

Welcome to Animas PreK-8 School

2006-2007

Dear Parents and Students,

Welcome to a new school year! I am looking forward to a positive and productive year for your child. Animas is a great place to be. The quality of the education, staff, and students here in Animas is second to none.

I believe that a quality education for our students begins with a positive relationship between home and school. Please be involved in your child's education. There are many ways parents can be involved such as being a room mother, school volunteer, helping at special events, becoming part of the parent advisory council, or ensuring your child is at school and prepared to learn each day. Let's work together to make this a positive, educational year for your child.

This year your child will be taking additional assessments called the MAP, or Measures of Academic Progress. This assessment is important because it will help us identify the strengths and weaknesses of our learning system. This test will provide very specific information regarding your child's progress and allow us to work with your child to identify individual learning goals. If you have any questions about this process, please feel free to schedule an appointment to meet with your child's teacher or me by calling 548-2297.

Throughout the year, questions may arise about the operations and rules of the school. This handbook is intended to answer many of the questions that may arise and serve as a helpful guide to you. I encourage you to read and familiarize yourself with the school policies and procedures contained within.

I look forward to working with you this year.

Sincerely,

Karla Stinehart

PreK-8 Principal

ANIMAS PUBLIC SCHOOLS MISSION:

Together we will create a safe and active learning environment which promotes growth in knowledge, abilities, and citizenship.

ANIMAS ELEMENTARY MISSION:

We will be active learners, show respect for others, and work to the best of our abilities.

ANIMAS MIDDLE SCHOOL MISSION:

We will pursue excellence with honor and integrity in academics, citizenship and relationships.

GENERAL SCHOOL INFORMATION

Animas Schools are drug free schools per federal law. If a problem of drugs or communicable disease arises the principal or school nurse will contact the parent/guardian.

Arrival and Dismissal

School begins at 7:55 a.m. Students should not arrive at school before 7:45 a.m.

Buses will drop off students K-5 at the cafeteria each morning. PreK students will go directly to their classroom for breakfast. Staff will be there to receive them. 6th-8th grades will report to the MS playground.

Parents should drop off students in the parking lot, as private vehicles are not allowed to drive through the campus from 7:30 – 8:10 a.m. The student will then walk to their respective place: PK to classroom, K-5 to cafeteria, 6-8 to MS playground.

Students are not to be in the classrooms before 7:55 a.m. unless scheduled by classroom teacher or inclement weather.

Students are dismissed at 3:40. Students are expected to leave the classrooms right after school unless other arrangements have been made with the teacher. Students are not allowed to remain on campus without adult supervision. Please remember that you must check out your child in the office if you arrive to pick up your child early.

Closed Campus

Animas Schools is closed campus. Students are not to leave campus at any time during the day without a parent and or guardian. **Only those students who live within the walking distance of the school may walk home.** All others must ride the assigned bus.

Cancellation of School

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of a cancellation including radio and newspapers. In the unusual circumstance where school must be cancelled during the school day, we will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

Emergency information will be posted on our school hotline at 548-2889.

Attendance

State attendance laws include very strict mandates about the attendance policy for students and responsibilities of parents. There is very little room for flexibility within the local school district. It is important that parents and students are aware of all components of the attendance policy and that good communication between home and school is maintained. Regular, uninterrupted instruction, classroom participation, and interaction, with classmates are important to the educational process. For that reason and others, state law requires that all children of appropriate age and condition attend school regularly.

"New Mexico Children's Code" provides that a child who has more than ten unexcused absences per school semester is a "child in need of supervision" by the youth authorities. State laws require the schools to report violations of the compulsory attendance laws to the juvenile probation office. Violations of the compulsory attendance laws can subject parent to fines. Maintaining regular school attendance by all students is the joint responsibility of parents and educators. In keeping with that obligation, the board of education prescribes the following rules for school attendance:

- A. A parent or legal guardian must telephone the school to inform the building principal of the student's absence to include length of absence their child will be absent and state the reason for the absence. In the event that the parent does not call the school, the school may call the parent to inquire about the absence.*
- B. Within 24 hours of returning to school after any absence, the student must present a signed and dated note from his/her parent or guardian stating the reason for the absence. This will be given to the classroom teacher.*
- C. Students will be allowed nine (9) absences per semester for which class work can be made up for a grade. After nine (9) absences, subsequent absences will be unexcused and students will be referred for a retention/remediation plan. All work made up prior to the tenth absence will receive full credit based on its timely return and quality. From the 10th absence forward all work will be made up at zero credit.*
- D. We no longer distinguish between excused and unexcused absences.*

Consequences for Absenteeism

- 1. After the 4th absence, parents will receive a certified letter from the office stating that their child is allowed nine (9) days and is in danger of reaching that limit.*
- 2. After the 7th absence, there will be a mandatory meeting or phone contact between parents and principal stating that the child is allowed two more absences. On the 10th absence, he/she will be referred for a retention/remediation plan.*
- 3. After the 9th absence the office will send a memo to the teacher notifying them that this student will be referred for a retention/remediation plan. The teacher is responsible for reporting the absence. The office is responsible for keeping track of absences.*
- 4. Continued absences beyond the 9th absence may be grounds for a referral to Social Services.*

Tardies

A student is tardy if he or she is not in class when the first bell rings. A tardy is considered to be the first ten minutes after the bell rings. After ten minutes, the student is considered absent. Three tardies equals an absence.

Attendance Awards

Perfect attendance will be awarded each quarter. Perfect attendance means that a student is in attendance 100% of the school day for the entire quarter. Excellent attendance will be awarded for students who miss no more than the equivalent of 2 days per quarter.

Cafeteria

The cafeteria posts the monthly menu on the school website and sends one home with the students.

Due to the fact that the school meal program is self-supported, it is imperative that the cafeteria experiences a smooth cash flow. Please keep your child's account current.

School meals for full paid students are \$1.30 each or 20 lunches for \$26.00/student. Reduced price student meals are \$.40 each or 20 for \$8.00. Students in the same family/households can share money for meals put into a family account. Reminders are usually sent home when a student has 4 lunches left on an account. Adult/Staff meals cost \$2.25 (20 meals \$45.00). A salad cost is \$1.25 Adults may prepay \$5.00 for 10 breakfast/nutrition breaks or \$.75 each. There is a maximum charge limit of \$10.00 per student or \$20.00 per family. Students in 5th-8th grade who owe \$5.00 or more in cafeteria meal charges are not allowed to buy anything from the snack bar until those charges are paid in full. Juices are for sale during lunch periods. Small juice ---\$.50 Large juice ---\$1.00 Bottled Water ---\$.75

There is no cost associated with the breakfast/nutrition break. This is not meant to be a full breakfast, but a "nutritional boost" for the day.

Please do not send soda/soft drinks in student lunches. If they are needed for medical reasons a physician's note is required.

Students in grades 5 through 8 are required to have their lunch I.D. card with them at nutrition break and lunch. Students must have their own card, not a friend's or siblings.

Cafeteria Rules

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep hands to themselves. Student behavior in the lunchroom should be based on courtesy and cleanliness.

Emergency Drills

The following are the emergency drills that are practiced throughout the school year.

■ Fire ■ Severe Storm Warning ■ Campus evacuation ■ Intruder ■ Bomb Threat

Field Trips

Each grade is allowed one field trip a year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip and are asked to sign the field trip form. Parents are encouraged to attend field trip outings with their children. **Parents are not allowed to bring any other siblings, relatives, etc on the bus.**

Kinship/Guardianship Act

Students enrolling in Animas Public Schools must meet all requirements of the Kinship/Guardianship Act as passed by the 45th Legislature. Students not residing with a parent(s) must have a copy of their guardianship or caregiver's documents on file in their respective building. A Caregiver's Authorization Affidavit may be picked up at the building principal's office.

Library

The library is open on a regularly scheduled basis and is supervised by the library staff. We are constantly increasing our volume of books in hopes that our students will read daily. Our **Accelerated Reading** program is providing an incentive to read, but the main focus is to teach our children the joy of reading. **Please read with your child every day.**

Parent Volunteers/Substitutes

Our school considers its parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs, and extracurricular activities.

Please call the office if you have time that you can share with our school. All volunteers/substitutes that work with students directly must go through a special, four-hour training on communicable diseases, harassment, school law, confidentiality, school procedures, etc. In conjunction with the training, the volunteer/substitute will be asked to fill out an Animas Public School application, submit to a background check, and be finger printed.

Visitors

Visitors must sign in at the Principal's office and get a guest pass prior to visiting the classroom or elsewhere on the school facilities.

Health Services

Animas Public Schools will provide a nurse on campus at least one day per week. All students must have a birth certificate and current immunizations required by state law. The health department in Lordsburg is available to provide these services.

If a student becomes ill at school, care will be provided until the parents or another authorized person can provide transportation home. Students cannot be sent home unless a responsible adult is present to assume responsibility.

In the case of serious illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the nearest medical service. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

Medication

Animas Schools has neither the responsibility nor the authority to dispense medication at school. Upon specific parental request, medication may be dispensed upon receipt of **written authorization** (form available in office and in this handbook) by the parent subject to the following stipulations.

1. *The school nurse shall prescribe procedures and records to be utilized.*
2. *All medication must be deposited at the school nurse or principal's office*
3. *Only medication that the physician determines a student must receive during school hours will be administered at school.*
4. *A written statement from the physician ordering the medication to be given shall be presented to the school nurse or principal.*
5. *Medication to be dispensed during school hours shall be labeled by the pharmacist including the name of medication, dosage, and the frequency of administration.*
6. *A medical referral form and a medication permit shall have been completed by the parent and returned to the school:*
 - a. *Authorizing Animas Schools to obtain medical service.*
 - b. *Indemnifying Animas Schools from liability for actions made in behalf of the student.*
7. *Any staff member shall dispense no medication until all of the above stipulations have been met.*
8. *The parent is invited to school to dispense medication to their child(ren), if they so desire, subject to prior arrangements.*

In the event that a parent is not able to transport the medications to the school, the parent should hand the medication and paperwork to the bus driver in a sealed envelope or sack with the quantity of medication documented (number of pills, a mark for liquid on bottles). The bus driver will then ensure that it is delivered to the office.

Please note that over the counter medications are treated just like the prescribed medications, and need a written statement from the physician.

Immunizations

It is a violation of New Mexico's compulsory school immunization law for a student to enroll who is not: 1) appropriately immunized, or 2) in the process of receiving needed immunizations, or 3) properly exempted to school immunizations. Transfer students are no longer allowed a six-week conditional enrollment period to provide proof of immunization. They are subject to the same limitations on enrollment as are all other students.

Medical exemptions to school immunizations are only acceptable from licensed medical doctors or licensed doctors of osteopathy. The written statement from the duly licensed physician must state that the physical condition of the child is such that immunization would seriously endanger the life or health of the child. Medical exemptions must be kept in the child's school/health file.

Religious exemptions to school immunizations are only acceptable if the parent/guardian completes a CERTIFICATE OF RELIGIOUS/CONSCIENTIOUS OBJECTION TO IMMUNIZATION and submits the notarized certificate and a copy with approval or disapproval is sent to the appropriate school. NOTE: Exemptions, both medical and religious, are for a period not to exceed nine months and do not extend beyond the school year in which they are submitted/approved.

Only through our combined efforts can we hope to reduce the number of New Mexico school students susceptible to vaccine preventable diseases. Thank you for your continued cooperation and support.

Progress Reports/ Report Cards

Progress reports are sent home at mid term of each quarter. Report cards are sent home at the end of each quarter (9 weeks).

Official reports will be issued during these months:

Progress Reports:

September
November
February
April

Report Cards:

October
January
March
May

Conferences

Official parent conference days are scheduled in the fall and in the spring. It is not necessary, however, to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged by making an appointment with the teacher.

Transportation

Bus service is provided for students who qualify.

Procedure for Requesting Temporary Bus Changes

1. Drivers shall not grant permission for a student to load/unload except at the student's regular stop without written approval from the school district administrator or designee.
2. Any request for a temporary change must be submitted to the principal by a parent or guardian.
3. Appropriate notification, considered to be at least one (1) day prior to the requested change, must be made to the school administrator. The school asks that you extend this courtesy whenever possible. The building administrator reserves the right to deny any requests based on inappropriate use of the policy or inadequate notice.
4. A parent wishing to pick a child up, in lieu of riding the bus home, is required to go to the school office. Do not go directly to the bus to take your child off.

Bus Conduct

The bus driver is in full charge of the students riding the bus from the time the students board the bus and until they unload. Student transportation is a privilege, not a right. The driver may suspend a student's transportation privileges for one day upon notification of the parent. The driver shall notify the parents and the principal of this action. Further disciplinary problems caused by the student may result in riding privileges being permanently revoked. The following rules have been established in order to ensure the safety of all students who ride busses:

1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing front, when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter inside the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.

DISCIPLINE

Teachers will set and post classroom standards. Parents are welcome to a copy of the rules for classroom, playground, cafeteria etc. When a student is having a problem in the classroom the teacher will have a conference with the student, a conference with the parent, use classroom disciplinary procedures, or refer the situation directly to the principal.

Discipline of a student is necessary if the student is disrupting their learning or the others in class. The discipline will be swift, consistent and fair. Please see the Discipline Matrix on the following page.

Dress Code

Students generally conduct themselves in a manner similar to the way, in which they dress and groom. Any type of dress or grooming which is disruptive will not be permitted.

Be neat and attractive.

Students are not to wear mesh shirts, tank tops, exposed underwear, headbands, PE clothes (except in PE), or other distractive clothing. Shirts need to be long enough so that the student can raise his/her hand without exposing skin at the midriff or lower back. Students will be allowed to wear shorts to school if they conform to the following conditions: The bottoms of the shorts must not hang above the fingertips when the arms are extended at the side. Shorts must not be tight or revealing such as "Spandex". Sleeveless shirts are acceptable provided they have at least a 2-inch shoulder strap. Wearing of hats in the building is forbidden as are gross or obscene pictures and/or print on clothing. Other than normal earrings for girls, earring for boys and other jewelry including earrings, loops, studs, etc., worn in or on body parts (nose, tongue, eyebrows, and other exposed surfaces) are not permitted to be worn by either boys or girls. Pants must be worn at normal waist height. Pants will not be allowed to sag causing the crotch to be excessively low or sag below the fingertips when the arms are extended at the side.

Students who violate the dress code can be sent home and charged with an absence.

Student Property

Please name label as many items from home as possible.

The school provides playground equipment and balls for use on the playground. Students are not to bring expensive items, large amounts of money, electronic games, music players, or baseballs.

Communication Devices

Students may not use any type of communication equipment during school hours except for the equipment provided by the school. This includes laser beams, walkie-talkies, 2- way radios, and cell phones.

PreK-8 Discipline Matrix

The purpose of this matrix is to ensure that our school has a safe and orderly environment in which learning is not jeopardized by disruptions. Each teacher provides students with a clear set of classroom rules and expectations and will administer consequences for minor offenses within the classroom. A discipline referral will result if students do not correct classroom misbehavior. The following matrix contains consequences that may be administered if classroom behavior is not corrected or more serious violations occur. The type of discipline will depend upon the student's disciplinary background and the seriousness of the student's action. The disciplinary action outlined below serves as a suggested disciplinary action to be taken by administration. The principal may modify disciplinary action at his/her discretion. Other infractions not listed will be reviewed on a case-by-case basis. Multiple or repetitive violations of behavior rules may result in long-term suspension, expulsion, or placement in a long-term alternative program.

Level of Infraction	First Offense	Second Offense	Third Offense
Level 1 Infractions	Parent Contact: Sign Discipline Referral	Parent Contact: Phone Conference	Parent Contact: Conference
Dress Code Violation	Verbal Warning, Asked to change	Change Clothes	ISS/Short Suspension
Prohibited Items	Verbal Warning/Confiscate	Confiscate/Loss of Recess	Confiscate/ISS/Short Suspension
Dishonesty	Verbal Warning/Loss of Recess	Community Service/ISS	ISS/Short Suspension
Disruptive Behavior			
Inappropriate Language			
Affectionate Behavior			
Profanity			
Level 2 Infractions	Parent Contact: Phone Conference	Parent Contact: Conference	Parent Contact: Conference prior to student's return to school
Defiance	Community Service/ISS	Short Suspension	Short/Long Suspension
Harassment/Disrespect/Bullying			
Closed Campus Violation			
Petty Theft/Damage to Property			
Staff Directed Profanity			
Level 3 Infractions	Parent Contact: Conference prior to student's return to school.	Parent Contact: Conference prior to student's return to school.	Parent Contact: Conference prior to student's return to school.
Fighting	Short Suspension – 3 Days	Short Suspension - 5 Days	Long Suspension
Level 4 Infractions	Parent Contact: Conference prior to student's return to school.	Parent Contact: Conference prior to student's return to school. Superintendent notified.	Parent Contact: Conference prior to student's return to school. Expulsion Hearing with Superintendent.
Vandalism, Theft, Robbery	Short Suspension – 5 Days Restitution	Long Suspension and Law Enforcement Notified, Restitution	Expulsion and Law Enforcement Notified, Restitution
Assault/Battery	Short Suspension – 5 Days	Long Suspension and Law Enforcement Notified	Expulsion and Law Enforcement Notified
Alcohol			
Arson, Bomb Threats			
Controlled Substance: Use, possession, under influence, sale, distribution.	Long Suspension and Law Enforcement Notified	Expulsion and Law Enforcement Notified	NONE

MIDDLE SCHOOL ATHLETICS

Athletic Competition

Athletic competition is promoted as an extension of the schools physical education program. The intention is to teach and develop physical skills, mental discipline, sportsmanship, and the striving spirit necessary for successful living. All students are encouraged to participate regardless of their skill level or experience.

Athletic Eligibility: Rules for Participation in Athletic/Extracurricular Activities

Participation in activities is a privilege offered to students, it is not an inherent right. Participation in any of these programs demands a major commitment, not just during practice or competition, but at all times in order to be prepared mentally and physically to do his/her best.

According to the New Mexico Activities Association rules, you are eligible if you meet each of the following standards:

1. YOU ARE ELIGIBLE if your parents have signed the Interscholastic Participation Form.
2. YOU ARE ELIGIBLE if you have filed a form with the school indicating you have passed a current physical exam.
3. YOU ARE ELIGIBLE if you are a regularly enrolled student in the 7th, 8th or 9th grade.
4. YOU ARE ELIGIBLE if you have not participated in more than three (3) seasons, including the current season, in any sport.
5. YOU ARE ELIGIBLE if you are not over age:
 - a. 7th grade = less than 14 years of age on August 31 of the current school year.
 - b. 8th grade = less than 15 years of age on August 31 of the current school year.
 - c. 9th grade = less than 16 years of age on August 31 of the current school year.
6. YOU ARE ELIGIBLE if you are a 7th, 8th, or 9th grade student and have passed a minimum of four (4) classes, did not fail more than one (1) class and had a grade point average of 2.0 or better for the most immediate grading period.
7. YOU ARE ELIGIBLE if you are an amateur.
8. YOU ARE ELIGIBLE if you and your parents have a bona fide residence in the school district.
9. YOU ARE ELIGIBLE if you are in good standing or were eligible at the previous school.
10. YOU ARE ELIGIBLE if you have achieved a release from the home or residence district in advance of participation. (If attending a school outside your district.)
11. YOU ARE ELIGIBLE if you have not participated as an individual, or as a member of another team, other than your school team without permission of the principal.

Students participating shall adhere to high standards of personal appearance at all times. Appropriate clothing shall be worn. Hair shall be groomed and arranged so as not to create a health or safety hazard. Good conduct is a major objective during practice and during an activities contest, gathering, or meetings. Participants shall not use profane language. Participants will treat opponents with respect. Participants will also follow other specific rules set up by the sponsor/coach of a particular activity.

Athletic Equipment and Facilities

A participant in any of the school activities is responsible for the personal equipment issued at the beginning of the season and must return it at the end of the season. Students must pay for misused, lost, stolen, or damaged equipment beyond normal usage.

Participants are to use facilities only under the supervision of a sponsor or sponsor's delegate.

It is the responsibility of the participants and their parents to ensure that the student abides by all the regulations and procedures. It is the responsibility of the athletic director to administer the overall program and supervise the sponsors in the performance of their duties. Middle school administrators will issue disciplinary action concerned with the long-term removal from an activity or suspension from school. It is the responsibility of the sponsor to distribute and explain these regulations and answer questions concerning this document. In addition, the sponsor is the first line of enforcement for the regulations and will receive further information through the teacher handbook.

SUBSTANCE ABUSE POLICY AND PROCEDURES

Statement of Philosophy

The Animas Public Schools recognizes that alcohol and drug abuse is a treatable health problem. Health problems of youth are primarily the responsibility of the home and community, but the Animas Public Schools shares that responsibility because chemical dependency problems often interfere with school behavior, student learning, and the maximum possible development of each student. Animas Public Schools shall intervene with persons manifesting signs of misuse or abuse and shall endeavor to educate and counsel students concerning abuse of alcohol, illegal drugs, and/or controlled substances. Every reasonable effort shall be made to provide school environment that is free of alcohol, illegal drugs, and/or controlled substances.

The schools have a responsibility to help student avoid the problems of alcohol and drug abuse by protecting and preparing children with the education and opportunity to achieve and develop self-esteem. The schools shall endeavor to educate and counsel students and staff concerning abuse of alcohol, illegal drugs, and/or controlled substances. The schools shall intervene with persons manifesting a sign of misuse or abuse and make an effort to educate and aid them. While assisting in prevention and rehabilitation efforts, the schools must also attempt to eradicate the drug and alcohol abuse problems that may exist among students. Every reasonable effort shall be made to provide for students and staff an environment that is free of alcohol, illegal drugs, and/or controlled substances, while giving consideration to the health, safety, educational and due process rights of all students. The Animas Public School District therefore adopts the following policy and procedures.

School authorities shall give consideration to the health, safety, and educational rights of all students when prescribing disciplinary action for students who use, are under the influence of, possess or distribute alcohol, illegal drugs, and/or controlled substances on school premises or while engaged in school sponsored activities.

Policy

In accordance with New Mexico Public Education Department and state regulation, the Animas Public School District prohibits students from using, misusing, abusing, possessing, selling, dealing, and/or giving away alcohol, controlled substances, solvents/inhalants used for intoxication, and/or drug paraphernalia while at school, on school property, in school vehicles, or at a school sponsored activity.

School property assigned to students and students' person or property while under the authority of the Animas Public School District are subject to search and seizure, when such a search is conducted in accordance with applicable legal procedure. The administration is authorized to use dogs whose reliability and accuracy for sniffing and detecting contraband has been established. The dogs will be accompanied by a qualified and authorized dog trainer-handler who will be responsible for the dog's actions. Any indication by the dog that an illegal or unauthorized substance or object is present on school property or in a vehicle on school property shall be reasonable cause for a search by school officials.

The Superintendent or his/her designee has the authority to suspend and recommend expulsion of students who, after a notice and a hearing, have been found to be in violation of school rules and/or state laws on alcohol and/or drugs.

Procedures

Each student shall receive a written copy of this policy and these procedures at the beginning of each school year or upon admission for students entering during the school year. This policy is included in the PreK-8 handbook and parents/guardian shall acknowledge receipt and review of the handbook and these procedures on the acknowledgement form provided.

This policy and these procedures shall not be enforced in a manner that discriminates against any student on the basis of race, religion, color, national origin, ancestry, sex, or handicap. This statement shall not be construed as requiring identical treatment of students for violation of the same rule; it shall be read as prohibiting differential treatment which is based on race, religion, color, national origin, ancestry sex, or handicap rather than on other differences in individual cases or students.

In accordance with the requirements of Section 22-5-4.3, NMSA 1978, A SCHOOL EMPLOYEE WHO WITNESSES OR SUSPECTS a student of possessing, selling, dealing, or giving away alcohol, controlled substance, solvents/inhalants used for intoxication, and/or drug paraphernalia MUST INFORM THE PRINCIPAL OR HIS/HER DESIGNEE IMMEDIATELY.

Procedure for Reporting of Known or Suspect Use or Abuse of Alcohol or Drugs by Students

As stated in Section 22-5-4.4, NMSA 1978, "No school employee who 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.

This requires that school employees who know or in good faith suspect a student of using or abusing alcohol or drugs shall report such use or abuse pursuant to these procedures. So long as such report is made in good faith, the reporting school employee shall be immune from any civil damages for his/her action. This policy is enacted to provide a procedure to be followed by all school district employees in reporting known or suspected use or abuse of alcohol or drugs by students.

Duty to Report: All school employees have a mandatory, non-discretionary duty to report known or suspected alcohol or drug use or abuse by any student of the district.

Reporting to the Administrator: All reports made hereunder shall be on a uniform reporting form, available from all principals, and shall be given to the principal.

Timely Reporting: Reports required hereunder shall be made within a reasonable time after the employee first learns or suspects the use or abuse of drugs or alcohol by a student.

Duty to Investigate: It is not the duty of the school employee making the required report to conduct an investigation to determine whether or not the student identified has in fact used or abused drugs or alcohol. The duty to investigate shall be upon the responsible school official to whom the report is made; provided, however, that the reporting employee shall cooperate with the responsible school official during the course of any investigation.

Failure to Report: The failure of any school employee to report knowledge or suspicion of student alcohol or drug abuse in a timely manner may be cause for discipline of the employee.

Suspected Use: If a staff member suspects that a student is using or abusing alcohol/drugs, then he/she will follow the same procedures as listed above.

Procedure for Administration of Substance Abuse Policy

Violation of School Policy – When a school representative witnesses a violation of school policy and/or local, state or federal regulation against the possession, use (including under the influence of or smells of), sale or delivery of alcoholic beverages, drug paraphernalia and/or controlled substances while the student is on school property or at a school sponsored activity, the following steps will be taken.

1. The staff member informs the student of the observed violation, obtains the student's name, and asks the student to accompany him/her to the office. The staff member confiscates the chemical and /or evidence substantiating its use. At the office, the staff member reports the incident and details to the principal or his/her designee immediately. The staff member will also document pertinent details.
2. The principal or designee will meet with the student to discuss the situation and hear the student's explanation.
3. The principal or designee will make a determination regarding the suspected violation.
4. If the evidence substantiates the suspected violation, the principal or designee will make a reasonable attempt to notify the parent or guardian. The student will then be released to the parent or guardian. Students under the influence will be released to a parent or guardian.
5. A violation of this policy will lead to an immediate suspension with a reinstatement conference to be held in three days. At this conference the appropriate school administrator will make a decision regarding three possible options: a) an expulsion hearing, b) long term suspension c) reinstatement at the end of a five day suspension for alcohol only.

The steps above do not exclude more serious consequences (including long-term suspension or expulsion) if, in the principal's judgment, the student's behavior necessitates such action.

**ANIMAS PUBLIC SCHOOL DISTRICT
COMPUTER AND INTERNET
ACCEPTABLE USE AGREEMENT**

Please read this document carefully before signing.

Internet access is now available to students and teachers in the Animas Public School District. We are very pleased to bring this access to APS and believe the Internet offers vast, diverse and unique resources to both students and staff. In defining the Internet's resources as an extension of the Library, the American Library Association has both a Library Bill of Rights and a Media Center Bill of Rights that discourage censorship and promote collections of varied views. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and staff have access to:

1. Electronic mail communication with people all over the world.
2. Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions.
3. Public domain software and shareware of all types.
4. Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics.
5. Access to many University Library Catalogs, the Library of Congress and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials and an industrious user may discover controversial information. We (APS) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If an APS user violates any of these provisions, his or her access will be terminated. The signature(s) at the end of this document indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Computer and Internet Terms and Conditions

1. *Acceptable Use* - The purpose of NSFNET (National Science Foundation Network) which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of school computers must support education and research and be consistent with the educational objectives of APS. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use of commercial activities is generally not acceptable.
2. *Network Etiquette* - Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - A. Be polite. Do not get abusive in your message to others.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - c. Do not reveal your personal address or phone numbers of students or colleagues.
 - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - f. All communications and information accessible via the network should be assumed to be private property.
 - g. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. Therefore, any messages should not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry or hate.

- h. Subscriptions to Listservs must be reported to a system administrator. Prior approval for Listservs is required for students.
 - i. Mail Listservs must be monitored daily and deleted from the personal mail directory to avoid excessive use of file server hard-disk space.
 - j. From time to time, Animas Public School District system administrators will make determinations on whether specific uses of the network are consistent with the acceptable use practice.
3. Use of any information obtained via the Internet is at your own risk. APS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 4. *Security* - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges. Downloading of information onto the hard drive is prohibited. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computers.
 5. *Vandalism* - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, data of another user, Internet, or any of the other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
 - 6. *Inappropriate Use* - The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an e-mail account at any time. The administration, faculty, and staff of APS may request the system administrator deny, revoke, or suspend computer use.

**ANIMAS PUBLIC SCHOOLS
INTERNET ACCEPTABLE USE AGREEMENT**

Student

I understand and will abide by the above Acceptable Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User (Student) Signature

Date

Parent or Guardian

As the parent or guardian of this student, I have read the Acceptable Use Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for APS to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept responsibility for supervision if and when my child's use of downloaded material is not in a school setting. I hereby give permission to issue an account for my child.

Parent or Guardian's Name (please print)

Parent or Guardian's Signature

Date

**Animas Elementary/Middle School
Website Permission Form**

I hereby give my consent to Animas Schools the use and reproduction of any and all printed material, which may use my child's name and/or photograph(s) in any part of the website.

I have read this document and am fully aware of the content and implications, legal and otherwise.

Student Name

Student Signature

Parent Signature

**ANIMAS PUBLIC SCHOOLS
ACKNOWLEDGMENT FORMS
SUBSTANCE ABUSE POLICY**

I hereby acknowledge that I have received and read the Animas Elementary, Mid-School or High School Student Handbook and Substance Abuse Policy.

Parent Signature

Date

Student Signature

Date

Pesticide Statement

Animas Public Schools apply pesticides to areas with insect infestation, as the situation requires. Parents may desire to be notified of this procedure prior to application. If you would like to have prior notification, please call the appropriate school building by the last Thursday in August

Yes, I would like prior notification. No, I do not need to be notified.

Parent Signature

Date

Phone Number

MEDICAL RELEASE FORM
Animas K-8 School

Student _____ Date of Birth _____

My child is allergic to the following medication:

My child is taking the following medication:

Please list any additional comments about your child's health:

Please list the name of your physician in case of illness or injury and you cannot be reached.

Name of Physician: _____ Telephone _____

Physician Address: _____

We give permission to have the sponsor in charge arrange for medical treatment for our son/daughter if injury or illness occurs while on a school-sponsored trip. We give our permission to have our son/daughter treated at the nearest medical facility. We also release Animas Schools and sponsors from personal obligation concerning the illness or injury.

Please list the names of two relatives or friends who will assume the responsibility of your child in case of illness or accident until you can be reached. Please notify the school in writing of any changes to these emergency contacts.

1. NAME _____ TELEPHONE _____

ADDRESS _____

2. NAME _____ TELEPHONE _____

ADDRESS _____

PARENT/GUARDIAN SIGNATURE

DATE

PHONE