

ANIMAS PUBLIC SCHOOLS



Achieving Excellence

FAMILY/STUDENT HANDBOOK

2019-2020

PARENT AND STUDENT HANDBOOK

ANIMAS, NEW MEXICO PREFACE

Welcome to APS for the 2019 - 2020 school year!

We are excited to have each and every student as a part of our school system. We know that parent concerns and involvement are essential for student and school success. Parents and teachers are encouraged to communicate with each other on a regular basis to monitor student progress. We encourage your involvement in parent groups and as a resource volunteer your child's classroom. Together parents/guardians and staff can ensure a successful and enriching experience for students during their K-12 school years.

It is your responsibility to know the policies, rules and procedures at Animas Public Schools included in our handbook. Please take the time to read this document and familiarize yourself with its contents. It has been prepared to provide parents/guardians and students with essential information; however, we are not able to anticipate every question. Please feel free to call or visit our schools for further information.

Your participation and communication in the educational process provides an excellent opportunity to help make Animas the best educational experience possible. The faculty and Administration request your opinions regarding student policy and solicit your ideas for changes or revisions of this handbook. Learning together, we can build a successful future.

These policies were developed to provide guidance and support during your school year. We trust that Animas students will carefully read this handbook and adopt these rules for school behavior. As you gain broader knowledge and develop stronger values, your school will support and guide you. However, the decision to become a responsible member of our society belongs to you alone.

DISCLAIMER: It is impossible to create a handbook to cover all possible situations; this handbook is a guide for the use of teachers, students, parents and administrators. Incidents or circumstances not covered in this handbook will be settled at the discretions of administration. Sections of this handbook may be changed at any time by the administration and/or Board of Education. Addendums to this handbook will be provided to students and will be effective immediately or at a time specified by the addendum.

ACADEMIC POLICIES

ADMISSION OF NEW STUDENTS

Students enrolling in the Animas Schools for the first time must provide a current health record, birth certificate (for elementary students) and complete an enrollment card. A parent or guardian may need to sign a Release of Records form to obtain official transcripts from the student's previous school.

ADVISEMENT AND REGISTRATION

A student advisement and pre-registration period is scheduled before the beginning of each academic year. High School students are: (1) classified as freshman, sophomore, junior, or senior, (2) advised on graduation status, including credits completed and credits remaining for graduation, (3) presented with a list of courses offered, (4) advised by counselor/administrator, and (5) registered for the school year.

ARRIVAL

Students should not arrive before 7:45 a.m. unless prior arrangements have been made with school site administration. In the event of school cancellation due to weather or other emergency situations, the following notifications will occur:

Albuquerque TV News

APS Facebook Page

School "Remind"

A message will be sent via the "Remind" app. to the number specified on your child's enrollment sheet.

CHANGES IN SCHEDULES

Students may change their program of study within the first week of each semester upon approval of the counselor, principal, and teachers involved. Students may not drop courses during the semester unless approved by the administration. Approval to drop a course(s) must be secured from the counselor, principal, and the teacher. If a course is dropped before the end of a grading period, no credit will be given for that class.

COURSE LOAD

Students are expected to enroll for a full course load each semester. Exceptions to this policy require written parent/guardian permission and administrative approval.

DUAL CREDIT CLASSES

Dual Credit enrollment classes at Animas High School are offered for both high school and college credit for Juniors and Seniors who meet the college entrance requirements.

1. All rules outlined by the sending institutions contract will continue to be in effect.
2. Any removal from these classes for disciplinary or conduct reasons will result in a loss of credit for the semester.
3. A lack of effort on the part of the student resulting in a failing grade or any circumstance that requires withdrawal from class at the Animas site will result in the loss of credit for the semester.
4. A student who withdraws from or fails a dual credit class will not be eligible for Honor Roll.
5. Students who withdraw from a dual credit class will be responsible for expenses (paid by the district) of that class prior to enrollment in another dual credit course.
6. Books for Dual Credit classes are the property of the school.

DUES, FEES, AND FINES

Financial obligations to the school should be met as soon after school starts as possible.

ELIGIBILITY POLICY

In order to be eligible to participate in any extra/co-curricular activities, students must be in good academic standing as prescribed by the Board of Education and The New Mexico Activities Association in compliance with state law. Coaches and sponsors will review eligibility standards at the beginning of each season and regularly throughout each grading period as well as when new members join the activity.

NMAA ELIGIBILITY POLICY

1. A Student shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation. For students not eligible at the semester, the next six or nine week grading period can be used to regain eligibility. Grades earned during a summer session must be placed on a student's transcript by the school registrar prior to the first day of the Fall semester in order for the course to be utilized for eligibility purposes.
 - a. All class work counted for eligibility must be acceptable for graduation.
 - b. The GPA is based on a 4.0 scale with an allowance for consideration of honors points.
 - c. Cumulative provision
 - i. Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (As cumulative grades start with the 9th grade year, the cumulative provision cannot be used for middle school/junior high Students.)
 - ii. The cumulative provision may not be applied if a Student has more than one "F" in the semester grading period immediately preceding participation
 - iii. A student must have passed a minimum of 51% of coursework taken by a fulltime student in the semester grading period immediately preceding participation to take advantage of the cumulative provision option.
 - iv. *The cumulative provision may only be used at the beginning of the semester and must include all semester grades beginning with the 10th grade year. This provision may be used if the student has no more than one grade of F at the semester.*
 - v. *The cumulative provision may be used only once in during grades 10th -12th.*
 - d. *Eighth (8th) grade students must be eligible at the end of the second semester of the 8th grade year in order to be eligible for high school sports.*
 - e. More strict guidelines may be imposed by the school/district.
2. A Student must be enrolled in at least 51% of the member school's regular class schedule in courses that will be counted toward his/her graduation and in regular attendance during the current as well as the previous semester
3. Home school students who request to participate in NMAA sanctioned activities/athletics must reside within the district.
4. Pursuant to State Statute 22-12-2.1.: Interscholastic extracurricular activities; student participation.
 - a. No student shall be absent from school for school-sponsored interscholastic extracurricular activities in excess of fifteen days per semester, and no class may be missed in excess of fifteen times per semester. Participation in state and national competitions is exempt.
5. Prior to participation in a state conference or competition, the activity/sponsor/coach must submit a completed and signed NMAA Verification of Eligibility form attached to a list of

participating students to the NMAA office. This form may be found on the NMAA website at www.nmact.org.

APS Eligibility Checks

- ✓ At Animas Public Schools 7 - 12 deficiency reports will go out the Tuesday after the 3rd, 6th and 9th week of each nine week grading period and become effective the following Wednesday. If a student has a GPA below 2.0 and/or a grade below 65, he/she will receive a “warning” notification and have until the next report to raise their grade(s). Upon receiving a second consecutive report showing they do not meet the above mentioned scores, they will not participate in any extra-curricular activity until the next deficiency notices are posted and their grade/s meet the eligibility requirements.
- ✓ Students participating in ITV classes, Home School or Charter School will be held to the same standard.
- ✓ Incompletes not rectified within two weeks of the end of the grading period will become an “F” and result in ineligibility.
- ✓ NMAA Rules will supersede weekly deficiencies at semester.
- ✓ *Coaches/sponsors are responsible to check the eligibility of their students. The use of an ineligible student is a violation of NMAA rules and may result in disciplinary action.*

Special Education Eligibility

The IEP committee will establish and follow criteria and guidelines for eligibility as identified by laws and policies set for Special Education students.

GRADING AND REPORT CARDS

Course work is formally evaluated every nine weeks. This evaluation is reported to the Administration. Report cards are completed at this time. It is the policy of the Animas Public School to give the semester examinations to students in grades 7 through 12 for every class. The Animas Public School grading system is as follows:

Regular Grading System

A 90-100 (4.0)

B 80- 89 (3.0)

C 70- 79 (2.0)

D 60- 69 (1.0)

F 59 or below (0.0)

K – 3RD LITERACY PROGRESS REPORT

If a Kindergarten through Third grade student is not proficient in literacy, as determined by the middle of year benchmark assessment for literacy, the student’s teacher shall notify the student’s parent or legal guardian formally, in writing, and hold a parent-teacher conference. An intervention plan will be developed including timelines, academic expectations and the measurements to be used to verify that a student has overcome academic deficiencies. (BP I-6800)

HIGH SCHOOL CLASS CREDITS

Full credit classes meet for one period per day for the entire school year. Students may receive one-half (1/2) credit per semester in full credit classes. Classes meeting on a semester basis count for 1/2 credit per semester. Students will earn one credit for Dual Credit classes. Credit for correspondence work may be approved by the Administration.

HIGH SCHOOL GRADUATION REQUIREMENTS

At the end of the eighth grade, each student shall prepare a Next-Step Plan for grades nine (9) through twelve (12), with the help of the counselor. A student's parent(s) or guardian(s) shall sign this Next-Step Plan.

For students entering ninth grade in 2013 or later, a minimum of twenty-four (24) credits shall be required for graduation from Animas Schools. At least one of these units (1) must be earned in an advanced placement, honors program, a dual credit course or distance learning course.

These units are as follows:

- 1) Four (4) units in English (ELA)
- 2) Four (4) units in Mathematics, **one (1) equal to Algebra II or higher;**
- 3) Three (3) units in Science, **two (2) of which shall have a laboratory component;** Additional units are recommended.
- 4) Three and one-half (3.5) units in Social Sciences, which shall include United States History/Geography, World History/Geography, and Government and Economics and **one half (1/2) New Mexico History**
- 5) One unit in physical fitness
- 7) **One Unit, career cluster course, workplace readiness or foreign language.**
- 8) Keyboarding/Computer Skills Course - .5 unit

Seven and one-half (7 ½) elective units (including .5 unit of health education* if not completed in middle school)

EXTRACURRICULAR ELIGIBILITY

It is the policy of the Animas Public Schools to adhere to and comply with the policies, directives and procedures regarding participation in extracurricular activities as set forth in state statute and the New Mexico Activities Association regulations. **NEW 2018-19: As per a recent vote of NMAA member schools, three changes have been made to scholastic eligibility guidelines for the 2018-2019 school year. These are as follows:**

- 1). Use of Semester Grades Only – Scholastic Eligibility will be determined by semester grades (6/9 week marking period grades will no longer be used).**
- 2). NO F's – A student must have a 2.0 GPA and NO F's in order to be eligible to participate in activities/athletics. This is a change from the past where a student was allowed one F.**
- 3). Summer Courses – Beginning in the summer of 2018, students may make-up multiple courses to attempt to gain eligibility.**

The Parent Portal on the new Student Information System (may not be available until Sept. 1, 2018) will enable parents to access basic student Information

Seniors who have met all graduation requirements, may choose to attend a partial school day with parent, counselor and administrative approval. The approval must be fully documented and appropriately filed. Seniors who choose to attend a partial school day, must sign out daily and are not permitted to return to school after they have signed out.

Students will be classified according to credit requirements listed below. Students must participate in the class level attained through credits earned:

0-5	Freshman	12-16	Junior
6-11	Sophomore	17-28	Senior

Eighth grade students, upon administrative approval, may earn high school credit.

Next Step Plans are required to be completed at the end of grades 8-12 every year. Next Step Plans must be signed by students, parents, and counselor and will be appropriately filed.

Senior Exit Portfolio Graduation Requirement

Seniors will complete a Senior Exit Portfolio as assigned by the Senior English instructor. The Senior Exit Portfolio is designed to help students explore and prepare for postsecondary options. The Senior Exit Portfolio must be completed prior to graduation and will be appropriately filed.

- All graduating seniors must have all classroom work and on-line courses completed prior to graduation in order to walk with his/her class unless otherwise approved by administration or designee.
- All commencement speeches shall be approved by administration or designee prior to commencement.
- Valedictorian and Salutatorian - The selection of a Animas High School Valedictorian and Salutatorian will be made utilizing the following criteria:
 - ✓ In order to qualify for Valedictorian or Salutatorian, a student must attend Animas High School the student's junior and senior years, and earn a minimum of twenty-four (24) credits, none of which may be work experience credits.
 - ✓ If a transfer student enters Animas High School with a grade point average higher than or equal to, any other student's grade point average in the class, the student must qualify on the basis of the grade point average achieved in the designated courses taken at Animas High School.
 - ✓ If a transfer student enters Animas High School with a grade point average which is not the highest in the class, the student must qualify on the basis of grade point average in the designated courses taken during all four (4) years.
 - ✓ The valedictorian must have the highest accumulated solid grade point average, subject to the above restrictions on transfer students.
 - ✓ The salutatorian must have the second highest accumulated solid grade point average, subject to the above restrictions on transfer students.
 - ✓ In the event that more than one (1) student attains the same highest accumulated solid grade point average and meets all of the aforementioned criteria as Valedictorian of the graduating class, the student with the higher overall GPA will be selected as Valedictorian, and the student with the lower overall GPA shall be selected as the Salutatorian.
 - ✓ In the event that two or more students competing for Valedictorian have the same solid and overall GPA the school shall declare two or more Valedictorians. Upon designation of the

Valedictorian(s), the person(s) with the next highest GPA based on the criteria above shall be designated Salutatorian.

- Solid – the accumulated average of all math, science, English and social studies units of credits aligned with the state academic performance standards.

No student shall receive a High School diploma who has not passed a State Competency Examination in the subject areas of Reading, Writing, Math, Science, and Social Science. If a student exits from the Animas Public Schools at the end of grade twelve without having passed a State Competency examination, he/she shall receive an appropriate State Certificate indicating the number of credits earned and the grade completed. (Public School Code 22-13-1.1M).

HONORS, AWARDS, AND SCHOLARSHIPS

Each nine weeks will end with academic awards presented to students who have maintained high levels of achievement. The Animas Public School faculty shall recommend commendations and recognition. The Administration and staff will determine the awards given, based on guidelines for determination of achievement. Community organizations and individuals may also present student awards that are based on approved guidelines and awarded without discrimination.

HONOR ROLL

A published Honor Roll listing will be posted at the end of each nine-week grading period.

- ✓ *“Superintendent’s” Honor Roll – all grades are 90 or above with a 4.0 GPA*
- ✓ *“Principal/Head Teacher’s” Honor Roll - all grades are 80 or above with a 3.0 GPA*
- ✓ *The semester exam will not count for more than 20% of the semester grade.*
- ✓ *Students are ineligible when any grade falls below 65.*

OUT OF DISTRICT STUDENTS

Admission of non-district students is a privilege, not a right, and shall not be construed as a right for continued attendance. Students enrolling in Animas Public School who reside in another district must conform to the following conditions:

1. Must be accompanied by one or both parents or guardians when enrolling,
2. Must provide necessary transcripts, health records, and testing information when enrolling,
3. Must have a 2.5 GPA and maintain a 2.5 GPA while enrolled,
4. Must not be enrolling as a result of disciplinary action in another district, or must not be eluding law enforcement.
5. Must prove reasonable attendance at previous schools,
6. Enrollment will be contingent on existing class size and subject to final administrative approval,
7. Out of District students are enrolled on a probationary status for nine (9) weeks and are subject to review at least twice yearly.

PROGRESS REPORTS

Teachers will also notify parents/guardians as soon as it becomes apparent that a student is not performing at his/her ability level. Progress reports may be provided weekly for those students. Students and parents are encouraged to request additional assistance from teachers before or after school or by appointment.

Grades Nine through Twelve

The cost of summer and extended day remediation programs and academic improvement programs offered in grades nine (9) through twelve (12) shall be borne by the parent.

Acceleration

Kindergarten through Third grade students may be accelerated to a higher grade level if the parent/guardian chooses and the student meets the eligibility requirements to participate in the acceleration option. Eligibility requirements are as follows:

- The student’s performance on a locally determined assessment;
- The student’s performance as indicated on his or her individual report
- The student’s grade point average;
- The student’s attendance record;
- The student’s conduct record;
- Recommendations from one or more of the student’s teachers in core-curricula courses;
- Recommendations from a certified school counselor or social worker, if one is assigned to the school in which the student is enrolled; and
- Recommendations from the student’s parent or legal guardian.

SPECIAL EDUCATION STUDENTS

Special Education services are provided to students found eligible under the Individuals with Disabilities Education Act. Each Special Education student will have an Individualized Education Plan (IEP) which will be implemented as designed.

STUDENT AIDE REQUIREMENTS

Eligibility for a teacher aide position requires that the student be classified as a Junior/Senior (non-negotiable) and that the student has maintained a “B” average the preceding semester. The Principal must approve any exceptions to the grade requirement.

STUDENT CLASSIFICATION

The number of senior high school units completed and the number of years enrolled in a high school program determine a student’s official classification. At the beginning of each school year, students will be classified according to the following schedule:

Freshman	0-6 Units of Credit	Sophomore	7-12 Units of Credit
Junior	13-18 Units of Credit	Senior	19 or more Units of Credit

Reclassification may occur at the end of the first semester.

SCHOOL ACTIVITY POLICIES

Various organizations of Animas Public Schools are designed to help students pursue additional interests, experience new activities, and promote cooperative, creative, and productive pursuits. Students are encouraged to join these organizations, to benefit from the experiences available through constructive participation. Activities and organizations sponsored through Animas Public Schools have been approved by the Animas Board of Education, and have met appropriate requirements of quality and value as determined by the Board of Education.

AFTER SCHOOL ACTIVITIES

A faculty member or sponsor must supervise students remaining in the building after school hours. Evening activities will also be supervised, including dances, athletic events, concerts, etc. Additionally, elementary students are not allowed to attend extra-curricular school activities unless accompanied by a parent(s), guardian(s), or designated adult.

ATHLETICS

The Animas High School sponsors a variety of team sports. Currently football, volleyball, basketball, and track are offered. The development of fair sportsmanship, strong character, good health, and positive attitudes are supported in these activities. Students athletes are required to sign the Athletic Code of Conduct before being allowed to participate.

CLASS AND CLUB PURCHASING

Sponsors for classes and clubs are permitted to make purchases for their organizations. No student purchases are allowed. Principal/Head Teacher, sponsors, and students will work together in purchasing decisions. Purchase requisitions shall be signed by the sponsor.

FFA

FFA develops agricultural leadership, cooperation, and citizenship. The motto of the organization is “learning to do, doing to learn, learning to live, living to serve.” The Animas Chapter is governed by the official national organization, which has more than one-third of a million members nationwide. Membership requirements include: enrollment in vocational agriculture, majority approval of other members, and completion of the first degree, the Green Hand Degree. Other degrees include the Chapter Farmer, the State Farmer, and the American Farmer.

NATIONAL HONOR SOCIETY

Honor Society membership is both an award and a responsibility. Honor society is governed by the official national organization. Elected members are charged with promoting leadership, creating enthusiasm for scholarship, rendering service, and developing character. Second Semester Sophomores, Junior and Senior students are eligible for NHS and must have an overall cumulative grade point average of 3.33. Membership is a privilege, not a right.

PENALTIES FOR MISCONDUCT ON TRIPS

Students who are engaged in activities under the sponsorship of the school away from the school are responsible for their conduct the same as if they were at school. The appropriate disciplinary action will be followed as if the “misconduct” occurred at the school.

Sponsors are responsible for disciplinary decisions while on trips. Students who misbehave may be excluded from further participation while on the trip. Student misconduct may also become a parent/guardian’s expense if laws are broken, property destroyed, or rules and regulations are not followed. Lack of cooperation can also result in being sent home. The Animas School Administration may impose additional penalties. Misconduct on one trip may disqualify a student from participation in future trips during the school year.

SCHOOL SPONSORED TRIPS

Travel is a valuable part of the educational experience at Animas Schools. Trips, whether curriculum based or extracurricular, must be approved by the administration and sponsored by at least one (1) school employee.

High standards of conduct are required on all school-sponsored trips, whether curriculum based or extracurricular. The following regulations provide guidelines for student conduct:

1. Students must secure written parental approval and must be academically eligible prior to departure.
2. Students must read and sign all specific rules established for the trip.
3. Sponsors and adult participants have complete authority during school-sponsored trips. Students will abide by school guidelines.
4. Trip itineraries, including departure and arrival times, will be provided to parents and students participating. Adjustments in the itinerary must have the approval of the sponsor(s).
5. Students are required to stay with their group, unless they have received specific approval to leave such group and sponsor.
6. Established curfews will be observed.
7. Possession or use of tobacco, electronic “smoking” devices, vaping devices, etc., alcohol, and/or drugs is prohibited. Firearms, firecrackers, flammable materials, and similar illegal and hazardous objects are prohibited.
8. Personal and public property must be respected. Persons responsible for damaged or stolen property are liable for legal action.
9. Excessive noise is prohibited, especially in cars or buses.
10. Students are not permitted to drive while on school trips.
11. School dress codes will apply during school sponsored trips.
12. Visitors on trips must have sponsor and administrative approval.

STUDENT COUNCIL

The Student Council of Animas Public School represents the entire student body. As the voice of the student body, the Council represents the ideas and goals of each individual enrolled at Animas Schools. Skills to govern in a responsive, knowledgeable, and articulate manner are taught in this organization. Council success depends on the student participation and support, as well as on administrative and faculty guidance and understanding. Student Council President, Vice-President, Secretary, Treasurer, Historian, Reporter and Parliamentarian are elected each school year, along with two (2) Representatives from each class (grades 7-12).

Requirements for Student Council/Class Officers are as follows:

- All student council and class officers must maintain a 2.5 GPA for the semester preceding their nomination.
- Students are ineligible for office positions in case of misconduct, such as insubordination; truancy; stealing; drinking alcoholic beverages on school property, during school hours or at school activities; cheating on school work; or similar behaviors. Misconduct of this nature may also constitute grounds for removal from office.

GENERAL POLICIES

ACADEMIC DISHONESTY

Students who are academically dishonest (cheating on a test/assignment, turning in work that is not their own, assisting others in cheating) will be given the following consequences:

No credit for the assignment or test, discipline referral, and may result in loss of credit for the course.

LUNCH DETENTION

All campuses may utilize After/Before-School Detention (AD) in an effort to promote student self-responsibility and compliance with district and campus policies and procedures.

WHEN: Immediately after/before school for up to an hour (or an hour and fifteen minutes if tardy).

WHERE: School site designated room with staff supervision.

The following guidelines apply:

- Students will bring sufficient materials to remain engaged in learning throughout the detention period and will not be warned more than once to remain engaged in learning.
- Students will be dismissed for failure to remain engaged or not bringing materials on which to work.
- Students may be assigned into A/BD for any disciplinary violation at the discretion of the campus administration according to district and campus Code of Conduct.
- Site administration will inform parents/guardians of assignment to A/BD.
- In case of severe weather, an administrative decision will be made prior to the end of the school day regarding A/BD.
- Transportation is the responsibility of the student/parent/guardian.
- Food and drink will not be allowed during A/BD.

Non-attendance or removal may result in further disciplinary action, which may include but is not limited to:

- Reassignment with added days
- Community Service
- Suspension
- Other discipline as assigned

ALCOHOL, TOBACCO AND DRUG ABUSE

Alcohol and drug dependency is an illness and a hazard that can interfere with a student's ability to learn and function responsibly in the school setting. When it becomes apparent that a student is using alcohol or illicit drugs, the school has the responsibility to:

1. Document the data that indicates the student's performance, attendance or behavior is inappropriate.
2. Share that information with the student and parents.
3. Outline school and community resources available to the student and parents for diagnosis and treatment of the illness.

Since the possession/distribution of illegal substances (including tobacco & electronic smoking devices) is a criminal act, school officials must report the violation to the parents, to the police, and work with the courts and community agencies to ensure that a student who commits such a violation is afforded rehabilitative services.

To safeguard the health, character, citizenship and personality development of students in the school, Animas Public Schools will:

1. Provide curriculum addressing the effects of controlled substances.
2. Establish and maintain procedures for dealing with the use of controlled substances within the school system that adhere to the requirement of the law.
3. Provide rehabilitative assistance to students who use controlled substances through school counselors and through cooperation with governmental and private agencies that offer aid to such students.

4. Provide a continuing in-service education program for all teachers with specific emphasis in the recognition of behavior brought on by drug use and the immediate steps that should be taken to bring problems to the attention of school authorities.
5. The schools shall endeavor to educate and counsel students and employees concerning abuse of alcohol, illegal drugs, and/or controlled substances. Every reasonable effort shall be made to provide for students and employees an environment that is free of alcohol, illegal drugs, and/or controlled substances.

ATTENDANCE : NOTE: Authorized school trips are NOT absences.

New Mexico State law provides that all students must attend school as long as school remains in session. It is important that parents/guardians and students be aware of the New Mexico “Compulsory Attendance Law.” Relevant portions follow: “A person subject to the provisions of the Compulsory School Attendance Law (22-12-1 to 22-12-7, NMSA, 1978) shall attend school for at least the length of time of the school year that is established in the school district in which the person is a resident. Any parent, guardian or person having custody and control of a person subject to provisions of the Compulsory Attendance Law is responsible for the attendance of that person.”

The school recognizes that unavoidable circumstances may result in absences due to illness or injury and these situations will be dealt with on a case by case basis. However, as these circumstances are unpredictable it is imperative that students are at school on a regular basis.

Parental Notification of Absence

When a student is absent from school, the parent shall call their child’s school on or before the day of the absence by 9:00 a.m., in order to advise the school as to the reason for the absence if a telephone is available. If no parent call is made to excuse the absence, upon the student’s return the school should be notified by a signed parent note, in time for the student to obtain an admission approval prior to class time. All absences not excused by parental or administrative authorization will be considered unexcused. If a student has been absent for 3 or more consecutive days due to illness, the Principal may require a written note from the student’s doctor.

Excused Absence

- Illness
- Bereavement
- Other family emergencies
- Observance of major religious holidays of the family’s faith
- An absence that has been pre-approved by school authorities

School administration is authorized to excuse students from school for necessary and justifiable reasons. School 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 and family vacations outside of school hours, during school vacation and recess periods.

Prolonged Illnesses

In cases of chronic or prolonged illnesses that last 10 days or more, if the student is able to do school work as shown by a note from the doctor, the student may be placed on homebound study until he or she can return to school.

Make-Up-Work

Teachers are happy to assist students with make-up work for excused absences. It is the **student's responsibility to ask** for make-up work and to arrange for a time to make up tests upon their return. Students will have the number of absent days plus one to make up missed work. In the case of tests, quizzes, and labs special arrangements will be made to afford the student enough time to make up work in all of his/her classes. *When absences are pre-planned and make-up work is provided prior to the absence, students should be prepared to make-up tests on the day of their return unless other arrangements have been made with the classroom teacher.*

Unexcused Absence

Unexcused absences are absences for which no appropriate excuse has been provided by the student's parent or legal guardian, within 24 hours. Classroom work for which a grade was taken for that class or day of unexcused absence may be counted as a zero at the discretion of the classroom teacher. In/Out of school suspension is also an unexcused absence caused by student conduct. Out-of-school suspension and expulsion will not be used as a consequence for an unexcused absence.

Absenteeism and Attendance

Success in school is based on regular attendance. We also recognize the close relationship between attendance and achievement. The school cannot teach students who are absent. Frequent absences disrupt the continuity of the instructional process, not just for the absentee, but for other students as well. School policy and state law requires students to be in school daily, through the compulsory attendance age of 18. The school has established specific rules and regulations in this crucial area.

Penalty for Unnecessary and Excessive Absenteeism

Maximum Absences per Semester: Excessive absenteeism can result in loss of academic credit/grade.

1. Students may not have more than eight (8) unexcused and excused absences combined per semester; this includes any individual class and/or part of day.
2. Secondary students are allowed up to fifteen (15) absences per semester per class for formal school activities, as per New Mexico State Statute 22-12-2.1 and NMAA guidelines 6.2.1 Item C.
3. Tardiness greater than ten (10) minutes at the beginning or end of a class count as an absence at the secondary level. Three (3) unexcused tardies (less than 10 minutes) equal one (1) unexcused absence (and will result in Lunch Detention). Elementary students dropped off late or picked up early will be counted tardy and three tardies will result in a ½ day absence within a semester. Elementary students dropped off after 9:00 a.m. and/or picked prior to 2:00 will count as a ½ day absence.
4. Prior to exceeding the eight (8) day limit, the student/parent is notified by the school office that credit/grades may be jeopardized and may be denied.

Procedures of Notification

1. Parent notification via School Messenger for each unexcused absence. Fifth (5th) absence – Notification and potential Attendance Committee Meeting as determined by site administration.
2. Eighth (8th) absence – Immediate notification of potential loss of credit/grade through Attendance Committee Meeting and follow up letter.

Absence/Return Procedures

1. The parent or guardian may notify the school on the day of absence by phone.
2. If the parent is unable to call the school on the day of the absence, they must call or send a written note the day the student returns to school. The phone call or note must include the following information:
 - i. Date of the absence(s)
 - ii. Reason for the absence(s)
 - iii. Signature of parent or guardian

Overdue notes or calls will not be accepted after 2 school days.
3. A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth student assigned by the teacher. A student who does not make up assigned work within the time allotted by school policy will earn a grade of zero for the assignment.

Absences & Tardies will be categorized as:

1. Excused-- Parents have notified the school office secretary by telephone or **by written notification.**
2. Unexcused Absences - School office secretary has not been notified by parent or legal guardian by telephone **or written notification.**

Appeal Process

Any student exceeding eight (8) absences per semester may appeal for credit/grade. The building administrator or designee will schedule a SAT (Student Advisory Team) meeting with student, parents/guardians, and appropriate school staff to determine whether the student should receive credit for the class appealed for. Students appealing will be required to attend the SAT meeting. Failure to appeal will result in loss of credit/grade in the class(es). Students may appeal for as many classes as needed.

ABSENCE DUE TO TRAVEL CONDITIONS

Animas Public School District resides within a very broad area making it difficult for safe travel decisions to be made for all areas. If ever you are concerned about the safety of travel conditions please keep your child home. Your child will not be penalized for your decision regarding safe travel. Please make your child's sponsor/teacher/administrator aware of your decision ahead of time if possible.

BULLYING/STUDENT HARASSMENT/ CYBERBULLYING PREVENTION

Cyberbullying, as defined below, is prohibited when such bullying creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities, or performance.

Bullying and harassment is prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Anti-bullying shall be included as a part of the health education curriculum as set forth in 6.29.6.8 NMAC.

- "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- "Bullying" by another student 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 (1) 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.

Licensed school employees shall complete training on how to recognize signs that a person is being harassed, bullied or cyberbullied and shall be responsible for reading and understanding this policy.

A licensed school employee who has information about or a reasonable suspicion that a person is being harassed, bullied or cyberbullied shall report immediately to the school Principal Teacher.

Any school administrator who receives a report of harassment, bullying, or cyberbullying shall take immediate steps to ensure a prompt investigation of the report and shall take prompt disciplinary action in response to these acts upon confirmation of the occurrence through such investigation. Such action may include the least restrictive means necessary to address a hostile environment on the school campus resulting from confirmed harassment, bullying or cyberbullying that include;

*counseling,

*mediation,

*discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Where disciplinary action is necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed as in policy.

A complaint form for harassment, cyberbullying and bullying are available in each school site's office and must be completed and filed with the Principal/Head Teacher or Superintendent. See Concerns, Complaints, and Grievances.

BUS SERVICE

The following guidelines govern the use of bus transportation:

- 1) Students must board the bus at assigned stops and at the prescribed times, unless written parental permission has been provided.
- 2) Bus drivers have the same authority and responsibility that teachers have. Students who do not obey bus regulations may lose the privilege of riding the bus.
- 3) Students will get on and off their bus at the designated stop unless parental permission to change this schedule has been given.
- 4) Students will remain in their seats while the bus is in motion. Students will enter and leave the bus through the front door.
- 5) All parts of a student's body are to remain inside the bus while riding.
- 6) Objects are not to be thrown inside or outside the bus while riding.
- 7) Tobacco, alcohol, drugs, and profanity are not allowed on the bus.
- 8) There are to be no types of glass or breakable containers on the bus.
- 9) Bus drivers must assign seats.
- 10) Students crossing the highway must cross in front of the bus when signaled by the driver that traffic has stopped.
- 11) While waiting for a bus, students will be orderly and quiet, and will respect surrounding property.
- 12) Shoving and pushing are not allowed. Students should stand approximately six (6) feet from the curb or line of the bus stop until the bus completely stops and the bus door has been opened.

- 13) Students not regularly enrolled on a bus route must secure parental and/or bus driver permission to ride the bus.
- 14) School buses will load in the designated loading area only.
- 15) Bus drivers are responsible for student safety. Bus regulations have been developed to provide protection for Animas Schools students.
- 16) Violations of rules will be handled according to the Discipline Policy.
- 17) If your child needs to ride a different bus, parent(s) must clear it with the bus driver prior to the bus run and send a signed note. This note must be initialed by the Principal/Head Teacher and given to the bus driver when the student boards the bus. This practice needs to be kept to a minimum because of overloaded conditions on some routes. *STOPS WILL ONLY BE MADE AT DESIGNATED BUS STOPS.*

CAFETERIA

- ***Breakfast and lunch are served each day for students.***
- Students must observe rules of conduct such that all eating areas remain reasonably clean and pleasant with a noise level at a minimum.
- Students who bring sack lunches must eat in the cafeteria. No meal prep required (ex. Ramen noodles, mac n' cheese, etc.)
- Students will remain in the cafeteria until dismissed (weather and behavior permitting) by the person on duty.

The following procedure conforms to the United States Department of Agriculture and New Mexico state regulations governing cafeteria operation.

- A. All students will be provided with Free and Reduced lunch Application. All families are encouraged to complete this form regardless of financial standing. School sites will have applications available throughout the school year.
- B. Parents/legal guardians shall be responsible for the purchase of meals until meal applications are received and processed by the Food and Nutrition Services Office. Food and nutrition services shall have ten (10) business days to process applications from the time they are received by district staff.
- C. The sale of full-pay and reduced rate meals may take place at any non-meal service time during normal school hours. Parents/legal guardians shall be notified of pre-payment options and charging procedures at the beginning of each year through a memo released to the media and sent to individual schools for distribution. **Prepayment of all meals is highly encouraged to avoid a balance on student account.**
- D. Daily cash sale of full-pay and reduced rate meals is acceptable but not accepted during meal service as this will slow the line and may create delays in educational times.
- E. Animas Public Schools shall allow charges up to \$50.00 at the elementary, middle school, and high school level per student. Once the student has reached the charge limit, the parent/guardian will be contacted to collect payment twice a month until the balance is paid.
- F. Once the student has reached the charge limit and regardless of the student's inability to pay, they shall be provided with a reimbursable meal that is available at the school on the day of meal service.
- G. After the reimbursable meals exceed the \$50.00 limit the school shall:
 - ✓ Check the state's direct certification list to determine if the student is categorically eligible for free school meals;
 - ✓ Make at least two attempts to reach the student's parent or guardian to have the parent or guardian complete a school meal's application. (Note: including the school meal application

or instructions in the school enrollment application does not constitute a parent or guardian contact); and

- ✓ Require a Principal/Head Teacher to contact the parent or guardian to offer assistance with a meal application.
- H. Twice a year - November 30th and April 15th - all debts that exceed the allotted charges, shall be sent a letter that legal action may occur if debt is not paid within thirty (30) days. After the thirty (30) days legal action to collect debt may occur.
- I. Returned checks and insufficient funds will be sought out for payment by the school district.
- J. Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint; all complaints, written or verbal, must be forwarded to the New Mexico Public Education Department School Nutrition Bureau. Civil Rights Complaints forms regarding School Nutrition may be found at this link: <https://webnew.ped.state.nm.us/wp-content/uploads/2018/08/NSLP-Complaint-Form-2018.pdf>

CELL PHONES AND ELECTRONIC DEVICES

Students need a safe, positive and productive learning environment free from disruptions, distractions and threats. Personal Electronic Devices are personally owned cellular telephones, personal digital assistants, personal media devices, electronic games, digital cameras, or any other electronic device with communications functions and/or the capability to capture, record, transmit and/or play back voice or image information. Personal electronic devices can create disruptions to the learning environment and distract students from the primary purpose of education. Accordingly it is APS policy to request all personal electronic devices including cell phones be stored, powered off, and unused. There is no use of any electronic device in the bathroom, locker room or other dressing room at any time. While being transported in authorized district vehicles during the school day, the same rules apply unless explicitly permitted by the transportation provider, driver of the vehicle, and/or supervising coaches/chaperones. **Failure to give the phone or other electronic device to a teacher or school administrator when asked will result in an automatic three (3) day placement in BIP/ISS for defiance of authority. Loss of and/or Damage to Personal Electronic Devices: The District shall not be liable or responsible for the loss or damage to any Personal Electronic Device at school or at school-sponsored activities.**

When Personal Electronic Devices May Be Used:

1. Emergencies – students may turn on and use cellular phones to place an emergency call to 911 if there is a situation that jeopardizes the safety of students or staff members. In addition, there may be emergency situations where school staff members direct students to use available cellular phones for other types of specific communication. In these situations students must follow the direction of staff members, understanding there are certain circumstances when they will be directed to keep cellular devices powered off for safety reasons.
2. Special Situations – A student or parent/guardian may request in writing permission in advance from the Principal/Head Teacher or his/her designee for a student to possess and use a specified personal electronic device for a medical, educational, or other legitimate purpose that the Principal/Head Teacher or designee determines is necessary for the student’s education.
3. Educational Purpose – After obtaining permission and direction of a teacher, a student may turn on and use personal electronic devices while under the immediate supervision of the teacher for legitimate educational purposes. Such permission shall not extend to any area out of the immediate supervision of the teacher who grants such permission.
4. Personal Media Players – During lunch periods (non-instructional time), students have permission to use personal media players as long as they do not become disruptive, interfere with their learning, or the learning environment of others

5. Bullying, Cyberbullying, Hazing – any use of a personal electronic device is subject to the policies prohibiting sexual harassment.
6. Quite often student/athletes need to contact parents or guardians after bus trips are concluded to communicate for many reasons. Personal devices are allowed to be used under this consideration at all times in order for that student/athlete to be picked up upon arrival from their trip.
7. Any student who possesses or uses a personal electronic device and/or associated equipment in a manner that violates this policy or any other policy or school rule shall be subject to consequences including disciplinary action, required surrender of the personal electronic device, and have his/her right to possess a personal electronic device at school further restricted by school personnel.

CLOSED CAMPUS

Animas Elementary and Middle schools are closed campuses. All students being picked up for lunch must be signed out in the office.

- Students who eat at home will be released to the parent and arrangements must be made with the office. Students who wish to eat off campus other than at home must be accompanied by a parent/guardian, or another student's parent/guardian and arrangements must be made through the office.
- Students are not permitted in the hallways during classes, before or after school, or at lunchtime unless the office or a teacher has granted permission.
- Students returning late from off-campus lunch will be given an *unexcused* tardy.

Animas High School is an open campus during lunch. Students are permitted to walk off campus to near by establishments for lunch if they have meet the same eligibility requirements as NMAA activities. Students are required to have on file, a signed parent permission form in order to leave campus for lunch. Students are not permitted to drive or ride in vehicles during the lunch period. Transporting a student who does not have permission to leave campus is a violation of school rules. Truancy incurred by leaving campus without permission **may not** be cleared after the fact.

COMPENSATORY EDUCATION

Parents may obtain information regarding the professional qualifications of their children's teachers, instructional support providers and school Principal/Head Teacher, including:

- Whether the teacher has met state qualifications for licensure for the grade level and subjects being taught;
- Whether the teacher is teaching under a teaching or assignment waiver;
- The teacher's degree major and any other license or graduate degree held by the teacher; and
- The qualifications of any instructional support providers if the student is served by educational assistants or other instructional support providers.

COMPUTER USE AND CARE

Major resources have gone into providing computer and internet access to students at Animas Schools. It is essential for students to be responsible users of this equipment. Students who use computers for activities or courses must limit their use to the course objectives and the directions of the instructor. Students and parents are required to sign the Technology User Agreement before the student is allowed to use Animas Public School technology. \$25 User fee.

DISCIPLINE POLICY

The primary goal of the Animas Public School District student behavior policies is to provide an atmosphere that promotes learning by establishing order and avoiding disruption. The aim of disciplinary measures is to assist each student in the development of self-control, social responsibility and acceptance of appropriate consequences for certain actions. All students are urged to help create a positive educational atmosphere by maintaining proper respect for themselves, for others and for their school. Students are expected to be safe, responsible and respectful members of the school community.

Discipline Rubric	Consequence	Additional Consequences
<p style="text-align: center;">Minor Offenses</p> <ul style="list-style-type: none"> ✓ Dishonesty ✓ Disruptive Behavior (Electronic Device) ✓ Dress Code Violations ✓ Horseplay- <i>pushing and shoving without anger</i> ✓ Missing Assignments (3 or more) ✓ Personal Displays of Affection ✓ Profanity ✓ Running in the Building ✓ Tardies (3) ✓ Vandalism (minor) 	<p style="text-align: center;">Minor Offenses</p> <p>1st Offense – Parent contacted; conference with Principal/Head Teacher; verbal/written warning</p> <p>2nd Offense - Parent contacted; conference with Principal/Head Teacher; 1- 3 day/s detention</p> <p>3rd Offense - Parent contacted; conference with Principal/Head Teacher; 3-5 days detention</p> <p>4th Offense – Parent contacted; conference with Principal/Head Teacher; 5-9 days detention or 1-3 day/s BIP/ISS readmission conference with parent and Principal/Head Teacher</p>	<ul style="list-style-type: none"> ✓ After/Before School Detention ✓ Behavior contract ✓ Behavior Intervention Program (BIP/ISS) ✓ Community service ✓ Detention ✓ Hearing w/possible long-term suspension or expulsion ✓ Loss of privileges ✓ Lunch Detention ✓ Mediation ✓ Out-of-School Suspension (OSS) ✓ Parent conference required ✓ Parent Shadow ✓ Readmit after parent/guardian conference ✓ Referral to legal authorities ✓ Referral to SAT for BIP/ISS
<p style="text-align: center;">Major Offenses</p> <ul style="list-style-type: none"> ✓ Academic Dishonesty ✓ Blatant Disrespect ✓ Breaking/Entering ✓ Creating or Contributing to Unsafe Situation ✓ Chronic Minor becomes Major ✓ Defiance of school personnel/rules ✓ Fighting-<i>angry aggressive behavior, punching, hitting, throwing rocks</i> ✓ Gambling 	<p style="text-align: center;">Major Offenses</p> <p>1st Offense – Parent conference with Principal/Head Teacher; 1-3 days BIP/ISS; readmission conference with parent and Principal/Head Teacher</p> <p>2nd Offense – Parent conference with Principal/Head Teacher; 3-5 days BIP/ISS; readmission</p>	<ul style="list-style-type: none"> ✓ Restitution needed <p><i>Additional Consequences may be added to all minor and major discipline offenses at any level according to administrative</i></p>

<ul style="list-style-type: none"> ✓ Gang Related Activity ✓ Misuse of Materials, Books, Furniture or Computers ✓ Obscene/Offensive Materials ✓ Profanity Aimed at Staff/Student ✓ Rumors/Gossip Leading to Potential Violence ✓ Theft ✓ Truancy/Skipping Class ✓ Vandalism/Graffiti 	<p>conference with parent and Principal/Head Teacher</p> <p>3rd Offense – Parent conference with Principal/Head Teacher; 5-9 days BIP/ISS; student SAT implemented in place of readmission conference</p>	<i>discretion.</i>
Prohibited Behaviors (PB)	PB Consequences	PB Additional Consequences
<ul style="list-style-type: none"> ✓ Weapons Real or Fake (Arson) ✓ Assault (Verbal/Physical)/Threats/Bullying ✓ Sexual Harassment/Misconduct ✓ Controlled Substances (<i>including Tobacco Products & e-cigarettes</i>) 	<p>Parent Contact; ISS/OSS for up to 10 Days; Readmission conference; possible referral to law enforcement</p>	<ul style="list-style-type: none"> ✓ Referred to SAT ✓ Refer to outside agency ✓ Expulsion

DETENTION - student time utilized **OSS** - Out of School Suspension **SAT** - Student Assistant Team
BIP/ISS – Behavior Intervention Program

Note: Extra-curricular activities are privileges and may be removed due to poor choices. All students with ISS/OSS may not be on school grounds or activities until the following school day after the suspension is served.

Note: For criminal offenses where outside authorities are called, the student is still subject to school discipline procedures and penalties.

Note: Administration reserves the right to determine appropriate consequences for student choices in the event specific behaviors or situations do not fit into the above criteria.

DRESS CODE

PURPOSE

The Board of Education believes that enforcement of a strict dress code can be a factor in improving student attitudes toward school and that positive change in attitude can lead to improvements in school attendance, dropout rates, and academic performance.

In the appearance of the student body, as perhaps in no other factor, the true nature of the school is exhibited. Nothing speaks more effectively for a student body than a group of appropriately dressed, well-groomed students. Standards of student dress and appearance, which are consistent with current styles and acceptable under the following guidelines, will be maintained at all school sponsored activities.

GOALS OF THIS CODE

1. To create an atmosphere conducive to learning and to minimize disruptions attributable to personal appearance, conduct, grooming, hygiene and attire.
2. To foster an attitude of respect for authority and to prepare students to enter the work place, where rules regarding dress, conduct and appearance are frequently encountered.
3. To insure that the conduct and grooming of students who represent the district in school-sponsored, extra-curricular and community activities create a favorable impression of the district and the community.
4. To counter the disruptive effect and potential for interference with the educational mission of the school district which may result when aspects of student appearance or articles of dress represent gang membership or activity, promote use of abuse of alcohol, tobacco or drugs, contain sexually explicit messages deemed to be obscene or vulgar according to local community standards, or depict or advocate violence or seek to incite violent reactions.

STUDENT DRESS STANDARDS

A student's appearance will be governed by standards that are compatible with decency, cleanliness, safety and an atmosphere of learning. Dress, which disrupts the educational process, will not be allowed. The school has the right and responsibility to intervene anytime it feels that the appearance of a student does not meet these standards. Appropriate dress for school is respectful, in good taste, and with modesty being the prevailing model. Personal attire should reflect pride and respect in who you are as a student at Animas Public Schools. ***Administration has the authority to use discretion for any instance that Dress Code may be questionable or when violations are not specifically mentioned below. Chronic offenses may include severe consequences.***

1. **HEAD:** Hats, caps, visors, sunglasses, and any other type of headgear may not be worn in the classroom or buildings and must be worn facing forward when on school grounds.
2. **UPPER GARMENTS:** Mesh shirts, tank shirts, and crop shirts shorter than waist level are not permitted. No straps less than 2" wide allowed. Cleavage, the midsection of the body/midriff and/or undergarments shall not be exposed.
3. **LOWER GARMENTS:** Waistbands of all dresses, skirts, shorts and pants shall be secured at the waistline. These items, when worn as the outer garment, shall extend past the finger tips of relaxed and downstretched arms.
4. Spandex shorts/pants (leggings), jeggings, skin tight jeans, may only be worn as an undergarment and must be covered by an outer garment.

5. No holes or fraying above the knee. Hemmed frays on shorts meeting the length requirement are acceptable.
6. No pajama pants are allowed.
7. Body piercing and jewelry/ornamentation must be worn in good taste, small in size and not disrupt the educational process. No gauges, facial rings, and/or tongue, cheek, lip, eyebrow piercings are permitted.
8. Hair length, colors, and styles that are such extreme deviations from the norm that they attract attention to an individual are considered inappropriate.
9. Perfumes and other strongly scented products should be kept to a minimum. These may cause allergic reactions and/or migraine headaches.
10. Clothing/body markings which contains symbols, pictures, and/or printing referring to drugs, alcohol, obscenities, and other clothing/markings which are deemed offensive are not allowed.
11. Shoes, sneakers or appropriate footwear must be worn at all times unless specified by an adult authority. No slippers are allowed.
12. Chains hanging from clothing or bags are not allowed.

Additional requirements with regard to dress code may be imposed by sponsors of all activities. Administrators will use their discretion to determine if the student(s) dress is appropriate. If the student's dress is deemed inappropriate, the student will be referred to the office. (per *discipline rubric*)

EMERGENCY DRILLS

As per state law, Animas Public Schools will have a minimum of one emergency drill per week during the first four weeks of the school year including one shelter-in-place that includes preparation to respond to an active shooter; one evacuation drill; and two fire drills. A shelter-in-place drill, for the purpose of active shooter training will include parent/guardian notification. In addition, Animas Schools will conduct four additional emergency drills during the remainder of the school year, at least two of which will be fire drills.

FOOD AND DRINK IN THE BUILDING

Food and drink (with lids)except water) are not allowed in classrooms or lockers, other than dry snacks (approved by the teacher) Breakfast in the Classroom, unless specifically approved by the Principal/Head Teacher. Sunflower seeds or any other type of seeds are not allowed in the school building, in school vehicles, or buses.

INTERNET SAFETY TIPS FOR PARENTS

The internet offers a world of resources with the click of a mouse, but there is a dark side to the Internet that poses a variety of dangers for our youth. **Talk to your child about dangers online.**

There are many organizations and activities in which your child may be involved that post information online in public locations. It is extremely important for you to pre-approve any information about your child that will be posted for the world to see. Remember, cyber predators are looking, too. Parents should control their child's internet activity.

INSTRUCTIONAL MATERIALS

Textbooks and electronic devices, which are issued by title and number, are provided for students. A \$25 user fee applies for laptop computers. Each student is responsible for seeing that each book and/or device checked out to him/her. If your books/devices show excessive damage when returned, you will be charged accordingly. Due to greatly increased instructional material costs, it is absolutely necessary students pay for the lost books/devices before new books/devices are issued.

LEAVING SCHOOL

If it is necessary to leave school during regular school hours, a student must have written permission from the parent(s) or guardian(s). Before a student leaves the school property he/she must sign out in the office. If a student does not sign out, he/she will be classified as truant for the hours gone from school. Parent(s) or guardian(s) must sign out students.

No students may leave the school building during school hours without permission, except during lunch period for grades 9-12. To leave school during regular hours requires administrator approval.

LOCKERS

- ✓ Students are not to share lockers.
- ✓ Students are to assume full responsibility for the content of their assigned locker.
- ✓ Lockers are the property of the District and therefore, remain under the control of the District.
- ✓ The school is NOT responsible for lost items. Students are encouraged to NOT bring expensive items or cash to school.
- ✓ **The District retains the right to inspect student lockers for any reason at any time without notice, without student/parent consent, and without a search warrant.**

LOST ITEMS

Any unidentified item found by anyone should be turned in to the office, unless it is a suspicious object such as a package or unidentified substance. In that case, the superintendent or her designee will determine the proper course of events. On a monthly basis lost and found items will be viewed by students, any unclaimed items will be disposed of at the superintendent's discretion.

LUNCH DETENTION (LD)

Animas High School may utilize Lunch Detention in an effort to promote student self-responsibility and compliance with district and campus policies and procedures. Lunch Detention is assigned for the entire Lunch Period. Students must bring something to work on and stay engaged for the entire time. Follow the directives of the facilitator. Nonattendance or removal may result in further disciplinary action, which may include but is not limited to:

- Reassignment with added days
- After School Detention
- Community Service
- Suspension
- Other discipline as assigned

Students assigned to lunch detention will be required to eat what is served from the school cafeteria, exceptions will only be made with administrative approval.

PHONE USE BY STUDENTS

Social calls during school hours are not permitted. Messages from parents will be taken and delivered for urgent situations. Only students in grades 7-12 will be allowed to use the telephone with approval from the Principal or designee. Elementary age students may use the phone only in case of an emergency and then with the direct supervision of a classroom teacher.

PUBLIC CONCERNS OR COMPLAINTS

Please follow the chain of command if you have a school related concern. Please contact your child's teacher/coach first. If this does not alleviate the problem, the next link would be the school Principal, superintendent, and finally, the Board of Education per the procedures below.

SEX OFFENDER NOTIFICATION

In compliance with the Sex Offender Registration and Notification Act parents may gain access to public information regarding the presence of registered sex offenders residing within the Animas Public School District by visiting the following website: *www.nmsexoffender.com*. This website should be used to identify sex offenders within the county, city, and School District. If you do not have Internet access available you may visit the public library or request assistance from school personnel.

SEXUAL HARASSMENT

Sexual harassment is a violation of the policies of the Animas Public Schools, and it is against the law. As a student, you do not have to tolerate sexual harassment of any kind. A copy of the Animas Public Schools' Policy on Sexual Harassment of Students is available for your review in the school office or in the Central Administration office.

- If you feel another student or other students are sexually harassing you, please report the matter to the superintendent.
- If you feel any employee or official of the Animas Schools is sexually harassing you, please report the matter to the site administrator.
- If you have any questions about sexual harassment issues, please discuss them with a school counselor or the superintendent.

SEARCHES

Administrators or his/her designee are authorized to conduct searches when a search is permissible. An authorized person who is conducting a search may request the assistance of some other person, who upon consent becomes an authorized person for the purpose of that search only. Female students will be searched by a female authority and male students will be searched by a male authority. An authorized person may conduct a search when he/she has reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions and also when he or she has reasonable cause to believe that a search is necessary to maintain school discipline. Administration will attempt to contact parents prior to a search.

STUDENT CODE OF BEHAVIOR

Animas Public School students are expected to be courteous and considerate. Your conduct demonstrates your character, your awareness, and your respect for self and others. You are a model to other students and a tribute to the school when you behave in a mature and responsible manner. Please remember to follow these regulations at all times. In situations where guidelines do not exist, remember to treat others as you would wish to be treated.

Behavior guidelines:

1. Remain quiet when others are studying or need to concentrate.
2. Be considerate during school assemblies. Applause are welcome and appreciated, but boisterous outbursts are inappropriate and therefore discouraged.
3. Enter and leave the building in an orderly manner.
4. Help keep your school clean by not littering on school grounds or on property belonging to others.

5. Alcohol, tobacco, electronic “smoking” devices, and other illegal drugs are not permitted at school or at any school-sponsored activity.
6. No profane or abusive language will be tolerated at any time.
7. Refrain from displays of affection.
8. Making a threat of any kind, whether in jest or not, will be taken very seriously. Students making threats will be subject to immediate removal from class, parent conference, and possible suspension.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

(forms are available in each school site’s office)

Students may present a complaint or grievance regarding one (1) or more of the following:

- Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- Intimidation by another student.
- Bullying by another student which 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.
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District; and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Students should file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian who wishes to complain (other than an elementary student's parent) should do so by completing the forms following policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

STUDENT IN THE FACULTY LOUNGE

No students are to be in the faculty lounge unless accompanied by an adult.

STUDENT PARKING

Students are permitted to park on school premises as a matter of privilege, not of right. APS retains the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student automobiles may be inspected whenever administration or their designee has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobile. Such patrols and inspections may be conducted without prior notice, without student consent, and without a search warrant. A student who fails to provide access to the interior of the car upon request by a school official will be subject to school disciplinary action.

Upon arrival on school premises, vehicles must be parked and may not be moved or occupied until the close of school each day other than at lunch. Speed limits on the school campus will be enforced. Students are required to park and lock their cars upon arrival on campus and are prohibited from going to their cars or loitering in the parking lots at any time during the school day unless they have checked out of the front office and have permission to leave. Unlicensed drivers and reckless driving will be reported to law enforcement.

VISITORS

ALL VISITORS ARE TO CHECK IN AT THE SCHOOL SITE PRINCIPAL'S OFFICE. Visitors remaining on campus must obtain a pass at the front office and the pass must be worn while on campus. Animas students may not bring relatives or friends to visit.

VOLUNTEERS

Volunteers can make many valuable contributions to the students and educational programs of the District. A volunteer program is approved subject to suitable rules, safeguards, and regulations as developed by the Superintendent.

In order to protect the safety and security of children and school staff, any volunteer given access to students without the presence (line of site view) of a licensed staff member shall have a background and criminal history check, with the results received prior to allowing the volunteer such access. Volunteer applicants must submit to a background investigation by completing an application form and background

consent form in accord with current district policy. If a background check conducted from these criteria fails to return all necessary information, a background check using fingerprints may be conducted.

Volunteers are to be made aware of and comply with all district policies and procedures relevant to the performance of volunteer duties including but not limited to conduct, privacy, discipline, supervision and ethics. Each volunteer will be provided with a job description of duties, time requirements and qualifications, and be provided training, supervision and evaluation.

This policy shall not apply to:

- *adults who visit a school but have no ongoing individualized interaction with a student or students, including, but not limited to, adults who have been invited to speak to a class or assembly, to judge academic competitions, to give a musical performance, or to participate in a sponsored program;
- *a parent or legal guardian who is accompanying his or her child's class on a one-day field trip or on another type of occasional extra-curricular activity that does not involve an overnight stay.

WEAPONS IN SCHOOL

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to a peace officer.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education setting for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period, if ever. The Superintendent may modify the one (1)-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws. For the purposes of this policy:

Weapon means any of the following:

- A firearm.
- Any knife, excepting a knife with a blade length of 2 inches or less that will not lock in open position.
- A destructive device.
- A dangerous instrument.

Simulated weapon means an instrument displayed or represented as a weapon.

Firearm means any of the following:

- Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such firearm.
- Any firearm muffler or silencer.

- Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or similar device.
- Any combination of parts that could be readily assembled to form a firearm.

Destructive device means:

- Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.
- Any collection of parts that could be readily assembled to form a destructive device.

Dangerous instrument means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

School premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.

Deadly weapon means any weapon designed for lethal use, including a firearm.

WITHDRAWAL

A parent or guardian must accompany a student to withdraw from Animas Public Schools. The parent/guardian will sign a withdrawal form, issued by the front office, which will be taken to each of the student's teachers. Teachers will check in all books/materials and clear the student of all fees or fines prior to assignment of withdrawal grades. When all grades are obtained, the student will acquire the remainder of the checkout signatures and check out in the front office.

CONFIDENTIALITY OF STUDENT RECORDS

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

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

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

No Child Left Behind Act of 2001 (NCLB); and

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

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

These records are maintained in the office of the District under the supervision of the school administrator and are available only to the teachers and staff members working with the student. Upon request, the School discloses education records, including disciplinary records without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior signed and dated written consent of the parent [34 C.F.R. 99.7]. The signed and dated written consent may be in electronic form under certain conditions [34 C.F.R.99.30].

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

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

of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should write the superintendent, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by you, the School will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

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

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

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

Emergency or Disaster Situations

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that Animas Public Schools have made preparations to respond effectively to such situations. Should we have a major disaster during school hours, your child/children will be cared for at school. Our School District has a detailed emergency crisis plan, which has been formulated to respond to a major catastrophe. Your cooperation is necessary in any emergency.

1. **Do not telephone the school.** Telephone lines may be needed for emergency communication. **Do not call your child's cell phone, nor should they call you as lines can become congested and stop adults for accessing needed help.**
2. In the event of a serious emergency, students will be kept at school until they are picked up by a responsible adult, who has been identified as such on a School District Emergency form, which is required to be filled out by parents at the beginning of every school year. Please be sure to consider the following criteria when you authorize another person to pick up your child at school.
 - He/she is 18 years of age or older.
 - He/she has a valid picture ID.
 - He/she is usually home during the day.
 - He/she could walk to school, if necessary.
 - He/she is known to your child.
 - He/she is both aware of and able to assume this responsibility.
3. If students are to be kept at school Hidalgo County Sheriff's will be notified. If electrical service is not affected, information will be relayed via the School District school social media notification system and a "Remind" app announcement will be made. In addition, information regarding day-to-day school operations will be available by calling the District Office and APS Facebook page.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School District Emergency form. During an extreme emergency, students will be released at designated reunion gates located on school campuses. Please instruct your child/children to remain at school until you or a designee arrives.

The decision to keep students at school will be based upon whether or not roads in the area are open. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event that a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their homes or to school in the morning, the students will be delivered to the Animas Schools campus, and the school will communicate with the home school to inform them of the students' whereabouts.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in-place protection. All students and staff will clear the fields, report to their rooms, and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" signs will be placed in classroom windows or hung outside classroom

doors during a drill or emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

**Animas Public School
2019 - 2020 Student/Parent Handbook
Acknowledgement Form**

We, _____ and _____ have received a written
Student's Name *Parent/Guardian Name*
copy of the Animas Public School Student/Parent Handbook and understand its content.
We acknowledge that the student named above will agree to abide by these rules and
regulations and that disciplinary action will take place if these rules and regulations are
broken.

(Student's Signature)

(Date)

(Parent/Guardian Signature)

(Date)

Confidentiality of Student Records

I have received and read the School Handbook statement titled "Confidentiality of Students Records". I understand my rights as a parent to review my child's records, to request a copy upon paying the copying charge, and to challenge the content if I believe it is inaccurate or misleading.

(Student's Name)

(Parent/Guardian Signature)

(Date)
