPT THE EDUCATIONAL PROCESS OR ARE UNNECESSARY TO COMPLETE ASSIGNMENTS AND SUCCEED IN SCHOOL. SCHOOL SUPPLIES NOT SPECIFIED ON THE SCHOOL SUPPLY LISTS ARE NOT NEEDED OR ALLOWED.**

Hallway Rules

- A. Students are expected to proceed in an orderly manner, keeping to the right while passing between classes.
- B. Running, pushing, and shoving are not allowed in the hallways.
- C. Student planners are required when a student is in the hallway during class time.
- D. Some classes will still be in session during passing periods, so students will be expected to respect those classes by speaking in soft voices and refraining from any horseplay.

Cafeteria Rules

- A. Speak in soft voices. Do not yell.
- B. Do not throw food or play with food.
- C. Walk. No running in the cafeteria.
- D. Keep hands, feet, and eating utensils to yourself.
- E. Clean up your space after eating. Take care not to make a mess.
- F. No food is allowed on the playground. The only drinks allowed outside the cafeteria are water, juice, and sports drinks. All trash must be disposed of properly to maintain this privilege.

Restroom Rules

- A. Keep restroom clean. Flush commodes and place paper towels in the trash.
- B. Do not waste time or play in the restroom.
- C. Wash hands before returning to class.
- D. Do not abuse or destroy facility. No writing or marking of any kind on walls or stalls.
- E. Students are expected to use the restroom facilities between classes and should not request to go during class time unless it is an emergency.
- F. In case of illness, students should not stay in the restroom but report to the office for help. Students remaining in a restroom for an extended period of time without permission may be considered truant.

Playground Rules

- A. No physical play including rough-housing, shadow boxing, tackling, or tripping are allowed.
- B. Absolutely no rock throwing.
- C. Do not go into the building without permission from the teachers on duty. Students needing a restroom before school or during lunch should enter the West doors by the band room and use the facilities by the cafeteria.
- D. Do not leave the fenced area without permission from the teachers on duty.

In addition to these specific rules, we have three general rules:

Do What's Right!!

Do Your Best!!

Treat Others How You Want To Be Treated!!

*Violation of the code of conduct or any rules will result in one of the following consequences:

Counsel or reprimand from a teacher or administrator, Confiscation of unacceptable items, Loss of privileges, Yard or area clean up, Parent conference or call, In School Suspension, Suspension/Expulsion, other as deemed necessary. Severe misbehavior such as fighting, theft, and defying authority will be dealt with immediately in the office.

**Students who follow the code of conduct and rules will receive A-Cards, verbal praise, letters and phone calls home, principal/teacher rewards, classroom recognition, and other as appropriate.

Student Dress Code

The right to attend public school is not absolute. It is conditioned on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through lawful processes. The Artesia School Board has the duty and the responsibility to encourage and insist upon proper dress for the school community. The Artesia Schools feel that proper dress is necessary in order to ensure sound character development, quality learning, and the discipline that is necessary to accomplish these goals. For these reasons, students shall abide by the regulations for proper dress as outlined below.

The school has the right and the responsibility to intervene at any time that it feels the appearance of any individual does not conform to proper standards of dress. The dress code shall apply to all children who attend the Artesia Public Schools and all students who participate in student activities. All details of enforcement and judgment in disputes over dress codes are delegated to the Superintendent of Schools who may delegate this responsibility to building principals. Appeals will follow the line of command from principals, to the superintendent, to the Board of Education.

The citizens of the Artesia Public School District are dedicated to the concept of a comprehensive education for all students. The Artesia Board of Education, elected by the citizens and held legally responsible for this comprehensive educational program, must have certain rules and regulations that will maintain a climate conducive to the learning process. The Artesia Board of Education believes that student appearance and dress have a direct relationship to student learning; therefore, the Student Dress Code adopted includes the following concepts:

1. Safety of the students.
2. Health of the students.
3. Acceptable standards of decency.
4. Dress and appearance that is not distracting to the student involved or to other students.

Girls

- 1) Hair must be neat, clean, and well groomed. The hair style must not be one that will create a hazard to the student's health or safety, and it must not be distracting to student learning. Hair will not cover eyes.
- 2) Shoes must be worn at all times. Bathroom or house-shoe type footwear are not acceptable. Shoes that are appropriate for the daily activities must be worn at all times.

- 3) The Artesia Public Schools believe that our students should dress appropriately for school. The students should not wear clothing which would detract from the learning process. The following must be adhered to:
- a) The hemline for dresses and skirts must be of sufficient length to reach mid-thigh or longer.
 - b) Shorts must be of sufficient length to reach mid-thigh or longer. Cutoff, biker shorts, or spandex shorts are prohibited. Pant stride and waist line must be in the normal position. Sagging clothing is prohibited.
 - c) Blouses with buttons are to be buttoned at all times with the exception of the top button which may or may not be buttoned. See-through clothing or off-the-shoulder blouses are prohibited. Tops/shirts must be of sufficient length to cover the top of the trousers, skirt, or shorts if the students' hands are raised above their head. Bare midriff is prohibited. Tank tops or muscle shirts are prohibited. Girls' tops must have a strap over the shoulder of at least two inches in width. The showing of cleavage is prohibited.
 - d) Any wearing apparel deemed indecent or distracting to student learning is prohibited. Clothing with inappropriate wording or pictures is prohibited. The district prohibits pictures, emblems, writings, colors, and styles of clothing that:
 - Are lewd, offensive, vulgar, or obscene.
 - Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under state or federal law.
 - Refer to or symbolize satanic, cult, or gang activities.
 - e) No student on or about school property or at any school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
 - f) Spandex or Spandex-type material is prohibited when worn as out clothing.
 - g) Nose rings and spiked jewelry or studs are prohibited.
 - h) Body piercing jewelry may be displayed in the ears; body piercing jewelry displayed anywhere other than the ears is prohibited.
 - i) Chains are prohibited.
 - j) Because of health, safety, and hygiene concerns, the school district strongly discourages tattoos. Tattoos which are lewd, offensive, vulgar, obscene, or distracting to student learning are not allowed to be visibly displayed at school or school activities.

Boys

- 1) Hair must be neat, clean, and well groomed. The hair style must not be one that will create a hazard to the student's health or safety, and it must not be distracting to student learning. Hair will not cover the eyes. Length of hair cannot be worn below the bottom of a standard dress shirt collar. Boys not meeting the length requirement may be allowed to pin it up during school hours and while participating in school activities.
- 2) Boys must be clean shaven. Sideburns may not extend below the ear lobe.
- 3) Shoes must be worn at all times. Bathroom or house-shoe type footwear are not acceptable. Shoes that are appropriate for the daily activities must be worn at all times.
- 4) The Artesia Public Schools believe that our students should dress appropriately for school. The students should not wear clothing which would detract from the learning process. The following must be adhered to:
 - a) Boys are to wear shirts at all times. Tops/shirts must be of sufficient length to cover the top of the trousers, or shorts if the students' hands are raised above their head. Bare midriff is prohibited. Tank tops or muscle shirts are prohibited; boys' tops must have sleeves. See-through clothing is prohibited.
 - b) Shorts may be worn if the length is at least to mid-thigh or below. Cutoff, biker shorts, or spandex shorts are prohibited. Pant stride and waistline must be in the normal position. Sagging clothing is prohibited.
 - c) Any wearing apparel deemed indecent or distracting to student learning is prohibited. Clothing with inappropriate wording or pictures is prohibited. The district prohibits pictures, emblems, writings, colors, and styles of clothing that:
 - Are lewd, offensive, vulgar, or obscene.
 - Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under state or federal law.
 - Refer to or symbolize satanic, cult, or gang activities.
 - d) No student on or about school property or at any school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
 - e) Spandex or Spandex-type material is prohibited when worn as outer clothing.
 - f) Nose rings and spiked jewelry or studs are prohibited.
 - g) Body piercing jewelry may be displayed in the ears; body piercing jewelry displayed anywhere other than the ears is prohibited.
 - h) Chains are prohibited.
 - i) Because of health, safety, and hygiene concerns, the school district strongly discourages tattoos. Tattoos which are lewd, offensive, vulgar, obscene, or distracting to student learning are not allowed to be visibly displayed at school or school activities.

Consequences for Dress Code Violations

- Grooming: If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student's parent/guardian will be notified. The student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected.
- Dress: A student whose clothing violates the dress code shall be assigned to in-school suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school. Multiple violations of the dress code could result in short or long-term suspension.

Custody Related Issues

Please assist us in the handling of custody related issues by providing us with a copy of court orders affecting any other person's right to your children. Only those on a student's contact list submitted by the parent/guardian will be allowed to check-out that student from school.

Gifts and Flowers

The sending of gifts and flowers to school for students is discouraged. However, if a student does receive gifts or flowers in the school office, that student will be notified and will be allowed to pick up the gifts or flowers after school in the office.

Grading System and Honor Roll

The honor roll is established to recognize academic achievement during each nine weeks grading period.

- | | |
|-------------|---|
| A =90 – 100 | Highest Honors - All A's |
| B =80 - 89 | Honor Roll – At least two A's and no grade lower than a B |
| C =70-79 | |
| D =60 – 69 | |
| F =Below 60 | |

*Report cards are issued at the end of each nine weeks period. Report cards may be held by the office or the library for fees or fines not paid or for books not returned. Progress reports will be given out to all students every other week during their 1st period class.

Guidance Services

Students are welcome at all times to consult with the school guidance counselor. Parents may contact the counselor by calling the school office (746-2766). Parents wishing to meet with all of a student's teachers may contact the counselor for assistance in doing so. Teachers may also refer students to the school counselor as needed.

Health

- Students should report all illness or accidents to the office as soon as possible.
- The school nurse is available at AIS Mondays, Wednesdays, and Fridays. In case of an emergency, she can be called to the building on any day at any time.
- School insurance is available to the students at a reasonable fee.
- All students participating in our 7th grade athletic program **must** have a current physical from the doctor and carry insurance (school or home).
- No medication of any type, including over the counter pain relievers, may be dispensed by the nurse or any other school personnel without a signed authorization to administer medication form. See the school nurse for an authorization form. Students are not allowed to bring over-the-counter or prescription medications to school. Inhalers may be carried by students after the proper paperwork is filed with the nurse.
- A current immunization and medical record must be on file in the nurse's office. All 7th grade students must have a current Tdap immunization.
- In case of emergency, every effort will be made to contact the parents or guardians. If they cannot be contacted, the school nurse or other authorized school personnel will take the child to the doctor designated on the medical form or to the hospital emergency room.
- The Artesia Public Schools **cannot assume liability for doctor or hospital fees for illness, accidents, or injuries at school.**
- It is the parent's responsibility to keep the school informed of any changes in the names of emergency contacts, addresses, or telephone numbers.

Homework

Time is provided at school in which the student can finish most assignments. However, some homework is important for students to master concepts and learn the proper techniques of study. If additional help is needed, students may be given passes to work in a teacher's classroom before school, at lunch, and after school. Individual teachers will specify the times they are available to work individually with students. Math assistance is available each morning from 7:30 a.m.-8:10 a.m., and

an after school program is available most weeks Tuesdays-Thursdays from 3:30-4:30 p.m. in the cafeteria for additional help with homework and interventions in reading and math.

Late Work Policy

To receive maximum credit for assignments, students must turn those assignments in on the designated due date. However, accepting a zero for work not completed is unacceptable and will not be allowed. Each core subject has established policies for students to complete assignments after their due date with a penalty for being turned in late. Those policies will be explained to students and parents at the beginning of the school year. Make-up work for absences will be handled according to the district attendance policy found on page 4 of this handbook.

Library

AIS is fortunate to have one of the best libraries possible. Students can help keep it the best by observing all library rules and regulations. These regulations are designed to maintain the appropriate atmosphere for studying and learning. The books, magazines, and materials are for assigned study, reading, and viewing. The library is open all day and at times before and after school specified by the librarian. Fines are charged at a rate of 5 cents per day for overdue materials. Students visit the library with their reading class every other week and are allowed to check out 2 books at a time. They may return a book and check out another at any time they are allowed to by their reading teacher.

Lockers

Lockers are provided for each student. Students are asked to keep assigned lockers locked at all times. The sharing of lockers is not allowed. Any problems with lockers should be reported immediately to the office or a custodian. Students are allowed to "personalize" the inside of their lockers for the school year. However, stickers or any other décor not easily removed is prohibited.

Lost and Found

A lost and found area is designated in each classroom. There is also a lost and found area near the office. Check these places before or after school if you have lost something. Items not claimed at the end of each semester will be donated to a charitable organization.

Lunch/Breakfast

AIS offers a minimum of five lunch choices each day for students with free lunch, reduced lunch (.40), or who pay full price (\$2.50). Students with free lunch will simply present their student identification cards in the cafeteria to eat. Students who pay reduced or full price must "load" money on their i.d. cards in the office before school, during lunch, or after school. We encourage students to pay for lunches by the week or month. Students will not be allowed to charge for lunches. Students who have a zero balance on their cards will be served a cheese sandwich, piece of fruit, and milk instead of having the other items to choose from. Breakfast is also served each day. The cost is \$1.50 or .30 for students paying the reduced price. Students should report to the cafeteria by 8:00 a.m. to receive breakfast. Adult lunch prices are \$3.75.

Parent Conferences

Parents are invited and encouraged to visit the school. Conferences with teachers or principals can be arranged by calling the school office. Walk-ins are welcome and accommodated as quickly as possible. Parents wishing to meet with all of a student's teachers may contact the counselor for help in doing so. The best time for parent-teacher conferences is either between 7:45 and 8:10 in the morning, during a teacher's planning period, or after 3:20 in the afternoon.

Personal Electronic Devices (PEDs)

Cell phones should be kept in the student's backpack, pocket, or purse and should be out of sight and sound upon arriving onto school campus and may not be used until the end of the school day. **Electronic Devices other than cell phones** must be stored in a locker or backpack during instructional time. This includes but is not limited to: iPods, mp3 players, PSPs, video recorders, cameras, etc. The school will not be responsible for the loss/theft of the devices listed above and will no longer spend valuable educational time to search for them. If a parent needs to contact their child, please call Artesia Zia Intermediate School's main number (746-2766), and our staff will notify the student to come to the office between classes. If a student needs to contact a parent, we will allow the student to call the parent with permission from the teacher or office. *Only in an emergency situation will a classroom be disrupted to contact or relay a message to a student.*

Penalties for Violation of Electronic Device/Cell Phone Policy

If a violation occurs, a staff member will confiscate the student's electronic device/cell phone and turn it in to the Principal or Assistant Principal.

- 1st offense - the student may pick up the electronic device/cell phone from the office after school, and a parent will be notified.
- 2nd offense - the parent or legal guardian will be required to pick up the electronic device/cell phone from the office, and the student will be suspended for the remainder of the day.
- 3rd and subsequent offenses – the parent or legal guardian will be required to pick up the device from the office, and the student will be suspended from school for a minimum of 2 days.

* Refusal to relinquish the device, when requested by a staff member, will result in a 3 day suspension.

* Use of any electronic device/cell phone to harass, bully or intimidate another student or faculty member of the Artesia Public Schools will result in suspension from school.

Planners

A student planner will be given to each student the first week of school. The planner is a great tool for staying organized in middle school. The students will be required to write their weekly assignments in their planners. Students will receive a grade for filling out their planners correctly. Additionally, parents are encouraged to sign the planners indicating their awareness of the student's required assignments. In addition to being an organizational tool, students must have a planner to leave class as well as check-out library books. Also, if a student loses his/her lunch card and chooses not to purchase another, the bar code placed in the planner by the library may also be scanned for lunch. Students will be required to have a planner throughout the school year. If a planner is lost, it is the responsibility of the student to purchase a replacement planner in the office. The cost for replacement is \$10.00 (1st semester), \$7.00 (3rd nine weeks), \$5.00 (4th nine weeks).

R.A.C.E.D. Responses

We use a specific method for answering extended response questions school-wide. The acronym for this method is R.A.C.E.D. R=Restate the question, A=Answer the question, C=Cite evidence, E=Expand your answer, D=Demonstrate correct conventions. Using the R.A.C.E.D. method improves writing skills, encourages critical thinking, and prepares students well for required state assessments.

School Activities

- A. **Assemblies** are a scheduled part of the school curriculum. They are designed to be educational as well as entertaining in nature. They also provide an opportunity to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, booing, etc..., are discourteous and will not be tolerated.
- B. **Sports** that seventh grade boys and girls may participate in are:
Boys – Football, Basketball, Track (athletes are required to participate in all three sports)
Girls – Volleyball, Basketball, Track (athletes are required to participate in all three sports)
- C. **Band** is a complete band program for both sixth and seventh grade students. Performances take place in special assemblies and in the evenings on special occasions. The period designated for Advanced Band is adjacent to the time set aside for lunch. Advanced Band students will be expected to rehearse during a portion of lunch on days specified by the director. Those students will be allowed to go to the front of the lunch line as a reward for their time.
- D. **Choir** is an elective that meets during regular class time. Evening vocal music productions are planned three times each year. Some evening rehearsals are also required. Advanced Choir will be held the first class period of the day. Advanced Choir students will begin their rehearsals at 8:00 a.m. on days specified by the director. Students riding a bus to school should report to choir as soon as they arrive at school.
- E. **Student Council** is a service organization. The members composing the council are elected presidents for each homeroom. The council calls meetings for discussing school business and projects.
- F. **School Trips** – All students going on school trips must have a permission slip and medical authorization form signed by a parent or guardian on file in the office. Students must earn the right to participate in school trips with positive behavior and satisfactory academic performance.
- G. **End of the Nine Weeks Reward Days**—At the end of each nine weeks, fun activities will be scheduled for those students doing the right things academically and in their behavior. Those students failing classes and having behavior problems will attend a study hall during these times.

Students' Schedules

Students' schedules are changed in the principal's office only. Schedule changes will not be made the first week of school. Schedule changes may be requested by parents after the first week of school and will be made at the discretion of the administration. In most circumstances, parents will be asked to meet with teachers prior to a schedule being changed.

Telephones

The office telephone is for school business, and it may be used by students in case of illness, emergency, or for other reasons deemed appropriate by school staff. See *Personal Electronic Device* policy above.

Videotaping/Photographing

Throughout the year, photographs and videotapes of students, staff, and school guests are occasionally taken highlighting school activities and events. These photos and videos may be used in school displays, on the school web-site, and in school publications, may be incorporated into school displays around town, and may be submitted to local and area newspapers and publications. For instance, photos of AIS students involved in sports or academic achievement are regularly included in the Artesia Daily Press. Also, many candid photographs are included in the yearbook. If you do not want your child included in such a photo or video, please notify the office in writing. We also request that parents who take photos/videos of AIS students and/or staff in school and at school activities discuss with school administration before the photos/videos are submitted for

publication. This will help protect families who do not wish photos of their children published or used in the media. Additionally, a video security system is utilized in the hallways, cafeteria, in-school suspension room, and outside areas of the school to help us ensure student safety.

Visitors

Parents of students are welcome as school visitors. Please report to the office to sign in and receive a visitor badge before going to any class. Parents are also asked to not interrupt classes for teacher conferences. *Student visitors (from in or out-of-town) are not allowed.*

Withdrawal from School

If a student should have to move during the school year, the student should come by the principal's office on the last day in attendance. A checkout sheet will be issued to take to the student's teachers where books must be checked in. The teacher will write a checkout grade on the sheet and verify that books have been returned. This must be done before records can be forwarded to the next school.

Rights and Responsibilities of Public School Students

It is the responsibility of students and parents to inform themselves of current Board policies and of administrative and school rules regarding conduct that is subject to disciplinary action. The Artesia Public School's Board policies may be accessed from the district's website at www.bulldogs.org.

A primary responsibility of the Artesia Public Schools and its professional staff shall be to instill in students an appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought about. The school district is a community, and the rules and regulations of a school are the laws of that community. All persons enjoying the rights of citizenship are subject to the laws of their community. Each right carries with it a corresponding obligation.

The right to attend public school is not absolute. It is conditional on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through established processes. Teachers, administrators, and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public schools. In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their lawful requests and instructions followed by students.

The district has both the authority and responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established.

Rules regarding searches and seizures:

A pat-down search of a person may be conducted on the basis of a reasonable, individualized suspicion that such person is in possession of contraband. Any such search shall be conducted in private by an authorized school official of the same sex as the person to be searched and in the presence of a witness of the same sex. Strip searches are not permitted. Lockers, desks, and similar storage facilities are school property and remain at all times under the control of the school; however, persons using such facilities are expected to assume full responsibility for the security of their lockers and desks and similar facilities. Periodic general inspections of lockers, desks, and similar facilities may be conducted by school officials for any reason, at any time, without notice and without consent.

Type of Violation	Minimum/Maximum Action or Consequence
Violations Against Persons	
1. Verbal Abuse Disrespectful and/or threatening language to another person. (Prohibited) NMSA	Discussion/Suspension
2. Interference/Obstruction Any action taken to prevent another person from exercising his lawfully assigned duties. (Prohibited) SBE Reg. 81.3	Discussion/Expulsion
3. Hazing Participating in harassing acts that injure, degrade, or disgrace, or tend to injure individuals. (Regulated)	Discussion/Suspension
4. Fighting Mutual combat in which both parties have contributed to the situation by verbal and/or physical action. (Prohibited) NMSA	Counseling/Suspension
5. Weapon Possession The unauthorized possession of any instrument designed for or capable of producing bodily harm or death.	Expulsion for a Period of Not less than One Year. (Police will be notified.)
6. Assault with a Deadly Weapon	Expulsion/Expulsion

Unlawful aggression committed upon the person of another in which any instrument or by any means of force likely to produce bodily injury. (Prohibited) NMSA	
7. Assault Unlawful attempt to commit a violent injury on the person of another. (Prohibited) NMSA	Suspension/Expulsion
8. Battery Any willful and unlawful use of force upon the person of another.	Warning/Expulsion
Violations Against Property	
1. Willful Damage of School Property Any willful cutting, defacing, or other injuries of any matter to any property, real or personal, belonging to the School District. The parent or guardian shall be liable for all damages so caused by the student. (Prohibited) NMSA	Suspension/Expulsion
2. Unauthorized Use of School Property The unauthorized use of school property for non-school sponsored activities. (Regulated) Board of Education	Warning/Suspension
3. Theft Any unlawful taking of property. (Prohibited) NMSA	Counseling/Expulsion
4. Extortion The obtaining property from another without his consent, induced by wrongful use of force or fear.	Suspension/Expulsion
Violations Against Public Decency and Desirable Morals	
1. Vulgarity/Profanity Language that is offensive to the senses, repulsive. (Prohibited) NMSA	Warning/Suspension
2. Tobacco Possession or use of any type of tobacco products on school grounds. (Regulated) Board of Education	Warning/Suspension
3. Alcohol Possession, use or being under the influence while on a school bus, school grounds, or at any school sponsored activity. (Prohibited) Board of Education	Suspension/Expulsion
4. Dangerous Drugs Possession, sale, use or under the influence of any controlled substance while on school bus, school grounds or at any school activity. (Prohibited) Board of Education	Expulsion/Expulsion
Violations Against Administrative Procedures	
1. School Attendance Students shall regularly attend classes as prescribed by the District.	Warning/Expulsion
2. Attending Classes Unprepared Students shall attend classes with appropriate materials and prepared homework. (Regulated)	Counseling/Suspension
3. Student Attire Students shall follow dress code. (Regulated) School Policy	Warning/Suspension
4. Misbehavior on School Bus Students shall abide by the District's Transportation Policy. (Prohibited) NMSA	Discussion/Suspension
5. Leaving Campus Leaving campus during school hours is prohibited without proper clearance.	Counseling/Suspension
6. Disruptive Behavior Actions which are a detriment to the effective operations of the school. (Prohibited) NMSA-SBE 81-3	Warning/Expulsion
7. Defiance of Authority Willful refusal to follow school rules and	Counseling/Expulsion

regulations. (Prohibited) SBE Reg. 81-3	
8. Continued Willful Disobedience	Suspension/Expulsion
Repeated refusal to follow school rules and regulations. (Prohibited) SBE Reg. 81-3	
9. Violations of Suspension	Expulsion/Expulsion
Physically present on a school site or school activity while on suspension.	
10. Visiting Other Campuses	Warning/Suspension
Unauthorized presence during school hours on a school campus other than the assigned campus. (Prohibited) NMSA	
11. Forgery	Counseling/Suspension
Falsifying signatures or data on notes from home, school reports or official records. (Prohibited) NMSA	
12. False Identification	Suspension/Expulsion
Refusal to give or giving false identification when requested.	
13. Freedom of Expression	Suspension/Expulsion
Distribution or utterance on or near school property of obscene, inflammatory, libelous, slanderous or otherwise impermissible material in violation of established rules and regulations. (Prohibited) NMSA	

Regulations Governing Bus Students

- A. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district.
- B. Students who are compelled to walk a distance to meet the bus must walk on the side of the road to their left, facing traffic, except on divided or multi-lane roadways.
- C. Students must be on time at their assigned bus stop.
- D. Students must wait in a safe place, clear of traffic and away from where the bus stops. Students shall wait in an orderly line and avoid "horseplay." When loading, the students should clear the traffic area immediately.
- E. The driver is in full charge of students when they are riding on the bus. The students must obey the driver promptly.
- F. Students shall not get on or off the bus while it is in motion. Students must remain seated and keep aisles and exits clear.
- G. Without the advance permission of a responsible school official, students will not be permitted to leave the bus on the way to or from school except at their regular assigned stop or school.
- H. Students must occupy the seats assigned them by the bus driver.
- I. Students shall not be permitted in front of the passenger seating area while the bus is in motion.
- J. Students will stay out of the driver's seat and will not tamper with any equipment.
- K. Students shall be courteous and obedient to the driver.
- L. Students must cooperate with the bus driver in keeping the bus clean.
- M. Rough or boisterous conduct will not be permitted in the bus; however, students are permitted to converse in a normal tone of voice while in the bus. Students should keep absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
- N. Students shall not use profane language or obscene gestures and shall not eat any food or drink any beverages on the bus.
- O. Students should remember that misconduct or carelessness not only endangers their own safety, but also the safety of the other students on the bus.
- P. Students must not extend their hands, arms, heads, or objects through bus windows.
- Q. Animals, firearms, knives, explosives, breakable glass items, or other dangerous objects are not permitted on the bus. No item that will block the aisle or is unsecured shall be carried on the bus.
- R. Students must not open or close the bus windows without permission of the bus driver.
- S. Students shall not throw any item inside or outside the bus while boarding, riding, or leaving the bus.
- T. The use of tobacco, drugs, alcohol, or controlled substances shall not be permitted.
- U. Students will not ride on the outside of the school bus at any time or attach anything to the bus.
- V. Parents or guardians shall be held responsible for malicious destruction of the bus.
- W. Any damage to the bus from any cause shall be reported by passengers to the driver, and the driver will, in turn, report it to the proper school official.
- X. Students who must cross the road after unloading from the bus must pass far enough in front of the bus (approximately eight to ten feet) that the driver can see them. Students will cross the road only when the driver signals all is clear. The only exception to this rule is in urban areas where pedestrian crossings are provided at intersections and students will be instructed to cross after the bus leaves the unloading zone or when traffic signals direct them to cross. Students will not cross multi-lane roadways to meet the bus except in urban areas where crosswalks or traffic signals are provided.
- Y. Students shall look both ways before crossing to the opposite side of the road.

*Students who violate bus regulations will be "written-up" by the bus drivers. Write-ups will be given to the principal or assistant principal. Disciplinary action including possible suspension of bus privileges will result.

**The school must be informed in writing if a student is riding a different bus. The principal or assistant principal must sign the note prior to the student boarding the bus that he/she does not normally ride.

Zia Zap (Zeroes Are Preventable)

All assignments must be completed to the best of a student's ability to attain proficiency in the New Mexico content standards. Therefore, accepting a zero for work not turned in is unacceptable and will not be allowed. See the Late Work Policy—pg. 10.

Students Against: *Violence, Drugs, and Bullies (a student guide)*

What if. . .You hear someone has a weapon or drugs on campus?

Let someone in authority know! Either tell a teacher, principal, counselor, or someone who will take immediate action. If you're afraid to talk to someone in authority, write a note or call your parents and let them report it. But do it immediately! You or someone else could be in danger.

What if. . .A friend gives you a weapon or drugs to hold for him/her?

First of all, don't accept anything like a bag, backpack, or purse without knowing what's inside. If you're holding a weapon or anything else not allowed at school for someone, whether you know it or not, you could receive the same punishment as the person who brought it to school. Rule of Thumb: If you don't own it, don't hold it!

What if. . .A student brings a weapon or drugs to school?

If you have a weapon at school, like a pocketknife, and you brought it by mistake, ask to see someone in authority and hand it over willingly. Do this immediately! Don't show it to your friends; take it straight to the office. If you're sincere about your mistake, you're much more likely not to get in serious trouble. Remember: If you're caught in possession of a weapon, be prepared for the consequences.

The consequences will be very severe for any student who brings drugs to school. The police will be called, and a citation will likely be issued for possession of an illegal substance. Additionally, the student will be suspended until meeting with the superintendent of schools in a hearing. At the hearing, it will be determined whether the student will receive a long-term suspension or be expelled.

What if. . .I am being bullied?

You must let a school authority and your parents know immediately. They can only deal with what they are aware of. Also, after the situation is addressed, be sure to let them know if it continues.

Let's work together to have a year free from violence, drugs, and bullies! It's our school, so keep it safe. See something, say something!!