

Santa Rosa Elementary School



Today's Learners — Tomorrow's Leaders

2020-2021 Handbook

658 S 5th St, Santa Rosa, NM 88435

Phone: 575-472-3172

www.srlions.com

¡BIENVENIDOS A TODOS!

Welcome to Santa Rosa elementary school, part of the Santa Rosa Consolidated School District where we strive to provide quality educational experiences for all students. This handbook serves as a guide to help ensure our families are informed. Please be sure to read through it and discuss it with your child. Students and parents are responsible for knowing the contents of this handbook. We look forward to working with the families of our school district, and encourage you to become involved in your child's education. We have highly qualified teachers who have spent hours planning and creating great lessons to engage our students in academic learning. Our teachers utilize research-based, best practices and analyze academic data to determine current skill levels, and set goals for growth and improvement which are individualized to each student. We strive to create an environment of high academic standards and a community where students feel safe and connected to our SRES family. I am honored to serve as Principal at Santa Rosa Elementary School. It is truly a privilege to be a part of this family where parents, teachers, and students care for each other and strive to build positive relationships that support academic and social growth. Please feel free to contact me with any questions at 575-472-3172 or strujillo@srlions.com.

Sincerely,
Mrs. S. Trujillo

DAILY ARRIVAL AND DEPARTURE FROM SCHOOL

To make your child's daily arrival and departure from school as smooth and as safe as possible we have the following procedures in place:

1. Student Drop off is still in the designated area in the parking lot. Buses unload in the front of the school. The road in front of the school is closed during this time to ensure the safety of all students!
2. In the morning when students arrive at school they are to report to the cafeteria until 7:45.
3. All students must be at school by 8:00 a.m. Students should not be at school before 7:30 a.m.
4. Bus students will be dismissed to load busses at 2:55 p.m. and then the students who are picked up or walk will be dismissed at 3:00 p.m.
5. Safety is always 1st. Review with your child safety rules from crossing the street to proper behavior on the playground.

STUDENTS AND RESPECT

While increasing your knowledge and developing your skills, your major responsibility at SRES will be to respect your fellow students, teachers and staff members. They in turn should respect you. No individual at SRES has the right or privilege to infringe on any or to deny the right of another individual.

ATTENDANCE

The Public School Code, Article 10, Section 77-10-2, Compulsory School Attendance Law states the following:

"Any qualified student, and any person who because of his age is eligible to become a qualified student as defined by the Public School Finance Act until attaining the age of majority, shall attend a program of instruction offered by a public school, private school, or state institution.

"Any parent, guardian, or person having custody and control of a person subject to the provision of the Compulsory School Attendance Law irresponsible for the school attendance of that person."

ENFORCEMENT OF ATTENDANCE LAW PENALTY

Continuing violations of the Compulsory School

Attendance Law, after written notice to the parent, guardian, or custodian of the student violator, will be reported to Children Youth and Families Department for appropriate action as well as to the Juvenile Probation Officer.

A parent, guardian, or custodian who knowingly allows a student to continue to violate the Compulsory School Attendance Law is guilty of petty misdemeanor. Specific penalties are provided in the statute for first, second, and subsequent convictions.

Excessive absences will be reported to CYFD and the school resource officer for investigation.

ATTENDANCE POLICY

Our system of education requires the presence of students in class in order to provide for regular continuity of classroom instruction.

Attendance is also required in order for students to be active participants in daily instruction. Student participation is considered to be a vital part of the student's responsibility in any course. Therefore, an assumption can be made that students

who participate actively in their education by attending school regularly will be better prepared to attain their maximum educational goals at Santa Rosa Elementary School.

Two types of absences are recognized by Santa Rosa Elementary School:

1. Official Absences - Any school-related absence, e.g., field trip, athletics, etc.
2. Unofficial Absence - Any absence that is not school-related, e.g., suspension, illness, doctor's appointment, out of town trip, etc.

The terms "excused" and "unexcused" will be used regarding unofficial absence. A note and/or, if possible, a telephone call from parents will be needed after an absence explaining the circumstances of the absence. Students should turn in their excuse to their teacher. The excuse will be kept in the student's folder.

All work is to be made up following absences. When possible, students should make up the work during the absence and have it ready to turn in when they return to school. All work must be made up by the student during a period of time not to exceed the length of the absence, e.g., if a student is absent two days, he/she has two days to make up the work missed.

ALL MAKE-UP WORK SHALL BE THE RESPONSIBILITY OF THE STUDENT

The following rules shall apply in determining absences:

1. If a student accumulates more than 10 unofficial absences in any course in a semester, he/she will not receive any credit for that course regardless of level of performance.
2. Suspensions will be considered unofficial absences and will count against the 10 days for credit purposes. In School Suspension will count as present (in school) and will not be part of the 10 days.
3. Official absences will be excluded from the absent count.
4. State Standards require that all students absent ten consecutive days by dropped from attendance records.
5. Parent/Guardian permission for absence must be given to the office prior to a student being allowed to leave during the school day.
6. Students must be sign out in the office if they are leaving the campus at any time during the school day. Failure to do so will result in the students being considered absent and subject to disciplinary action.
7. Attendance records kept by the teachers in their grade books are considered the official records for class attendance.
8. The assignment of no credit for any course will be made in the office based on school attendance records.
9. A letter and a copy of this policy will be sent to the parent/guardian after the student receives his/her 3rd absence. It will provide information regarding the number of absences accumulated by the student. A second letter will be sent after the 5th absence providing the number of absences accumulated and requesting a conference with the principal or designee.
10. A letter will be sent to the parent/guardian when the student has exceeded the 10th day informing them that the student will receive no credit for the course or courses in which the absences have occurred.
11. Even though students who have 10 unofficial absences will receive no credit, school attendance is still required by the Compulsory School Attendance Act.

ADMITTANCE AFTER AN ABSENCE

All students who were absent on the previous day must bring a note from their parents to their teacher. Written excuses must be brought from home explaining the reason for the absence and signed by a parent or legal guardian.

SRES CAMPUS SECURITY

The main entrance to SRES will be locked at 8:30 a.m. daily, and will remain so for the remainder of the day. Please utilize the door buzzer for admittance. In addition, all exterior doors are locked during the school day and security cameras are utilized as well.

LEAVING THE ELEMENTARY SCHOOL CAMPUS DURING THE SCHOOL DAY

During the school day, students leaving the building for any reason, such as illness and medical appointments, must be SIGNED OUT FROM THE OFFICE.

TARDYS

A LITTLE LATE IS TOO LATE! Students are expected to be in their seats or ready for class by the time the tardy bell rings. Students tardy to classes will be admitted by the teacher. After five unexcused tardies to a class during a semester the teacher will arrange a parent conference.

If the tardies continue after the parent conference, the student will be referred to the office for disciplinary action

GUIDANCE AND COUNSELING

The purpose of the guidance program is to help each individual student achieve his or her highest growth mentally, emotionally, and socially. We try to do this in several ways:

1. Helping the new student feel at home at Santa Rosa Elementary School
2. Individual conferences whenever a student, a teacher, parent/guardian, a principal or the counselor seems it necessary
3. A testing program designed to help the student learn as much as possible about his or her capabilities
4. Group counseling on various topical subjects
5. Career planning
6. A wide range of other areas

Students are encouraged to meet the counselor early in their stay at Santa Rosa Elementary School and familiarize themselves with counseling services available.

WITHDRAWAL FROM SCHOOL

In order to withdraw from Santa Rosa Elementary a student must be accompanied by a parent/guardian.

Any school-owned textbook or library books not checked in will be charged against the student. Any library fine not paid will also be charged against the student. Transcripts will not be sent to the other school until the student's record is clear.

ASSESSMENT PROGRAM

The Santa Rosa Consolidated Schools participate in testing mandated by the Public Education Department. Included in the testing program are the following tests:

1. New Mexico Standards-based Assessments -- grades 3rd, 4th, & 5th
2. New Mexico Alternative Assessment

In addition to the NMSBA, students will be assessed on Performance Level Testing to measure classroom growth.

BILINGUAL/MULTICULTURAL EDUCATION

The school district has participated at all grade levels in the state bilingual program since the 1989-90 school year. Each school has its own bilingual program and in accordance with state regulations is approved by the Public Education Department on a yearly basis. Applications are submitted in the spring. Testing in English and Spanish is done annually as required by approved programs.

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BUILDING REGULATIONS

Loitering in the hallways or restrooms is not allowed!

The library is intended as a place for study. Students should conduct themselves in a manner that will not interfere with others' study. The library supervisor will insure every effort is made to produce an ideal environment for work and study.

Students should avoid collecting in groups in the building and at all times refrain from running, shouting, and other forms of home from school. The telephone in the office has been placed there for school business only. Students are not allowed to have cell phones at school.

ASSEMBLIES

There are various types of school assemblies held during the school year. Attendance, unless otherwise specified, is mandatory. Except at pep rallies, noise should be held to a minimum. Applause should be restricted to the clapping of hands. Courteous behavior in assemblies helps the audience's understanding of the program, and helps the performers give their best efforts for everyone's enjoyment. Students who exhibit inappropriate behavior at assemblies will be removed from the assembly area and may be barred from attending any assemblies from the remainder of the school year. *Remember, good manners are always in style*

BOY AND GIRL RELATIONS

The administration does not allow any display of physical affection. Students are expected to conduct themselves in a manner that will be becoming to students' respective ages and sexes. Failure to adhere to this policy will result in disciplinary action against the students involved.

MAGIC MARKERS AND LASERS

Students will not be allowed to keep magic markers. In the past, they have been used to write on walls, lockers, etc. This is a form of vandalism and will not be tolerated at SRES. Lasers are not allowed at school or any school event.

HEALTH SERVICE

The school nurse has regular hours. He/she will be available for consultation on a regular basis as well as when students are hurt or ill.

RECESS

Recess is a privilege not a right. Students earn recess by good conduct, completion of assignments & respect for others. Any school personnel can deny a student recess privileges if deemed necessary.

PROCEDURE FOR ADMINISTRATION OF MEDICATIONS AT SCHOOL

1. The physician must submit in writing his/her recommendations. The statement must include the following information: name of drug, dosage of drug, and the precise schedule of administration, side-effects of the drug, and the period of time during which administration of the drug is indicated.
2. The parents should provide written consent for administration of the drug by the school nurse. In addition, the parents must provide a telephone number through which either parent may be reached in the event of an adverse reaction to the drug.
3. The student must be instructed by the parent or the physician on how to take his/her medication. Young children or handicapped children should be taught according to their level of capability. The child should know why he/she takes the medication and according to what schedule it should be given.
4. Students may be allowed to assume responsibility for administration of their own medications, provided that self-administration is recommended, in writing, by the prescribing physician and the parent/guardian.
5. The container with the medication should be labeled with the name of the drug, the strength and correct dosage schedule for administration, the name of the student, and the name of the physician.
6. The school nurse should be notified of all students taking medications at school
7. Medications must be kept in a central location within a locked closet or cabinet.
8. Non-prescription medication, such as aspirin or cold tablets, may not be administered without prior written consent of the parent.

HOME STUDY

Under certain conditions, permission for a course of studies to be completed at home may be granted. Consideration of home study will be given only for the following reasons;

1. Quarantine
2. Extended Illness

Home study will be granted only upon the written recommendation of a physician and after a conference with the principal, counselor, parent, or guardian, and if possible, the student. Home study will be closely monitored by the counselor. Home study work shall be the sole responsibility of the student.

VISITORS

Students will not be allowed to bring visitors to school during regular classroom hours. Bus drivers have been asked not to transport students who are not in school (in the past out-of-town students would bring in their guests and we would let them spend the day in school since they had no transportation to go back home). Parents or guardians are always welcome provided that they have signed in with the principal's office. All visitors are to wear a visitor's badge while on school property.

STUDENT DRESS CODE

Proper attire and good grooming will generally be the rule in determining the student dress code. Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state, or local health and obscenity laws, or affect the welfare and safety of the student or his/her classmates. Specific dress rules include:

1. No clothing advertising drugs, alcohol, tobacco, violence, or with profanity will be permitted.
2. No abbreviated tops (halter, spaghetti straps, shortened shirts, see through/transparent, or tying up tee shirts, etc.)
3. No hats, caps, or sunglasses will be allowed in the hall or classrooms.
4. During hot weather shorts will be permitted; however, short PE type shorts and spandex shorts will not be allowed.
5. No muscle shirts.
6. Clothing should be neat, clean and in good taste --- no torn, or tattered, unsafe clothing will be allowed, no sagging clothing will be ALLOWED.
7. No gang attire will be allowed.
8. No Flip Flops or "Heelys" shoes or any shoe with rolling devices.
9. Rolling up short sleeves on tee shirts, etc. is prohibited.
10. Large earrings & body piercing is not allowed.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purpose of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint, which will make you a better person.

The administration of SRES hopes to work closely with parents, students, staff members, and the community to continue to improve the discipline of our school and ultimately improve the quality of education.

CLASSROOM BEHAVIOR

In order to maintain an effective instructional program, it is absolutely necessary for a condition of mutual respect to exist between a teacher and a student. To direct the learning activities of some twenty or thirty students is not an easy task. Respect and help should be given to the teacher in his/her efforts. Students who persist in being disruptive interfere with the educational program. Students who continue being disruptive will be subject to disciplinary action by the school administration. The action may lead to the students being suspended from school or in some cases being expelled.

This policy does not reflect an attempt to punish individuals, but it represents an effort to safeguard the educational right of other students.

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parents and the office immediately as to the action taken. The parents shall be notified that a second offense will bring an automatic suspension from school.

SMOKING

The use of tobacco in any form is prohibited in the building and on school grounds by state law and school board policy. Smoking and the use of chewing tobacco will result in disciplinary action against students involved.

DRUGS

Any student found using and/or under the influence of an alcoholic beverage or other drugs during school or any school function or activity shall be disciplined by the school administration. Alcohol and drugs will not be tolerated. The Santa Rosa Consolidated Schools drug policy is an addendum to this handbook.

VANDALISM

Our school buildings, equipment, and textbooks cost the taxpayers to construct, purchase, and maintain. Students who intentionally destroy school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

In case of serious vandalism, the school will also prosecute any students involved.

DAMAGE TO INSTRUCTIONAL MATERIALS

The school district may withhold grades, diplomas, and transcripts from students responsible for damages or loss of instructional materials until restitution is made.

FIGHTING

Physical altercations (fighting) between two or more students will result in serious disciplinary action being taken against the guilty parties.

Information will be gathered from the participants and witnesses to the fight and an attempt will be made to identify the instigator. Parents will be notified, and if necessary, a conference will be held with the principal.

Any extreme physical altercation involving weapons will be referred to the Santa Rosa Police Department and the Juvenile Probation Officer. Disciplinary action will also be taken. Fights will also be referred to the proper law enforcement officials.

Continued participation in fights may result in long-term suspension or expulsion from school.

IN SCHOOL SUSPENSION (ISS)

Designated areas has been set aside for in-school-suspension

(ISS). Students who have been assigned an ISS will report to the office at the beginning of the school day and will spend their remainder of the day in ISS. Those students will not be allowed to leave during lunch. A lunch tray from the cafeteria will be provided.

Students who are on ISS will not be marked absent. They will be allowed to do their regular classroom work and homework in the ISS. They will have restroom privileges but will not be allowed outside recesses. Their classroom teachers are requested to check on them when possible.

SUSPENSION FOR LESS THAN TEN DAYS

If other methods of modifying student misconduct fail, it may become necessary to suspend students from school, removing them from their classes. Because this is a serious act, the following procedures will be followed to insure that no student is suspended unjustly:

1. The student shall be informed of the specific charges.
2. The student shall have the right to present to the principal any relevant information that will support his defense.
3. If the student is suspended by the principal, the principal will (a) notify the parents or guardian as soon as possible of the suspension, the reason for it, and the steps necessary before the student can return to school and (b) meet with the parents or guardian and the student to plan the satisfactory return of the student to the school setting.
4. If the parents or guardians are dissatisfied with the principal's action, they may appeal to the Superintendent.

EXPULSION AND SUSPENSION FOR MORE THAN TEN DAYS

1. Suspension from school for more than 10 days or expulsion is subject to the provisions in NM State Board of Education Rules and Regulations (81-3). Copies of this regulation can be obtained either with the principal or at the Superintendent office.
2. Written notice of charges against a student shall be delivered to the student and parents or guardian by registered mail; included within this notice shall be a statement of the time and place for the suspension hearing.
3. The student may be represented by legal counsel at the hearing.
4. The principal, after reviewing the evidence and testimony, shall make a written determination about the length of the suspension and the conditions necessary for the student to return to after serving the suspension.
5. If the parents or guardians are dissatisfied with the actions of the principal, they may appeal to the superintendent to review the decision.

SEARCH AND SEIZURE (SBE REGULATIONS NO. 81-3)

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

1. **NOTICE OF SEARCH POLICY.** Students shall be given reasonable notice, through distribution or written policies or otherwise, of each school's policy on searches at the beginning of each school year or upon admission for students entering during the school year.
2. **WHO MAY SEARCH.** Certified school personnel, school security personnel and school bus drivers are "authorized persons" to conduct searches when a search is permissible as defined below. An authorized person who is conducting a search may request the assistance of some other person(s) who upon consent become(s) an authorized person for the purpose of that search only.
3. **WHEN SEARCHES PERMISSIBLE.** Unless local school board policy provides otherwise, an authorized person may conduct a search when (s)he has a 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 (s)he has reasonable cause to believe that a search is necessary to help maintain school discipline.
4. **CONDUCT OF SEARCHES WITNESSES** The following requirements govern the conduct of permissible searches by authorized persons:
 - a. School property, including lockers and school busses, may be searched with or without students present unless a local school board or administrative authority provides otherwise. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the administrative authority.
 - b. Student vehicles when on campus or otherwise under school control and student personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches.
5. **SEIZURE OF ITEMS.** Illegal items, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with educational process may be seized by an authorized person. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and as the administrative authority seems appropriate.
6. **NOTIFICATION OF LAW ENFORCEMENT AUTHORITIES.** Unless a local school board policy provides otherwise, an administrative authority shall have discretion to notify the local Children's Court attorney, district attorney or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

SANTA ROSA CONSOLIDATED SCHOOLS DISTRICT POLICY RULES AND REGULATIONS ON STUDENT AND SCHOOL PERSONNEL USE AND ABUSE OF ALCOHOL, OTHER DRUGS, AND OTHER ABUSES OF LAW AND ORDER

The Board of Education recognizes that the use, possession, distribution, or sale of alcohol, narcotics, or other dangerous drugs constitutes a hazard to students. Therefore, the Board assumes its responsibility for adopting a policy which will minimize the hazard to students caused by the presence of these substances in the school or by their use on the part of any individual in the school.

The Board encourages the development and implementation of educational programs which will have a positive effect upon student values, provide information on the harmful effects of dangerous drug and alcohol, and aid in the prevention of drug abuse.

The Board supports the concept that parents have the responsibility to cooperate with the school in attempting to prevent problems of drug abuse and to seek help from public and private agencies for students who become involved with drug abuse.

Whenever possible, in dealing with student problems associated with drug abuse, school personnel will provide parents and students with information concerning educational and rehabilitation programs that are available.

Student use, possession, distribution, or sale of alcohol, narcotics, or other dangerous drugs is prohibited in all of the Santa Rosa Consolidated Schools, on school grounds, at all school sanctioned activities, or when students are being transported in vehicles dispatched by the school district.

The regulations which shall guide the enforcement of this policy shall be in keeping with applicable laws and shall be observed by all staff members. Appropriate procedures shall be followed by all school personnel in working with students who may:

1. Be under the influence of alcohol, narcotics, or other dangerous drugs on school property or at school sanctioned activities.
2. Possess alcohol, narcotics, other dangerous drugs, or drug-containing paraphernalia on school property or at school sanctioned activities.
3. Be engaged in acts of selling or distributing alcohol, narcotics, other dangerous drugs, or drug containing paraphernalia on school property or at school-sanctioned activities.

STUDENT USE, ABUSE, POSSESSION

Disciplinary action, independent of court action, will be taken in cases involving the use, possession, distribution, or sale of alcohol or other drugs. Students are subject to immediate suspension, or ultimately expulsion, for use, possession, distribution, or sale of alcohol, narcotics, or other dangerous drugs. Any suspension or expulsion allows for hearing and review consistent with student rights as expressed in the Student Responsibilities and Rights Policy.

The principal will provide full cooperation of the administration and faculty in appropriate police investigations relative to the use, possession, distribution, or sale of narcotics or other dangerous drugs.

PROCEDURES FOR ALL PERSONNEL

1. Procedures to be followed for students under the influence of alcohol, narcotics or other dangerous drugs:
 - a. If a student appears to be displaying unusual behavior in or out of the classroom due to the possibility of some dangerous or illegal substance, the staff member will notify the administrator or designee who will determine the seriousness of the situation.
 - b. Parents must be contacted as soon as possible. When contacting parents or the designated person on the emergency card, advise them that the child is displaying unusual or dangerous behavior. Describe the behavior but do not attempt to diagnose the student's condition.
 - c. While waiting for parents or further medical aid, the student will not be left alone but placed in a quiet situation where the student will remain under observation.
 - d. It is the responsibility of the school administrator in charge of such matters to insure that follow-up communication with parent and student occurs as soon as possible to determine the cause of the unusual behavior.
 - e. Records of clearly substantial drug offenses noting date, type of offense and disciplinary action taken will be kept at the local school.
 - i. First Offense:
 1. The student may be suspended for up to five days.
 2. A parent conference will be held.
 3. The school official will attempt to develop with parents and the student a procedure that will outline the responsibilities of the parent, the student, and the school in an effort to keep any further offenses from occurring.
 4. Parents and student will be provided information concerning voluntary drug and alcohol treating programs.
 5. A referral to the juvenile probation office.
 - ii. Second Offense:
 1. The student may be suspended for up to ten days.
 2. Information concerning voluntary drug or alcohol treatment program will be given to students and parents.

3. Evidence of their participation will be requested at the time the student is readmitted.
 4. Upon re-admittance to school, a progress report on attendance, grades, and behavior can be requested by the parent at the end of three school days, three weeks, and three months.
 5. A referral to the juvenile probation office.
- iii. Third Offense:
1. Expulsion will result, in clearly substantiated cases, upon the third offense within any three-year period.
 2. If the student participates in an appropriate rehabilitation program and receives significant treatment, the district will consider re-admittance to school.
2. Students who possess alcohol, narcotics, other dangerous drugs, or drug containing paraphernalia on school property or at school sponsored activities will be handled in the following manner:
 - a. A school staff member who comes in contact with evidence and or contraband will notify an administrator immediately.
 - b. A school staff member who has reasonable cause to believe that a student in possession of alcohol, narcotics, other dangerous drugs, or drug-containing paraphernalia will request that the student accompany him/her to the principal or designee immediately.
 - c. The principal or designee will attempt to obtain evidence by directly requesting it from the student or through search procedures as outlined in School Policy.
 - d. The principal or designee will then place the evidence in an envelope. The envelope will be sealed, dated and initialed by the individual who originally obtained the materials and the principal or designee and then placed in the school safe.
 - e. The principal or designee will call the police department and request that someone from their office pick up the sealed envelope containing the contraband. This material will be handled to the officer personally by the principal or the designee.
 - f. Upon notification by the appropriate law enforcement agency that the contraband contains narcotics or other dangerous drugs, or if possession of alcohol is involved the principal or designee will take the necessary disciplinary action as outlined in the school policy.
 3. Students who are engaged in selling, giving or exchanging alcohol, narcotics, or other dangerous drugs on school property or at school sanctioned activities will be handled in the following manner:
 - a. If an employee is a witness to an act in which alcohol, narcotics, other dangerous drugs, or drug containing paraphernalia is being transferred from one student to another, the staff member will immediately attempt to detain the students and request that they accompany him/her to the principal or designee immediately.
 - b. The principal or designee will attempt to obtain evidence by directly requesting it from the student or through search procedures as outlined in the school policy.
 - c. Follow the same procedures for handling evidence and/or contraband as outlined in 2-a through 2-f. d. First Offense:
 - i. The student may be suspended from school for up to five days.
 - ii. The principal or designee will conduct a conference with parent or police representative. iii. A recommendation for an additional ten days suspension granted by the superintendent is possible.
 - iv. Expulsion will be considered depending upon the severity of the case. e.

Second Offense:

 - i. Expulsion will result in clearly substantiated cases upon the second offense within any three-year period.
 4. The school administration will cooperate fully with local law enforcement agencies when investigations and searches, related to drug offenses, are in progress. This regulation must be distributed to all students as part of the annual registration procedure.

SEARCHES

Searches within the school or on school grounds will be authorized by the principal when there are circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

1. Evidence of a violation of the student conduct standards contained in the policies of the Board of Education or a violation of Federal, State or local laws.
2. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

LOCKER/DESK/STORAGE AREA SEARCHES

All lockers and other storage areas provided for student use on school premises remain the property of the school district and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this policy. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which storage area is located. Unapproved locks shall be removed and destroyed.

1. The principal, or member of the administrative staff designated in writing by the principal, will search a locker and its contents when the person conducting the search or the principal designating the person to search has reasonable cause for a search of the locker searched. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, and no danger to the student is apparent, the student will be notified prior to the search and given the option to be present at the search.
2. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on the premises other than a locker when the person conducting the search has reasonable cause for a search.

PERSONAL SEARCHES

Except in cases of extreme danger of life or property the parent or guardian of any student searched shall be notified of the search as soon as reasonably possible prior to requesting the police to conduct a search of the person. The principal, or another member of the administrative staff defined designated in writing by the principal and acting at the direction of the principal, will search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to: Searches of the pockets of the student

1. Any object in the possession of the student such as a purse or briefcase; and/or
2. A "pat down" of the exterior of the student's clothing.

Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. Searches of the person of a student which requires removal of clothing other than a coat or jacket shall be referred to and conducted by a law enforcement officer in accordance with the sub-section of this regulation entitled, "Involvement of Law Enforcement Officers," and school personnel will not participate in such searches.

MOTOR VEHICLE SEARCHES

The principal or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on the premises, subject to the sub-section of this regulation entitled, "Involvement of Law Enforcement Officers."

CUSTODY OF EVIDENCE

Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the "Student Responsibilities and Rights" document may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing
2. Returned to the parent or guardian of the student from whom it was seized
3. Destroyed if it has no significant value; or
4. Turned over to a law enforcement officer in accordance with the sub-section of this regulation entitled "Involvement of Law Enforcement Officers."

INVOLVEMENT OF LAW ENFORCEMENT OFFICERS

Except in cases of extreme danger of life or property, the parent or guardian of any student shall be notified as soon as reasonably possible prior to requesting the police to conduct a search of the person. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student, or any motor vehicle on the school premises; or
2. Identify or dispose of contraband found in the course of a search conducted in accordance with this section.

Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in and search.

DISCIPLINARY REPERCUSSIONS FOR SCHOOL PERSONNEL

Proper disciplinary action will follow, by appropriate supervisor, on all school personnel who do not follow this policy. School personnel include: Teachers, instructional assistants, substitute teachers, custodians, cafeteria workers, clerks, secretaries, principals, bus drivers, nurse, assistant superintendent, or superintendent.

AMERICAN DISABILITIES COMPLIANCE STATEMENT

Santa Rosa Elementary School, in accordance with the American Disabilities Act and district policies, does not discriminate because of race, color, creed, religion, and disabilities.

STUDENT APPEAL PROCEDURES

Students have the right to appeal violations of the American Disabilities Act in accordance with school district appeal procedures. Students who believe their rights have been violated should contact the office of the school superintendent.

STUDENT RECORDS

Collection, management, and release of student information will be consistent with procedures established by:

- a. Inspection of Public Records Act (NMSA, Section 14-2-1 through 3)

Family Educational Rights and Privacy Act 1974 - 20 U.S.C. Section 1232g

- b. 34 Code of Federal Regulations, Part 99 and Part 300.

Parents/guardians shall have access to their child's records in accordance with the above laws and regulations.

VIOLATION OF SUBSTANCE ABUSE POLICY BY STUDENTS IN AN ACTIVITY PROGRAM

A violation by any student involved in any school activity program shall result in that student being suspended from participation in that activity for the remainder of the season or for the remainder of the semester, whichever is greater.

A student who has been suspended from an activity will not be allowed to participate in any other activity for the duration of the suspension. Students who are not currently participating in an activity and violate the substance abuse policy shall be restricted from participating for the remainder of the semester.

POLICY REGARDING WEAPONS IN SCHOOL

The Santa Rosa Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a state that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, and use of weapons by unauthorized persons in or around school property.

This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 33 U.S.C., & 3351 (a)(1), and it is the intention of the Board that it be interpreted to conform to provisions of those referenced laws.

DEFINITIONS

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

Firearm: For purposes of the policy, and for purposes of compliance with the federal Gun-Free Schools Act, a "firearm" is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device.

PROHIBITIONS

It is the policy of the Board that no student shall bring a weapon to a school, nor carry or keep any weapon on school property or while attending or participating in any school activity, including during transportation to or from such activity.

ENFORCEMENT

- a. This policy shall be enforced according to the Board's Student Search and Seizure Policy. Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the Public Education Department Regulation No. 81-3, as amended, and the policies of the District.
- b. Any student who brings a firearm or weapon to a school or within a school zone shall, in addition to penalties imposed under School Board policy, be referred to appropriate law enforcement authorities for prosecution.

PENALTIES FOR VIOLATIONS

- a. Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion.
- b. On compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of firearm, as defined in this policy, shall at a minimum, be expelled from school for a period of not less than one year, provided, the Superintendent and the Board of Education may modify such penalty in appropriate cases in their discretion.
- c. This policy shall be interpreted in a manner consistent with the individuals with Disabilities Education Act (IDEA).
 - a. In accordance with the provisions of 20 U.S.C. & 1415e(3)(B) of the IDEA, a child with a disability who is determined to have brought a weapon to a school under the jurisdiction of the School Board may be placed in an interim alternative educational setting as specified by the IEP.
 - b. If the parent or guardian requests due process hearing, the child shall remain in the alternative educational setting during the tendency of such proceeding, unless the parents and school officials agree otherwise.

SEXUAL HARASSMENT OF STUDENTS INTRODUCTORY STATEMENT POLICY

The effective education of our students requires a school environment in which students feel safe and secure. Sexual harassment of students, whether by employees or by other students, impairs the proper atmosphere for education, and often creates an inequitable climate for learning.

Nationwide survey information indicates that the problem is widespread. A majority of students--both boys and girls--reported that they have experienced some form of sexual harassment in school. Those students reported that their experiences had a variety of negative effects on themselves and their education. Some of the results reported were that students did not want to go to school or did not want to participate in class as much, found it harder to pay attention in class or to study, thought about changing schools, or wondered if they could graduate.

In addition to its negative effect upon education, sexual harassment negatively affects the characters of young people, both the harassers and the victims of harassment. That is particularly so in view of the special vulnerability of students at different stages of their personal development. It is clear that sexual harassment, whether verbal or by other conduct, can create stress and distraction, and upsetting feelings of fear, inferiority, or anger, which are detrimental to the education of young people. Toleration of sexual harassment also sends the wrong message regarding appropriate social conduct. Sexual harassment is inappropriate behavior in school because it is inappropriate behavior in society.

Title IX of the federal Education Amendments of 1972 provides that schools must provide an educational program that offers equal educational benefits for boys and girls. Decisions of the United States Supreme Court and the United States Department of Education make clear that sexual harassment of student by employees or by other students may violate the law.

The Board of Education therefore forbids harassment of any student on the basis of sex. The Board will not tolerate sexual harassment of students by employees or by other students.

The intent of this policy regarding conduct between employees and students is clear and straightforward: No employee of the school district may engage in any conduct of a sexual nature with any student, regardless of the student's age, ability to consent, or actual consent.

The intent of this policy regarding conduct among students requires some further discussion. Much of the conduct described in the detailed-specification-of this policy--including sexually-oriented name-calling, graffiti, teasing, etc.--clearly has no place in school, and would not be welcomed by anyone. Requests for dates or other age-appropriate expressions of interest or affection, however, are not characteristically inappropriate, and can even contribute to the socialization process that is a large part of education. Accordingly, request for dates and other age-appropriate expressions of interest between students is not sexual harassment unless the student to whom such requests or expressions are directed has indicated that they are unwelcome. When a student has made reasonably clear that he or she does not welcome the requests or attention by the

other student, it is sexual harassment for the other student to continue to make such requests or give such attention. In other words, you do have to take "No" for an answer.

Definitions and Standards of Conduct Between an employee and a student, sexual harassment is any conduct of a sexual nature between students, sexual harassment is unwelcome conduct of a sexual nature. Specific definitions follow:

1. Conduct of a sexual nature may include, but not limited to:
 - Verbal or physical advances, including subtle pressure for sexual activity
 - Repeated or persistent requests for dates, meetings, and other social interactions
 - Sexually oriented touching, pinching, patting, staring, pulling at clothing, or intentionally brushing against another
 - Showing or giving sex" pictures, photographs, illustrations, messages, or notes
 - Writing graffiti of a sexual nature on school property
 - Comments or name-calling to or about a student regarding alleged physical or personal characteristics of a sexual nature
 - Sexually-oriented "kidding," "teasing," double-entendres, and jokes
 - Any harassing conduct to which a student is subjected because of or regarding the student's sex
2. Standards of Conduct for Employees: No employee may engage in conduct of a sexual nature with a student at any or under any circumstances, regardless of whether such conduct takes place on school property or in connection with any school-sponsored activity.
3. Standards of Conduct for Students: Unwelcome Conduct of a Sexual Nature
 - a. Verbal or physical conduct of a sexual nature by one student of another may constitute sexual harassment when the allegedly harassed student has indicated, by his or her conduct, that the conduct is unwelcome, or when the conduct, by its nature, is clearly unwelcome or inappropriate.
 - b. A student who has initially welcomed conduct of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcomed.

REPORTING, INVESTIGATION, AND SANCTIONS

1. Reporting: It is the express policy of the Board to encourage students who feel they have been sexually harassed by a school employee or by another student or students to report such claims.
 - a. Reporting of Sexual Harassment by a School Employee
 - Any student who believes he or she has been subjected to any conduct of a sexual nature by a school employee may tell a counselor or principal.
 - If a student who believes he or she has been sexually harassed by a school employee feels uncertain about who to tell, or feels uncomfortable telling any counselor, or principal, the student should tell his or her parent(s) about the problem, and ask for the parent(s) help in reporting the sexual harassment to appropriate school personnel.

If a student believes he or she has been sexually harassed by a counselor or a principal, or by any other administrator the student should seek the assistance of his or her parent(s) in reporting such harassment to the superintendent or to a member of the Board.

- b. Reporting of Sexual Harassment by a Student or Students:
 - Any student who believes he or she has been sexually harassed by another student or other students, may report tell a teacher, counselor, or principal or assistant principal.
 - If a student who believes he or she has been sexually harassed by another student or students, and who feels uncertain about who to tell, or feels uncomfortable telling any counselor, or principal, the student should tell his or her parent(s) about the problem, and ask for the parent(s) help in reporting the sexual harassment to appropriate school personnel.
- c. Reporting by Employees Mandatory:
 - Any employee who receives any report of sexual harassment of a student, whether the report is given by a student, a parent, or another employee, or who himself or herself observes instances of sexual harassment must notify his or her immediate supervisor or the Superintendent, regardless of whether the employee receiving the report or observing the instance considers the matter credible or significant.

2. Investigation: All reports of sexual harassment of students will be appropriately and promptly investigated by the Superintendent or his or her designee. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.
3. Sanctions
 - a. Employees: Any employee found to have engaged in conduct of a sexual nature with a student shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to any applicable procedural requirements.
 - b. Students: Any student found to have engaged in sexual harassment of a student shall be subject to discipline, including, but not limited to, suspension or expulsion, subject to any applicable procedural requirements.

COMPUTER ACCEPTABLE USE POLICY

Rules and Regulations:

1. It is a privilege to receive an Internet address.
2. The Internet account is free to users.

A RESPONSIBLE user of the Internet may keep an account as long as the user is a staff member or student in the Santa Rosa Consolidated School

Responsible Users May:

1. Use the Internet to research assigned classroom projects.
2. Use the Internet to send electronic mail (e-mail) to other users.
3. Use the Network to share resources appropriately as directed by the teacher.

Responsible Users May NOT:

1. Use the Internet for any illegal or commercial purpose.

Use impolite or abusive language.

2. Violate the rules of common sense and etiquette.
3. Use Internet Chat unless directed by a teacher for a specific assignment.
4. Change any computer files that do not belong to the user.
5. Send or get copyrighted materials without permission.
6. Give their password to anyone.
7. Damage computers, computer systems, or networks.
8. Bring guests to library, computer labs, or classrooms.

System operators will have access to all user accounts, including e-mail. If the rules above are not followed by any person, Internet and the network use, e-mail address, and laptop checkout will be canceled for that user. There will be no second chances.

If the user is not sure how to do something on the computer, they should ask a teacher or the system administrator in the school.

March 1997 Santa Rosa Consolidated Schools

RETENTION POLICY

Decisions concerning student retention are always difficult and painful. No one really wants to have a student lose a year in the natural progression of their education. Retention should not become an emotional issue between any of the parties involved, but must be based on a clear rationale which is clearly defined and communicated.

A student's parent/guardian, teacher/s and the principal shall, in accordance with state law, make the decision on whether or not to retain or promote a student based on the following criteria:

1. The child's current level of achievement and ability to meet competencies for particular grade level
2. The child's ability to deal effectively with the content of the next grade.

3. The child's age
4. The child's social and emotional makeup
5. The child's physical growth in comparison with others of their age
6. The availability of supportive services for the student
7. The student's incentive to make a personal commitment to try
8. The student's attendance record

TRANSPORTATION

- a. At the elementary level, students shall be transported to and from school if they reside at a distance of one mile or more from school. At the junior high level, students shall be eligible to be transported to and from school if they reside at a distance of one and one-half miles or more from the school, and at the senior high level, students shall be eligible to be transported to and from school if they reside two or more miles from the school.
- b. Students of any grade may be transported a lesser distance than that provided in this policy due to extremely hazardous walking conditions as determined by the local school board and confirmed by the State Transportation Director.
- c. Feeder routes shall be established at the discretion of the board of education and reimbursed rates established by the New Mexico Director of Transportation.
- d. Students riding school buses shall be under the supervision, direction and control of the driver. The driver shall report all disciplinary cases to the principal concerned and when deemed necessary the principal shall report individual disciplinary cases to the superintendent of schools. Bus riding privileges can be suspended for disciplinary reasons by the school administration, provided that the procedures for suspension have been complied with.

Student Behavior on the Bus

1. When a student's behavior endanger the safety of other, the student shall be suspended from the transportation vehicle according to the Local Board of Education's Policies and Public Education Department Regulations.
2. Provisions for removal and reinstatement of transportation services for students with disabilities shall be specified in the local board of education's policies and in the student's IEP. In the interim, the student with the disability may require other means to access education services. Any change in related service(s) transportation must be made through the IEP process, and the procedural safeguards specified in Public Education Department Regulations shall apply.

Riding the School Bus

The importance of proper conduct while waiting for, boarding, riding or disembarking from a bus cannot be overemphasized. Any behavior that distracts the bus driver instantly endangers all. In the interest of safety, all students should understand and parents are urged to impress upon their children the necessity for strict compliance with the following rules.

1. Get to the bus stop at least five minutes before the bus is scheduled to arrive.
2. While waiting for the bus, stand at least 10 feet away from the curb and line up away from the street.
3. Wait until the bus stops, the door opens and the driver say it's OK to get onto the bus.
4. If you have to cross the street in front of the bus, walk on the sidewalk or along the road to a point at least five giant steps ahead of the bus before crossing. Better yet, cross at an intersection and use the crosswalk. Be sure the bus driver can see you and that you can see the driver when crossing the street. Watch for traffic coming both ways.
5. Getting on and off the bus should be done in an orderly manner.
6. Students will be allowed off the bus only at school and home. Any request to ride a bus or a different bus must be requested in writing to the Principal's office.
7. Stay in your seat and face forward, Speak in a low voice, don't yell or shout.
8. Aisles should be kept clear at all times.
9. Never stick anything (arms, legs, heads or book bags etc.) out of the window.
10. Nothing should be thrown either in or from the bus.
11. Smoking on the school bus is strictly forbidden.
12. Crowding, pushing, shoving, etc. are not only unnecessary, but dangerous as well.
13. When being dropped off, get off the bus and walk 10 giant steps away from the bus. Never walk behind the bus.

If you drop something near or under the bus, tell the driver. Do not attempt to pick it up because the driver may not be able to see you.

14. Helpfulness and cooperative attitudes will do much to insure safe and comfortable bus transportation for all.

FOOD

Santa Rosa Elementary is dedicated to providing an environment that promotes healthy eating and enables students to make informed food choices. The main aim of our school food policy is:

1. To provide a range of healthy food choices throughout the school day and in line with the mandatory School Food Standards that supports students to make healthy food choices and be better prepared to learn, achieve and ensure a consistent approach to healthy eating across the school community.

Our students receive a free breakfast and lunch with a salad bar that offers additional healthy options. SRES understands that healthy snacks can be an important part of the diet of young people.

Celebrations

Santa Rosa Elementary recognizes the importance of celebrating birthdays and special occasions. For celebration events, we welcome a variety of foods. Please make sure that any food brought in to share with classmates is from a state approved kitchen or purchased / prewrapped. However preapproved classroom cultural activities are encouraged. Occasional fundraising events may include the sale of treat food such as candy or jerky. Concession items do not fall under this policy as it is purchased and usually under the supervision of the parent. This policy helps prevent the spread of food-borne illness and safeguard students with allergies. Homemade goodies, including those for birthday celebrations and holiday parties, will no longer be allowed.

AMERICAN DISABILITIES COMPLIANCE STATEMENT

Santa Rosa Elementary School, in accordance with American Disabilities Act and district policies, does not discriminate because of race, color, creed, religion, and disabilities.

Annual Notification of Rights under FERPA for Elementary and Secondary Institutions

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. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Santa Rosa Consolidated Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

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

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent 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 District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical 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.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The Right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, SW

Washington, DC 20202-4605

SANTA ROSA CONSOLIDATED SCHOOLS DISCIPLINE CODE

All discipline procedures will be conducted in accordance with the State Board of Education Regulation 6.11.2 Student Rights and Responsibilities.

Statement of Philosophy

The Santa Rosa Consolidated School District recognizes that schools must provide a safe, comfortable, and welcome environment where students can learn. The district philosophy on discipline is based on the principle that all students have a right to an education that is free from distractions, disturbances, harassment, and fear and that when there is an infringement upon this right certain disciplinary actions are necessary.

The district also recognizes that discipline is the responsibility of everyone involved in the school system. This includes the administration, teachers, and other school personnel, as well as parents and students.

The district further recognizes that even though discipline does not appear as a subject on students' report cards, the teaching of discipline is one of the most important functions with which schools are entrusted.

6 TYPES OF VIOLATIONS

1. Violations against persons
2. Violations against property
3. Violations against Public Decency and Desirable Morals
4. Violations against Public health and Safety
5. Traffic Regulations (High School Only)
6. Violations against School Administrative Procedures

DISCIPLINE HIERARCHY AND DEFINITIONS OF DISCIPLINARY ACTIONS

Step 1 Discussion/Warning is usually the first step in dealing with minor infractions or violations of school policies. It involves a brief session with the student concerning the infraction and its consequences. The administrator or a staff member advises a student that he/she has violated or is about to violate a rule or regulation, warns the pupil that the behavior is unacceptable, and warns against continuing behavior of that type.

Step 2 Counseling is similar to discussion/warning except that the session is held with an administrator/counselor who makes appropriate recommendations for attitude adjustment and/or behavior modification.

Step 3 Suspension is the exclusion of a pupil from regular classroom instruction for adjustment. The suspension could be in-school, short-term off-campus, or long-term off-campus. Parents will be required to attend a conference before a student who has been suspended will be readmitted to classes.

Step 4 Expulsion is the denial of public education opportunity to school age persons. An expulsion requires action by the Superintendent of Schools.

POLICY PROHIBITING BULLYING, CYBER-BULLYING, INTIMIDATION, AND HOSTILE OR OFFENSIVE CONDUCT

The effective education of our students requires a school environment in which students feel safe and secure. The Santa Rosa Consolidated School Board of Education is committed to maintaining an environment conducive to learning in which students are safe from cyber-bullying, threats, name-calling, intimidation and unlawful harassment, when such conduct occurs through the use of electronic devices or services provided by the Santa Rosa Consolidated School District or belonging to the student

A. Official Policy: This policy supersedes and rescinds all previous policies, statements, or practices and is the official Cyber-bullying, Intimidation, and Hostile or Offensive Conduct ("Policy") for the District.

B. Other District Policies: This policy incorporates all other relevant District policies relating to student conduct and acceptable use of the District Electronic Technologies, made available to District students in connection with the student's academic program or other school-related activities.

C. Application: This policy will apply to the use of all Electronic Technologies, whether owned by the District, the student, or a third party and whether on or off District property. **D. Definitions:**

1. **"Unlawful harassment"** means verbal or physical conduct based on a student's actual or perceived race, color, national origin, gender, religion, or disability and which has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidation, hostile or offensive environment. Sexual harassment of students and hazing are addressed by separate Board policies.

2. **“Bullying” or “intimidation”** means intimidation or offensive verbal or physical conduct toward a student, which may also involve electronic media, when such conduct is habitual or recurring, including but not limited to, verbal or physical confrontation, threats, stalking and name-calling.
3. **“Cyber-bullying”** means electronic communication that:
 - (a) Targets a specific student;
 - (b) Is published with the intention that the communication be seen by or disclosed to the targeted student;
 - (c) Is in fact seen by or disclosed to the targeted student; and
 - (d) 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.
4. **“Electronic Technologies”** means computers, laptops, tablets, smart phones, desktop computers, network, electronic mail, Internet access, and any other form of electronic resources.
5. **“Name-calling”** means the chronic, habitual, or recurring use of names or comments to or about a student regarding the student’s actual or perceived physical or personal characteristics, when the student has indicated by his or her conduct, that the names or comments are unwelcome, or when the names or comments are clearly unwelcome, inappropriate, or offensive by their nature.
6. **“Social Networking Websites”** includes Facebook, MySpace, Twitter, YouTube or similar Internet based websites, whose functions may include sharing personal information and directly communicating with other members or participants or broad electronic distribution of written, graphic, photographic or video materials or images, in a web-based format.

E. Prohibitions

1. **It is the policy of the Board to prohibit cyber-bullying, threats, name-calling, unlawful harassment, intimidation, assault, battery, extortion, robbery, vandalism, and other victim-based misconduct that creates an intimidation, hostile or offensive environment for students, regardless of motive or reason. The Board and Superintendent will not tolerate such victim-based misconduct by students or staff.**
2. No person shall be subject to reprisals for good faith reporting, or participation in the investigation, of a potential violation of this Policy.
3. No employee or student may knowingly give false reports or information under this Policy.

F. Use of Social Networking Websites: Students are responsible for their own behavior when communicating on Social Networking Websites and will be held accountable for the content of the communication that they initiate or post on Social Networking Website locations.

1. **Inappropriate Communications:** Students are strongly discouraged from including inappropriate communications on any Social Network Website, including, but not limited to:
 - (a) Confidential, personally identifiable, and sensitive District information about other students, employees, and guests;
 - (b) Child pornography or sexual exploitation;
 - (c) Harassment in any form;
 - (d) Bullying or cyber-bullying as provided in this Policy; (e) Defamatory or discriminatory statements and images; and (f) Threats of harm, damage or injury to persons or property.
2. **Interactions with Staff.** Students are strongly discouraged from inviting District staff members to join a student’s Social Network or from accepting a friend request from a teacher or other staff member. Communications between students and staff in any electronic medium should be limited to that which is school-related and consistent with the student code of conduct and the ethical standards required of education professionals.
3. **Prohibited Use of Social Networking Websites:** A student may be subject to sanctions provided herein if:
 - (a) The student’s use of social networking websites materially or substantially disrupts or interferes with the normal operations of the school;
 - (b) The student’s use of social networking websites materially or substantially disrupts or interferes with the rights of other students or teachers; or
 - (c) The District Administration has reasonable cause to believe that the expression would cause a material and substantial disruption of school operations

G. Training and Reporting:

1. All licensed school employees shall complete training in how to recognize signs that a person is a victim of bullying or cyber-bullying.
 2. It is the express policy of the Board to encourage students who are victims of such physical or verbal misconduct to report such claims. Students or their parents may report such conduct to the principal or assistant principal of the school.
 3. Any employee who, as a result of personal observation or a report, has reason to believe that a person is a victim of conduct prohibited by this Policy, whether the conduct is by another student or by another employee, shall notify his or her principal, the superintendent, or both, of such observation or report in writing as soon as possible. **H. Investigation:**
 1. All reports of physical or verbal misconduct in violation of this Policy shall be promptly investigated by the school principal, the Superintendent, or his/her designee.
 2. Principals who receive complaints of bullying shall investigate such complaints, and shall report the complaints, the scope and elements of their investigations, the findings of their investigations, and actions they propose to take, if any, to the Superintendent for approval within ten (10) school days of receipt of such complaints. The Superintendent will respond to such submissions within five (5) school days, approving the proposal or directing further or different action.
 3. In assessing the existence of a violation of this policy and the appropriate discipline, the principal or designee shall consider the nature and extent of the conduct, the age of the student(s) involved, the context in which the alleged conduct occurred, and any prior history of conduct prohibited by this policy on the part of the violator.
- I. Confidentiality:** The identities of those reporting violations of this Policy and those cooperating in the investigation of alleged violations shall be kept confidential to the extent consistent with the requirements of a full and fair investigation, the due process rights of persons charged with violations, and state and federal law. **J. Sanctions:**
1. Any employee who is found to have engaged in conduct prohibited by this Policy, or to have failed to discharge a duty imposed by this Policy, shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, termination, or discharge, subject to applicable procedural requirements.
 2. Any student that is found to have engaged in conduct prohibited by this Policy, shall be subject to discipline, including, but not limited to, suspension or expulsion, subject to applicable procedural requirements, and to any applicable limitations imposed by state and federal disabilities law.
 3. Disciplinary action taken pursuant to this Policy must be by the least restrictive means necessary to address a hostile environment on the school campus resulting from the confirmed cyber-bullying and may include counseling, mediation and appropriate disciplinary action that is consistent with the legal rights of the students involved.
- K. Publication:** This Policy shall be published in the Board's policies manual and on the District's website. A summary of this Policy shall be published each year in all student and employee handbooks
- L. Health Education:** The Superintendent or his/her designee shall ensure that District health education programs address bullying and related issues encompassed by this Policy.
- M. Revisions:** The Board shall make any necessary revisions to its disciplinary policies to ensure compliance with the provisions of this Policy.

SANTA ROSA CONSOLIDATED SCHOOLS DISCIPLINE CODE

All discipline procedures will be conducted in accordance with the State Board of Education Regulation 6.11.2 Student Rights and Responsibilities.

Statement of Philosophy

The Santa Rosa Consolidated School District recognizes that schools must provide a safe, comfortable, and welcome environment where students can learn. The district philosophy on discipline is based on the principle that all students have a right to an education that is free from distractions, disturbances, harassment, and fear and that when there is an infringement upon this right certain disciplinary actions are necessary.

The district also recognizes that discipline is the responsibility of everyone involved in the school system. This includes the administration, teachers, and other school personnel, as well as parents and students.

The district further recognizes that even though discipline does not appear as a subject on students' report cards, the teaching of discipline is one of the most important functions with which schools are entrusted.

6 TYPES OF VIOLATIONS

7. Violations against persons
8. Violations against property
9. Violations against Public Decency and Desirable Morals
10. Violations against Public health and Safety
11. Traffic Regulations (High School Only)
12. Violations against School Administrative Procedures

DISCIPLINE HIERARCHY AND DEFINITIONS OF DISCIPLINARY ACTIONS

- Step 1** Discussion/Warning is usually the first step in dealing with minor infractions or violations of school policies. It involves a brief session with the student concerning the infraction and its consequences. The administrator or a staff member advises a student that he/she has violated or is about to violate a rule or regulation, warns the pupil that the behavior is unacceptable, and warns against continuing behavior of that type.
- Step 2** Counseling is similar to discussion/warning except that the session is held with an administrator/counselor who makes appropriate recommendations for attitude adjustment and/or behavior modification.
- Step 3** Suspension is the exclusion of a pupil from regular classroom instruction for adjustment. The suspension could be in-school, short-term off-campus, or long-term off-campus. Parents will be required to attend a conference before a student who has been suspended will be readmitted to classes.
- Step 4** Expulsion is the denial of public education opportunity to school age persons. An expulsion requires action by the Superintendent of Schools.

DISCIPLINE CODES

<u>TYPE OF VIOLATION</u>	<u>MINIMUM ACTION</u>	<u>MAXIMUM ACTION</u>
1. Traffic violations		
a. No Student permit	Discussion/Warning	Suspension
b. Parking in unauthorized area	Discussion/Warning	Suspension
c. Illegally parked	Discussion/Warning	Suspension
d. Reckless Driving	Discussion/Warning	Expulsion
e. Other motor Vehicle Code Violation	Discussion/Warning	Expulsion
2. Violations Against Property		
a. Theft	Suspension	Expulsion
b. Trespassing	Discussion/Warning	Expulsion
c. Damage to Property	Discussion/Warning	Expulsion
d. Arson	Suspension	Expulsion
e. Unauthorized use of School property	Discussion/Warning	Expulsion
f. Breaking and Entering	Suspension	Expulsion
3. Violations Against Persons		
a. Verbal	Discussion/Warning	Suspension

b. Interference or Obstruction		Discussion/Warning	Suspension
c. Hazing		Discussion/Warning	Suspension
d. Fighting		Counseling	Expulsion
e. Fighting with deadly Weapon	Expulsion		Expulsion
f. Assault		Suspension	Expulsion
g. Battery		Suspension	Expulsion
h. Harassment		Counseling	Suspension
<u>4. Violations Against Public Health and Safety</u>			
a. Throwing projectiles		Counseling	Suspension
b. Possession of Explosive Devices		Suspension	Expulsion
c. Alcoholic Beverages-Possession, sale, use or being under the influence of any controlled substance, while on school bus, school grounds, or any school sponsored activity		Suspension	Expulsion
d. Dangerous Drugs- Possession, sale, use or being under the influence of any controlled substance, while on school bus, school grounds, or any school sponsored activity		Suspension	Expulsion
e. Possession of Firearm		Expulsion	Expulsion
f. Possession of Knives or other deadly Weapons	Suspension		Expulsion
g. Possession of Tobacco		Counseling	Expulsion
<u>5. Violations Against Public Decency</u>			
a. Use of Profanity		Discussion/Warning	Expulsion
b. Indecent Exposure		Suspension	Expulsion
c. Indecent Gestures		Counseling	Expulsion
d. Showing of Affection		Discussion/Warning	Suspension
e. Gambling		Discussion/Warning	Expulsion
f. Extortion		Counseling	Expulsion
<u>6. Violations Against School Administrative Procedures</u>			
a. <i>Misbehavior on School Busses-</i> Students shall abide by the District's Transportation Student Handbook		Discussion/Warning	Expulsion
b. <i>Leaving Campus-</i> Leaving campus during school hours without proper clearance		Counseling	Suspension
c. <i>Disruptive Behavior-</i> Actions which are a detriment to the effective operation of the school		Discussion/Warning	Expulsion
d. <i>Defiance of Authority-</i> Willful refusal to follow school rules and regulations.		Counseling	Expulsion
e. <i>Continued Willful Disobedience-</i> Repeated refusal to follow school Rules and regulation		Suspension	Expulsion

<p>f. <i>Violation of Suspension-</i> Physically present on school site or school activity while on suspension</p>	<p>Expulsion</p>	<p>Expulsion</p>
<p>g. <i>Forgery-</i> Falsifying signatures or data on notes from home, school reports, or official records</p>	<p>Suspension</p>	<p>Expulsion</p>
<p>h. <i>False Identification -</i> Refusal to give or giving false identification when requested to do so by a staff member</p>	<p>Suspension</p>	<p>Expulsion</p>
<p>i. <i>Freedom of Expression -</i> Distribution or utterance on or near school property of obscene, inflammatory, libelous, slanderous or otherwise impermissible material in violation with established rules and regulations</p>	<p>Suspension</p>	<p>Expulsion</p>
<p>j. <i>School Attendance -</i> Students shall regularly attend classes as prescribed by the school district</p>	<p>Discussion/Warning</p>	<p>Expulsion</p>
<p>k. <i>Attending Class Unprepared-</i> Students shall attend classes with appropriate materials and prepared homework</p>	<p>Discussion/Warning</p>	<p>Counseling</p>
<p>l. <i>Student Attire -</i> Students shall be clean and neatly dressed in such a manner that will be decent and not hazardous to the health and safety of student or others, and not disruptive to the education program of the school.</p>	<p>Discussion/Warning</p>	<p>Suspension</p>
<p>m. <i>Willful and Habitual Violations</i> Expulsion of Discipline Code under which the student has been suspended at least three times</p>		

PESTICIDE USE POLICY

This policy is in accordance with the State Board of Education Regulation 9.13.4 shall govern the use of pesticides in the Santa Rosa Consolidated Schools.

Definitions as used in this section:

“Pesticide” means any substance or mixture of substances intended for preventing, destroying, repelling or mitigating any pest.

“Pest” means any living organism injurious to other living organisms, except man, viruses, bacteria or other microorganisms in or on other living organisms other than plants, which is declared to be a pest pursuant to the Pesticide Control Act.

Districts will develop procedures for the implementation of pest management with consideration for reducing the possible impact of pesticide use on human health and the environment, including people with special sensitivities to pesticides. Procedures will include, but are not limited to the following:

- a. No pesticide may be applied to public school property and no pest control device as defined in the New Mexico Pesticide Control Act may be used on public school property except those pesticides and devices currently registered for legal use in the state by the New Mexico Department of Agriculture.
- b. No pesticide may be applied to public school property except by those persons certifies in the applicable category and currently licensed by the New Mexico Department of Agriculture or by employees under their direct supervision.
- c. Pesticides will only be applied in or on the outside of school buildings when a pest is present and will not be applied on a regular or “calendar” basis unless it is to treat an infestation and in a part of a pest management system being implemented to address a particular target pest. A pest is considered to be present when it is observed directly or can reasonably be expected to be present based on finding evidence such as droppings, body parts, or damage that is typically done by the pest. This section of the regulation does not apply to pre-construction termite treatments or the use of outdoor herbicides.
- d. Pesticides that are applied in a liquid, aerosolized, or gaseous form through spraying, aerosol cans bombs, fumigation, or injections into the ground, foundation, or plants will not be applied on public school property when students, staff, or visitors are present or may reasonably be expected to be present within 6 hours of the application. In emergency cases where a pest infestation threatens the health and/or safety of the occupants of public school property, and which requires the immediate application of a pesticide to remediate, students, staff and other school occupants will be removed from the treatment area prior to the application. Small amounts of gel or liquid pesticides applied to cracks and crevices or baits used to treat pest infestation are exempt from this section.
- e. At the beginning of each year, and when new students register, schools will develop a list of parents and guardians who wish to be notified prior to pesticide application during the school. Year. These parents/guardians will be notified in writing prior to pesticide application. General notification of anticipated pesticide applications will occur by posting or dissemination of notices or oral communication or other means of communication. In emergency cases where a pest infestation threatens the health and/or safety of the occupants of public school property no pre-notification is required. Immediately following the application of a pesticide in emergency cases, signs will be posted indicating an application was made.
- f. Written records of pesticide applications will be kept for three (3) years at each school site and be available upon request to parents, guardians, students, teachers, and staff.
- g. The State Department of Public Education may coordinate technical assistance for implementation of regulation 9.13.4.
- h. If any part of section 9.13.4. is found to be in conflict with the provision of the Pesticide Control Act, the remainder of the regulation will remain in full force and effect.

Annual Notification of Rights under FERPA For Elementary Secondary Institutions

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. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible student should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Santa Rosa Consolidated Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want change, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
2. 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.
3. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A School official is a person employed by the District as an Administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical 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/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The Right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue, SW
 Washington, DC 20202-4605
 Abuse/Neglect Reporting

Reporting laws govern schools and school employee response to both Substance Abuse and Child Abuse and Neglect.

SUBSTANCE ABUSE
 Section 22-5-4.4 NMSA 1978

A school employee who knows or in good faith suspects any student of using or abusing alcohol or drugs shall report such use or abuse pursuant to procedures established by the local school board.

No School Employee who is in good faith reports any known or suspected instances of alcohol or drug use or abuse shall be held liable for any civil damages as a result of such report or his efforts to enforce any school policies or regulations regarding drug or alcohol use or abuse.

CHILD ABUSE AND NEGLECT
 Section 32-1-15 NMSA 1978:

- a. Any licensed physician, resident or intern examining, attending, or treating a child, any law enforcement officer, registered nurse, school teacher, or social worker acting in his official capacity or any other person knowing or having reasonable suspicion that a child is an abused or a neglected child shall report the matter immediately to: (1) a local law enforcement agency; or (2) the county social services office of the human services department in the county where the child resides.

- b. Any person who violated the provision of Subsection A of his section is guilty of a misdemeanor and shall be sentenced pursuant to the provision of Section 31-19-1 NMSA 1978.

Section 21-1-16 NMSA 1978:

- a. Anyone reporting an instance of alleged child neglect or abuse or participating in a judicial proceeding brought as a result of a report required by section 32-1-15 NMSA 1978 is presumed to be acting in good faith and shall be immune from liability, civil or criminal, that might otherwise be incurred or imposed by the law, unless the person acted in bad faith or with malicious purpose.
- b. Any school personnel or other person who has the duty to report child abuse pursuant to Section 32-1-15 NMSA 1978 shall permit a member of a law enforcement agency or an employee of the human services department to interview the child with respect to a report without the permission of a parent, guardian or custodian.

Any person permitting an interview pursuant to this subsection is presumed to be acting in good faith and shall be immune from liability, civil or criminal, that might otherwise be incurred or imposed by law, unless the person acted in bad faith or with malicious purpose.

School personnel who suspect substance abuse or child abuse or neglect are not to conduct an investigation, but are to report to the Child Youth and Families Department.