 MIDWAY ELEMENTARY
2021-2022 student handbook

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General Information

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RaeEtta Zuniga
Mistri Sharp
Betty Sedillo
Danna Syra
Macky Fagan
Lillia Aguirre
Tori Ramirez

Head Teacher
Administrative Assistant
Kindergarten
1st Grade
2nd Grade
3rd Grade
4th Grade
5th Grade
Special Education
Educational Assistant

K'Lynn Crespin
Matthew Carrejo
Barbara McLain
Iva O'Connor
Alison Bjerke
Marissa Silva
Barbara McLain
Smiley DeCosta
Barbara Barela

Educational Assistant
Physical Education
Library
Art
STEM
Health Assistant
Computer Lab
Custodian
Bus Driver

Midway Elementary Phone Number: 575-835-1098
SCSD Transportation Department Phone Number: 575-838-3117

PLEASE DO NOT DROP YOUR STUDENT OFF BEFORE 7:40 A.M. AS THEY WILL BE UNSUPERVISED AND THE DOORS WILL BE LOCKED. ALSO, STUDENTS MUST BE PICKED UP IMMEDIATELY FOLLOWING DISMISSAL.

| | |
|------------|--|
| 7:40 a.m. | School Office Opens; Playground |
| 7:55 a.m. | Classes Begin/Breakfast in the classroom |
| 11:00 a.m. | Lunch; K, 1st, 2nd |
| 11:25 a.m. | Lunch; 3rd, 4th, 5th |
| 2:55 p.m. | Dismissal |

Abbreviated Day and Cancellation: An abbreviated day, due to inclement weather, will begin at 10:10 a.m. For further information on weather delays or cancellation, please tune in to the local news media and the district website at:



SCSD Vision and Mission

Our Goals:



Our Vision:

Educate, Nurture, Inspire

Our Mission:

Socorro Consolidated Schools will cultivate a climate and culture to ignite student success.

| August | September | October | November | December |
|--|--|---|--|--|
| August 5th: Meet & Greet | September 1st: Fall Picture Day | October 1st: No School | November 2nd: Election Day | December 3rd: No School |
| August 9th: 1st Day of School | September 3rd: No School | October 4th-NM Performing Arts Field Trip (Kinder-3rd) | November 2nd: PAC Meeting | December 7th: PAC Meeting |
| August 9th: Kindergarten- Boo Hoo Breakfast | September 6th: No School | October 5th: PAC Meeting | November 5th: No School | December 10th: No School |
| August 13th: Full Day of School | September 7th: Progress Reports go home | October 7th-NM Performing Arts Field Trip (4th & 5th) | November 10th: Progress Reports go home | December 16th-NM Performing Arts Field Trip (Kinder-5th) |
| August 20th: Full Day of School | September 7th: PAC Meeting | October 8th: No School | November 11th: Veterans Day Celebration | December 16th: Winter Program |
| August 27th: No School | September 10th: No School | October 15th: No School | November 12th: No School | December 17th: No School |
| | September 17th: No School | October 18th-22nd: Book Fair | November 18th-NDI Field Trip (Kinder-5th) | December 20st-January 3rd: Winter Break (No School) |
| | September 23rd-Math & Reading Family Night | October 21st-NM Performing Arts Field Trip (Kinder-5th) | November 18th: Turkey BINGO | |
| | September 24th: No School | October 22nd: Parent-Teacher Conferences Report Cards go home | November 19th: No School | |
| | | October 25th-October 28th: Red Ribbon Week (Dress-Up) | November 22nd-26th: Thanksgiving Break (No School) | |
| | | October 28th: Fall Festival | | |
| | | October 29th: No School | | |
| January | February | March | April | May |
| January 3rd:: Teacher Inservice (No School for Students) | February 1st: PAC Meeting | February 28th-March 3rd: Read Across America Week (Dress-Up) | April 1st: No School | May 3rd: PAC Meeting |
| January 4th: PAC Meeting | February 3rd: Progress Reports Go Home | March 1st: PAC Meeting | April 5th: PAC Meeting | May 6th: No School |
| January 5th: Report Cards go home | February 4th: No School | March 4th: No School | April 7th th-NM Performing Arts Field Trip (4th & 5th) | May 13th: No School |
| January 7th-Full Day of School | February 10th: Barn Dance & Pie Auction | March 10th: Jump Rope for Heart | April 8th: No School | May 20st: No School |
| January 12th: Awards Assembly | February 11th: No School | March 11th: No School | April 14th: Egg drop | May 23rd: Field Day |
| January 13th: Explora Night | February 17th: 100th Day of School | March 14th-18th: Spring Break (No School) | April 14th: Bunny BINGO | May 25th Kindergarten & 5th Grade Promotion |
| January 14th- No School | February 18th: No School | March 21st-25th: Book Fair | April 15th: No School | May 26th: Last Day of School Report Cards go home |
| January 17th- Martin Luther King Jr. Day (No School) | February 21st: Presidents Day (No School) | March 24th: Spring Pictures | April 18th: No School | |
| January 18th-NM Performing Arts Field Trip (Kinder-5th) | February 25th-Full Day of School | March 25th: Parent-Teacher Conferences | April 22nd--Full Day of School | |
| January 21st-Full Day of School | February 28th-March 3rd: Read Across America Week (Dress-Up) | | April 22nd: Earth Day Celebration | |
| January 28th: No School | | | April 22nd: Progress Reports go home | |
| | | | April 29th: No School | |
| | | | | <i>Dates to Remember</i> |

Attendance Policies

The regular school attendance of a child of school age is required by state law. Any parent, guardian or person having custody and control of a “school-age person” is responsible for the school attendance of that person. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. A parent, guardian or custodian who knowingly allows a student to continue to miss school or drop out of school may be reported to CYFD Child Protective Services for educational neglect, or referred to the Juvenile Probation Office. (22-12A-1 et. seq. NMSA)

TRUANCY INTERVENTION PLAN

| NUMBER OF DAYS ABSENT | SCHOOL INTERVENTION | OUTCOME/NEXT STEPS |
|---|--|---|
| 3 DAYS ABSENT FROM SCHOOL | SCHOOL MAILS LETTER HOME TO THE PARENT/GUARDIAN | PARENT CONTACTS THE SCHOOL TO DISCUSS ABSENCES &/OR NOTIFY IF ASSISTANCE IS REQUIRED TO DECREASE ABSENCES |
| 5 DAYS ABSENT FROM SCHOOL | SCHOOL SENDS LETTER HOME TO THE PARENT SUMMONING PARENT AND STUDENT TO AN ATTENDANCE MEETING AT THE CHILD’S SCHOOL | PARENT & STUDENT ATTEND THE ATTENDANCE MEETING TO LEARN ABOUT RESOURCES AVAILABLE TO STUDENT &/OR FAMILY. STUDENT IS PLACED ON AN ATTENDANCE CONTRACT |
| 7 DAYS ABSENT FROM SCHOOL | ATTENDANCE ADVOCATE MEETS WITH PARENT AND STUDENT TO DISCUSS BEING REFERRED TO THE SOCORRO DIVERSION PROGRAM | STUDENT AND PARENT ATTEND AND COMPLETE THE SOCORRO DIVERSION PROGRAM – PROGRESS WILL BE REPORTED TO THE ATTENDANCE ADVOCATE |
| 10 OR MORE DAYS ABSENT FROM SCHOOL (TEN DAYS IS THE LIMIT FOR ABSENCES FOR AN ENTIRE SCHOOL YEAR) | PARENT IS MAILED A NOTICE INFORMING THAT A REFERRAL HAS BEEN MADE TO CYFD: JUVENILE PROBATION OFFICE AND/OR CHILD PROTECTIVE SERVICES | CHILD’S ATTENDANCE RECORD INCLUDING ALL INTERVENTIONS COMPLETED BY THE SCHOOL ARE REFERRED TO CYFD |

Each school district shall maintain an attendance policy that provides for early identification of students in need of intervention for excessive or chronic absenteeism, and provides intervention strategies that focus on keeping students in an educational setting. The emphasis is on prevention of chronic absence and increasing attendance, **not on whether the student is excused or unexcused** (22-12A 8, 11, 12 and 13 NMSA; NMSBA Policy Advisory No. 194 JHB). The following is the school district’s Truancy Intervention Plan to address each of these stages.

Frequently Asked Questions About Attendance

What is an unexcused absence? An unexcused absence means an absence from class or school day for which the student does not have an allowable excuse. An absence of less than fifty percent of an instructional day shall be counted as one-half day absence, and the absence of more than fifty percent of an instructional day shall be counted as one full-day absence. *Documentation is required for all absences.*

Elementary students: When a student arrives within *fifteen (15) minutes* of school starting, the morning will be coded as tardy (TR). If a student arrives after fifteen minutes of school starting, the absence will be coded as unexcused (UX) for the morning. If a student arrives after 11:15 a.m., the absence will be coded as unexcused (UX) for both morning and afternoon (**documentation is required**). If a student is checked out any time before 11:15, the absence is coded as unexcused (UX) for both the morning and afternoon (**documentation is required**). If a student is checked out at 11:15 a.m. or thereafter, the absence for the afternoon will be coded as unexcused (UX). If a student is checked out at 1:30 or thereafter, the absence will be coded as an early out (EO) for the afternoon. Documentation is required when a student has an unexcused (UX) absence for both morning and afternoon.

Middle School students: If a student has attended at least half or more of their instructional time before being checked out early, the absence will be coded as an early out (EO). If a student has not attended at least half of their instructional time before being checked out early, the absence will be coded as unexcused (UX) beginning with the class period in which they were checked out and the remaining, missed class periods.

High School students: Every absence in every class will require documentation to excuse the absence due to the 90% attendance policy. Please refer to the section labeled For High Students Only for more information.

Does a phone call excuse my child's absence? *Documentation is required.* We want to assure that all students are safe, therefore a phone call to your child's school to notify of an absence is greatly appreciated. This reassures school staff that parents are aware of the student's absence, but please note that a call in to your child's school will not excuse the absence. Formal documentation or a note written by parent is required.

What if I check out my child early, or bring in my child late? Do I still need to submit documentation? If your child misses more than half of their instruction time due to being checked out early or brought in late, than documentation is required for that absence. For high school students, documentation should be submitted for every class period missed as students will fall into a "No Credit" status when their attendance falls below 90% in any given class. Please refer to the section labeled For High School Students Only for more information.

What if I send documentation with my child, but they continually lose it? There are several ways to avoid this situation. Here are some helpful hints:

1. Parent takes the documentation in to the school.
2. Have the doctor/dental office fax the documentation directly to your child's school. Follow up with the attendance secretary to make sure that the documentation was received.
3. Instead of a hand written note, email the attendance secretary. This also allows you to have record of what you have submitted.
4. In the event that you have to send documentation with your child, always contact the attendance secretary notifying that your child has documentation to turn in. In this way, they will assure that your child's documentation makes it to the front office.

How can I check to see if my child's absence was excused? The school district database, PowerSchool, has a parent portal that allows parents to keep track of attendance and grades. By downloading the app and obtaining an identification number and passcode from your child's school, keeping track of attendance and grades becomes easy.

How can my child avoid receiving unexcused absences? Parents are required to submit documentation for every absence and the documentation must be provided to the school within **(3) three school days** of the student returning from the absence. If documentation is not presented within three school days, the absence shall remain unexcused. Once documentation is submitted, it will be evaluated according to the Definition of Excusable Absences listed below. *Turning in documentation does not guarantee an automatic excusal of an absence. (i.e. A note stating that the family traveled out of town for the day, but the travel did not include one of the excusable reasons, the absence would not be excused.)*

Definition Of Excusable Absences (Policy 7.3 Iv)

1. Student is too sick to attend school, but not sick enough for a doctor's visit. Parent will submit a written or emailed note indicating illness as the reason for the absence. Parents are allowed to submit *a maximum of (3) three home notes per semester for each student*. Any home note submitted after the third note will not be excused unless the parent speaks with the Principal and the Principal approves the absence to be excused. Should the school nurse, Principal, or head teacher send your child home sick, it is considered an excused absence. *(Attendance Code if excused = ILL, Attendance Code at 3+ notes = UXN, Attendance Code if sent home by the school = OA)
2. Student has a doctor appointment. The absence will only be excused if the visit was for the absent student. A doctor excuse note is required. *(Attendance Code = OA)
3. Student has a dentist appointment. The absence will only be excused if the visit was for the absent student. A dentist excuse note is required. *(Attendance Code = OA)
4. Student has a behavioral/mental health visit. The absence will only be excused if the visit was for the absent student. An excuse note from a mental health professional is required. *(Attendance Code = OA)
5. Student is on a 504 plan and is absent due to the condition indicated on the 504 plan. Parent is required to submit documentation for each absence, whether a doctor's note or a note written from home. If a home note, parent must indicate that the absence is related to the 504. The Principal will determine if the absence is excused per the student's 504 plan. *(Attendance Code = 504)
6. Student has been subpoenaed to appear in court. The absence will only be excused if the student's name appears on the subpoena. A copy of the subpoena is required, or any other documentation showing the student being summoned to appear in court on the day of the absence. *(Attendance Code = OA)
7. Student has a death in the immediate family. If the loss is not immediate family, parent will be required to speak with the Principal for approval of the absence. The type of documentation required will be at the Principal's discretion. *(Attendance Code = EX)
8. Pre-approved, planned absences require that the parent contact the Principal *before* the absence to explain the reason for the intended absence. The Principal will take the following factors into consideration before approving the absence: Student grades (must have a C or better in all classes), student behavior, and past and current attendance concerns. Student is responsible for making up any schoolwork missed during the absence. *(Attendance Code = PA)
9. Observance of religious or cultural holidays/ceremonies: Documentation from a religious or cultural leader is required specifying the dates of observance. *(Attendance Code = CO)
10. Student is suspended from school. No documentation is required. *(Attendance Code = SU)
11. Student attends a school sponsored activity, or any activity recognized and approved by the school district as school sponsored (i.e. 4-H, County Fair, etc.) Coaches, school staff, or any person organizing and chaperoning the activities is responsible for submitting a roster to the school attendance secretary to have the absence excused. *(Attendance Code = SS)
12. Hazardous weather conditions that cause the roadways to close. All students that do not ride the bus, will be required to follow the school delays and be to school at the designated time, unless otherwise approved by the Principal. *(Attendance Code = EX)

*Attendance Codes are located at the end of each student attendance record

SCSD requests cooperation from parents in the matter of school attendance and punctuality, particularly to the following:

- Having students to school on time each day
- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacations and recess periods.

Bullying

Bullying behavior will not be tolerated. All instances of bullying will be addressed according to our discipline matrix. Any student who believes he/she has been the victim of bullying by anyone or any person or with knowledge of bullying should immediately report the alleged act. The report may be made to any staff member who will assist the student in reporting to administration. Falsely accusing someone of bullying will be regarded as a serious offense and may result in disciplinary action or other appropriate sanctions.

6.12.7.7 NMAC DEFINITIONS:

“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 in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.

“Cyberbullying” means electronic communication that:

- targets a specific student;
- is published with the intention that the communication be seen by or disclosed to the targeted student;
- is in fact seen by or disclosed to the targeted student; and
- creates, or is certain to create, a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.

Bus Services

Student transportation is a privilege, not a right, extended to eligible students pursuant to State Statutes 22-16-2 and 22-16-4, N.M.S.A., 1978. Students who do not abide by the State Statutes and/or District Policy Governing Student Transportation may have their transportation privileges revoked.

Every student in the district has been issued a personal I.D. badge to be used EVERY time they ride the bus (including to and from school and when attending field trips). Students must scan their own I.D. badges every time they enter and exit each bus. If a student does not have their I.D. badge, they will not be allowed to board the school bus. If a student scans another student’s I.D. badge instead of their own, they will not be permitted on the bus for 5 school days. If the I.D. badge is lost, a fee of \$5.00 will be charged to replace the I.D. badge.

It is required that both parents/guardians and students become familiar with the contents of the [Transportation Student/Parent Handbook](#) (found at this link). Discussions of the contents are to be encouraged, especially with the younger children, to ensure their understanding of the importance and the need for proper bus riding behavior.

Cell Phone and School Phone Usage

School Phones

School phones are for school use. Student use of school phones is subject to approval by school personnel if the situation is determined to be urgent. **Students may not receive phone calls during class time.** Parents may call the office and request that a message be delivered to their student. Messages for students will be delivered during the last 40 minutes of the school day. Families are encouraged to make travel arrangements, or other routine family business matters beforehand.

Cell Phones

Cell phones and cell phone watches for elementary age children are discouraged. If your child must have a cell phone, electronic device, or their cell phone watch (any watch that receives calls or messages) at school, it should be in their backpack, and it must remain turned off at all times including lunch and recess. Failure to follow this policy will result in the phone/watch being confiscated. Refer to discipline matrix for disciplinary action. School personnel will not be responsible for or involved in any investigation into lost, stolen, damaged, or missing cell phones/watches. It’s important for parents to take responsibility for actively supervising student cell phone use carefully.

Discipline Matrix

| Definitions | 1 st Offense | 2 nd Offense | 3 rd Offense | |
|--|--|---|--|--|
| Classroom Disruptions | <ul style="list-style-type: none"> *Continual talking during instruction *Distracting others *Throwing objects *Not following directions *Unprepared to learn *Not following directions *Refusal to participate | Level 1a: Follow classroom behavior plan | Level 1a: Follow classroom behavior plan | Level 1b: <ul style="list-style-type: none"> ● Hot Slip ● Consequences based on classroom behavior plan ● No Wacky Wednesday ● Parent contact by teacher (same day). |
| General Violations of School Expectations | <ul style="list-style-type: none"> *Unsafe behavior (horseplay) *General disrespect towards others *Dishonesty *Not following school-wide facilities etiquette *Public Display of Affection (Inappropriate Physical Contact) | Level 1a: Follow classroom behavior plan | Level 1a: Follow classroom behavior plan | Level 1b: <ul style="list-style-type: none"> ● Hot Slip ● Consequences based on classroom behavior plan ● No Wacky Wednesday ● Parent contact by teacher (same day). |
| Academic Dishonesty | <ul style="list-style-type: none"> *Plagiarism *Cheating during assessment | Level 1a: Follow classroom behavior plan | Level 1a: Follow classroom behavior plan | Level 1b: <ul style="list-style-type: none"> ● Hot Slip ● Consequences based on classroom behavior plan ● No Wacky Wednesday ● Parent contact by teacher (same day). |
| Refusal to cooperate w/staff or faculty Vulgar/inappropriate language directed at staff/faculty | <ul style="list-style-type: none"> *Verbal insubordination/intimidation *Refusal to act as requested *Directing vulgar language at staff/faculty | Level 1a: Follow classroom behavior plan | Level 1a: Follow classroom behavior plan | Level 1b: <ul style="list-style-type: none"> ● Hot Slip ● Consequences based on classroom behavior plan ● No Wacky Wednesday ● Parent contact by teacher (same day). |
| Cell Phones/Cell Phone Watches or Electronic Devices | *Cell phone/cell phone watch being out of backpack, turned on, or used during the school day | Phone, watch, or device will be confiscated. Student may pick it up in the office at the end of the day | Phone, watch, or device will be confiscated. Parents/Guardians may pick it up in the office. | Phone, watch, device will be confiscated. Parents/Guardians may pick it up from the school at the end of the school year. 10 |

Minor Offenses-Level 1

Discipline Matrix

| Definitions | 1 st Offense | 2 nd Offense | 3 rd Offense |
|--|---|---|--|
| Bullying (as defined by NMAC 6.12.7.7A & B) including Cyber bullying | <p>*Repeated verbal or written aggression including physical and/or electronic act or gestures</p> | <p>Level 2a:</p> <ul style="list-style-type: none"> ● Office Referral ● Parent Contact ● Parent-Teacher- Principal Meeting to decide on consequences ● Behavior Contract ● Alternative Setting | <p>Level 2a:</p> <ul style="list-style-type: none"> ● Office Referral ● Parent Contact ● Parent-Teacher- Principal Meeting ● Up to 5 Days Out of School Suspension (OSS) ● Behavior Contract <p>Level 2b:</p> <ul style="list-style-type: none"> ● Office Referral ● Parent Contact ● Parent-Teacher- Principal Meeting ● 5-10 Days Out of School Suspension (OSS) ● Behavior Contract |
| Sexual Harassment (NMAC 66.11.27.W) | <p>*Unwanted verbal, nonverbal, or physical conduct of a sexual nature</p> | <p>Level 2a:</p> <ul style="list-style-type: none"> ● Office Referral ● Parent Contact ● Parent-Teacher- Principal Meeting to decide on consequences ● Behavior Contract ● Alternative Setting | <p>Level 2a:</p> <ul style="list-style-type: none"> ● Office Referral ● Parent Contact ● Parent-Teacher- Principal Meeting ● Up to 5 Days Out of School Suspension (OSS) ● Behavior Contract <p>Level 2b:</p> <ul style="list-style-type: none"> ● Office Referral ● Parent Contact ● Parent-Teacher- Principal Meeting ● 5-10 Days Out of School Suspension (OSS) ● Behavior Contract |
| <p>Inciting a Physical altercation of others</p> <p>Filming a fight</p> <p>Verbal exchange/ intimidation</p> <p>Disorderly Conduct (NMAC 6.11.2.7)</p> | <p>*“Carrying messages” of fighting between two + parties</p> <p>*Filming fights of students</p> <p>*Disruption of learning environment</p> <p>*Not following staff/faculty redirection</p> | <p>Level 2a:</p> <ul style="list-style-type: none"> ● Office Referral ● Parent Contact ● Parent-Teacher- Principal Meeting to decide on consequences ● Behavior Contract ● Alternative Setting | <p>Level 2a:</p> <ul style="list-style-type: none"> ● Office Referral ● Parent Contact ● Parent-Teacher- Principal Meeting ● Up to 5 Days Out of School Suspension (OSS) ● Behavior Contract <p>Level 2b:</p> <ul style="list-style-type: none"> ● Office Referral ● Parent Contact ● Parent-Teacher- Principal Meeting ● 5-10 Days Out of School Suspension (OSS) ● Behavior Contract |
| <p>Theft of student/ school belongings(<\$100)</p> <p>Vandalism (<\$100)</p> <p>Graffiti or Damage of School Property (NMAC.6.11.2.7)</p> | <p>*Theft</p> <p>*Defacing student/school property</p> | <p>Level 2a:</p> <ul style="list-style-type: none"> ● Office Referral ● Parent Contact ● Parent-Teacher- Principal Meeting to decide on consequences ● Behavior Contract ● Alternative Setting | <p>Level 2a:</p> <ul style="list-style-type: none"> ● Office Referral ● Parent Contact ● Parent-Teacher- Principal Meeting ● Up to 5 Days Out of School Suspension (OSS) ● Behavior Contract <p>Level 2b:</p> <ul style="list-style-type: none"> ● Office Referral ● Parent Contact ● Parent-Teacher- Principal Meeting ● 5-10 Days Out of School Suspension (OSS) ● Behavior Contract |
| Tobacco and E-Cig (NMAC 6.12.4.7. B, E & G) | <p>*Snuff Dip</p> <p>*Cigarettes</p> <p>*Electronic Cigarettes</p> <p>*Vape Products</p> | <ul style="list-style-type: none"> ● Office Referral ● Parent Contact ● Parent-Teacher- Principal Meeting ● Behavior Contract ● 1-3 Days Out of School Suspension (OSS) | <ul style="list-style-type: none"> ● Office Referral ● Parent Contact ● Parent-Teacher- Principal Meeting ● Behavior Contract ● 3-5 Days Out of School Suspension (OSS) <p>Level 2b:</p> <ul style="list-style-type: none"> ● Office Referral ● Parent Contact ● Parent-Teacher- Principal Meeting ● Behavior Contract ● 5-7 Days Out of School Suspension (OSS) |

Serious Offenses-Level 2

Discipline Matrix

| | Definitions | 1 st Offense | 2 nd Offense | 3 rd Offense |
|--|--|---|--|---|
| Drug/Alcohol Use and/or Possession (NMAC.6.12.4.7.A, C, &D) | *Illegal/ prescription drugs *Alcohol | <ul style="list-style-type: none"> Office Referral Parent Contact Conference 5 days Out of School Suspension (OSS) Behavior Contract | <ul style="list-style-type: none"> Office Referral Parent Contact Conference 10 days Out of School Suspension (OSS) Behavior Contract | <ul style="list-style-type: none"> Office Referral Parent Contact 10 days Out of School Suspension (OSS) pending Level IV Hearing for Long Term Suspension |
| Fighting Physical intimidation of staff, faculty, or student | *Physical exchange of any kind (including, but not limited to shoving, punching, pulling hair, bumping, of any staff, faculty, or student | <ul style="list-style-type: none"> Office Referral Parent Contact Conference 3-5 days Out of School Suspension (OSS) Behavior Contract | <ul style="list-style-type: none"> Office Referral Parent Contact Conference 5-10 days Out of School Suspension (OSS) Behavior Contract | <ul style="list-style-type: none"> Office Referral Parent Contact 10 days Out of School Suspension (OSS) pending Level IV Hearing for Long Term Suspension |
| Theft (>\$100) Trespassing Major Vandalism (NMAC.6.11.2.7) | *Theft of cell phones, laptops, or similar items *Trespassing – in location without permission *Defacing school property (including bus) | <ul style="list-style-type: none"> Office Referral Parent Contact Conference 3-5 days Out of School Suspension (OSS) Behavior Contract Restitution (i.e. community service, return of property/money, etc.) | <ul style="list-style-type: none"> Office Referral Parent Contact Conference 5-10 days Out of School Suspension (OSS) Behavior Contract Restitution (i.e. community service, return of property/money, etc.) | <ul style="list-style-type: none"> Office Referral Parent Contact 10 days Out of School Suspension (OSS) pending Level IV Hearing for Long Term Suspension |
| Weapons (NMAC 6.11.2.7BB) | *Knives *Guns *Explosives *Or items which are used to cause great bodily harm | <ul style="list-style-type: none"> Office Referral Parent Contact 10 days Out of School Suspension (OSS) pending Level IV Hearing for Long Term Suspension | | |
| Threat of Violence (NMAC 6.11.2.7F) | *Threat to shoot, stab, or injure any other individual on campus | <ul style="list-style-type: none"> Office Referral Parent Contact 10 days Out of School Suspension (OSS) pending Level IV Hearing for Long Term Suspension | | |

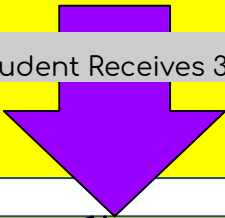
Serious Offenses-Level 3

Level 1

1a: Classroom Preventions

1st Offense: Follow Classroom Behavior Plan
2nd Offense: Follow Classroom Behavior Plan
3rd Offense: Hot Slip, Consequences based on Classroom Behavior Plan, and No Wacky Wednesday

After a Student Receives 3 Hot Slips

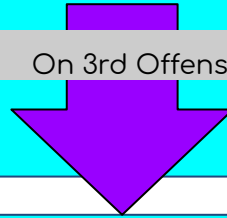


- ### 1b: Office Referral
- Parent Contact
 - Parent-Teacher-Principal Meeting to decide on consequences
 - Behavior Contract

2a: Office Referral

- No Wacky Wednesday
- Parent Contact
- Parent-Teacher-Principal Meeting to decide on consequences
- Behavior Contract

On 3rd Offense



- ### 2b: Office Referral
- Can/will result in suspension including possible Long Term Suspension.

Level 3

3: Office Referral

- No Wacky Wednesday
- Parent Contact
- Parent-Teacher-Principal Meeting to decide on consequences
- Can/will result in suspension including possible Long Term Suspension.
- Behavior Contract

Consequences for behaviors resulting in an Office Referral can include (but are not limited to):

- loss of (planned) fun days
- loss of (planned) parties
- Out of School suspension

Dress Code

While we do want our students to express their individual style, we do require the following guidelines are used when dressing for school daily.

All Clothing should have NO images or references of drugs, gangs, weapons, alcohol, sex or sexual content. Clothing should be worn appropriately and properly fastened. No excessively tight clothing. No see-through clothing may be worn. Undergarments should not be visible.

Hats, Caps, Hoodies, or any type of Headgear may not be worn in buildings at any time.

Make-up may not be worn at the elementary level.

Shirts and Tops: No crop tops—showing your stomach is not allowed. Low plunging/cut necklines, halter tops, spaghetti straps, tank tops, muscle shirts (sleeveless shirts with low cut arm holes) are not allowed.

Shoes need to be worn at all times. They need to be well fitting and tied (when they have laces) at all times. House slippers are not permitted. Appropriate footwear for PE is required (tennis shoes).

Shorts, Skirts, and Pants: Shorts and skirts may be not be shorter than mid-thigh length. Pants may not show exposed skin above mid-thigh length. Leggings or tights must be worn underneath the pants if there are rips, holes, or tears above mid-thigh length.

Sleepwear SHOULD NOT be worn to school, unless it is a school sponsored sleepwear day.

Dress code applies to all school days, including fun days and field trips, unless otherwise noted.

Drug and Alcohol Free Campus

We are a drug and alcohol free campus, this includes e-cigs, vapes, and carts. All drug and alcohol violations will follow the discipline matrix. NMAC 6.12.4

Field Trips

Field trips are designed to enrich students' learning. Students must have a written permission form signed by a parent or legal guardian on file prior to leaving on the trip. Failure to return a signed permission form prior to the trip will result in the student's inability to participate. Students are expected to follow all school rules during each field trip. Parent volunteers assisting with field trip activities are expected to model appropriate behavior and dress appropriately to promote positive learning experiences. Parent volunteers work under the direction of the teacher to supervise and facilitate learning activities. Siblings, relatives in other grade levels, or students not enrolled in our school are not permitted on field trips. Parents are not allowed to ride the bus. Parents wishing to transport their children from the field trip must complete the appropriate release form from the office prior to the trip.

Fines and Fees

Students will be held responsible for all debt incurred including cafeteria fines, library fines, unreturned calculators, textbook replacement and/or repairs costs.

Food From Restaurants

Students may not receive items from fast food or sit-down restaurants during the school day. If a student forgets to bring a lunch, free lunch is provided by the district. **Bringing outside food** can jeopardize our Free Lunch Program for 100% of our students.

Grading/Report Cards

It is board policy that a minimum of TWO GRADES PER WEEK in each subject be entered into PowerSchool for families to access grades.

Report cards are distributed every 9 weeks. Progress reports are distributed every 4 ½ weeks. to students approximately one week after the end of each quarter. They are given directly to students or parents at parent-teacher conferences. It is the students' responsibility to show report cards to their parents/guardians.

| | |
|--------------------|---|
| 1st Grading Period | Progress Reports issued on September 7th, 2021 |
| | Report Cards issued during Parent Teacher Conferences on October 22nd, 2021 |
| 2nd Grading Period | Progress Reports issued November 10th, 2021 |
| | Report Cards issued on January 5th, 2022 |
| 3rd Grading Period | Progress Reports issued on February 3rd, 2022 |
| | Report Cards issued during Parent Teacher Conferences on March 25th, 2022 |
| 4th Grading Period | Progress Reports issued on April 22nd, 2022 |
| | Report Cards distributed on May 26th, 2022 |

Lice Policy and Procedures

Health office staff will provide lice checks in the following situations:

1. Students self-reporting or students referred to health office with symptoms visual sightings of lice.
2. Parents/Guardians requesting head checks on their own students or themselves.
3. Staff will check all children in a classroom where a student has been found to have visual sightings of lice.

Health office will not check heads:

1. Parents/Guardians requesting head checks on students other than their own.
2. Head checks requested without reasonable cause/symptoms.

Outcomes of head checks:

1. GROSSLY INFESTED HEAD (10 or more lice found in 3-minute head check) - immediate exclusion.
 - a. Heads of all other students in this household should be checked by health office staff.
 - b. Treatment required before returning to school with health office check prior to returning to a classroom.
 - c. Health office will supply Parents/Guardians with information on best treatment options, which will include non-pesticide options.
 - d. Health office staff will be a source of support and encouragement to families during the treatment process and will caution families against over-treatment.
2. LESSER LICE: 9 or fewer lice found within 3-minute head check.
 - a. Prompt call to parent/guardian with two options:
 - i. Parent has the option to come get student to treat the student.
 - ii. Parents/Guardians will be allowed to keep their student in school to finish out the day as in compliance with parent agreement

Parent Agreement of Treatment

1. Agreement to treat head after school with student returning to school the next day for a head check prior to returning to a classroom.
2. Agreement that if there is not significant improvement in the process of removing nits and minimal lice (fewer than 3 found in 3-minute head check) exclusion will be imposed at time of recheck.
3. Agreement that health office may share student's lice status with his/her classroom teacher so activities can be discreetly modified to minimize the chance of head-to-head contact with others in the school during the treatment phase.
4. Health office will offer to check the heads of any member of the household as all members with active lice should be treated in the same window of time.
5. Health office will supply Parents/Guardians with information on best treatment options, sharing pros and cons, which will include non-pesticide options.

Parent report of suspected lice

Health office will advise, if parent is uncertain of student's lice status, a head check be completed by health office staff (or other healthcare professionals familiar with lice) prior to treating.

Parent report of discovering lice and having treated

Health office will offer assistance to Parents/Guardians who report they have treated their students for lice. Follow-up by health office staff is at the discretion of the parent and is not required. Health office staff is available to:

1. Provide return to school head check.
2. Head checks on siblings and other family members.
3. Follow up head checks once per week, not to exceed a two-week window with no signs of new lice.

Students found to have dark nits with no live lice

1. Health office staff will communicate to Parents/Guardians the existence of dark nits and provide treatment recommendations reflecting best practice.
2. No exclusion imposed.
3. Student will be monitored with head checks once per week until a two-week time period with no new lice is documented.

Monitoring

Health office staff will provide weekly lice check monitoring once a known case has been successfully treated (no live lice seen), monitoring for recurrences.

1. Head checks will be once per week until a two-week time period without new lice being documented.

Communications

1. Classroom notices will be sent out when there are 3 confirmed cases of head lice within a two-week time period in a particular elementary classroom.
2. Will encourage elementary classroom teachers to remind Parents/Guardians of their need to monitor their students for lice a minimum of once per month.
3. School nurse will offer sessions explaining lice policy/procedure or to provide education to Parents/Guardians or staff as requested.

Masks

Our school follows all PED guidance on the wearing of face masks at school. If a student does not comply with the current guidance in respect to the wearing of a face mask, they will receive the same consequences listed on the discipline matrix for violating the dress code. Current guidance states that all individuals, regardless of vaccination status, must wear a face mask while in a school building, on school transportation, or at a school-sponsored event. The only time the face mask may be off is while eating and drinking during allowed times. It is recommended (not required) that unvaccinated students and staff wear masks while outdoors. Allowable masks include:

- Face masks made of two or more layers of cloth
- Face masks with a clear plastic window
- N95 or KN95 face masks

Face masks must cover the student's nose and mouth, and be secured under the chin. As the guidance changes regarding the wearing of face masks, we will keep parents and students informed.

Nurse's Office

The main responsibilities of the school nurse are to check immunization records, to maintain health records, and to provide hearing and vision screening. The nurse handles all minor injuries and illnesses and will contact the parents/guardians in these matters. The nurse will dispense medication if the parent has filled out the necessary form, the medication comes with doctor's instructions and the student is not transporting the medicine.

Student medication administration policy will be followed. Students must have a hallway pass to be admitted into the nurse's office, unless it is an emergency situation. Parents are responsible for any emergency care costs. However, insurance is available through the schools for a very nominal sum to cover these costs occasioned by any accident (NOT ILLNESS). This insurance may be purchased to cover school hours only or 24 hours per day for the entire school year.

Parties

Classrooms are allowed four parties per school year (two each semester). Parents may bring a healthy snack on the day of their child's birthday that is commercially prepared as per state requirement. However, any activities relating to the student's birthday will be limited to a time limit at the teacher's discretion, and must not interfere with class instruction. Parents should notify teachers at least two days in advance, and speak with the teacher concerning food allergies of students in the classroom.

Personal Items

The school and the district are not liable for damage or loss to any personal items brought to school by students and/or community members.

Sales

Students are prohibited from selling anything on campus, unless it is a school approved fundraiser.

School Closures and Delays

Delayed Start of the Day and Cancellations

An abbreviated day, due to inclement weather, will begin 2 hours after the school start time. Busses will pick up students 2 hours after regular pick-up time. Breakfast will not be served on delayed days. For further information on weather delays or cancellation, please tune in to the local news media and the district website at: socorroschools.org

Swift Reach Telephone Notification

If schools are closed or start times delayed, all students and staff will get a recorded message to the phone number on record with the district. This message will tell you about school cancellation, delay to start times, or district closure. Make sure your contact information is up to date at the school site.

The media will mention the district only if there is a delay or closure.

If you do not hear any information, it's safe to assume district schools are open or have resumed their regular schedule.

School Personnel/Authority

The principal, the assistant principal and all other employees of the school have the responsibility to assess and implement the Discipline Matrix. In an emergency situation the principal or designee may remove a student from campus, place a student in a temporary alternative educational program and/or suspend a student in accordance with 6 NMAC1.4. At all other times the teacher, an administrator or a Disciplinary Committee will assess the situation and implement the Discipline Matrix including referral to another level, short or long-term suspension, referral for behavior intervention, parent shadowing, etc... All school personnel have the right to take action anytime the educational process is threatened with disruption or when the safety of people or property becomes an issue. It is up to the discretion of school personnel to exercise their best judgment in choosing consequences for particular situations or infractions. Students whose presence poses a danger to persons or property are considered to be a disruption to the educational process and may be removed immediately from the classroom, the school or school sponsored events. The police or other legal authority may participate in removal if necessary.

The Discipline Matrix is in force during regular school hours anywhere on school property, and district-provided transportation of students, including designated school bus stops. At all times and places where school personnel have jurisdiction, including school sponsored events, field trips, athletic functions and other school related activities. Any public school official or designated chaperone is authorized to take action when a student's conduct has a detrimental effect on other students, staff members or on the orderly educational process.

Student Late Arrival and Early Check-Out

If a student arrives on campus after 8:05am, a parent/guardian must PERSONALLY sign him/her in at the front office before he/she will be allowed to go to class.

If a student needs to be checked-out early, a parent/guardian/listed emergency contact must PERSONALLY (with proper identification) sign him/her out at the front office before he/she will be called out of class. A student will not be called out of class until the parent/guardian has signed them out. Changes to emergency contacts must be made in person. Early check-outs are not allowed 30 minutes prior to student dismissal.

Student/Parent Grievance Procedure

The primary purpose of this policy is to provide for the prompt and equitable resolution of parent/student complaints as close to the source of the complaint as possible. Therefore, parents/students should address the issue or complaint at the level where the issue arose, i.e., the teacher, coach, or staff member. If the complaint is not resolved, only then should the complaint proceed to the assistant principal, the principal, the assistant superintendent, the superintendent and as a final arbiter, the Board.

The following timeline shall be followed:

1. The aggrieved parent or student shall have a right to be heard orally by the instructor who shall render a decision within three (3) school days.
2. If the parent or student is not satisfied, the grievance shall be presented in writing within three (3) school days to the principal or designee who shall render a decision in writing within three (3) school days.
3. If the parent or student is still not satisfied, he/she shall within three (3) school days appeal to the assistant superintendent or superintendent. The grievance will be heard within three (3) school days and a response rendered within ten (10) school days.
4. If the parent or student is not satisfied he/she shall appeal to the Board of Education within three (3) school days. The Board shall hear the grievance within thirty (30) days and render a decision within one (1) calendar month.

Student Medication Administration

Policy Statement:

- I. All student medication will be administered only by a State Department of Education licensed (SDE) school nurse, their designee, or self-administered by the student with proper authorization from both the student's primary healthcare provider (MD, Nurse Practitioner, Dentist or Physician Assistant) and parent/guardian. School nurse-administered medications will be given only when absolutely necessary and when travel distances and scheduling are prohibitive.
- II. Procedure Governing Administration of Medications at School (Prescription and Non- Prescription Drugs):
 1. In order for the SDE licensed school nurse or designee to administer any type of medication at school, and for maximum protection to all involved, the school must have on file the following: a current Medication Administration Form.
 - a. This form must include: name of student, date of birth, name of drug, dosage, time of administration, duration of time student will be on the medication, special instructions, side effects or adverse reaction(s), whether the medication may be self-administered, phone numbers where both primary healthcare provider (PCP) and parents/guardians may be reached, signatures of the PCP and parent/guardian, and date signed.
 - b. This form will be reviewed by the SDE licensed school nurse and filed with the student's medication log.
 - c. A Medication Authorization Form must be completed for each medication, prescription and non-prescription, must be filled out annually and/or when changes are made during the course of the school year.
 2. The container of medication must be pharmacy-labeled with the name of the medication, the strength and current dosage, schedule for administration, the name of the student, and the name of the PCP.
 3. Non-prescription medications must be in the original bottle with the protective seal unbroken.
 4. All medications must be kept in the school health office in a locked cabinet or closet at all times. All controlled or narcotic medications must be kept in a double-locked cabinet or closet. When controlled substances are received in the health office the number of pills will be counted and documented by the SDE licensed school nurse and the health assistant or other adult.
 5. In the absence of the SDE licensed school nurse, a staff member, designated in advance by the principal and school nurse, will supervise the self-administration of the student's medication. See "Guidelines for Supervised Self-Administration" which follows.
 6. Students who are too young or incapable of self-administration will require all medications to be administered by the SDE licensed school nurse or designee in accordance with the New Mexico Nurse Practice Act (NMNPA). For those students who are deemed incapable of self-administering their medication, in the absence of a SDE licensed school nurse or designee, the parent/guardian will be notified of their responsibility to administer the medication to their child. (See Exceptions to the Administration of Medications in the Absence of the SDE-licensed nurse).
 7. All medication administration will be recorded on the nurse's Medication log and will include the date and time of day given and will be initialed by the person who administered or supervised the self-administration of the medication.
 8. It is recognized that state laws, including the State of New Mexico Nursing Practice Act (NMNPA), govern the administration of medications and must be followed.
 9. On occasions, when unauthorized medication is found on the school premises, it will be confiscated and stored in the principal's office. Parents will be notified regarding board policy and disposition of the medication.

Student Medication Administration Continued

10. Additional Guidelines for Supervised Self-Administration of Medication:
 - a. When a SDE licensed school nurse or designee cannot administer a medication to a student, and no other alternative exists, student may be allowed to administer their own medications under the following conditions: (a) Self administration is recommended, in writing, by the prescribing PCP and the parent/guardian; (b) An assessment of the student's ability to self-administer has been made by the SDE licensed nurse; and (c) a designated, trained staff person supervises the student.
 - b. The parent/guardian or physician PCP must instruct the student how to take the medicine. Young children and handicapped children should be taught according to their level of understanding.
 - c. The student should be able to identify his/her own medication by reading and verifying the name of the medication, dosage, and instructions for administration shown on the label. The student should know why he/she is taking the medication and be aware of the side effects of taking the medications. Student education should be age-appropriate.
 - d. The supervising staff person unlocks the medication cabinet and assists the student with the medication. The staff person supervises the student taking of medication at the specified time, and sees that the procedures are properly recorded on the daily medication log.
11. The potential side effects of the medication will be located on the medication authorization form. Staff will be instructed on appropriate action to take in case of a medical emergency.
 - a. Supervised self-administration of medication must comply with the current Socorro Schools "Student Medication Administration Policy."
12. Exception to the Guidelines as determined by agreement of Child's Ability:
 - a. Students may be allowed to carry prescribed inhalers and/or insulin with them with written authorization of both parent/guardian and PCP. In some cases, a periodic assessment may be required to monitor the appropriateness of the situation. The student will be instructed in medication administration by the parent/guardian or PCP. The SDE licensed school nurse will assess the ability of the child to self-administer medication.
13. Guidelines for Student Medication Administration on Field Trips:
 - a. Students who are on field trips may self-administer their medication under supervision by a staff person with proper authorization. Established procedures must be followed as outlined above to ensure the safety of the student. For students who cannot self-administer their medication, refer to the student's Individual Health Plan (IHP).
 - b. Teachers are responsible for notifying the SDE Licensed school nurse one week in advance of students who need to take medication while on the field trip.
 - c. There are two (2) options for providing the student's medication for the field trip.
 - d. The parent/guardian may obtain a second empty pharmacy-labeled bottle from the pharmacist for use during field trips.
 - e. The SDE licensed nurse may place a dose in the student's original pharmacy-labeled bottle and retain the remaining medication in the locked medication cabinet until the bottle is returned.

Student Medication Administration Continued

- a. The envelope or bottle prepared by the school nurse or parent/guardian must contain the following information:
 - i. Name of student
 - ii. Name of medication
 - iii. Dose of medication
 - iv. Time of medication delivery
 - v. A designated staff person will carry the medication.
 - vi. Upon return to the school, the supervising staff person will sign the medication log in the health office that verifies the student received his/her medication.
 - vii. A student who requires medication will NOT be kept from attending the field trip.
14. Guidelines for Medication Administration during Extended Field Trips (begins before or extends beyond the duty day)
 - a. The administration of medications on overnight or extended field trips will be the responsibility of the parent/guardian.
 - b. The parent/guardian will be responsible for making arrangements for the safe administration of their child's medication during the entire field trip.
 - c. The parent/guardian will provide all medication.
15. Disposal of Medications at the End of the School Year
 - a. Parent/guardian will be informed that it is their responsibility to retrieve any unused doses of medication if the student is withdrawn from the school or at the end of the school year.
 - b. Any medications not picked up by June 1st will be disposed of by the SDE licensed school nurse in the presence of another school employee in a manner to prevent any possibility of further use of the medication. The school nurse and school employee will document the name of the medication and amount disposed of along with the name of the student for which it was prescribed. Both individuals will sign the documentation.
 - c. Unused medications, other than metered dose inhalers, will not be released to the student at the elementary school level (Pre-K-6th grade).
16. The parent/guardian must either pick up the medication or the medication will be destroyed on June 1st.

Student Support Services

Counseling Services

Counseling services are available to all students. Counselors within the district are on call to work with students, families and staff to promote successful school experiences for our children. Activities focus on self-esteem, responsible choices, work habits and other topics. Parents may contact the office to arrange an appointment with a school Counselor.

Library Services

All students visit the library on a scheduled basis. The library assistant provides activities to encourage reading as a lifelong learning skill. Students should accept the responsibility for the safekeeping and care of library books. To avoid lost books, we suggest that parents select a special place at home for library books.

Nurse's Office

The main responsibilities of the school nurse are to check immunization records, to maintain health records, and to provide hearing and vision screening. The nurse handles all minor injuries and illnesses and will contact the parents/guardians in these matters. The nurse will dispense medication if the parent has filled out the necessary form, the medication comes with doctor's instructions and the student is not transporting the medicine. Student medication administration policy will be followed. Students must have a hallway pass to be admitted into the nurse's office, unless it is an emergency situation. Parents are responsible for any emergency care costs. However, insurance is available through the schools for a very nominal sum to cover these costs occasioned by any accident (NOT ILLNESS). This insurance may be purchased to cover school hours only or 24 hours per day for the entire school year.

Student Support Services Continued

Physical Education

Students are provided with a range of activities to promote fitness and good health through our Physical Education Program. Our Physical Education Instructor designs well-rounded programs based on the developmental needs of our students. The programs provide opportunities for students to develop responsibility through cooperative play. Our students also participate in physical fitness assessments during the school year.

Special Education Services

Socorro Consolidated Schools provide a full range of Special Education Programs to those students who meet eligibility requirements established by the State of New Mexico. Students qualify for placement only after an appropriate referral and diagnostic evaluation is completed. Prior to any recommendation for testing, the classroom teacher works with parents and school staff to explore ways to meet the student's needs through the Student Assistance Team (SAT). Parents will be informed if a student is recommended for diagnostic testing and must give permission before testing takes place. Following testing, parents will be invited to a meeting to discuss the results and any program recommendations. Parental permission is required prior to placement in any Special Education Program.

Student Assistance Team

The Student Assistance Team (SAT), which includes school staff, parents, and the student (when appropriate), is a team that utilizes a positive, problem-solving intervention process. The purpose of the SAT is to create a learning environment that contributes to the achievement, well-being, and success for students. This is a general education process that uses a systematic, positive, problem-solving approach to clarify problems and concerns, develop strategies to address areas of need, mobilize and coordinate resources, provide for a system of accountability with measurable outcomes, and lead to success for all students.

SAT assists students by ensuring that the school and community are doing everything possible to help students succeed. Students are most successful when there is a strong spirit of cooperation between home, school, and community. Based on this shared responsibility, the SAT meets to explore possibilities and strategies that will best meet the educational needs of students, and that supports teachers and parents. The SAT includes the most important people in the student's life; parents or caregivers, teachers, counselors, specialists, wellness staff, school administrators or designees, and any other school or community members who can provide support. SAT intervention plans require participants to look at the student in a holistic manner. Each element in the SAT process provides essential information that assists the team in developing a successful intervention plan based upon student strengths

Technology Acceptable Use

Students will be prohibited from using district provided technology if parent and student do not sign the Acceptable Use Policy. Students will also be prohibited from using district provided technology if they violate the policy.

Withdraw Procedures

The process for withdrawing a student from Socorro School District is as follows: obtain appropriate forms from the office (withdrawal form from PowerSchool), have the forms filled out by the teachers/staff/ parent, return all textbooks and property, make sure all fees/fines are paid, and take completed forms to the principal's office for the final clearance and appropriate signatures.

The school will print out most current IStation, MAPs, IXL reports and place them in students personal file.

Visitors to School

The Socorro Consolidated School Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program. The Superintendent or his/her designee shall invite parents/guardians and the community to open house activities and other special events. In order to maintain the safety of all students, the Socorro Consolidated Schools will require that all visitors sign in at the office, during regular school days.

1. To ensure minimum interruption of the instructional program, visits during school hours should be first arranged with the teacher and/or principal. If a conference is desired, an appointment should be set with the teacher during non-instructional time.
2. All parents/guardians and members of the community shall report to the front office, show identification, and sign-in immediately upon entering any school building or grounds when school is in session. Visitor pass will be issued and must be worn while on campus. The Visitor Badges must be worn above the waist and visible at all times. Keys or identification will be held in the office until the visitor's pass is returned.
3. For purposes of school safety and security, the district has designed a visible means of identification for visitors while on school premises. Visitors not wearing visitors badge while on campus shall be asked to report to the front office to sign in and get a visitor's badge.
4. The District recognizes that there are students with special needs. The District will establish procedures for parents/guardians of students with special needs to facilitate the visitation process for such parents/guardians.
5. No electronic listening or recording device may be used on Socorro Consolidated Schools property without the Superintendent or his/her designee permission.
6. Special Events: Events such as but not limited to, Award Programs, Field Days, Spelling Bees, Career Day, Science Fairs, shall be handled differently. Visitor badges will not be required but still will need to sign in at the main office. In order to restrict the interruptions of students, visitors must restrict their visit to areas specifically designated for the event.
7. Sporting Events: Sporting events are not subject to the Visitors to School Policy. However, sporting events will be adequately supervised by District Administration and local police department to ensure student safety
8. Parents who volunteer on a regular basis will be required to have a district background check. It is the responsibility of the volunteer to schedule and pay for the background check.