

# **ANIMAS PUBLIC SCHOOLS**

**MIDDLE SCHOOL  
AND  
HIGH SCHOOL**

**STUDENT  
HANDBOOK**

**2011-2012**

## MIDDLE SCHOOL AND HIGH STUDENT HANDBOOK

### ANIMAS PUBLIC SCHOOLS MISSION

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

#### 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.

#### ABSENCES

Students will be allowed 9 absences per semester for which class work can be made up for a grade. After 9 absences, subsequent absences will be unexcused and students will lose credit for that semester. Students present for at least four (4) or more periods within a school day will be counted present for the day. **However, every third absence in any one particular class will be converted to an absence.** Attendance will be taken each class period.

High School students will lose semester credit for all class periods once he/she has more than 9 absences at the end of the semester.

We no longer distinguish between excused and unexcused absences. Students and parents will be responsible for their absences.

#### Consequences

1. After the 4th absence, parents will receive a certified letter from the office stating that their child is allowed 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 their child is allowed two more absences. Student will be referred to SAT. Continued absences may be grounds for referral to Social Services.
3. On the 10th absence, high school students will lose credit for that semester in all classes. 5<sup>th</sup>-8th grade students will be referred to the Student Assistance Team.
4. Any student who has missed more than the allotted days for a semester may not participate in the following:

- a. Homecoming queen or king, prince or princess candidates.
- b. Prom queen or king candidates.
- c. Student Council/ National Honor Society
- d. Any extracurricular activities that go beyond the academic curriculum: i.e. athletics, Honor Roll, field trips and academic awards.

### **EXTRACURRICULAR ACTIVITIES**

If a student has missed more than the 9 days allotted in the absentee policy, he/she may not participate in any games as per 4D above. A student athlete may not miss school on the day following a game unless he/she has a written note from a doctor. If he/she does miss all or part of the day after a game and does not have a written excuse from a doctor, he/she may not play in the next game. In the event it is the last game of the season, students will be placed in "In School Suspension" for one day if he/she misses a day following the last game.

Student(s) absent from school for all or part of the day will not be eligible to participate in extracurricular activities that day. In the event the activity is on a Saturday or non-school day the student(s) must be in school the last full day prior to the activity. Any exception to this rule must be cleared through the principal's office one day prior to the activity.

### **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.

### **EXTRACURRICULAR ELIGIBILITY**

It is the policy of the Animas Public Schools to adhere to and comply with the policies, directives and procedures regarding participation in extracurricular activities as set forth in state statute and the New Mexico Activities Association regulations. For specific eligibility criteria, contact your building principal or athletic director.

### **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.

Emergency information will be available for school closures or delays on the following media outlets:

KRQE TV  
KOAT TV  
KOB TV  
KNFT FM

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

## **CLOSED CAMPUS POLICY**

Animas Public Schools is a closed campus. Once students arrive on campus their vehicles are to be parked in the west parking lot in a designated parking space and not to be moved during the rest of the day. Students may not drive to the field house or Mid School gym after school for practices. At lunch, high school students may walk to the local business establishments provided they are back to class on time.

## **COUNSELORS**

One professional counselor is a full-time staff member at our school, and is available to assist students with questions regarding class scheduling, career choices, social problems, and crisis situations.

## **SCHOOL DANCES**

Any dance, which is held in school facilities, must be approved by the administration. A sponsor is required (such as a club or other organization), who will agree to be responsible for preparations and clean up.

All dances will be chaperoned by teachers and must be scheduled to end by midnight. Students who wish to bring non-student guests must pre-register their guests, **24** hours prior to the event. Standards of behavior will be the same as those for any other school activity. Guests 21 years of age or older will not be allowed.

No one will be allowed to re-enter once they leave the building (unless special permission is granted from the sponsor or principal).

A sponsor should monitor all exit doors.

## **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.

Appropriateness of dress and all concerns dealing with the dress code will be left to the discretion of the building Principal. Shoes and covered midriffs are required. Students are not to wear mesh shirts, tank tops, tube 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 2.0 inch shoulder strap. Wearing of hats in the building is forbidden as are gross or obscene pictures and/or print on clothing. The growing of facial hair is discouraged. If, at the discretion of the building principal, a student's facial hair adversely affects his appearance and not present the student or the school in a positive manner, the student will be asked to shave. Other than normal earrings for girls, earrings for boys and other jewelry including earrings, loops, studs, etc., worn in or on body parts (noses, tongues, eyebrows, and other exposed surfaces) will not be 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. **Be neat and attractive!**

### **ELECTRONIC DEVICES**

Electronic items such as video games and cell phones, etc., are prohibited during school hours.

### **HONOR ROLL**

The Honor Roll is a special recognition for academic achievement. The Honor Roll will be divided into two categories:

- a. "A" Honor Roll will consist of students having "A's" in all classes.
- b. "A-B" Honor Roll will consist of students having a "B" or above in all classes.

The Honor Roll will be compiled at the end of each grading period and proper recognition given those students earning the honor. Honors listed above may be withheld for the following reasons:

- a. Character or behavior unbecoming to an Animas Student.
- b. Discipline

### **IMMUNIZATIONS**

It is a violation of New Mexico's compulsory school immunization law (section 24-5-2, NMSA, 1978 Comp.) 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 (6) 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 to the Immunization Program for approval. The Immunization Program keeps original certificates 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 (9) 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.

### **KINSHIP/GUARDIANSHIP ACT**

Students enrolling in Animas Public Schools must meet all requirements of the Kinship/Guardianship Act as passed by the 45<sup>th</sup> 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. Note: A Caregiver's Authorization Affidavit may be picked up at the building principal's office.

### **LOCKERS**

Lockers will be issued to each student enrolled in school. The school is not responsible for any valuables, books or any other items lost from lockers. There is no expectation of privacy with school issued lockers. School personnel have the authority to inspect any locker and its contents at any time. They also have the right to search a student when there is probable cause that the student may have an illegal substance or stolen property; if such is the case, it will be confiscated and the proper authorities will be notified. Unauthorized sharing of lockers will not be permitted. There will be no unauthorized switching of lockers. Students are not to keep money or other valuables in their lockers.

### **MAKE-UP WORK**

Students are responsible for requesting make-up work immediately upon their return to school and will have the number of days absent to make up their work. If dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given. Students involved in school-sponsored trips for 2 or more consecutive days, may turn in their homework the day they return to 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) 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. No staff member shall dispense any 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.

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

### **NATIONAL HONOR SOCIETY**

#### Eligibility

The minimum GPA for National Honor Society selection eligibility and/or continued membership will be a 3.300. There will be an academic stipulation requiring all NHS inductees to successfully complete 1 upper level science course and 1 upper level math course by the end of their senior year of high school in order to maintain membership status or to be eligible for NHS selection as a senior.

The following courses which may include, but are not limited to, are acceptable courses for fulfillment of the academic stipulation specified above.

Science Courses: Physics, Chemistry, Ecology, Anatomy

Math Courses: Algebra II, Advanced Math, Accounting, Trigonometry, Pre Cal

### Selection Process

A student earns the privilege of consideration for NHS selection by achieving a minimum GPA of 3.300. At this point the student has met the scholarship criteria for selection consideration. The student is rated by a faculty council in the areas of leadership, character and service. Final selection to the NHS is determined by vote of the faculty council.

### **HIGH SCHOOL ORGANIZATIONS**

Drama

FFA

Mock Trial

National Honor Society

Student Council

Yearbook

### **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. These procedures help us ensure the safety of all our students.

### **SCHOOL SONG**

We are the might Panthers on the prowl  
We're absolutely tough, so give a growl  
Whether it be football, track or basketball  
In every single sport we work to pass them all  
So stand and cheer and shout a yell once more  
As our great team comes charging through the door  
We will defeat all in the final hour  
With ANIMAS PANTHER POWER!!!!

### **SCHOOL SPONSORED TRIPS**

(Includes all activities)

The following regulations are in effect for trips sponsored by Animas High School

- A. School trips of any nature are planned and approved by group sponsors, high school principal or activity director.
- B. Extra sponsors, in addition to regular sponsors are assigned or selected and approved by the regular sponsor and the high school principal.
- C. Sponsors will be in complete charge of all students on school trips.
- D. Transportation will be provided or approved by the sponsor, high school principal or activity director. Arrangements to cover costs are determined prior to approval of the trip.
- E. A list of students on a given trip will be prepared in advance by the sponsor in charge, and made available to all teachers, other sponsors, all drivers, activity director and the principal.
- F. Departure time and a time schedule of anticipated stops and trip itinerary will be planned in advance when possible by the sponsor of the trip, and a written trip agenda will be supplied to the principal for distribution and/or reference. The itinerary will include the name, address, and phone numbers of the motel(s) where the group will stay.
- G. Students making a school sponsored trip will travel in the transportation provided or approved by the school. Exceptions, should a student find it necessary to make any part of the trip different they must either have written permission from the parent(s)/guardian or the parent(s)/guardian must contact the sponsor in person and make arrangements. The **principal** must approve all exceptions prior to the trip.
- H. Housing arrangements, room assignments, the time of curfew and all other trip arrangements and regulations will be determined by the sponsor in charge of the trip.
- I. Students who are disciplinary problems in school or who, in the opinion of the sponsors or the principal would not represent the school well may be excluded.

Infraction of any of the preceding regulations may result in suspension from future trips, being sent home at the expense of the student/parent and/or suspension or expulsion from school.

### **STUDENT GOVERNMENT**

Animas High School has an active student council that performs many services for the student body and the faculty of the school. The purpose of the council is to promote worthy school citizenship, develop school spirit and school pride, provide better understanding between the students and faculty, and to produce intelligent leadership.

The class representatives and officers, with the cooperation of the entire student body and faculty, have directed programs and projects to contribute much to the welfare of our school.

### **VEHICLES**

1. Animas High School Students will be allowed to bring his/her vehicle on campus by registering the vehicle in the high school office. Application for a driving/parking on school grounds shall constitute express permission by the student and parent that the vehicle may be searched by, or at the direction of, authorized school officials at any time it is on the premises, and a waiver of any and all claims arising from any such searches.
2. All vehicles will be parked in the parking area west of the high school in designated parking spaces. Students are not to park in any other area.
3. Special permission to park outside the student parking must be granted by the principal.
4. Special permission to move vehicles between classes must be granted by the principal. Students are not to drive their vehicles to the cafeteria, to the field house or to the Mid School gym during school hours or after school for practices.
5. If it is necessary to move a vehicle during the lunch hour, students are to leave by the county/state road and not drive through campus.
6. Students who bring vehicles on the campus must abide with the following:
  - a. No speeding (10 miles per hour speed limit).
  - b. No reckless driving.
  - c. Do not violate state and/or other local traffic regulations.
  - d. No unbecoming behavior in either a parked or moving vehicle during the day.
  - e. Do not sit in vehicles before school or during lunch when there is an opportunity to enter the school.

### **GRADUATION REQUIREMENTS**

1. Language Arts - 4 units, with an emphasis on grammar, literature and form writing.
2. Mathematics - 4 units, Algebra II is a minimum requirement for graduation
3. Social Studies -3.5 units -1 unit in Government and Economics, (offered at the 12th grade level) 1 unit in U.S. History and Geography (offered at the 9th grade level), 1 unit in World History and Geography (offered at the 11th grade level), and .5 unit in New Mexico History and Geography.
4. Science - 3 units, two unit must be a laboratory science and one in any other science. Additional units are recommended.
5. Physical Education - 1 unit, substitute classes meeting 1 unit of physical education requirement: 1 year of Athletic Conditioning/Weights or documented participation in a sport for three seasons (to be completed by the end of the junior year). Other exemptions only as provided by the Public Education Department.
6. 1 unit in one of the following: a career cluster course, workplace readiness, or a language other than English.
7. Keyboarding/Computer Skills Course - 1 unit.

8. Health Education - .5 unit

9. Students are required to earn one credit in an advanced placement course, an honors course, a dual credit course or a distance learning course.

10. Electives – 6 units, the following elective units shall be counted toward meeting the requirements for graduation: Fine Arts (Art, Drama), Physical Education, Spanish I and II, Speech, and Journalism. Vocational or Business Education, Math, Science, English, and other electives approved by the Animas Board of Education and the Public Education Department.

11. Students are encouraged to have at least one unit in a foreign language and 4 units of science.

12. Twenty-four (24) total units required for graduation.

13. Students may enroll in school based in Distance Education, Online and ~~Concurrent~~ Dual-credit Enrollment Classes. These classes may require an entrance exam. **All course work beyond the AHS curriculum must be approved by the counselor and principal.**

14. Students must enroll in an approved class each period of the school day. With administration approval, graduating seniors who wish to take less than 7 units must enroll in at least the first four class periods. Juniors may enroll in the school approved Coop. Program with administrative approval.

15. No student shall receive a high school diploma that has not passed a state competency examination in the subject areas of Reading, Language Arts, Math, Science, Composition and Social Science. If a student exits from the school system at the end of grade 12 without having passed a state competency examination, he/she will receive an appropriate state certificate indicating the number of credits earned and the grade completed.

16. Currently at Animas High School students can earn 28 credits by passing all seven (7) classes each year for four (4) years. Of the twenty-eight (28) credits, twenty-four (24) are required for graduation. Eighteen (18) are core credits, six (6) are taken for elective credit for minimum of twenty-four (24) total credits required for graduation.

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

0-5	Freshman	12-16	Junior
6-11	Sophomore	17-24	Senior

Eighth grade students, upon administrative approval, can earn credits for graduation

18. Alternative Credit - The Student Handbook includes a description of alternative credits. This description includes the amount of a credit that the below referenced courses will generate for Communication Skills.

Alternative Credit for Communication Skills (CS)

<u>Course</u>	<u>CS Credit Generated</u>
Law Education	(1 credit)

Spanish I and II or two years of a foreign language	(1 credit)
Vocational Agriculture - two years	(1 credit)
Family and Consumer Science - two years	(1 credit)
Drama	(1 credit)

Alternative Credit for Physical Education

<u>Course</u>	<u>PE Credit Generated</u>
Athletic Conditioning/Weights	(1 credit)
Documented participation in a sport for three seasons (to be completed by the end of the junior year).	(1 credit)

19. Next Step Plans are required to be completed at the end of grades 8-12 every year.

**SELECTION OF VALEDICTORIAN, SALUTATORIAN, HONOR COURSES, CLASS RANK**

Valedictorian, Salutarian, Honor Students, Scholarship Awards

The graduating student with the highest cumulative grade point average (GPA) will be the valedictorian and the graduating student with the next highest GPA will be the salutarian. In case of identical **GPA's**, numerical averages will be used to break the tie. GPA's may be averaged up to six (6) decimal places when necessary to break a tie. If still tied, the top two students will be designated as co-valedictorian and no salutarian will be recognized. Should there be identical **GPA's** with students qualifying for salutarian; the same process of using numerical averages will be applied to break the tie. If still tied, co-salutarian will be recognized.

Only those students who have been members of Animas Senior Class during all of their Junior and Senior years can qualify for valedictorian and salutarian. Students must take and complete three (3) full credits of honor courses at Animas High School in order to qualify for valedictorian and salutarian. Grades will be computed for four (4) years (grades 9-12). Any student whose GPA is better than either of the two students who do qualify but does not meet the residence and honors course requirement, will be designated as a "Special Honor Student" and given appropriate recognition.

To determine the cumulative GPA for these students the accumulation of the grades will be cut off at the end of the 4th nine-week grading period of their senior year. The GPA's may be averaged up to six (6) decimal places when necessary to break a tie.

**ACADEMIC GRADING SCALE**

GRADE	NUMERICAL - GPA
A	90--100
B	80--89
C	70--79
D	60--69
F	Below-60

## **HONORS CREDIT**

Honors credit may be earned in select classes that include, but are not limited to Algebra II, Trigonometry, Calculus, Chemistry, Physics, Pharmacy Technician, and Anatomy. In order to earn Honors credit a student must complete a predetermined “honors project” at the discretion of the classroom teacher. The student must also complete the required coursework with a minimum of an 80% in order to be awarded Honors Credit. Honors Credit is awarded by semester. Students taking courses for honors credit must have **Counselor's Approval** prior to enrollment in the course. AP courses may also be taken for honors credit.

### **SELECTION OF 8<sup>TH</sup> GRADE SUPERIOR AND OUTSTANDING STUDENT**

The 8<sup>th</sup> grade student with the highest cumulative grade point average (GPA) for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade years will be named Superior Student. The 8<sup>th</sup> grade student with the second highest cumulative grade point average (GPA) for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade years will be named Outstanding Student. All classes will be used in determining GPA. Should there be identical GPA's, numerical averages will be used to break the tie. The numerical average may be averaged up to six (6) decimal places when necessary to break a tie. If still tied, the top two students will be recognized as co-Superior Students and there will be no Outstanding Student recognized. If there are identical GPA's for Outstanding Student, the same process of using numerical averages will be applied to break the tie. If still tied, co-Outstanding Students will be recognized. The student must have been enrolled at Animas Middle School for the entire 7<sup>th</sup> and 8<sup>th</sup> grade year. The GPA's may be averaged up to six (6) decimal places when necessary to break a tie.

### **DISCIPLINE POLICIES/PROCEDURES RELATING TO STUDENTS**

**PHILOSOPHY:** The word “discipline” is derived from the word “disciple” which means, “to teach.” The purpose of these discipline policies is to ensure a safe, child-centered learning environment, which is free of disruption. These policies involve parents, community members, and school personnel in the process, and hold students accountable for their behavior. The goal of the Animas School District is to develop those traits known to promote life skills and life-long learning.

The effective education of our students requires a school environment in which students feel safe and secure. The Animas Board of Education is committed to maintain an environment conducive to learning in which students are safe from violence, threats, name-calling, intimidation, and unlawful harassment. This policy shall include circumstances related to racial harassment and racial discrimination and how each are related to student to student, student to school personnel, and school personnel to student incidents.

**ALL DISCIPLINE POLICIES APPLY TO BEHAVIOR THAT OCCURS WHILE ON SCHOOL PROPERTY, IN A SCHOOL BUS/VEHICLE, OR AT A SCHOOL ACTIVITY, BUS STOP, ATHLETIC OR SOCIAL EVENT.**

### **WEAPONS IN SCHOOL POLICY**

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational

purposes of the schools. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, or use of weapons by students or unauthorized personnel in or around school property.

This policy is enacted to implement the requirements of the Federal Gun Free Schools Act of 1994 and Gun Free School Zones Act of 1990, and it is the intention of the Board that it be interpreted to conform to provisions of the referenced laws.

**Definitions:**

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

Firearm: For the purposes of this policy, and for purposes of compliance with 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; and firearm muffler or firearm silencer, or any destructive device.

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

Enforcement: This policy shall be enforced according to the Board’s Student Search and Seizure Policy 339. Disciplinary actions pursuant to this policy shall follow the procedures prescribed in Board Policy 336 regarding due process hearings

Penalties for Violations:

Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and/or expulsion.

- a. In compliance with the Federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a firearm, as defined in this policy, shall at a minimum, be placed on long term suspension from school for a period of not less than one year. The superintendent or the Board of Education may modify such penalty in appropriate cases at their discretion.
- b. This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA).
  1. In accordance with the provision 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 to the School Board may be placed in an interim alternative educational setting as specified by the IEP team.
  2. If the parent or guardian requests a 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.

### **THREAT OR ATTACK WITH A WEAPON**

(Student to Student/School Personnel/Other Persons)

This is the act of a threat with a weapon or an attack with a weapon with the obvious intent to harm school personnel, another student, or other persons attending a school function or on school property. A weapon is defined as any instrument such as a knife, gun, ice pick, razor, or any substance used with the intent of inflicting bodily harm.

Weapons are not to be in student possession while attending school, at a school activity, or on a school bus or other means of district transportation. Possession of a weapon will be dealt with under Weapons in School Policy 347.

### **THREAT TO USE A WEAPON**

(Student to Student/School Personnel/Other Persons)

This is the act of making threats to use a weapon or to attack with a weapon with the obvious intent to harm school personnel, another student, or other persons attending a school function or on school property. A weapon is defined as any instrument such as a knife, gun, ice pick, razor, or any substance used with the intent of inflicting bodily harm.

Weapons are not to be in student possession while attending school, at a school activity, or on a school bus or other means of district transportation. Possession of a weapon will be dealt with under Weapons in School Policy 347.

### **DISRUPTIVE AND DANGEROUS TACTICS**

(Offenses that are considered dangerous or disruptive)

Arson, playing with fire, calling in a bomb threat, possession or explosion of fireworks or explosives, riot, walk-outs, strikes, setting off fire alarms, discharging fire extinguishers is included in this section. Also, other acts that are equally as disruptive or dangerous might be charged as an offense in this policy, such as students obstructing school personnel from responding to a dangerous or potentially dangerous situation.

### **SEXUAL ATTACK**

(Student to Student/School Personnel/Other Persons)

This is the act of abusing the personal rights of another by the imposition of sexual acts. Various forms of touching may be interpreted as assault. Violations of this policy will be dealt with under Sexual Harassment—Students 337.

### **PHYSICAL ATTACK**

(Student to School Personnel)

This refers to an actual attack on school personnel, or other persons on school property or at a school activity. This may include any form of intentionally

forceful, harmful, hurtful, or clearly offensive physical contact administered upon or directed to the body of another, including, but not limited to:

- a. Striking, kicking, squeezing, pushing, or pinching any part of the body, or forcefully grabbing the body or attempting to do any of the foregoing; or
- b. Restraining or restricting physical movement through physical contact, or attempting to do either.

### **PHYSICAL ATTACK**

(Student to Student)

This is the act of inflicting bodily injury of a serious nature to another student. This would include using part of your person, including, but no limited to the following: fist, head, elbow, foot, knee, or teeth.

### **AGGRESSIVE CONFRONTATION**

(Student to Student)

This is the act of verbally or physically confronting another student in a disruptive manner. Shall include, but not be limited to, the acts of intentionally pushing, shoving, bumping, running into, tripping, or grabbing another student however no punches are thrown.

### **FIGHTING**

This is the act of physically confronting another student in such a manner where punches are thrown but does not result in serious bodily injury.

### **THREAT**

(Student to School Personnel)

This is the act of threatening physical harm, harassment or intimidation toward school personnel either by spoken or written word or by gesture or expression.

### **THREAT**

(Student to Student)

This is the act of threatening physical harm, harassment or intimidation toward another student or a guest of the school either by spoken or written word or by gesture or expression. This includes signing to intimidate another student or students.

### **HAZING/INTIMIDATION**

(Student to Student)

Any willful act done by a student, whether individually or in concert with other, to another student(s) for the purpose of subjecting such student(s) to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace. Hazing includes, but is not limited:

- Engaging in any offensive or dangerous physical contact, restraint, abduction, or isolation of a student, or

- Requiring or encouraging a student to perform any dangerous, painful, offensive, or demeaning physical or verbal act, including the ingestion of any substance, exposure to the elements, deprivation of sleep or rest, or extensive isolation, or
- Subjecting a student to any dangerous, painful, offensive, or demeaning conduct, or to conduct likely to create extreme mental distress.

For any purpose, including as a condition of membership or initiation into any class, team, group, or organization, sponsored by, or permitted to operate under the auspices of a school or district. Such contact, restraint, requirement, encouragement, or subjection shall not be considered hazing when it is a recognized part of the particular sport or activity of the class, team, group, or organization.

## **INTIMIDATION AND HOSTILE AND OFFENSIVE CONDUCT (Student to Student)**

The effective education of our students requires a school environment in which students feel safe and secure. The Board of Education is committed to maintaining an environment conducive to learning in which students are safe from violence, threats, name-calling, intimidation and unlawful harassment.

“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 intimidating, hostile or offensive environment.

“Bullying” means intimidating verbal or physical conduct toward a student when such conduct is habitual or recurring.

“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, by their nature, are clearly unwelcome, inappropriate, or offensive.

It is the policy of the Board of Education to prohibit violence, threats, name-calling, bullying, intimidation, assault, battery, extortion, robbery, vandalism, and other victim-based misconduct that creates an intimidating, hostile or offensive environment, regardless of motive or reason. The Board will not tolerate such victim-based misconduct by students or staff.

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 any principal, assistant principal, or counselor.

## **SEXUAL HARASSMENT**

(Student to Student/School Personnel)

Behavior (including gestures) or words (oral or written) that are directed at a student or school personnel because of his/her sex that are uninvited, unwanted, or unwelcome which would cause the person of that sex to feel uncomfortable or offended or when the conduct by its nature is clearly unwelcome or inappropriate. 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 welcomed in order for such subsequent conduct to be deemed unwelcome.

Examples include, but are not limited to:

- a. Verbal or physical sexual advances including subtle pressure for sexual activity.
- b. Sexually oriented touching, pinching, patting, staring, pulling at clothing, or intentionally brushing against another.
- c. Showing or giving sexual pictures, photographs, illustrations, messages, or notes.
- d. Writing graffiti of a sexual nature on school property.
- e. Comments or name-calling to or about a student regarding alleged physical or personal characteristics of a sexual nature.
- f. Sexually-oriented “kidding,” “teasing,” double-entendres, and jokes;
- g. Spreading of sexual rumors, stories or jokes.
- h. Using sexual orientation as an insult.
- i. Staring or pointing at a person’s body parts.
- j. Making obscene gestures.
- k. Repeated or persistent unwelcome requests for dates, meeting, or other social interactions.

**NOTE: If sexual touch occurs, the Sexual Attack policy 337 can be enforced.**

## **INDECENT EXPOSURE**

(Student to Student/School Personnel)

This is the act of exposing one’s private parts, including buttocks, in public.

## **ABUSIVE LANGUAGE/GESTURE**

(Student to School Personnel)

This is the usage of improper language or the usage of insulting language/gesture or the use of profanity directed toward school personnel.

## **FALSE REPORT**

(Student to School Personnel)

This is when a student who makes a false report of child abuse or neglect against another person in bad faith or with malicious purpose.

## **DRUNKENNESS/DISORIENTATION**

This is when a student is using abnormal speech or exhibiting abnormal behavior resulting from the usage of drugs and/or the consumption of intoxicating (alcoholic) beverages or inhalants.

**POSSESSION OF DRUGS/ALCOHOL/COUNTERFEIT DRUGS/ANY  
SUBSTANCE WITH INTOXICATING OR ADDICTIVE EFFECT**

This includes the possession of marijuana, hallucinogenic drugs, other abuse prone drugs, counterfeit drugs, any substance with an intoxicating effect, or the possession of intoxicating (alcoholic) beverages. This also includes possession of paraphernalia that has been used to ingest drugs.

Definition of Possession:

- a. On a student's person while at school, school activity, or while being transported to and from an activity in a school bus or school vehicle.
- b. In a student's assigned or unassigned locker.
- c. In a student's car or friend's car while on school property.
- d. Knowingly concealed on school property by a student.
- e. On a student's person while under sports/activity season 24 hour policy.

Definition of Counterfeit Drugs:

- a. Any substance designed to look like an illegal or abuse-prone drug.
- b. Any substance represented as an illegal or abuse-prone drug.

Definition of a Substance with intoxicating/addictive effect:

- a. Substances such as permanent markers, hair spray, vanilla, liquid paper, gasoline, or caffeine pills used to produce an intoxicating effect.
- b. Drugs prescribed by the student's physician that are being taken according to the directions of the prescription are exempt under this policy.

**NOTE: PRESCRIBED MEDICATIONS ARE TO BE KEPT IN THE HEALTH OFFICE AND TAKEN UNDER THE SUPERVISION OF SCHOOL PERSONNEL.**

**USAGE OF ALCOHOL/DRUGS/COUNTERFEIT DRUGS/ANY SUBSTANCE  
WITH AN INTOXICATING/ADDICTING EFFECT**

The usage of marijuana, hallucinogenic drugs, other abuse prone drugs, counterfeit drugs, any substance with an intoxicating or addictive effect, or having consumed intoxicating (alcoholic) beverages.

Definition of Usage

- a. Using prior to attending school, then attending school.

- b. Using prior to attending a school activity, then attending the school activity.
- c. Using while at school.
- d. Using while being transported in a school bus/vehicle to and from school or to and from an activity, which the school is sponsoring or in which the school is taking part.
- e. Using while under sports/activity season 24 hour policy.

**SALE OR DISTRIBUTION OF DRUGS/ALCOHOL/COUNTERFEIT DRUGS/  
SUBSTANCE WITH INTOXICATING/ADDICTIVE EFFECT**

Sale or distribution of marijuana, hallucinogenic drugs, other abuse prone drugs, and/or intoxicating (alcoholic) beverages to other students or persons while on school property or a school activity.

**Definition of Sale or Distribution**

- a. The act of selling drugs or alcoholic beverages for money or compensation.
- b. The act of distributing drugs or alcoholic beverages without gaining compensation.
- c. The act of distributing drugs or alcoholic beverages while under sports/activity season 24 hour policy.

**ATHLETIC/ACTIVITY DRUG & ALCOHOL POLICY (K-12).**

(Usage/Possession/Sale or Distribution)

**PHILOSOPHY:** Athletics and Activities are an integral part of the educational process providing students with opportunity to further develop their unique capabilities, interests and needs beyond the classroom environment. Participation in these programs is a PRIVILEGE offered to and earned by students. Because participants are representatives of their school and community, their conduct is expected to exemplify high standards at all times.

The following applies when students, who are members of a district's athletic or activity programs are in violation of the usage, possession, sale, or distribution of the district's drug and alcohol policies. This policy applies to participants during each sports/activity season and requires twenty-four (24) hour compliance, on and off campus.

**NOTE: "Confirmed Offense" is defined as an eyewitness report by a school district employee, information substantiated by a police report, a statement of self-incrimination or other credible evidence.**

**LARCENY, BURGLARY, AND CRIMINAL DAMAGE TO SCHOOL OR PERSONAL PROPERTY**

- a. Larceny consists of stealing of anything of value which belongs to the school, school personnel, or other individuals on school property or at a school function.

- b. Burglary consists of unauthorized entry of any vehicle, water-craft, aircraft, dwelling, or other structure, movable or immovable, which belongs to the school, school personnel, or other individuals while on school property or at a school function with the intent to commit any felony or theft therein.
- c. Criminal damage to school or personal property consists of intentionally damaging any real or personal property of the school or school personnel without the consent of the school or personnel.
- d. Any pupil who commits larceny, burglary, or criminal damage to school or private property shall be liable to the school or owner for full restitution of the property or for payment to the school or individual owner for an amount equal to the fair market value of the property, less any salvage value. In the event such a pupil shows financial inability to restore to the school or individual owner the fair market value less salvage (if any), an installment payment plan shall be established.

If such a pupil is found by the Board to:

- 1. be financially able to restore the value or
- 2. be financially able to meet a reasonable installment plan to restore the value and fails or refuses to do so, the student may be subjected to long-term suspension until such time as compliance begins.
- e. Any pupil who commits burglary, larceny, or criminal damage to school or personal property may also be found to have engaged in misbehavior or other specific offenses under these policies may be invoked. This procedure may include referral to a Human Services Agency or the District Attorney if the act is judged criminal and/or delinquent.

The school administrator will refer the student to the District Hearing Officer to decide whether the student will be allowed to remain in school or be placed on suspension for a period of time comparable with other acts of similar nature.

### **CRIMINAL AND DELINQUENT ACTS**

Certain acts may be determined criminal and delinquent and forwarded to the attention of the juvenile court system, the district attorney, or other human service department. This action is at the discretion of the administrative authority (unless covered specifically by board policy) and may be carried out in addition to sanctions imposed within the school system.

These acts include but are not limited to:

- a. Willful interference with the educational process of any public school by committing, threatening to commit, or inciting others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, or procedures of a public school;
- b. Arson;
- c. Assault and/or battery;
- d. Property;
- e. Criminal libel;
- f. Criminal trespass;
- g. Unlawful assembly or disturbing lawful assembly;
- h. Extortion;
- i. Larceny, robbery, or burglary;

- j. Illegal sale, possession, or use of;
  - a. alcoholic beverages;
  - b. firearms or other deadly weapons including explosives or flammable fluids;
- k. Sale, possession, or use of, without prescription, a drug or controlled Substance;
- l. Use of solvent for intoxication;
- m. Use of a telephone to terrify, intimidate, threaten, harass, annoy, or offend.

If a criminal and delinquent act is committed by a student and this act is not identified in a specific policy, the school administrator will refer the student to the District Hearing Officer to decide whether the student will be allowed to remain in school or be placed on suspension for a period of time comparable with other acts of similar nature.

### **THEVERY**

(Student to Student/School Personnel)

This is the act of taking something without permission from another student, teacher, school building, or school premises and/or knowingly being in possession of stolen property, goods or contraband.

### **EXTORTION**

(Student to Student/School Personnel)

This is the illegal taking of money or property by using threat or using force.

### **FORGERY**

The act of falsifying a person's name, or altering of any school document and/or fraudulent use of school documents, such as passes, etc.

### **MISBEHAVIOR**

This is behavior which creates a willful and significant interference with the educational process. Misbehavior may include repetitive disruptions for which the classroom teacher has exhausted classroom consequences, including parent notification. The misbehavior may occur on school property, school bus/vehicle, at a bus stop, or at an activity, athletic or social event. The principal or his/her designee will use their discretion in the processing of student referrals. Misbehaviors include, but are not restricted to the following definitions:

1. The use of profane language or gestures, which are disruptive, but not directed at school personnel.
2. The willful refusal to identify one's self upon request from school personnel.
3. The failure to disperse or leave any school facility or school event after being requested to do so by authorized school personnel.
4. The refusal to follow a reasonable direction issued by authorized school personnel.
5. The theft of minor items such as school supplies.
6. The wearing of clothing which is disruptive to the educational process or in poor taste.

7. Signing or tagging to establish territory on school property.
  - a. Making particular hand gestures to signal affiliation or action.
8. Insubordination or defiance of authority.
9. Disruptive behavior or misbehavior that disrupts the educational process thus affecting students' ability to learn and teachers' ability to teach effectively.

## **TRUANCY**

A student found to be truant is absent from class or school without the prior knowledge and consent of the parent or guardian. Students charged with Truancy will not receive credit for class work missed due to the absence.

## **TARDINESS** (Grading period)

This refers to an interruption of the educational process caused by arriving in the classroom after normal starting time.

Tardiness—General tardy policies are to be worked out at the building level. If a child is tardy, steps should be taken to correct the problem.

Individual schools are to involve parents in developing procedures to inhibit tardiness. Such procedures will be published in the student handbook and/or published in the school newspaper that is sent home to parents.

Individual school tardy policies cannot result in long-term suspension.

## **TOBACCO POLICY**

(Student)

This is the usage of tobacco products; smoking, chewing or dipping or possession of tobacco products on one's person while at school, on school property, school bus/vehicle, or at a school activity.

## **MULTIPLE VIOLATIONS**

It is possible under these policies to be referred to the administration for misbehavior on several occasions in the various classifications without reaching the level of recommended long-term suspension.

In order to discourage such a practice, students who are referred to the administration for multiple disciplinary actions during a semester may be subject to discipline, including, but not limited to suspension or expulsion, subject to any applicable procedural requirements.

Absentee offenses will not be included in long-term suspension cases involving multiple misbehaviors. In long-term suspension cases involving multiple misbehaviors, the misbehaviors can be counted in any combination of two or more categories.

## **GUILT BY ASSOCIATION**

The concept of guilt by association is recognized in these policies. In a situation where a student is in the company of another student who is guilty of misbehavior but the same guilt or innocence cannot be established, then the parent/guardian will be notified of the incident. No other school disciplinary action will follow.

### **SCHOOL BUS MISBEHAVIOR/DISRUPTION**

Student transportation is a privilege, not a right, extended to qualified students. Students who do not obey regulations as set forth in the Department of Education, Transportation Division, School Bus Driver Manual may have their transportation privileges revoked by school officials. The school bus driver is exclusively in full charge of all pupils when they are riding the bus. Drivers shall report all serious discipline cases to the building principal in the school to which the student is being transported. Disciplinary action for problems caused by students will be handled according to the discipline policy. Parents will be included in all decisions affecting their students riding privileges.

The suspension or permanent suspension of riding privileges of the student causing major disciplinary problems shall be the joint decision of the principal and the school bus contractors. Permanent suspension from school buses may be appealed to the Board of Education upon request of the Superintendent.

### **SCHOOL SPONSORED ACTIVITIES**

The policies enumerated in this section apply to all school sponsored activities such as regular school bus transportation, trips, dances, ball games, meetings, et.al.

When non-school personnel are used to assist with a school-sponsored function, they are expected to enforce policies and procedures of the district and will adhere to the policies and procedures that govern school personnel.

### **AFTER SCHOOL ELIGIBILITY**

Students become ineligible for all after school activities on the day when a discipline referral results in a suspension. The student will remain ineligible for all after school activities for the same number of days as the out of school suspension.

### **STUDENTS CHARGED WITH SERIOUS CRIMES**

The board adopts the following policy:

1. Any student charged with or convicted of a serious crime unrelated to his or her status as a student who wishes to continue his or her education may do so only according to the terms and conditions, and under the circumstances, provided herein;
2. Any such student who wishes to continue his or her education during the pending of his or her criminal proceedings must submit a written request to do so to the building principal;

3. Upon receipt of such a request, the building principal shall develop and submit to the Superintendent for approval a plan to provide continued educational services to the student on an off-campus, homebound, or other alternative basis;
4. Upon such approval by the Superintendent or his or her designee, the student shall be limited to the alternative educational plan until: (a) he or she is acquitted of the charge or charges; or (b) he or she is removed from or leaves the District.
5. The terms of this policy shall also be applied to any new student validly seeking to be enrolled in the District.

### **Military Access Statement**

Parents wishing to exclude their child from the school distributing personal student information to the military must notify the school in writing.

### **Transportation**

Student transportation is a privilege not a right.

### **Daily Bus Change Requests**

Permission to ride another bus or get off at another bus stop will be permitted when the following conditions are met:

1. Parent calls Animas Public Schools no later than 2:00 PM requesting a bus change.
2. Signed bus change slip is presented to the bus driver.
- 3.

When calling our office to request bus changes, parents must supply the bus number and bus stop they want their child/children to use. This stop must be on the designated route and be a designated bus stop. Some buses are filled to capacity and extra riders will not be allowed on those buses. Do not assume all bus change requests will be granted.

### **School Bus Stops**

A request to change bus stop locations may be submitted in writing to the Bus Contractor. **Parents are responsible for their children at bus stops until they board the bus, and after they disembark from the bus. Animas Schools, the transportation contractors and school bus drivers are not responsible for incidents that may occur at bus stops.**

All school buses must operate on a specific time schedule. These time schedules will be established by the end of the second week of school. **Drivers are not expected to wait for students unless students are observed making a timely effort to reach the bus.** Drivers will act as the judge in such cases. Students are to report to their buses immediately after school is dismissed.

### **Student Responsibilities:**

Students will become familiar with, will abide by, and be held accountable for the regulations listed in the Animas Public Schools Transportation Handbook.

1. Student transportation is a privilege extended to students who qualify. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district.
2. Students must be at their assigned stop and ready prior to the scheduled pick up time.
3. Students must wait in a safe place, clear of traffic and away from where the bus stops. Students shall wait in an orderly line and avoid "horseplay".
4. The driver is in full charge of students when they are riding the bus. The students must obey the driver promptly.
5. Students shall not get on or off the bus while it is in motion. Students must remain seated and keep aisles and exits clear.
6. Rough or boisterous conduct will not be permitted in the bus; however students are permitted to converse in a normal tone of voice while on the bus. Students should keep absolutely quiet when the bus is approaching a railroad crossing and remain quiet until the bus is safely across the tracks.
7. Students shall not use profane language or obscene gestures and shall not eat, drink any beverage or chew gum on the bus. No exceptions unless specified in an IEP or note from physician.
8. Student(s) will stay out of the driver's seat and not tamper with any equipment.
9. Student(s) shall be courteous and obedient to the driver.
10. Students should remember that misconduct or carelessness not only endangers their own safety, but also the safety of other students on the bus.
11. Sexual misconduct, harassment, bullying or threats to student(s), driver or staff by student(s) will not be tolerated.
12. Student(s) must cooperate with the driver in keeping the bus clean.
13. Students must not extend their hands, arms, heads or objects through bus windows.
14. Students must not open or close the bus windows without permission from the bus driver.
15. Students shall not throw any item inside or outside the bus while boarding, riding or leaving the bus.
16. Students shall secure all sharp objects such as pencils, pens, rulers, etc. away from any person and keep in their possession at all times.
17. The use of tobacco, drugs, alcohol or controlled substances shall not be permitted.
18. Students will not ride on the outside of the bus at any time or attach any item to the bus.
19. Parents or guardians shall be responsible for malicious destruction to the bus. Parent(s) shall pay restitution for any damage created by student(s).
20. Any damage to the bus from any cause shall be reported by the passengers to the driver, and the driver will, in turn report it the proper school official.
21. Students who must cross the road after unloading from the bus must pass far enough in front of the bus (approximately 8-10 feet) so the driver can see them. Students will cross the road only after the driver signals all is clear.
22. Students shall look both ways before crossing to the opposite side of the road.

### **Parent Responsibilities**

1. Ensure that their child arrives at the designated bus stop prior to the scheduled arrival of the bus. Provide supervision at the bus stop.
2. Provide protection or supervision for their child when unusual conditions warrant precaution beyond ordinary circumstances.
3. Actively cooperate with school officials or school bus operators regarding appropriate conduct of their child at the bus stops and while walking to and from the bus stops.

4. Assist with implementation and enforcement of school bus rider safety.
5. The Animas Public Schools may hold parents/guardians of students responsible for any vandalism of private property on the bus or at the bus stop location caused by their children. Restitution may be pursued by law enforcement agencies.
6. Parents are responsible for students at the bus stop.

## **Discipline Policy & Procedures**

Students not following rules & procedures will be subject to the following discipline procedures:

- 1) First Violation-Conference with bus driver/student.
  - i) Bus Conduct Form Report Filed. Phone call to parent by the School Bus Driver. Student will be warned of potential loss of future riding privileges. Student seating assignment may be changed by the school bus driver.
- 2) Second Violation-Conference with Principal/Bus Driver/Parent.
  - i) Riding privileges may be suspended, depending on seriousness of infraction.
- 3) Third Violation-Principal/Driver/Parent/Student Conference.
  - i) Suspension of bus riding privileges
- 4) Fourth Violation-Suspension of bus riding privileges for the remainder of the semester. Violations at the end of one semester will go forward to the next semester.
- 5) Severe Disruption/Violation –Immediate suspension of riding privileges.

When a Bus Conduct Form has been given to the student, he/she must take a copy to his/her parent(s) or guardian(s). The parent(s) or guardian(s) must sign the bus conduct form and return it to the bus driver. One copy will be given to the principal and the driver will keep one copy of the form.

Parent(s) or guardian(s) may not stop a school bus to discuss discipline matters with the driver on the route. A conference must be scheduled through the Transportation Director or Building Secretary.

## **Transportation of Medication**

Medication(s) shall not be transported on the school bus.

## **Transportation of Large Articles**

For the safety of all bus passengers, the following shall apply in the transporting of musical instruments or other large articles:

- No item shall block the aisle, emergency door, or service door of the bus;
- No item shall be placed in the driver's compartment;
- Items allowed on the bus shall be under the control of the student at all times, be carried on the student's lap or on the floor of the bus and shall not extend beyond or above the height of the seat in front of the student.
- Parents are encouraged to transport large articles in private vehicles.

## **Video Notice**

Animas Public School District will continue to participate in the use of video cameras on buses. Please make sure that your children know they may be taped on any or every day.

## How To Complain Constructively

When you are faced with a problem and wonder how best to approach school personnel about it, here are some guidelines:

Always keep in mind that school personnel want to work with you to solve problems. Only with parents and educators working together can the best be offered to children.

- Don't be afraid to call the school and ask about the problem. Some parents are hesitant to call. They think they will be labeled as "complainers," that teachers and/or administrators will "take it out on their children" because they called, or that they may not be "educated" enough to talk with school people. If you call the school about the problem, often school personnel can explain the incident, and you will gain an understanding of what happened. By waiting and simmering inside about a problem, you will not give school personnel the opportunity to explain the situation or take action. In addition, there will be times when school personnel are unaware of the problem, and your call will help them learn about the situation and take action.
- Be aware that sometimes school personnel cannot tell you about the incident or the action taken unless it directly affects you or your child. School people cannot give out confidential information or information that may be embarrassing to the parties involved.
- Telephone or contact the person at the school who is responsible for the incident, grade, punishment, etc. It is always best, for example, that if you have a problem involving a teacher, you talk to that teacher. Don't go to a school administrator about the problem unless you have talked to the teacher and are not satisfied. If you are friends with other teachers and parents in a school, do not take your problems with your child's teacher to your friends. Don't place your friends in the middle. Deal directly with the person involved. Some parents find it difficult to talk to this person; they'd rather tell someone else. This usually results in a chain of conferences/discussions that take time away from solving the problem quickly.
- Try not to ask the school administration for something to be done, but be unwilling to have your name and any reference to the incident used with the party being complained about. This ties the hands of school personnel and hampers the process of finding the facts. Sometimes, you don't want your name mentioned. In such a case school administrators will have to be very general when inquiring about the incident. What they can often do, if you don't want your name divulged or don't want anything done, is to carefully watch in order to try to avoid future incidents and/or go on the offensive to solve the problem through positive interaction with the parties involved.
- Consider the source of your information. How did you learn about the problem? Sometimes problems you hear about are only partially true or not true at all.
- Be sure that you have all the facts. Have you heard all sides of the story? Viewpoints differ, and at times there are hidden reasons for a school action. Students who bring home complaints may be covering for a poor test grade,

forgotten home assignments, or a discipline problem. Sometimes, when students describe situations that had nothing to do with them and involve other students, they don't know what actually happened.

- If you are angry, wait until you are not so upset before calling the school.
- Don't fear that if you talk to a teacher about a problem that the teacher will "take it out on your child." Any teacher who would do that does not belong in the classroom. Keep in mind that sometimes children may think they are being "picked upon" when teachers are trying hard to push them to achieve their potential, do their homework, study more carefully, etc.
- Don't walk into a classroom and try to talk about the problem with a teacher. Call the school and make an appointment with the teacher. Teachers cannot talk with you about your child when they are supervising students or teaching lessons. If it is necessary that you talk with a teacher immediately, talk to a school administrator about the situation. The administrator may be able to cover the class for the teacher if necessary.
- If your child is having a problem with another student while at school, it is best to check the situation with the teacher first. Try to find out why the problem is happening. You may want to contact the other child's parents to talk over the problem. Be aware that teachers cannot make children be friends with each other, but they will insist that children be polite to each other. Teachers, however, cannot see or know everything that goes on in the school halls, in the locker rooms, in the lavatories, and other school areas where students are not being directly supervised. Never come to school to confront the other student. Handle the situation through the adults.
- Do not bring up individual problems during group meetings. Individual problems should be handled in private conferences.
- Be assured that school personnel will listen carefully to your complaint. You should also listen carefully to what school people tell you. Try to understand the problem from the viewpoint of the school. Attending most schools are, for example, students with parents who have many different value systems; students from a variety of cultures and religious beliefs; students who may not have appropriate parental guidance or attention, etc.
- Do not expect a school administrator or teacher to disagree with you. The problem may be one that is troubling to school personnel, and they may be glad to have your support in dealing with the situation. Don't be surprised, if you come to a teacher or a school administrator with a complaint or a constructive idea, and they agree with you and ask for your suggestions.

The best advice is to share your feelings with school personnel so that you can work together.

**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 a 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, 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 PUBLIC SCHOOLS  
ACKNOWLEDGMENT FORMS**

**SCHOOL STUDENT HANDBOOK**

I hereby acknowledge that I have received, read and understand the 5-12 Handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
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 secretary by the last Thursday in August.

**PERMISSION TO DRIVE**

\_\_\_\_\_ (DOES/DOES NOT) have my permission to drive a  
(Student's name)  
vehicle to school. His/her driver's license number is \_\_\_\_\_.

Vehicle description: Make \_\_\_\_\_ Year \_\_\_\_\_ License Plate  
Number \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

Application for a driving/parking on school grounds shall constitute express permission by the student and parent that the vehicle may be searched by, or at the direction of, authorized school officials at any time it is on the premises, and a waiver of any and all claims arising from any such searches.

**BY SIGNING THE ABOVE, I UNDERSTAND THAT MY SON/DAUGHTER MAY  
LOSE THEIR DRIVING PRIVILEGES ON CAMPUS FOR SPEEDING OR FOR  
RECKLESS DRIVING.**

**Animas Schools  
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.

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Student Name

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Student Signature

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Parent Signature

MEDICAL RELEASE FORM

Animas High School  
P.O. Box 90  
Animas, NM 88020  
505-548-2296

Date \_\_\_\_\_

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 \_\_\_\_\_ treated as necessary at the

(Student's name)

nearest medical facility. We also release Animas High School and sponsors from personal obligation concerning the illness or injury.

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian signature

My child is allergic to the following medication:

\_\_\_\_\_  
\_\_\_\_\_.

My child is taking the following medication:

\_\_\_\_\_  
\_\_\_\_\_.

Please list any additional comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
My Commission Expires

**BUS REGISTRATION FORM** (A copy of this form will be given to the bus driver.)

In order to ride the School Bus a Bus Registration Form must be completed for your child/children by the end of the first week of school.

I, \_\_\_\_\_, being the parent or guardian of \_\_\_\_\_ have read and understand the regulations set forth in the Student Handbook for Students and Parents.

I further understand the following:

- Student transportation is a privilege extended to my child/children and not a right. Should my son/daughter have his/her bus riding privileges suspended, it is my responsibility to provide transportation to-and-from school.
- I understand that I am responsible for my child/children at the bus stop.
- I understand that the School Bus Driver is not expected to wait for my child/children unless a timely effort to reach the bus stop is observed by the Bus Driver.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Failure to return this form could result in suspension of bus privileges.

Information:

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Emergency phone: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Allergies/Medical  
Conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Information requested will be kept confidential & will only be used to help provide safe transportation for your child.