

GALLUP-MCKINLEY COUNTY SCHOOLS

**CROWNPOINT MIDDLE SCHOOL**



*"Soaring beyond the heights of success"*

**2016-2017**

**Student & Parent Handbook**

**Michael M. Cubacub, Ed.D.  
Principal**



# **Crownpoint Middle School**

P.O. Box 1110

Crownpoint, New Mexico 87313

Telephone: (505) 721-5400; (505) 786 – 5663

Fax: (505) 721 -5499

## **Office Staff**

Principal:	Michael Cubacub, Ed.D.
Counselor:	Linda Venable
Instructional Coach:	Sheila Ganzon
Head Teacher:	Sandy Pace
Secretary:	Myrna Williams
Bookkeeper:	Kylenedria Miller

## **Mission Statement**

*The mission of Crownpoint Middle School (CPM) is to provide a positive learning environment that instills the desire and prepares all students to succeed.*

## **Vision**

*Every student achieving.  
Every student successful.  
Every student responsible for their lifelong learning.*

## **BUILDING HOURS**

On school days, the main doors are open from 7:30 AM to 4:00 PM.

## **STUDENT HOURS**

Students are expected to be on campus and ready for classes at the first bell each day. Students have (7) seven classes a day.

Starting August 15, 2016 the following will be the school hours for CPM

Monday School Hours – 9:30 AM to 3:18 PM  
Tuesday to Friday School Hours – 8:00 AM to 3:18 PM

## **TEACHERS/STAFF HOURS**

Teachers' work hours are from 7:30 AM to 4:00 PM. Office staff work hours are from 7:30 AM – 4:00 PM. Teachers and staff duty hours may fluctuate due to meetings, workshops, conferences and inclement weather.

## **STUDENT SUPERVISION**

On regular school days, Crownpoint Middle School (CPM) staff will supervise students from 7:30 am through 3:30 pm. Additional supervision is provided to students participating in approved after-school activities until 5:20 pm Monday through Thursday. Students **not** participating in sponsored after-school activities must leave the school grounds by 3:30 pm. Students are not allowed to leave the school ground once they have been dropped until dismissal time.

## **SCHOOL CLOSURE**

In the event of inclement weather, local radio and television stations will report cancellations or delays. If a situation arises when the start of the normal school day is altered, the GMCS Superintendent will contact the radio and television stations listed below as soon as possible. The radio and television stations may announce school closures/delays as "Crownpoint Public Schools" or "Gallup McKinley County Schools".

Radio Stations: 99.9-KXTC, 94.5-KKOR, 93.7-KYVA, AM 1330-KGAK  
TV Stations: KOB-Channel 4, KOAT-Channel 7, and KRQE-Channel 13

Additionally, you can call CPM or GMCS Central Office for information on school closures or delays. (505)721-2233 or look it up on the Web Site: [gmcs.k12.nm.us](http://gmcs.k12.nm.us)

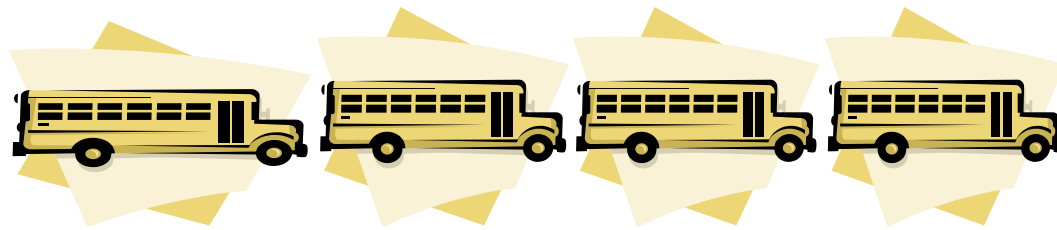
## **VISITORS**

Visitors are always welcome at Crownpoint Middle School. For the safety of everyone, **ALL visitors MUST report to the main office** and sign the *Visitors Log* upon entering and check with the office staff for information or planned visitation. It is recommended that parents who are interested in visiting the school or classroom make prior

arrangements with the teacher(s) and office staff. Non-CPM students who wish to visit the school will need to have approval from the Principal prior to visiting classrooms.

**MESSAGES OR DELIVERING OF ITEMS:** This must be done in the main office. We will not interrupt classrooms to give messages or items unless it is absolutely necessary. Messages or items will be delivered at the beginning of school or after school. We can give messages or items between classes if needed (to be decided by the Principal or designee).

**STUDENT CHECK OUT:** If a student must be checked out, it can only be done by the parent/guardian or those individuals who are listed on the Information Sheet as provided by the Parent/Guardian. They also need to provide proper identification.



## **TRANSPORTATION**

The Gallup McKinley County School District provides school bus transportation for students to and from school during regular school hours. Should a student walk from home or get dropped off by a parent/guardian, the student(s) are expected to be on time for classes. Students participating in an after school activity (if available) may ride the activity bus as long as they are signed up for an activity, i.e.: MESA, Tutoring, Sports, etc... This service is provided when funding permits, from Monday through Thursday. The bus barn may be reached at x11591 or (505) 786-7225.

## **SCHOOL BUS INFORMATION**

Student safety is vital while riding the school bus. The bus drivers are responsible for the safety of the children in their charge. They have the authority to enforce and stress safety rules while students are riding on the bus and at the drop off point. There are consequences for student(s) who are endangering the safety of other students. **It is a privilege, and not a right for students to be provided transportation to and from school.**

All students riding the bus must be on time (at least 5 minutes before) at the bus stop.

Students required to ride the bus will not be allowed to walk or ride another bus without written permission from their parents/guardians.

No student will be dropped off at any place other than his/her assigned bus stop without permission from a parent and school administrator.

Any damages to school bus property by a student are the sole responsibility of the parents/guardians. Parents/guardians may be compelled to make restitution to the Gallup McKinley County School District for any damage done by their child. For questions, please call the bus barn at (505) 786-7225.

### **BUS RULES**

1. Keep your hands and head inside the bus at all times.
2. No throwing of paper or other objects, either in or out of the bus.
3. No eating, drinking, gum chewing, smoking or chewing tobacco.
4. Be polite. Talk quietly and use proper language.
5. No moving from one seat to another or standing when bus is in motion.
6. Keep books, bags and coats out of the aisle.
7. The use of radios and all electronic equipment is prohibited while on the bus.
8. Students are responsible for their behavior on the school bus and at bus stops.
9. No throwing of objects such as snowballs, ice and stones while waiting for the bus.
10. All students riding on a bus (including after school activity bus) must be registered on bus roster.

**NOTE: For a complete list of rules, ask the bus driver.**

### **CLASSROOM RULES**

Orderly classrooms contribute to better learning. As such, a primary responsibility of the classroom teacher is to maintain an environment conducive to learning. Thus, each teacher has a set of rules and consequences to which students are expected to adhere. Should a student violate any classroom rules, appropriate disciplinary actions will be taken in accordance with the CPM discipline manual and GMCS Student Behavior Handbook.

1. Be on time, with all required materials.
2. Actively participate in classroom activities.
3. Electronics are not allowed.
4. Stay awake and keep your head up.
5. Have a respectful attitude.
6. Hoodies and/or other headgear are not permitted.
7. Chewing gum or shelled seeds are not allowed.
8. Backpacks and purses must be on the floor or on the back of the chair.
9. Report to assigned location immediately.
10. Do not disrupt class instruction.

### **Classroom discipline procedures (minor violations)**

1. Warning
2. Private conference with student
3. Parent contact (be sure to enter into contact log)

4. Student meeting with Head Teacher.
5. Morning, Lunch and/or After school detention.
6. Parent meeting with head teacher and/or IC. Discipline referrals will be written at this time.
7. In-school suspension and mandatory parent meeting with principal, head teacher and/or IC.

**If the student does not report to detention, it will result in additional detentions.**

**Discipline procedures (major violations)**

Immediate office referral and sent to the principal.

**LIBRARY HOURS & POLICIES**

The library is open daily from 7:30 am to 3:30 pm provided the Librarian is in the building. Students have access to the library before and after school, during lunch, when they come with one of their classes, and on an individual basis during the school day. Students must have a pass or be escorted by their teacher.

All CPM students may check out two (2) books at a time providing they have no other overdue books. Students, who have an overdue or lost book(s), may not check out new materials. With the exception of reference materials, textbooks and magazines, books are checked out to students at two week intervals.

CPM library does not charge fines for overdue books. However, if a student loses or damages a book, or materials, he/she is required to pay for the replacement cost of the book/materials before any books or materials can be checked out.

**TEXTBOOK/SCHOOL SUPPLIES**

Students are responsible for the textbooks checked out to them. Damaged or lost textbooks will be assessed to the student/parent for the full replacement cost. The average cost of a text book is \$40-\$60. CPM library has textbooks available to students for 3-day check out assuming the student does not have any overdue books and is not exceeding their limit of (2) books.

Students are expected to come to class prepared each day with school supplies. School supplies include, but not limited to, writing utensils (#2 pencils, pens), notebooks, and papers. The student will be notified of any additional materials needed for classes by their teachers.

**ALCOHOL, DRUG & TOBACCO FREE CAMPUS**

Crownpoint Middle School and all other Gallup McKinley County Schools are Drug Free Campuses. All alcohol, tobacco and drug use and possession is prohibited in campus and other CPM and GMCS premises. Sale or distribution of illegal drugs/controlled substances will be reported to appropriate law enforcement.

## **SCHOOL VERIFICATION OF STUDENT ENROLLMENT**

The school counselor or designated staff can print out or fill out verification for student enrollment as requested by a parent/guardian. The student will have to be enrolled in school for 20 days (with No Unexcused Absences) from the day of registration before the verification can be filled out. The absences of the student will be documented.

## **STUDENT TELEPHONE USE**

Students will not be released from class to answer a telephone call. The courtesy telephone in the office is available to students only with written approval of the classroom teacher and the approval of the building administrator or secretary. Students are not allowed to use telephones in the classrooms.

## **SCHOOL PROPERTY**

Keeping Crownpoint Middle School clean and attractive is the duty of all students. Please take good care of all school property. Refrain from writing on school desk, tables, walls etc. Damaging school property is considered a serious offense. Restitution for any damage to school property is required by the offending student's parent/guardian.

## **PASS TIME/HALL TRAFFIC**

Students are allowed a three (3) minute passing time between classes in which students must take care of personal needs (Bathroom/Water). Students will not be given Hall Passes the first 20 minutes and the final 20 minutes of class unless an emergency arises. Should a student not reach their class before the tardy bell rings, they are considered tardy and must report to the attendance office for a tardy pass. To control the flow of hallway traffic, students are expected to walk on the right side of the hallway based on the direction of their destination.

## **STUDENT REMOVAL FROM CLASS**

Students, whose behavior is dangerous, disruptive or unruly and interferes with the teacher's ability to teach effectively, may be subject to removal from class. This may either necessitate an alternate placement or a call to the parent requesting that the student be removed from campus. Additionally, the student may be subject to disciplinary action in accordance with established GMCS policies and rules.

Behavior of this nature includes, but is not limited to:

- Possession or use of a weapon (including look-alikes) or other item that might cause bodily harm to anyone in the classroom
- Being in possession of or under the influence of alcohol or other controlled substances or look-alikes. This includes all violations of district alcohol and other drug policies.



- Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment.
- Arguing or provoking others to argue with another student or staff member.
- Pushing, striking or physical confrontations of a student or staff member.
- Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
- Restricting another person's freedom to properly utilize classroom facilities or equipment.
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow teacher's directions.
- Throwing objects in the classroom.
- Repeated disruptions, violations of classroom rules, excessive, and/or disruptive talking.
- Behavior that causes the teacher or other students to fear physical or psychological (Bullying/Intimidation) harm.

**Other behavior that interferes with the ability of the teacher to teach effectively includes, but not limited to the following:**

- Willful damage to or theft of school property or the property of others. Any damages to school property or property of others by a student are the sole responsibility of the student/parents/guardians.
- Defiance of authority.
- Repeatedly reporting to class without bringing necessary materials to participate in class activities.
- Possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others.
- Use of profanity.

### **WITHDRAWAL OF STUDENTS FROM SCHOOL**

Please notify the counselor one (1) week prior to withdrawing your student. The student will then receive instructions regarding the return of textbooks, materials and books from the Library, all athletic equipment. Forms must be signed in the front office for the official transfer of student records. Students' confidential records will not be sent to the new school without a release signed by the parent/legal guardian. Student records may be held until school books and other materials are returned or paid for.

### **EXTRACURRICULAR ACTIVITIES**

Any student wishing to participate in athletics, trips, or clubs must be in compliance with the following rules:

1. A completed current Physical Examination form is required BEFORE any student can participate in any sport. Forged medical and/or athletic forms will result in suspension from all sports.

2. Students not in school the day before or the day of the game will not be allowed to participate in the activity. If the student is absent the day after the game, they will be ineligible to participate in the following game.
3. Student athletes must have no more than two (2) F's on a grading quarter (report card), or semester. If so, they will not be allowed to participate until the next term.
4. Grade checks are done every Friday on each individual student. Any student who is failing two or more classes will not be allowed to participate in sporting events for that week.
5. Any student wishing to participate in field trips must be academically eligible for the term and for the week. Also, they must be passing that particular class.
6. All students of CPM are expected to represent our school by being on their best behavior, following all school rules, and being courteous while away from school. Students who disobey or violate this rule will be suspended from participation.
7. Any student who is failing any class and has a GPA below 2.0 must attend after school tutoring.

### **ADMINISTERING MEDICATION**

If a child needs to take medication(s) during the school day, it is the responsibility of a parent/guardian to bring the medicine to school and fill out a Medical Authorization form signed by the child's physician. Medicine will be administered accordingly by the Health Assistant. Do not send medication with your child. If a student is found to carry medication, this could be deemed counterfeit drugs. Students are allowed to carry their inhalers provided proper documentation on file. School personnel are not permitted to dispense any medicine(s) to your child unless there is a Medical Authorization form on file.

### **STUDENT RIGHTS & RESPONSIBILITIES**

- Students have the right to an education and the responsibility to follow school rules and regulations.
- Students have the right to a clean, safe environment and the responsibility to help make it so by throwing trash in proper area and being courteous.
- Students have the right to express their views in a manner that does not offend others or disrupt the classroom.
- Students have the right to seek help but, have the responsibility to follow through with teacher directives.

### **You're late to school in the morning?**

Report to the front office and sign in. Tardies will be excused, if the parent accompanies the child upon checking in or if they call to inform the school, with a justified excuse. Continuous tardiness will not be tolerated. Students will be sent to lunch detention for each tardy. Because tardiness constitutes a disruption to the classroom, late arrival is discouraged. Three unexcused tardies will result in after-school detention. Parents will be responsible for picking up their child. Students in after-school detention will not be allowed to ride the after-school activity bus.

**You're absent from school?**

Your parent/guardian will need to call the school the morning of your absence, write a note the next day or bring in a doctor's statement to verify your absence. If no verification is made by parent/guardian, the absence is considered **unexcused**. Parents/Guardians will also get **automated calls from the school** once their child is either absent or tardy. Three unexcused absences will result in two days after-school detention. Parents will be responsible for picking up their child. Students in after-school detention will not be allowed to ride the after-school activity bus.

**If a student must be checked out from school?**

Only authorized parent/guardian(s) will be allowed to check out students through the Attendance Office. An "Information Form" is provided at the beginning of the year. According to that form, only 4 Adults, other than the parent/guardian will be allowed to check out a student. Also, Crownpoint Mid-School advises that students not be checked out on a regular basis. All extracurricular activities will adhere to this policy.

**You need to be excused from PE Class (Physical Activities)?**

Parents /Guardians will need to bring a doctor's statement if the child needs to be excused for more than 2 days. Otherwise, students must have a note from their parent and may be excused at the discretion of the teacher.

**Grading System**

40%.....	Test grades
25% .....	Assignments/Quizzes
25%.....	Projects
10%.....	Homework
A.....	Excellent or Superior
B.....	Good, above average
C.....	Average
D.....	Below Average
F.....	Failing/Not Passing

**QUARTERLY ~ SEMESTER GRADES**

Report Cards are released according to the published GMCS calendar on a quarterly basis. Quarter and semester grades are mailed to parents/guardians. Quarterly and semester grades earned at CPM will be entered in the students' permanent file.

**CHANGE OF STUDENTS' SCHEDULES**

The New Mexico Public Education Department requires that all students take 4 core classes (Language Arts, Math, Science, and Social Studies) and two (2) electives.

Additional classes for math and reading intervention are required for those students needing additional help in those areas. Intervention classes have higher priority over electives. Class schedules will only be changed when a parent comes to the school to meet with the school counselor to discuss the need to change the schedule. Student(s) are not allowed to change schedules after 10 days of enrollment.

### **PROGRESS REPORTS**

Progress Reports will be issued in the middle of each nine-week period (Quarter) and the issuing of report cards will be at the end of each quarter. These notices are sent to parents VIA the student and will report failing or unsatisfactory work. Parents are urged to call the school and arrange for a conference if they have questions or concerns about their child's grades.

### **WEEKLY GRADE UPDATES**

If you wish to check your student's grade on a weekly basis, you may call the CPM counseling or attendance secretary on Tuesdays to make arrangements for pick up. You may also access your students' grades online ([gmcs.k12.nm.us](http://gmcs.k12.nm.us)). You will need to know your child's State ID number to access this information. Call the school counselor for this information upon verification.

### **HONOR ROLL**

CPM utilizes two (2) honor roll distinctions: Principal Honor Roll (4.0 GPA) and Honor Roll (3.0 and above). At the end of each quarter, an awards assembly is held during school hours for those who have achieved high academic standards as well as any special awards. Parents/Guardians are invited to attend this assembly.

### **COUNSELING SERVICES**

CPM has one (1) certified counselor. Our counselor is trained to work with students in a variety of areas such as helping students with issues which impact their academic or personal lives, giving an outlook of job opportunities, preparing them for the high school requirements and responsibilities, as well as encourage strengths in the academic and leadership areas.

### **TUTORING SERVICES**

Students may stay for tutoring afterschool on Tuesdays and Thursdays IF they make arrangements with a teacher AND if there is an afterschool activity bus. The teachers assigned for tutoring will be responsible for supervising the students until students get on the afterschool bus. Students will remain in that tutoring classroom the entire tutoring time (3:30 to 5:00 PM).

## **MATH & READING INTERVENTION CLASSES**

For those students struggling in math and/or reading, math intervention and reading intervention classes will be available. This intervention will be an addition to the core math and English classes. Placement in intervention classes will have precedence over other electives. Students are placed in intervention classes based on their test scores and teacher recommendation.

## **SCHOOL ANNOUNCEMENTS**

The Principal will make the morning announcements and Office Staff will make the afternoon announcements. The announcements consist of messages related to bus changes, sports, important documents, lunch menus, club meetings, activity buses, sales, school pictures, urgent matters which may arise, etc. **Students must to listen to announcements.** Student volunteers will be asked to say the Pledge of Allegiance in English and Navajo during the morning announcements.

## **STUDENT ASSISTANCE TEAM (SAT)**

SAT is a process designed to identify those students who are struggling and need assistance to achieve academically in the classroom or need guidance with behavior issues. These students are identified by the classroom teacher(s) and the counselor and are referred confidentially for assistance. Parent/Guardian will be notified and their involvement will be requested.

## **STUDENT RETENTION**

Students are in danger of being **retained in the same grade** the following year if any of the following situations exist: 1. A consistent pattern of *not completing homework* or class assignments which results in continued grade of F (s) in the class or 2. *Excessive attendance issues* which may cause the student to not keep up with the work assigned for the class or miss out on classroom instruction and assistance. Parents are encouraged to attend SAT meetings to provide input and support for their child's success in school. Parents must ensure that their child is in school every day and all assignments are completed.

## **HEALTH SERVICES**

Our school has a full-time health assistant. We also have a registered nurse who comes to our school a regular basis. The health office is available for students' health-related needs. Students who become ill or injured on school grounds should report to the health office. The child's parent will be notified if necessary. Parents are required by GMCS to complete an updated emergency form each year when school begins in August. It is essential that we have information on child's medical needs. Parents are required to provide proof of immunization. In accordance with state law, no student will be enrolled

at CPM without proper immunizations. The school registered nurse and the health assistant will do health screenings for students throughout the school year. A washing machine and dryer are available for washing student clothing if needed, students will bring their items to the Health Office. If needed, shower facilities are also available for student usage in the Health Office.

### **INTERNET USAGE**

Each student of Crownpoint Mid-School should have an Internet Use and Agreement Form on file. This will allow them to have internet access. The Internet Use and Agreement Form can be found in the enrollment packet and is kept on file with the Library Assistant. Those students who do not have this form on file have limited computer access. Classroom teachers sometimes utilize the internet for class projects.

### **STUDENT VEHICLE**

CPM students will **NOT** be allowed under any circumstances to bring a vehicle, bicycles, or any type of motor vehicle to school.

### **CAFETERIA**

CPM has a FREE Breakfast and Lunch Program. Students are urged to participate in the school meal program. Parents/Guardians must complete a lunch application form each year. Applications are mailed from GMCS Central Office. Brand new students may pick one up at the school with a registration packet.

CPM is on a computerized lunch system, which operates an individual account program. Lunch tickets are plastic ID cards which are scanned each time students get a meal. These cards are issued once a year and students are expected to take care of them. Parents or visitors with appropriate visitors pass are welcomed to eat lunch at school at a cost of \$3.25 per meal. Students are served a balanced meal.

### **CARE AND RESPONSIBILITY OF PERSONAL ITEMS/BACKPACKS**

Students are responsible for their own personal belongings while at school. CPM does not have lockers. They are urged to carry back packs for their books, notebooks etc. The school **IS NOT** responsible for lost back packs and the contents of the bag. It is strongly recommended that all non- essential personal items, including large amount of money, be left at home.

**Electronic devices should be left at home** because of their value. The school will not investigate the theft of lost or stolen prohibited items.

### **STUDENT MAKE UP WORK POLICY**

Students who plan to be out of school for (3) three or more days should inform their teachers and collect homework before they leave. Parents may inform the school to make arrangements for homework pickup. If a student is absent for (1) one or (2) two days, they are responsible for completing all missing assignments upon their return to school. If a student was truant, they will get a -0- for that day. Parents, please make sure your

child does complete the homework, as the teachers took the time to compile the work for your child.

### **LEAVING SCHOOL GROUNDS**

Crownpoint Mid-School is a closed campus. Once students have arrived to the campus they cannot leave regardless whether or not school has started or anytime during school hours. Students leaving campus must be properly checked out through the Attendance Secretary by a parent or legal guardian. If a student leaves campus without permission, they will be counted truant according to the GMCS Discipline Policies. CPM students may not go up to the CHS campus and vice versa.

### **PERMISSION SLIPS FOR SCHOOL TRIPS**

Any student who will be participating in a school-sponsored trip must have a permission slip signed by a parent or legal guardian in order to leave campus. Sponsors are responsible for issuing and collecting permission slips. Parent/Guardian(s) should be notified when the students will leave campus, when they will be returning, who will be providing meals, what activities are included, etc. Parent/Guardian(s) can call the school for information on their child's field trip at any time during regular business hours. Students are eligible for these trips depending on their grades and daily attendance.

### **ASSEMBLIES**

At various times throughout the school year, all CPM students are called to the gymnasium or cafeteria for an assembly. Students are expected to be on their best behavior during the assembly. Students who are exhibiting inappropriate behavior at the assembly will be escorted out and sit in detention in the front office. Also, parent/guardian(s) are always welcome to attend, provided they signed in at the front office.

### **NOTICES/NEWSLETTERS**

Students are handed notices or letters frequently as needed as information to parents. They are responsible to share this with their parents or inform parents of any activities going on at Crownpoint Mid-School. Please, ask your children everyday:

**\*\* How are you doing in school?      \*\* Are you keeping up with your classroom assignments?      \*\* Are there any activities at school this week?      \*\* When is the next parent meeting?      \*\* Is anyone bullying you?**

### **SEARCH AND SEIZURE**

Student searches and seizure are subject to GMCS Board Policy J-3400; New Mexico Public Education Department Regulation 6.11.2.10[B]; Article 2, 10 of the New Mexico Constitution and the Fourth Amendment of the U.S. Constitution. Generally, a school administrator may conduct a student search and seizure only if the school official has "Individualized Reasonable Suspicion" that a student is in possession of contraband in violation of school rules or the law.

[11:20:09]As used in this policy “contraband” means any substance, material, or object prohibited from school pursuant to school policy or state or federal law, including drugs, alcohol, fireworks, or weapons.

### **CROWNPOINT MIDDLE SCHOOL STUDENT DRESS CODE**

This Dress Code has been established to promote safety, discipline, respect and responsibility among all students and to maintain an appropriate school environment conducive to learning. Interpretation is subject to administrative discretion.

#### **Shirts:**

1. Must be solid color, polo-style with no more than 4 inches of v-neck. No pictures, designs, symbols, lettering or numbers will be permitted on the clothing items. Undershirts must be solid color; no see-through.
2. Striped polos not allowed.
3. Collared, button-up shirts with sleeves, correctly buttoned, are allowed. No see-through.
4. Polo shirts and undershirts worn un-tucked may not extend more than 6 inches below the waist. Otherwise, must be tucked in.
5. School Spirit T-Shirts (Crownpoint Eagles) will be allowed on Fridays only, unless otherwise specified.

#### **Pants:**

1. Jeans must fit at the waist and be of proper length. Loose and relaxed jeans are allowed but, **NO BAGGY/OVERSIZED PANTS**.
2. Ripped or frayed jeans are not allowed.
3. Khakis or slacks are allowed.
4. Sweat pants, yoga pants, gym shorts or basketball shorts are **NOT** allowed.
5. Basketball shorts and sweat pants may be worn during **PE classes only**.

#### **Other Attire: (NO INAPPROPRIATE WORDING OR SYMBOLS ALLOWED ON ANY GARMENT)**

1. **Sweat shirts are acceptable** and must have an approved polo shirt underneath, tucked in, with the collar visible.
2. **Hoodies or Jackets** may be worn as needed. Hoods may not be worn inside the school building.
3. **Shoes** – laces, Velcro, or zippers must be securely fastened.
4. **Belts** – Must fit around the waist, be secured in the belt loops and not extend more than 3 inches below waist.
5. **Winter coats, jackets, gloves, and scarves** may be worn when weather requires. No trench coats.
6. **Wearing Hoodies will not be permitted inside the building.**
7. Backpacks must have identification of the owner.

#### **Consequences for Non-compliance: Misbehavior**

- 1<sup>st</sup> Offense- Parent contact will be made to bring an appropriate garment. Or, if an extra garment is available, this will be provided in exchange for the garment the student is wearing, to be returned at the end of the day.
- 2<sup>nd</sup> Offense- Parent contact and documented warning to student
- 3<sup>rd</sup> Offense- Overnight suspension with required parent conference.
- 4<sup>th</sup> Offense- Suspension. Failing to comply with School Dress Code can be handled as 12.20 Misbehavior



\*For more information about Behavior Violations, visit: [www.gmcs.k12.nm.us](http://www.gmcs.k12.nm.us) and find the GMCS Handbook link.

**After-school detention:**

Students in after-school detention will not be given bus passes and must be picked up by their parents or guardians.

**Prohibited: Items not allowed**

- Bandanas and headgear of any type; sunglasses and hats may only be worn outside the building.
- Body piercing except on the ear. Only earrings are allowed.
- Accessories including, but not limited to, studded bracelets, belts made visible to hang down more than 3 inches, chains, chains that attach to wallets or keys, body piercing accessories, necklaces and bracelets which indicate inappropriate activities. Disallowed items will result in confiscation and will be returned to the parent or confiscated indefinitely.
- Clothing, accessories, and/ or back packs which publicize any group or organization that promotes disrespect, profanity, violence, gang affiliation, illegal substances or alcohol are not allowed.
- Safety pins, straight pins, paperclips, chains or similar objects used as decorations or accessories. These objects may be considered weapons.
- Other such items that are “detrimental to the educational process” may also be banned, per Principal discretion.
- Special dress day such as “Photo Day, Professional Dress Day, Traditional Days, or any special day(s) in conjunction with Homecoming Week, etc will be allowed at the discretion of the principal.

**ATTENDANCE PROCEDURES & POLICIES**

Good attendance is expected from all students. Attendance is very important to CPM, as this is one of the indicators the NM Public Education Department (NMPED) uses to issue the School Grade. Good attendance is also important for student learning. Students who have minimal absences generally make more progress than students who are chronically absent.

CPM counts attendance in the following manner in accordance with school district policy:

- **Unexcused Absence:** The student is absent and no parent contact has been made with the school regarding the absence. Babysitting or traveling out of the area are examples of unexcused absences.
- **Excused Absence:** A student is absent and a parent/guardian has contacted the school and provided a verification explaining their student’s absence.

Absences are only excusable for medical and ceremonial appointments, illness, accident or a death in the family. In any of these cases, the office must be notified and provided with a written documentation from the proper authorities.

- **Truancy:** A student who is absent and parent/guardian has not notified the school within 24 hours of his/her reason for being absent. Or, if the school or a

parent/guardian has no knowledge of his/her whereabouts during the school day.

- **Truancy:** A student who is late for more than 10 minutes. In this case, parent verification is required to avoid disciplinary action. Parental verification can be done over the telephone. Parents may bring the child into school office or provide a note explaining the reason for lateness.

**The school will follow the GMCS Compulsory Attendance Policy to address and document student absences. This entails written letters to parents at 5, 7, 10+ days. The complete attendance policy is found on the GMCS Website. [www.gmcs.k12.nm.us](http://www.gmcs.k12.nm.us).**

### **TARDY POLICY**

Tardies will be counted for each 9 weeks. Each time a student has an unexcused tardy, they will be sent to lunch detention. Students serving lunch detention will be called out 5 minutes before the lunch bell. Upon completion of detention, the students will be provided lunch before reporting to afternoon classes. During detention, students may be participating in school community service projects, such as litter pick up, on school grounds.

**1<sup>st</sup> Offense:** 5 Tardies – discipline referral for 12.20 Misbehavior with parent notification. The student will be given after-school detention.

**Additional Offenses:** After school detention with a parent conference for every three (3) tardies thereafter.

**The policies and procedures from this handbook are subject to change as necessary. CPM and GMCS administration reserve the right to update and modify this handbook based on the need to improve the classroom and school environment.**

**THE FOLLOWING PAGES IS FROM THE GMCS 2016-2017 STUDENT BEHAVIOR HANDBOOK**

<b>BEHAVIOR AT A GLANCE</b>		<b>In-School Interventions (including in-school suspension)</b>	<b>Out-of-School Suspensions</b>	<b>Hearing</b>
12.0	Firearms <b>Expulsion 365 days</b>			<b>E/S</b>
12.1	Weapon Non-Firearms	E/S	E/S	E/S E/S E/S-2
12.2	Physical Attack			E/S
12.3	Physical Attack (Student to Student)			E/S
12.4	Sexual Attack			E/S
<b>12.5</b>	Bullying	<b>E S</b>	<b>E S</b>	<b>E-3 S-2</b>
<b>12.6</b>	Disruptive / Dangerous Tactics	<b>E S</b>	<b>E S</b>	<b>E-3 S-2</b>
12.7	<b>Gang Activity</b>	<b>E S</b>	<b>E S</b>	<b>S-3</b>
12.8	<b>Fighting</b>	<b>E S</b>	<b>E S</b>	<b>E-3 E-2</b>
<b>12.9</b>	Aggressive Confrontation	<b>E S</b>	<b>E S</b>	<b>E-4 E-3</b>
12.1	Abusive Language	<b>E S</b>	<b>E S</b>	<b>E-2 S-2</b>
12.11	Criminal Activity	<b>E S</b>	<b>E S</b>	<b>E/S</b>
12.12	<b>Possession of Intoxication Substance</b>			<b>ES/S</b>
12.13	<b>Use of Intoxication Substance</b>			<b>E/S</b>
12.14	<b>Distribution of Intoxication Substance</b>			<b>E/S</b>
12.15	<b>Trafficking of Intoxication Substance Expulsion 365 days</b>			<b>E/S</b>
12.16	Athletic and Activities Intoxication Substance Policy	<b>E S</b>		
12.17	Tobacco	<b>E S</b>	<b>E S</b>	<b>E-3 S-3</b>
12.18	<b>False Report</b>	<b>E S</b>	<b>E S</b>	<b>E-2 S-2</b>
12.19	Electronics Devices	<b>E S</b>	<b>E S</b>	
12.20	Multiple Misbehaviors	<b>E S</b>	<b>E S</b>	<b>E-8 S-6</b>

E = Elementary, if a number is behind the letter E (E-3) this means a Hearing is required on that specific violation.  
S = Secondary, if a number is behind the letter S (S-3) this means a Hearing is required on that specific violation.  
Hearing Authority: Has the authority by BOE to Affirm, Reverse, Reduce, Dismiss or Modify the Propose Imposition of Discipline and Implement the following; Behavior Contract with recommended volunteer counseling, alternative Education Placement, Long-term Suspension, or Expulsion upon a Student.  
A Parent/Guardian/Student (legal age) may agree to waive the Hearing and Voluntarily comply with proposed Disciplinary Action by signing the NOTICE OF WAIVER section on the notice of waiver form.

## **MISSION**

The Hearing Authority Team will interpret and implement school discipline policy for Students, Parents, and School Administration through effective communication and positive interaction.

## **GOALS**

1. The hearing authority will enforce board policy in such a way that allows for safe & effective schools.
2. The hearing authority will collaborate with counseling agencies to provide students with the necessary services to be successful in school.
3. The hearing authority will collaborate with schools to ensure efficient operations in conducting hearings.

## **DISCIPLINE POLICY**

**The safety and security of all school children is our highest priority, and The Gallup McKinley County School District is committed to providing a safe learning environment.**

The Code of Student Conduct establishes policies, rules, and expectations for all school community members to learn, teach, and work together.

These are common sense expectations built on respect for each other as our common core values.

Therefore, students must refrain from violence against others, from bullying, harassment and carrying weapons.

Consequences for students who endanger school safety or disrupt the educational experience of others are listed in detail.

Families and guardians are critical to our school community. We ask that they please read and understand the Code of Student Conduct and School Student Handbook, and discuss them with their child.

We understand that families and guardians know best how to make sure that their child understands the expectations that will lead to a safe and orderly school community that is ready to learn.

### **ON CAMPUS STUDENT BEHAVIOR**

The Code of Student Conduct applies during school day and on the way to and from school, including, but not limited to, travel in School District vehicles, private transportation, District sponsored activities such as; ballgames, school plays, assemblies, graduation, and at all district facilities and property.

### **OFF-CAMPUS STUDENT BEHAVIOR**

All discipline policies and procedure may apply to those students whose conduct off-school grounds endanger the health or safety of the student population within the school district or creates a significant distraction or disruption to the educational process.

### **Behavioral Expectations and Responsibilities**

#### **Responsibilities of Everyone**

- Respect all members of the school community.
- Maintain a positive school climate by being responsible, respectful, and cooperative.
- Communicate Code of Student Conduct expectations for students and staff.
- Motivate students to live up to the expectations through positive reinforcement.
- Use good judgment to prevent minor incidents from becoming major problems.

### **Responsibilities of Administrators**

- Respect all members of the school community.
- Implement the Code of Student Conduct and all disciplinary procedures in a fair and consistent manner.
- Provide students and parents whose first language is not English with translation and interpretation services free of charge.
- Inform all school personnel, parents, and students of discipline policies.
- Review and act upon allegations and requests from school personnel concerning violations.
- Use professional judgment to prevent minor incidents from becoming major problems.

### **Responsibilities of Teachers**

- Respect all members of the school community.
- Teach proper behavior and positively reinforce rules of conduct.
- Maintain a learning environment that provides for academic success.
- Hold students accountable for disorderly conduct in school and on school grounds.
- Address rule violations with multiple strategies.
- Use professional judgment to prevent minor incidents from becoming major problems.

### **Responsibilities of Students**

- Respect all members of the school community.
- Understand and comply with school rules and climate expectations, including the Code of Student Conduct and School Student Handbook.
- Comply with the School Districts attendance, dress code, unlawful harassment, and bullying policies.
- Behave in a manner that focuses on academic success.
- Be responsible and accountable for following rules.

### **Responsibilities of Parents / Guardians, and Advocates**

- Respect all members of the school community.
- Respect, understand, and support school rules and regulations.
- Respect, understand, and support the policies of Gallup McKinley County Schools
- Recognize and understand that school personnel must enforce school rules.
- Teach children to respect the rights of others and follow school rules.
- Emphasize the importance of being prepared for school and adhering to school rules to foster academic success.

### ***Discipline Philosophy of Gallup McKinley County Schools***

Discipline for all students in the Gallup McKinley County Schools shall be designed to promote behavioral changes enabling students to function successfully.

The Board is committed to a positive, respectful, inclusive climate in every school that promotes academic achievement, ensures safe and drug-free learning communities, provides positive behavior supports, ensures equitable outcomes in discipline, and maximizes the time students spend in school.

Corporal (physical) punishment which willfully intends to inflict pain on a student is prohibited. This prohibition includes strenuous exercises that cause physical pain when exercise is used as punishment. Teaching methods to help students control movement or action are not considered punishment.

In response to extreme and urgent circumstances, the use of reasonable physical force or restraint by school personnel to protect students or staff, put down disturbances, protect property or to help students

get control of themselves is permitted. When reasonable force is used, it must be reported immediately to the principal or designee.

**Self-discipline** is the ultimate goal. Discipline should be directed toward developing skills necessary for young people to:

1. Solve problems successfully.
2. Develop positive relationships with others.
3. Become productive individuals.
4. Recognize when their actions are interfering with the rights of others.
5. Recognize their rights within the limits of society.
6. Respect the property rights of others.
7. Understand and appreciate other races and cultures.
8. Develop a sense of responsibility for their actions and an awareness of probable consequences.
9. Succeed in school.

**Due Process** see page 25 for procedures

All students are to be treated fairly and honestly.

Students have a right to be heard and tell *administrators their versions of events*.

If you (parent) believe your child is a victim you are encouraged to speak with the schools Administration.

### **Student Conference Procedures**

At conferences, students have the right to expect that school officials will:

1. Inform the student of the reason for a conference.
2. Give the student an opportunity to respond to allegation(s).
3. Discuss students' problem behavior and ways to correct it.
4. Inform the student of the corrective action and/or next steps to be taken.
5. Document the problem behavior and intervention.

### **Parent Conference Procedures**

At conferences, parents/guardians can expect that school administrators will see to it that the following protocol is followed: **(Parent/guardians are not a part of the school investigation. They are notified once investigation is completed).**

1. Documentation of a conference must be provided to the parent/guardian in writing and either hand-delivered to the home, sent by certified mail, faxed, emailed, or communicated by other reasonable means.
2. When a student is suspended, a parent/guardian conference must be held within three (3) days of the suspension.
3. At the conference, the parent/guardian may request to review their student's records.
4. School administrators will discuss the student's problem behavior and ways to correct it.
5. School administrators will inform the parent/guardian of any further disciplinary action such as: suspension and Notice of Hearing.

**HEARING AUTHORITY INFORMATION** When Hearing Authority is referenced, this is the GMCS District Hearing Authority.

At a hearing, the Hearing Authority may affirm, reverse, reduce, dismiss, or modify the proposed imposition of discipline, recommend volunteer participation in substance abuse/anger management counseling and implement the following: behavior contract, long-term suspension, or expulsion upon a student. The Hearing Authority reviews each case on the student's intent of the alleged violations, discipline, and academic history, and other factors like Student Assistance Team (SAT) plans, 504 and IEP documents. **Students who violate a Behavior contract or students who violates policy and warrants a hearing the last 2 weeks of school are subject to LTS or Expulsion, credit loss and/or a Hearing in the next school year.**

A parent/guardian/student may agree to waive the hearing and voluntarily comply with the proposed disciplinary action by the school administration by signing the waiver of right to Hearing.

A Hearing is scheduled every 15 minutes unless the hearing authority grants a delay. You may request a rescheduled hearing by calling the office at (505)-721-1074.

Placement in the GMCS alternative education program is not guaranteed in cases of long-term suspension or expulsion. Please refer to the IAES/AEP manual for eligibility requirement. Elementary students are not eligible for the GMCS alternative education program.

### **NOTICE OF HEARING/WAIVER OF HEARING**

The student/parent/guardian should appear at the scheduled hearing. A student, who is not under the supervision of a parent or guardian, may be represented by another person designated by the student at the discretion of hearing authority.

Failure to appear will not delay the hearing and may lead to the imposition of the proposed penalty by default and then appeal process is forfeited.

If a parent does not waive the right to a hearing by executing the waiver form, then be advised of the following:

The student has the right to be represented at the hearing by legal counsel, a parent/guardian, or some other representative designated in a written notice filed at Student Support center in the hearing office three school days before the hearing. Student/Parent has the right to call your own witnesses and present evidence, subject to reasonable requirements of substantiation and relevancy at the discretion of hearing authority. Student/Parent has the right to have a decision made based solely on the evidence presented at the hearing and the applicable rules governing student conduct.

### **PROCEDURES FOR THE HEARING AND DECISION:**

The formal hearing is not a trial. Technical rules of evidence and procedure will not be applied. Each hearing is recorded. A copy can be requested. There is a 5-day turn around on request. The family may record the hearing on their own device.

The Hearing Authority will open the hearing with a statement indicating the purpose of the hearing, the violations, and a description of the procedure for conducting the hearing. School Administration will have the obligation of proving by a preponderance (majority) of the evidence that the student committed the violation.

The student, parent/guardian, and/or counsel will then present the case on behalf of the student; including any witness testimony or other evidence.

The Hearing Authority will announce a decision based upon the evidence presented at the hearing in accordance with the District policy.

### **SCHEDULING HEARINGS during the school year and end of school year procedures (last 2 weeks)**

1. School site- Input discipline violations in PowerSchool.
2. Call/email or use lynx: Hearing Authority office [505] 721-1074 to schedule a hearing date and time. Provide the following:  
Student Name  
Date of Birth

Violation Code number

Student Classification: General Education / Special Education / Section 504/SAT

3. Block scheduling: prior to providing the hearing information, the school may be given reserved appointments for hearings. It is the school's responsibility to contact the Hearing Authority within 24 hours with the student information to confirm.

**CORRECT ORDER OF DOCUMENTATION FOR STUDENT HEARINGS**

Documentation must be turned in at least 24 hours prior to the student’s hearing during the school year and documentation for behavior violations that occur the last 2 weeks of school must be submitted prior to end of May for a hearing in the next school year. All information needed for hearings must be current and completed in the order listed below. If the documentation is not done correctly, the hearing may be dismissed or rescheduled.

If the school site administrator can’t attend the hearing then the administrator may attend through video or audio conference call, or the hearing may proceed without the school site administrator if the parent/guardian agree.

**HEARING DOCUMENTATION**

1. School site- Input discipline violations in PowerSchool.
2. PowerSchool Notice of Hearing Form or Notice of waiver form: submit by email within 24 hours
3. Photo copy of supporting evidence (if applicable)
4. Manifestation Determination (MDR) SST and 504 documents (if applicable)

**PROCEDURES/ PROCESS FOR A VIOLATION OF CONTRACT**

When a student is placed on a contract by the hearing authority and violates the contract, the student may lose all credits for the current semester and the schools have the authority to long -term suspend up to 90 days or expulsion from 90 to 365 days depending on seriousness of the violation. The student may be eligible for alternative education if space is available and the student qualifies according to policy.

**The School is responsible for:**

1. Powerschool- Notice of long-term suspension Violation of Contract form. Submit by email within 24 hours.
2. Notify the parent/guardian in writing if not confirmed at school site.

.....  
**IF THIS HAPPENS**

**VIII. 12. 0 FIREARMS**

Possession/Use- This policy is enacted to implement the requirements of the Federal Gun Free Schools Act of 1994.

New Mexico law prohibits the possession of a firearm school premises are defined as: The buildings and grounds, including playgrounds, playing fields and parking areas and any school bus on a school related activities under the supervision of the District.

The New Mexico concealed handgun carry act does not allow a concealed handgun licensee to carry a concealed handgun on school premises

Firearm: a “firearm” is defined as any weapon 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; or any destructive device, not limited to handguns, rifles, bombs or other incendiary devices.



**THEN THIS HAPPENS**

**Elementary and Secondary**

Any Offense: Parental notification and notification to the appropriate law enforcement authorities and then refer the student to the Hearing Authority for expulsion for a minimum of 365 days.

**IF THIS HAPPENS**

**VIII. 12. 1 WEAPON (NON-FIREARM)**

Use/Threat/Possession of a non-firearm weapon

Use/Threat- a knife (any length), mace, pepper spray, brass knuckles, or other object, “look-a- like” even if manufactured for a nonviolent purpose that has potential for violent use. Possession- a knife (3.0 inch or shorter), or other objects that has potential for violent use but with no intent to harm themselves or others.

**THEN THIS HAPPENS**

**Elementary and Secondary**

Any Offense for Use/Threat- Parental notification and notification to the appropriate law enforcement agency and may refer to Teen court, and referred to the Hearing Authority. The student will be suspended for a minimum of five (5) days or until the scheduled hearing.

1st Offense for Possession- Parental notification and notification to the appropriate law enforcement agency at Principal’s discretion and suspension in/out of school up to 3 days or chosen alternative discipline.

2nd offense for Possession- Parental notification and notification to the appropriate law enforcement agency and may refer to Teen court (secondary only) and referred to the Hearing Authority. The student will be suspended for a minimum of five (5) days or until the scheduled hearing.

**IF THIS HAPPENS**

**VIII. 12.2 PHYSICAL ATTACK (Student to School Personnel/other persons)**

- Inflicting injury of a serious nature. This would include using part of your person, including, but no limited to the following: fist, head, elbow, foot, knee, or teeth. Serious bodily injury involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, protracted loss or impairment of the function of a bodily member, organ, or body capability.
- This may include any form of intentionally restraining, restricting or clearly offensive physical contact upon or directed to the body of another.

**THEN THIS HAPPENS**

**Elementary and Secondary**

Any offense: Parental notification and notification to the appropriate law enforcement agency, and referred to the Hearing Authority. The student will be suspended for a minimum of five (5) days or until the scheduled hearing.

## **IF THIS HAPPENS**

### **VIII. 12.3 PHYSICAL ATTACK** (Student to Student)

Inflicting injury of a serious nature. This would include using part of your person, including, but not limited to the following: fist, head, elbow, foot, knee, or teeth. Serious bodily injury involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, protracted loss or impairment of the function of a bodily member, organ, or body capability. This may include any form of intentionally restraining, restricting or clearly offensive physical contact upon or directed to the body of another.

## **THEN THIS HAPPENS**

### **Elementary and Secondary**

Any offense: Parental notification and notification of the appropriate law enforcement agency, student may be referred to Teen Court. Referral to the Hearing Authority, the student will be suspended for a minimum of five (5) days or until the scheduled hearing.

## **IF THIS HAPPENS**

### **VIII. 12.4 SEXUAL ATTACK** (Student to Student/School Personnel)

Sexual attack includes, but not limited to:

- Inappropriate physical contact of a sexual nature
- Threatening to force or coerce sexual acts
- Touching of private/intimate parts of the body
- Coercing, forcing or attempting to coerce or force sexual intercourse

## **THEN THIS HAPPENS**

### **Elementary and Secondary**

Any offense: Parental notification and notification of the appropriate law enforcement agency, student may be referred to Teen Court. Referral to the Hearing Authority, the student will be suspended for a minimum of five (5) days or until the scheduled hearing.

## **IF THIS HAPPENS**

**VIII. 12.5 GMCS ANTI-BULLYING POLICY** [Student to Student, Student to Staff, Staff to Student] “Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students. Bullying is any willful act done by a student, whether individually (instigating) or in concert with others, for the purpose of subjecting such individual(s) to hazing, harassment, humiliation, intimidation, physical abuse or threats of abuse, social ostracism, shame or disgrace, or menacing acts, and stalking which may, but not based on the student’s race, color, sex orientation, ethnicity, national origin, religion, and disability.

1. **Harassment**- knowingly pursuing a pattern of conduct [threats verbal or written] that is intended to disturb, alarm, irritates, and instills fear.
2. **Disability Harassment**- intimidation or abusive behavior toward a student with disabilities
3. **Racial Harassment**- any physical or verbal conduct relating to an individual’s race.
4. **Sexual Harassment**- any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct (indecent exposure) of a sexual nature.

5. **Hazing**- any act [initiations] which forces another student/person to be humiliated.
6. **Cyber Bullying**- any written, verbal, or pictorial communication conveyed through any form of electronic medium, including, but not limited to, desktop or laptop computers ,Internet, email, instant messaging, pagers, websites ,web-cameras, chat rooms ,blogs, you tube, cell phones, text messaging, photo and video sharing, as well as any new technology developed with similar capabilities.
7. **Menacing**- includes, but not limited to, any assault intended to place a school employee, student or third party in fear of imminent physical injury.
8. **Stalking**- willfully or maliciously engaging in a course of conduct that would cause a reasonable person to feel and /or cause the victim to feel terrorized or intimidated.

## **THEN THIS HAPPENS**

### **Elementary**

- 1st offense: Parental notification and mandatory conference ,and with principal discretion of notification to appropriate law enforcement agency, and then either up to three (3) day in or out of school suspension, or alternative discipline.
- 2nd offense: Parental notification and mandatory parent conference, and with principal discretion of notification to the appropriate law enforcement agency, and up to five (5) days in or out of school suspension, or alternative discipline. School site counseling required.
- 3<sup>rd</sup>+ offense(s): Parental notification and mandatory conference, notification of appropriate law enforcement agency. Referral to the Hearing Authority, the student will be suspended for a minimum of five (5) days or until the scheduled hearing.

### **Secondary**

- 1st offense: Parental notification and with principal discretion of notification to the appropriate law enforcement agency, and up to five (5) days suspension with a mandatory parent conference for re-entry. **If in the opinion of the principal**, the severity of the violation is of a violent or serious nature, then, the principal/designee would have the option of referring the student to the Hearing Authority. The student will be suspended for a minimum of five (5) days or until the scheduled hearing.
- 2nd offense: Parental notification and notification of the appropriate law enforcement agency, and referral to the Hearing Authority. The student will be suspended for a minimum of five (5) days or until the scheduled hearing.

## **IF THIS HAPPENS**

### **VIII. 12.6 DISRUPTIVE AND DANGEROUS TACTICS**

Arson, playing with fire, calling in a bomb threat, explosion of fireworks and other explosives, riot, walk-outs, strikes, setting off fire alarms, discharging fire extinguishers and smuggling student(s) off-campus . Also, other acts (Instigating) 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.

## **THEN THIS HAPPENS**

### **Elementary**

- 1st offense: Parental notification and mandatory conference, notification of appropriate law

enforcement agency, school mediation, SAT referral, and then either up to a three (3) day in or out of school suspension, or a chosen alternative form of discipline.

2nd offense: Parental notification and mandatory parent conference, and notification of the appropriate law enforcement agency, school mediation, and up to five (5) days in or out of school suspension, or a chosen alternative form of discipline.

3rd + offense(s): Parental notification and mandatory conference, notification of appropriate law enforcement Agency and then referral to the Hearing Authority the student will be suspended for a minimum of five (5) days or until the scheduled hearing.

### **Secondary**

1st offense: Parental notification and notification of the appropriate law enforcement agency, student may be referred to Teen Court and school mediation and up to a five (5) days suspension with a mandatory parent conference for re-entry. **If in the opinion of the principal**, the violation is severe in nature, then the student may be referred to the District Hearing Authority. If the student is referred to the Hearing Authority, the student will be suspended for a minimum of five (5) days or until the scheduled hearing.

2nd offense: Parental notification and notification of the appropriate law enforcement agency, and referral to the Hearing Authority. The student will be suspended for a minimum of five (5) days or until the scheduled hearing.

## **IF THIS HAPPENS**

### **VIII. 12.7 Gang Activity**

#### Definition:

For purposes of this policy a “gang” is any group of two or more persons who interact together to the exclusion of others, who claim a territory or area, have a name, and have rivals (enemies) and/or exhibit antisocial behavior. “Gang related activity” includes, but is not limited to, the prohibited conduct set forth below.

#### Prohibitions:

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items that evidences or reflects membership in, or affiliation with, any gang.
2. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership in, or affiliation with, any gang.
3. Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - a.) Soliciting membership in, or affiliation with, any gang;
  - b.) Soliciting any person to pay for “protection,” or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
  - c.) Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property;
  - d.) Engaging in violence, extortion, or any other illegal act or other violation of school policy;
  - e.) Soliciting any person to engage in physical violence against any other person.

## **THEN THIS HAPPENS**

### **Elementary**

1st offense: Principal-student conference, parent notification

2nd offense: Parental notification and mandatory conference, then either one (1) day in-school suspension or alternative discipline

3rd offense: Parental notification and mandatory conference, then either up to a three (3) day in-school suspension. Referred for school site counseling and to the Student Assistance Team

4th offense: Parental notification and suspension for up to five (5) days in or out of school, or alternative discipline with a mandatory parental conference for re-entry. Additional consequences may include placement in an alternative setting (school site) with SAT plan

**Secondary**

1st offense: Principal-student conference and parental notification. **If in the opinion of the principal,** the violation is severe in nature, and then the student may be referred to the District Hearing Authority. If the student is referred to the Hearing Authority, the student will be suspended for a minimum of five (5) days or until the scheduled hearing.

2nd offense: Parental notification and mandatory conference, referral to the Student Assistance Team, and then either up to a three (3) day in or out of school suspension or alternative discipline.

3rd offense: Parental notification and referral to the Hearing Authority. The student will be suspended for a minimum of five (5) days or until the scheduled hearing.

**IF THIS HAPPENS**

**VIII. 12.8 FIGHTING (Elementary & Secondary)**

Employing hostile contact (punches thrown) in which at least one student has contributed to a situation by bodily harm, but not of a serious nature.

**THEN THIS HAPPENS**

**Elementary**

1st offense: Parental notification with principal discretion in notifying appropriate law enforcement agency, and either a one (1) day in or out of school suspension with a mandatory parent conference.

2nd offense: Parental notification with principal discretion in notifying appropriate law enforcement agency, and either up to three (3) days in or out of school suspension with mandatory parent conference, or alternative discipline. Referred to the school site counselor and SAT.

3rd offense: Parental notification with principal discretion in notifying appropriate law enforcement agency, and referral to the Hearing Authority. The student shall be suspended a minimum of five (5) days or until the scheduled hearing.

**Secondary**

1st offense: Parental notification with principal discretion in notifying the appropriate law enforcement agency, student will be referred to SAT and/or Teen Court and school mediation and up to a five (5) days suspension with a mandatory parent conference for re-entry.

2nd offense: Parental notification with principal discretion in notifying the appropriate law enforcement agency, and referral to the Hearing Authority. The student will be suspended for a minimum of five (5) days or until the scheduled hearing.

**IF THIS HAPPENS**

**VIII. 12.9 AGGRESSIVE CONFRONTATION**

Verbally and/ or physically confronting another student in a disruptive manner. Shall include, but not be limited to; intentionally pushing, shoving, bumping, running into, tripping, or grabbing another student however no punches are thrown.

**THEN THIS HAPPENS**

**Elementary**

- 1st offense: Principal-Student conference, parent notification.
- 2nd offense: Parental notification and mandatory conference, and either one (1) day in-school suspension, or alternative discipline. School site counseling is required.
- 3rd offense: Parental notification and mandatory conference, and either up to a three (3) day in-school suspension, or alternative discipline. Referral to school site and SAT
- 4th + offense(s): Parent notification and mandatory conference, and either up to five (5) days in or out of school suspension, or alternative discipline.

**Secondary**

- 1st offense: Parental notification and up to three (3) days suspension with a mandatory parent conference for re-entry.
- 2nd offense: Parental notification and then up to five (5) days suspension with mandatory parental conference for re-entry. Referral to school site and SAT
- 3rd offense: Parental notification and a referral to the Hearing Authority and a suspension for a minimum of five (5) days or until the scheduled hearing

**IF THIS HAPPENS**

**VIII. 12.10 ABUSIVE LANGUAGE/GESTURE (Student to School Personnel)**

Language and or gesture which is crude, offensive, insulting, coarse to show contempt or disrespect.

**THEN THIS HAPPENS**

**Elementary and Secondary**

- 1st offense: Parental notification, referral for school counseling, and up to a three (3) day suspension with mandatory parental conference. At principal discretion appropriate law enforcement agency may be notified, and referral Student Assistance Team
- 2nd offense: Parental notification, at principal discretion appropriate law enforcement agency may be notified, and a referral to the Hearing Authority. The student will be suspended for a minimum of five (5) days or until the scheduled hearing.

**IF THIS HAPPENS**

**VIII. 12.11 CRIMINAL ACTIVITY**

- a. Larceny/Theft** consists of stealing of anything of value, which belongs to the district, district personnel, or other individuals on district property or at a district function.
- b. Burglary** consists of unauthorized entry of any vehicle, dwelling, or other structure, which belongs to the district, district personnel, or other individuals while on district property or at a district function with the intent to commit any felony or theft therein.
- c. Extortion** consists of the illegal taking of money or property by using threat or using force.
- d. Criminal damage** consists of intentionally damaging any district or personal property

belonging to the district, district personnel or on district grounds.

**Note:** Any student who commits larceny, burglary, or criminal damage to district or private property shall be liable to the district or owner for full restitution of the property or for payment to the district or individual owner for an amount equal to the fair market value of the property, less any salvage value. In the event such a student 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 student does not meet a reasonable installment plan to restore the value of the property, the student may be referred to the hearing authority.

GMCS does not pay for or replace student property that is lost, stolen, or damaged at school. All items, including electronics, bicycles, and skateboards are brought to school at the owner's risk.

## **THEN THIS HAPPENS**

### **Elementary & Secondary**

Any Offense: Parental notification and at principal discretion, notification to appropriate law enforcement agency and either up to a three (3) day in or out of school suspension with a mandatory parent conference for re-entry **or if in the opinion of the principal**, the severity of the violation warrants a hearing, the student will be referred to the Hearing Authority. The student will be suspended for a minimum of five (5) days or until the scheduled hearing.

## **SUBSTANCE ABUSE POLICY**

In accordance with HB 170aa, the Drug Free School Zone shall include areas up to 1,000 feet from school property.

GMCS District policy forbids any student from possessing, using, distributing, or being under the influence of drugs or alcohol, and from possessing, using or distributing drug paraphernalia while on school premises, and during any school-related activities, including transportation to or from school and all related activities. Any individualized, reasonable suspicion of violation of the district's substance abuse policy may result in search and seizure by school administrator or designee. GMCS recommends volunteer participation in a substance abuse program. Prescription Drugs: prescribe by the students Physician consumed as directed by label on original container are exempt. A 504 plan is required.

## **IF THIS HAPPENS**

### **VIII. 12.12 POSSESSION OF INTOXICATING SUBSTANCE/PARAPHERNALIA**

Possession shall mean that a student has on the student's person, in the student's belongings, or under the student's control by placement of and knowledge of the whereabouts of, alcohol, a drug, a look-alike substance and drug paraphernalia.

- Any liquor wine, beer or other substance containing alcohol.
- Any drug, including illegal drugs, marijuana, inhalants, legal prescriptions and over-the-counter drugs used or possessed or distributed for unauthorized purposes, and counterfeit (look-alike) substances. Look-alike is any substance capable of producing a change in behavior or altering a state of mind or feeling.
- Paraphernalia: Any equipment, products or materials used for packaging, ingesting, storing or transporting intoxicating substances, including roach clips, miniature cocaine spoons, bongs, pipes, rolling papers, scales, zip lock bags, etc...

## **THEN THIS HAPPENS**

### **Elementary and Secondary**

1st offense: Parental notification and notification to the appropriate law enforcement

agency, referral to the Hearing Authority. Student will be suspended a minimum of five (5) days or until the scheduled hearing. Student may be referred to Teen Court and Student Assistance Team (SAT).

2nd offense: Parental notification, notification to the appropriate law enforcement agency, and possible referral to a social service agency. The student will be suspended for a minimum of five (5) days or until the scheduled hearing.

- **Elementary** students are not eligible for the GMCS alternative education program.
- **Secondary** students who are long-term suspended are not guaranteed placement in the GMCS alternative education program. If no space is available in the alternative education program, students will not be allowed to attend any GMCS school.

## **IF THIS HAPPENS**

### **VIII. 12.13 USE OF INTOXICATING SUBSTANCE**

Use shall mean that a student is reasonably known to have ingested, smoked or otherwise assimilated alcohol, a drug, look-alike substance, or reasonably found to be under the influence of such a substance.

- Any liquor wine, beer or other substance containing alcohol.
- Any drug, including illegal drugs, marijuana, inhalants, legal prescriptions and over-the-counter drugs used or possessed or distributed for unauthorized purposes, and counterfeit (look-alike) substances. Look-alike is any substance capable of producing a change in behavior or altering a state of mind or feeling.

## **THEN THIS HAPPENS**

### **Elementary and Secondary**

1st offense: Parental notification and notification to the appropriate law enforcement agency, referral to the Hearing Authority. Student will be suspended a minimum of five (5) days or until the scheduled hearing. Student may be referred to Teen Court and Student Assistance Team (SAT).

2nd offense: Parental notification, notification to the appropriate law enforcement agency, and possible referral to a social service agency. The student will be suspended for a minimum of five (5) days or until the hearing.

- **Elementary** students are not eligible for the GMCS alternative education program.
- **Secondary** students who are long-term suspended are not guaranteed placement in the GMCS alternative education program. If no space is available in the alternative education program, students will not be allowed to attend any GMCS school.

## **IF THIS HAPPENS**

### **VIII.12.14 DISTRIBUTION OF INTOXICATING SUBSTANCE**

**Distribution:** Distributing excessive amounts of an intoxicating substance with intent to deliver to other students or persons while on school property or at a school activity without gaining compensation or other valuable consideration. Any student who distributes drugs that are subsequently consumed by a student resulting in an altered state or physical harm will be referred to the hearing authority.



**THEN THIS HAPPENS**

**Elementary and Secondary**

Any offense: Parental notification and notification to the appropriate law enforcement agency, and referred to the District Hearing Authority. The student will be suspended for a minimum of five (5) days or until the scheduled hearing. The Student may be eligible for alternative education.

**IF THIS HAPPENS**

**VIII.12.15 TRAFFICKING OF INTOXICATING SUBSTANCE**

**Trafficking:** Sale of, or intent to sell, any intoxicating substance to other students or persons while on school property or at a school activity. This further includes purchasing any substance with an intoxicating effect on district property without having received the substance.

**THEN THIS HAPPENS**

**Elementary and Secondary**

Any offense: Parental notification and notification to the appropriate law enforcement agency, and referred to the Hearing Authority for one year (365 days) expulsion. Student will not be eligible for the alternative education program.

**IF THIS HAPPENS**

**VIII. 12.16 ATHLETIC/ACTIVITY SUBSTANCE ABUSE**

**POLICY** (Use/Possession/Distribution/Trafficking)

**PHILOSOPHY:** Participation in extra-curricular activities is a privilege (not a student right).

Suspension of such privileges does not require a due process hearing. Participants are representatives of their school and community, their conduct is expected to exemplify high standards. The following policy applies when students, who are members of the District’s extra-curricular/activity programs, are in violation of the use, possession, distribution or trafficking of an intoxicating substance. This applies to participants during each extra-curricular activity’s season and requires twenty-four (24) hour compliance, on and off campus.

**THEN THIS HAPPENS**

**Elementary and Secondary**

1st offense: Parent-participant-coach/sponsor-administrator conference.

- Forfeiture of privilege of participation for the duration of the current sport/activity season or thirty (30) school day period, whichever is longer. Forfeiture of eligibility for all relevant awards, honors, or letters.

2nd offense: Parent-participant-coach/sponsor-administrator conference.

- Forfeiture of participation in all extracurricular programs for a period of one (1) year from the date of the second offense. Forfeiture of eligibility for all relevant awards, honors, or letters.

**IF THIS HAPPENS**

**VIII. 12. 17 TOBACCO**

The use and/or possession of tobacco/nicotine products are prohibited

**THEN THIS HAPPENS**

**Elementary and Secondary**

- 1st offense: Parental notification and mandatory conference and either up to three (3) days in-or-out of school suspension or alternative discipline.
- 2nd offense: Parental notification and conference, and either up to a five (5) days in-or-out of school suspension, or alternative discipline.
- 3rd Offense: Referral to hearing authority. The student will be suspended for a minimum of five (5) days or until the scheduled hearing.

**IF THIS HAPPENS**

**VIII. 12. 18 FALSE REPORTS (Student to School Personnel, Student to Student]**

Falsely reporting crimes or purposely giving false information to a school administrator or other investigator during the process of an investigation

**THEN THIS HAPPENS**

**Elementary and Secondary**

- 1st offense: Parental notification, and up to a three (3) day suspension with mandatory parental conference. At principal discretion appropriate law enforcement agency may be notified. Referral for school counseling and may include Student Support Team referral.
- 2nd offense: Parental notification, at principal discretion appropriate law enforcement agency may be notified, and a referral to the Hearing Authority. The student will be suspended for a minimum of five (5) days or until the scheduled hearing.

**IF THIS HAPPENS**

**VIII. 12. 19 ELECTRONIC DEVICES**

The use of any and all electronic devices by **Elementary** and **Secondary** students during the school day, whether on-campus or during a school-sponsored event, is strictly prohibited. The “school day” shall mean the normal hours of operation of the school. While Elementary and Secondary students are not prohibited from possessing Electronic Devices, unless otherwise prohibited by law or District policies, rules or procedures, the Electronic Devices must be turned “off” and stored in a student’s backpack, clothing, purse, locker, or vehicle. This Policy does not apply to the sanctioned use of Electronic Devices by teachers, or students under the direct supervision of their teacher, for educational purposes. This policy does not prohibit the use of electronic devices on school buses or extracurricular activity buses unless otherwise restricted by District staff responsible for the activity.

Use of electronic devices in violation of this policy shall result in the confiscation of the electronic device. Electronic devices that are not recovered at the end of the school year may be disposed of by the District. The District will not investigate or be liable or responsible for the loss of, or damage to, any electronic device confiscated from a student pursuant to this policy. **Each school site: labels and secures the collected electronic devices. Example: name of student, date collected, and item description.**

The use of electronic devices during a LOCK DOWN is strictly prohibited for the safety of all students and staff. (Schools who do not have effective intercom systems may use cell phones as a way of communication).

### **THEN THIS HAPPENS**

If it is determined that the use of the electronic device is a violation of the Anti-Bullying policy, refer to section Anti-Bullying Policy

#### **Elementary**

1st offense: cell phone is taken by teacher and given to principal, the phone will be returned to the student at the end of school day

2nd offense: cell phone is taken by teacher and given to principal; parents are called to pick up the phone.

3rd offense: cell phone is taken by teacher and given to principal; parents are called to pick up the phone. Student loses privilege of having a cell phone at school for the remainder of school year.

#### **Secondary**

1st Offense: The Parents/Guardian of the student must come to school and sign for the electronic device in order for it to be returned.

2nd Offense: The parents will be able to pick up the electronic device at the end of the semester.

Continued Offense(s): Student will receive a charge of misbehavior.

### **IF THIS HAPPENS**

#### **VIII. 12.20 MISBEHAVIOR in determining the offense number, all student discipline policy violations**

**(12.0 – 12.20) may be considered misbehaviors.** Willful Conduct which interferes 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 a district activity, or athletic event. Misbehaviors include, but are not restricted to the following definitions:

1. The use of profane/vile language or gestures, 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.
4. The refusal to follow a reasonable direction issued by school personnel.
5. The theft of minor items such as school supplies.
6. Clothing which is disruptive to the educational process (district/school dress code).
7. Inappropriate display of affection.
8. Gambling: playing cards or dice and betting for money.
9. Misuse of technology: any action that breaks the technology contract.
10. Willful refusal to attend class after having arrived at school (ditching).
11. Habitual unexcused tardiness (5+ = 1 referral).
12. Plagiarism/cheating: use of created production without crediting the source.
13. Forgery: falsifying a person's name, or altering/fraudulent school documents.

**Note:** In cases of on-going persistent offenses: that begin on the third offense, Student Assistance Team (SAT) is required at school site. They are required to address the inappropriate behavior(s) through a Functional Behavioral Assessment (FBA) and a Behavioral Intervention Plan (BIP). At least one plan is required from the SAT committee with supporting documentation before a student can be referred to the Hearing Authority.

**THEN THIS HAPPENS**

**Elementary**

- 1st offense: Principal-student conference. Parent notification
- 2nd offense: Parental notification, one (1) day in-school suspension or alternative discipline.
- 3rd offense: Parental notification and mandatory conference, up to a three (3) day in-school suspension or alternative discipline. The student will also be referred for counseling and to the Student Assistance Team.
- 4th -7<sup>th</sup> offense: Parental notification and mandatory conference and referral to the Student Assistance Team (SAT) and up to a five (5) day in-or-out of school suspension, or alternative discipline.
- 8th offense: Parental notification and referral to the Hearing Authority. The student will be suspended for a minimum of five (5) days or until the scheduled hearing.

**Secondary**

- 1st offense: Principal-student conference. Parent notification
- 2nd offense: Parental notification, then either one (1) day in-or-out of school suspension or alternative discipline.
- 3rd offense: Parental notification and mandatory conference, and then either up to a three (3) day in-or-out of school suspension or alternative discipline. The student will also be referred for counseling and to the Student Assistance Team.
- 4th – 5<sup>th</sup> offense: Parental notification, mandatory parental conference or alternative discipline, and referral to the Student Assistance Team, and then up to five (5) days in-or-out of school suspension.
- 6th offense: Parental notification and referral to the Hearing Authority. The student will be suspended for a minimum of five (5) days or until the scheduled hearing.

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**VIII 14.1 DRESS CODE (Non Compliance with the specific school dress code)**

**Personal appearance must not disrupt or detract from the educational environment**

The school dress code has been established to promote discipline, respect and responsibility among all students and to maintain an appropriate school environment conducive to learning and free from unnecessary distractions and disruptive influences. School personnel determine whether a student’s appearance is detrimental to the educational process and submit referrals to School Administration.

**VIII. 14.2 PROCEDURES FOR STUDENT SUSPENSION AND EXPULSION:**

Student suspensions for discipline problems occur at the end of the progressive discipline procedures. Suspensions are generally viewed as the last resort when all other discipline procedures have been explored or the severity of the discipline problem warrants a student a student being removed from the school setting. Student suspensions occur in the following categories by definition:

- 1. “Short-Term Suspension”** means the removal of a student from attendance at all schools of the district for a period of not more than ten (10) consecutive school days.
- 2. “Long-Term Suspension” (LTS)** means the removal of a student from attendance at all schools of the district from 11 days to 90 days. (The student may qualify for possible placement in Alternative Education program).
- 3. “Expulsion”** means the removal of a student from attendance at all GMCS District Schools for a minimum of 90 days and to a maximum of 365 days. The Superintendent must approve expulsion beyond 365 days or permanent expulsion from GMCS.

**B. Procedures: Short-Term Suspension**

A short-term suspension may be imposed upon any student subject to this policy on the basis of the decision of such student’s principal following a informal interview (**due process**) at which the student is notified of the violations against them, and given an informal opportunity to respond. The principal shall notify the student’s parent or guardian of a short-term suspension in a conference and/or in writing. In cases in which a short-term suspension is imposed by school administration and recommending a district Hearing, the notice of hearing form must be reviewed and signed and then submitted to hearing office for a formal hearing.

**C. Procedures: Expulsion or Long-Term Suspension (LTS)**

Principals who recommend expulsion or LTS to the Hearing Authority shall follow the same due process procedures used in cases of short-term suspension. The parents or guardian of a student recommended for expulsion or LTS shall be provided written notice of such recommendation by mail or by personal delivery by a school employee.

Disciplinary actions may continue into the following semester or school year.

A student who is expelled or long-term suspended from a Gallup-McKinley County School (GMCS) is not eligible to attend any GMCS School during the period of expulsion or long-term suspension.

Retention of students in grades K-8 who have been expelled or long-term suspended from a GMCS School will be determined through the SAT process. Students who have been expelled from other school districts are not “qualified students” in the Gallup- McKinley County Public School District during the period of expulsion or long-term suspension as set by their previous school district. (See Open Enrollment Policy)

**VIII 14.3 APPEAL PROCESS**

Upon request to the Superintendent, the student and parents or guardian may appeal the penalty imposed by the school administrator or the Hearing Authority. Superintendent review will be granted only if a written request to the Superintendent is submitted within five (5) school days of the issuance of a written decision by the school administrator or Hearing Authority. If such an appeal is granted, the Superintendent will review statements presented by the school administrator or Hearing Authority, and the student or parent/guardian. If legal counsel is desired for the appeal, the Superintendent must be notified three (3) working days prior to the appeal. The Superintendent may increase, decrease, or let stand the penalty imposed by the school administrator or Hearing Authority. The Superintendent has fifteen (15) days from the date of submission of the appeal to render a written decision.

**VIII. 14.4 GRADES/CREDIT FOR STUDENTS EXPELLED/SUSPENDED FROM SCHOOL**

The Board of Education notes that NMPED Regulations do not require that a student who has been suspended or expelled in accordance with state and local procedure be provided any educational services from his or her school during the period of exclusion from school, unless the local school board agrees, at its option, to provide alternative education arrangements. This allowance is offered only to those students whose long-term suspension was not the result of 12.0, 12.1, 12.2, 12.4, and 12.5.

The Board further notes that federal law pertaining to special education student requires continuation of educational services to expelled, suspended, or removed special education students under certain circumstances. Accordingly, the policy of the Board with regard to continuation of educational services is as follows:

**A. General Education Students**

A general education student who has been placed on long-term suspension, and re-admitted on a contract for violation of School District policies, shall be entitled to continued educational services, or to earn credits or grades for educational activities performed by the student during that student’s long- term suspension.

School assignments missed because of short-term suspension may be made up within a reasonable

period of time. Students wishing to make up work must contact the teacher(s) for make-up assignments. School assignments missed because of expulsion or long-term suspension may not be made up.

B. Special Education Students

Pursuant to federal law, students determined to be in need of special education services who are expelled, suspended long term, or removed from their current educational placements for more than ten (10) school days in a school year due to misconduct, are entitled to continuation of educational services “to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student IEP.” See 34 CFR § 300.121(a)(2)

C. In deference to the requirements of federal law regarding special education students:

The District will provide services to expelled, suspended, and removed special education students necessary to enable appropriate progress in the general curriculum and with regard to the goals of such students’ IEP’s;

Special education students who demonstrate progress in the general curriculum during removal, suspension, or expulsion will receive credit for work successfully completed; Progress in the general curriculum will be measured by individual teacher assessment or standardized testing. Progress on IEP goals and credit for work performed under the IEP during removal, suspension, and expulsion will be measured in a manner consistent with the IEP.

### **VIII. 14.9 EDUCATIONAL SERVICES FOR STUDENTS CHARGED WITH SERIOUS CRIMES**

Note: Schools do have the authority to discipline students when speech articulated or behavior committed off-campus results in a clear disruption of the school environment.

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 pendency 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 or designee for approval a plan to provide continued educational services to the student: on campus, off-campus, homebound, or other alternative basis;
4. Upon such approval by the Superintendent or 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.

### **VIII. 14.11 SCHOOL BUS DISCIPLINE**

Student transportation is a privilege, not a right, extended to qualified students. Students who do not obey regulations may have their transportation privileges revoked by district officials. The school bus driver is exclusively in full charge of all students when they are riding the bus. Drivers shall report all serious discipline cases to the building principal.

The bus driver shall have the authority to suspend a student’s transportation privilege. The transportation department shall notify the parents by phone, or in person, and in writing of suspension of transportation privileges. Parents will be notified of suspension of transportation privileges prior to suspension.

Disciplinary action for problems caused by students will be handled according to the discipline policy. The permanent suspension of the student shall be the joint decision of the principal and the school bus driver. Permanent suspension from school buses may be appealed to the Superintendent.

## **VII. 14.12 DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES**

### **A. Disciplinary Considerations:**

1. Students with disabilities can generally be disciplined in accordance with the Student Behavior Handbook except when the consequences for a student's behavior constitute a change in placement. The exclusion of a student with disabilities from his/her education program for more than a total of ten (10) days during a school year may constitute a change in placement.
2. Students with disabilities may never receive more severe consequences for their behaviors than their non-disabled peers receive.
3. Students who are in the process of being tested for special education, and students whose parents have requested special education testing are to be provided the same procedural safeguards as students with disabilities, until such time as an eligibility determination has been made.
4. IDEA, Section 504 of the ADA, or NMAC. Supersede GMCS student behavior

### **handbook. Suspension Considerations:**

Suspensions (in or out of school) totaling ten (10) or more school days (consecutive or non-consecutive) during a school year, or expulsions of disabled students for disciplinary reasons, may be imposed only if the student's conduct is determined not to be related to his or her disability in a manifestation determination, or if the offense involved is for drugs, weapons or serious bodily injury in which case a student may be removed from the educational placement for up to 45 school days even if the behavior is known to be manifestation of the disability. A disabled student charged with a drug, weapons or serious bodily injury offense may not receive a harsher punishment than a similarly charged non-disabled peer.

1. For disabled students with recurrent (two or more) discipline violations of a particular type, functional assessments of behavior and behavior interventions plans must be conducted and implemented before a student is removed from the educational placement for more than ten days
2. For further guidance, please refer to the procedural safeguards for policies regarding students with disabilities (<http://www.ped.state.nm.us/seo/library/parentrights.pdf>).

### **Continuation of Educational Service**

1. Special education students who are expelled, suspended long term, or removed from their current educational placements for more than ten (10) school days in a school year are entitled to continuation of educational services "to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP." See 34 CFR § 300.121(a) (2)
  - a. The District will provide alternative education to expelled and suspended students to enable academic progress in the general curriculum and with regard to the students IEP goals.
  - b. Special education students who demonstrate progress in the general curriculum during suspension, expulsion or alternative education will receive credit for work completed.
  - c. Individual teacher assessment or standardized testing will measure progress in the general curriculum.

### **504 Plan Considerations**

1. Students eligible for 504 Plans can generally be disciplined in accordance with the Student Behavior Handbook except when the consequences for a student's behavior constitute a change in placement. The exclusion of a student with a 504 Plan from his/her education program for more than a total of ten (10) days during a school year may constitute a change in placement.

2. Students with 504 Plans may never receive more severe consequences for their behaviors than their non-disabled peers receive.
3. Suspensions (in or out of school) totaling ten (10) or more school days (consecutive or non-consecutive) during a school year, or expulsions of students with 504 Plans for disciplinary reasons, may be imposed only if the student's conduct is determined not to be related to his or her disability in a manifestation determination.

#### **VIII. 16.0 SEARCH AND SEIZURE**

Student searches and seizure are subject to GMCS Board Policy J-3400; New Mexico Public Education Department Regulation 6.11.2.10[B]; Article 2, 10 of the New Mexico Constitution and the Fourth Amendment of the U.S. Constitution. Generally, a school administrator may conduct a student search and seizure only if the school official has "Individualized Reasonable Suspicion" that a student is in possession of contraband in violation of school rules or the law. [11:20:09]As used in this policy "contraband" means any substance, material, or object prohibited from school pursuant to school policy or state or federal law, including drugs, alcohol, fireworks, or weapons.

#### **VIII. 16.2 RULES REGARDING SEARCHES AND SEIZURES:**

With respect to both employees and students, the district reserves the right to search persons, personal effects and vehicles when a reasonable, individualized suspicion based upon objective, observable facts exists:

- A. A pat-down search of a person may be conducted on the basis of a reasonable, individualized suspicion that such person is in possession of contraband. Any such search shall be conducted in private by an authorized school official of the same sex as the person to be searched and in presence of a witness of the same sex. Strip searches are not permitted.
- B. Lockers, desks and similar storage facilities are school property and remain at all times under the control of the school; however, persons using such facilities are expected to assume full responsibility for the security of their lockers and desks and similar facilities. Periodic general inspections of lockers, desks, and similar facilities may be conducted by school officials for any reason, at any time, without notice and without consent.
- C. Persons are permitted to park on school premises as matter of privilege, not of right. The district retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. Such patrols and inspections may be conducted without notice and without consent. The interiors of vehicles on school property may be inspected whenever a school official has an individual reasonable suspicion that contraband is within such a vehicle.
- D. In any of the foregoing enforcement actions, the administration is authorized to use dogs whose reliability and accuracy for sniffing and detecting contraband has been established. The dogs will be accompanied by a qualified and authorized dog trainer- handler who will be responsible for the dog's actions. Any indication by the dog that an illegal or unauthorized substance or object is present on school property or in a vehicle on school property shall be reasonable cause for a search by school officials.



## LOCAL AGENCY COUNSELING SERVICES

### La Familia

210 East Aztec Gallup, NM 87301  
505-863-6667

### Connections

102 E. Aztec; Gallup, NM 87301  
(505) 863-3377

### Western NM Counseling Medical Services

2025 E. Aztec; Gallup, NM 87301  
(505) 863-3828

### Western NM Counseling Medical Services

15 Navarre Blvd.; Thoreau, NM 87323  
(505) 862-7417

### New Directions John Michael Stewart

702 W. Mesa Gallup, NM 87301  
(505) 870-6344

### Counseling & Therapy Practice of

#### Gallup (Donna Tarro)

213 W. Mesa; Gallup, NM 87301  
(505) 722-4828

### Alliance of Gallup

208 E. Nizhoni Gallup, NM  
(505) 722-9596; 1-800-327-9596

### Rehoboth McKinley Christian Hospital

Behavioral Health Services Mental  
Health Outpatient  
650 Vandenbosch Dr.; Gallup, NM  
(505) 726-6932

### McKinley County Juvenile Services

Juvenile Substance Abuse Crisis Center  
109 Hasler Valley Rd; Gallup,  
NM (505) 726-8249

### Indian Health Service

Zuni Mental Health (505)782-7312  
Tohatchi Clinic (505)733-2825  
Crownpoint HIS (505)786-2111

### Gallup Indian Medical Center

Nizhoni Blvd.  
Substance Abuse (505) 722-1597/1571  
Anger Management Gallup (505)722-1736

### Dawn of Recovery

PO Box 1490; Ft Defiance, AZ  
86504 (928)729-4012

### Navajo Area IHS Behavioral Health Dept.

Ft Defiance-PHS (928)729-  
8500 (929)729-8508

### Crownpoint Healthcare Facility

New Horizons (505)786-6232

### Navajo Treatment Centers

Ft. Defiance (928) 729-4059  
Window Rock (928) 871-6818

ACTS Jerry Eastridge (505) 733-2449  
United Pentecostal Church  
Tohatchi, NM

## NOTES

Name of Student: \_\_\_\_\_  
Grade: \_\_\_\_\_

**STUDENT & PARENT HANDBOOK  
ACKNOWLEDGEMENT AGREEMENT**

**PARENT/GUARDIAN**

I hereby acknowledge that:

- I read and understand the policies, procedures and requirements stated in the 2016-2017 Crownpoint Middle School Student & Parent Handbook.
- To verify receipt of the 2016 - 2017 Crownpoint Middle School Student & Parent Handbook, I have signed the Acknowledgement Agreement.

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_  
Date of Receipt

\_\_\_\_\_  
Parent/Guardian – Print Name

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**STUDENT**

I hereby acknowledge that:

- I read and understand the policies, procedures and requirements stated in the 2016-2017 Crownpoint Middle School Student & Parent Handbook.
- To verify receipt of the 2016-2017 Crownpoint Middle School Student & Parent Handbook, I have signed the Acknowledgement Agreement.

\_\_\_\_\_  
Student Signature \_\_\_\_\_  
Grade \_\_\_\_\_  
Date of Receipt

\_\_\_\_\_  
Student Printed Name

**\*\* COMPLETE, SIGN AND TURN IN THIS PAGE TO YOUR MENTORING TEACHER\*\***