

ANIMAS PUBLIC SCHOOLS

**ELEMENTARY
PK-4**

**STUDENT
HANDBOOK**

2011-2012

PK-4 STUDENT HANDBOOK

ANIMAS PUBLIC SCHOOLS MISSION:

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

GENERAL SCHOOL INFORMATION

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.

Parents should drop off students at the cafeteria in the morning by entering through the high school entrance and going around the back of the high school gym to the cafeteria. Private vehicles are not allowed to drive through the campus from 7:30 – 8:10 a.m. Students are not to be in the classrooms before 7:55 AM unless scheduled by classroom teacher.

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 a 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.

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.

Attendance

State attendance laws include very strict mandates about the attendance policy for students and responsibilities of parents. 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. 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 following are 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. There is no distinction 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.

3. Following the 7th absence, students will be referred to the Student Assistance Team

4. Continued absences beyond the 10th absence may be grounds for a referral to Social Services.

Please refer to Animas Public Schools Board Policy section 300 and 305 for additional policies governing attendance.

Tardies

A student is tardy if he or she is not in class when the 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.

Cafeteria

The cafeteria posts the monthly menu on the school website. Parents may request a copy of the menu from their child's teacher.

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 \$1.50 each or 20 lunches for \$30.00/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. Payment reminders will be mailed home periodically.

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.

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. Our **Accelerated Reading** program provides incentives to read, but the main focus is to teach our children the joy of reading. **Please read with your child every day.**

Students will be responsible for replacement costs of library books if they are damaged or not returned.

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 training on communicable diseases, harassment, school law, confidentiality, school procedures, etc. In addition to the training, the volunteer/substitute will be required to fill out an Animas Public School application, submit to a background check, and be fingerprinted. These procedures help us ensure the safety of all our students.

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 one day per week. All students must have a birth certificate and current immunizations as required by state law.

If a student becomes ill at school, care will be provided until the parents or another authorized person can provide transportation home. It is important for parents to arrange for prompt pick up of a child who is ill.

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 facility. An emergency telephone number and the name and telephone number of the student's family doctor must be on file at the school.

Medication

Upon specific written parental request, medication may be dispensed upon receipt of **written authorization** (form available from the elementary secretary) by the parent subject to the following stipulations.

1. *All medication must be deposited at the elementary office by the parent and be in the original container.*
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 secretary.*
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. *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.

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 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.

Progress Reports/ Report Cards

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

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

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.

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 the learning or the others in class. The discipline will be swift, consistent and fair. Please see the Discipline Matrix contained in this handbook.

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.

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, earrings 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. **Be neat and attractive.**

Student Property

Please name label as many items from home as possible. 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.

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 as the Life Skills and Life-Long Guidelines.

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.

- 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 expelled from school for a period of not less than one year, provided, that the Superintendent or the Board of

Education may modify such penalty in appropriate cases in 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 not 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:

- *The act of selling drugs or alcoholic beverages for money or compensation.
- *The act of distributing drugs or alcoholic beverages without gaining compensation.
- *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.
 - f. 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.

THIEVERY

(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

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.

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

TOBACCO POLICY

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 suspension (in-school or out of school)

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.

The terms of this policy shall also be applied to any new student validly seeking to be enrolled in the District.

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.
 1. *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.

Pesticide Statement

Animas Public Schools maintenance personnel 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.

**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 PK-4
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**

I hereby acknowledge that I have received, read and understand the Animas PK-4 Student Handbook.

Parent Signature

Date

Student Signature

Date

MEDICAL RELEASE FORM
Animas PK-4 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

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.