BELÉN CONSOLIDATED SCHOOLS

520 NORTH MAIN ST.

BELÉN, NM 87002

966-1000

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The BCS Board of Education is committed to providing a safe, respectful and nurturing environment for all members of the school community including students, staff, parents, community partners and visitors.

This handbook represents an official policy statement of the BCS Board of Education. Students and parents should review and be familiar with this handbook, as well as, the handbook from the student’s school. Not all policies, regulations, and/or artifacts are represented in this document and in some cases only partial policies, regulations, and/or artifacts are represented in this document. To view all policies, regulations and artifacts for the Belen Consolidated Schools in their entirety please visit the district’s website, www.beleneagles.org and locate under the “MENU” tab the link titled, “Belen Consolidated Schools Policies.”

The Student Handbook will be reviewed and approved by the BCS Board of Education on an annual basis. Suggested changes should be submitted to the Superintendent’s office by the end of the first semester for consideration for inclusion in the following year’s handbook. Hard copies of the handbook can be made available to students upon request. It will also be posted on the district’s website at www.beleneagles.org.
BELÉN CONSOLIDATED SCHOOLS’ VISION/MISSION STATEMENT AND GOALS

District Mission Statement:
• Successfully preparing all students for their future.

District Vision Statement:
• To be an educational model of excellence!

District Goals:
GOAL 1: Prepare all students to be college and career ready by raising the academic and social emotional learning bar and closing the gaps in student achievement. (Instructional infrastructure)
GOAL 2: Engage parents, students and community in two-way communication focused on equity and excellence.
GOAL 3: Create effective organizational systems that reinforce equity and excellence. (Leadership/Differentiated Support and Accountability)
GOAL 4: Recruit, hire, develop and retain a diverse and premier workforce (Talent Management)

BELÉN SCHOOLS AND DISTRICT OFFICES:

Main Office 520 North Main Street 966-1000
Logsdon Hall (Special Education) 19676 Highway 314 966-1860
Warehouse 19383 Highway 314 966-1700
Student Nutrition Services 19383 Highway 314 966-1708
Belen Transportation Services 650 East River Road 966-1176
Teacher Resource Center 10th & Esperanza 966-2063
Belen High School 1619 W. Delgado 966-1300
Infinity High School 221 S. 4th Street 966-1500
Belen Middle School 429 S. 4th Street 966-1600
Central Elementary 600 Picard Ave. 966-1200
Dennis Chavez Elementary 19670 Highway 314 966-1800
Family School 04 Eastside School Road 966-2270
Gil Sanchez Elementary 376 Jarales Road 966-1900
H.T. Jaramillo Elementary 900 Esperanza 966-2000
La Merced Elementary 301 Alame Loop 966-2100
La Promesa Elementary 898 Highway 304 966-2400
Rio Grande Elementary 15 Eastside School Road 966-2200
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SECTION I  INTRODUCTION

• This Student Handbook states guidelines for student rights and responsibilities and is not intended to provide legal advice. It does not create any contractual rights, and the school district has the discretion to modify the provisions of this handbook at any time. Each school’s handbook supplements the District Student Handbook and should be referred to for more specific guidelines. If a provision of an individual school’s handbook is inconsistent with this Student Handbook, this handbook will supersede.

• School District Authority and Jurisdiction
  o The provisions of the Student Management Handbook are in effect:
    ▪ during regular school hours and/or on school property.
    ▪ during transportation of students, including bus stops,
    ▪ at times and places where appropriate school administrators and staff have jurisdiction including, but not limited to, school-sponsored events, field trips, athletic functions, and other school-related activities.
    ▪ on the way to or from school or a school-related event.
  o Additionally, the principal, any public school official, or designated chaperone/sponsor is authorized to take administrative action when a student’s misconduct away from school, during a school activity, may have a detrimental effect on the other students, staff, or on the orderly educational process.
  o The principal has the responsibility to take discretionary action any time the educational process is threatened with disruption. Nothing in the following is intended to prevent a staff member, teacher, principal or other administrator from using his/her judgment with respect to a situation.

SECTION II  EXPECTATIONS OF STUDENTS

ATTENDANCE
• It is essential for students to attend school daily to acquire the knowledge, skills and confidence needed to be successfully prepared for their future. Regular student participation in daily classroom activities plays a significant role in student’s school success.
• Students are expected to attend school regularly and on time. District policy (J-0600) and state law (22-1-2 NMSA and 22-12-2 NMSA) require daily school attendance for those between the ages of 5 and 18, or until graduation from high school.

ACHIEVEMENT
• Students are expected to achieve academically. They are expected to:
  o Strive to fulfill their academic potential.
  o Actively participate in the educational process.
  o Actively participate in community activities.

SOCIAL RESPONSIBILITY
• Students are expected to be good members of the community. They are expected to:
  o Model and promote the pillars of CHARACTER COUNTS! (Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship)
  o Respect authority, property, and the rights of others.
  o Maintain a safe school environment and in their larger community
• Every student is responsible for helping maintain a safe, orderly and educationally focused learning environment. Students are expected to:
  o Attend school every day and be on time for every class.
  o Resolve differences with others in a positive, non-violent way.
  o Remain drug, alcohol and tobacco free.
  o Adhere to the school dress code.
  o Respect school property and the property of others.
  o Respect fellow students and all school staff members.
  o Comply with the standards of behavior for their classrooms, their school, and our district.
PARENTS AND FAMILIES

- School officials are partners with parents and families in educating all children. Every parent, guardian and family member of the school community shares in the responsibility for educating children in a safe and productive environment. You share in this responsibility when you:
  - Make sure your student(s) attend(s) school, on time, every day.
  - Keep your contact information up to date at the school.
  - Support your student in doing their homework and studying at home.
  - Make learning a priority.
  - Maintain regular communication with your children’s teachers, school administrators and other school staff members.
  - Stay informed of your child’s ongoing scholastic achievement and progress, and advocate for your child’s learning needs.
  - Utilize district and student information platforms to get information about your child’s attendance, assignments and activities.
  - Attend parent-teacher conferences to discuss your student’s progress and how you can support their success.

Social Responsibility

- Understand our district rules and the rules of your child’s school.
- Support school administrators in enforcing these rules.
- Support the school and the Board of Education in monitoring high expectations of all students.
- Keep the school informed of your current contact information by notifying the school of any change of address or phone numbers.

SECTION III STUDENTS’ RIGHTS AND RESPONSIBILITIES

EDUCATIONAL OPPORTUNITY

- Every student has the right to an education relevant to his/her needs and abilities and a corresponding responsibility not to deny this right to any other student.
- A transfer can be requested from a student’s assigned school to another BCS school of choice following BCS transfer guidelines. Transfers are approved according to State and Federal laws, based on site capacity and program availability. Open Enrollment Forms can be obtained at the school sites, main office, or on the BCS website. Please reference BCS Policy J-0250 and J-1050.
- For purposes of open enrollment, a “nonresident pupil” means a student who resides in this state and who is enrolled in or is seeking enrollment in a school district in which the students resides. A student who is not a resident of the District but is a resident of New Mexico who meets the age and other requirements for open enrollment established by state law and District policy may be admitted to a school without payment of tuition. (BCS Policy J-0800)
- Belen Consolidated Schools affords all students equal educational opportunities, as well as, equal opportunities to participate in extracurricular activities.
- BCS prohibits discrimination and harassment based on ethnic identity, religion, race, color, national origin, sex, sexual orientation, mental or physical disability, marital status, and pregnancy.

STUDENT GOVERNMENT (BCS Policy J-2150)

- In secondary school there shall be established an elected student government with membership open to all students.
- The student government will establish reasonable standards for candidates for office as outlined by the New Mexico Activities Association (NMAA).
- All students shall be allowed to vote in elections designed to promote careful consideration of the candidates and issues.
- Elementary school personnel are encouraged to introduce students to principles of student government through school and class activities.

The responsibilities of the student government shall be subject to the regulations of the School Board and shall include, but not be limited to, the following;
Involvement in the process of developing policies for revisions and additions to the curriculum, school rules, and regulations.

Involvement in the formulation of guidelines for co-curricular activities.

Involvement in allocation of student funds, subject to established audit controls and the approval of the principal.

Representatives selected by the student government shall meet regularly with the principal or his/her designee to exchange views and to share in the formulation of school student policies, and to consider revisions to the school’s curriculum.

**EXPRESSION AND ASSOCIATION**

- Students are protected in the exercise of their constitutional rights of free speech, press, and assembly.
- Peaceful demonstrations or protests of any kind may be allowed if administrative approval (in writing) has been obtained in advance – and are not conducted during class time or interrupt the educational process in any manner.

**PUBLICATIONS (BCS Policy J-2750 and J-2761)**

- Students shall be allowed to distribute political leaflets, newspapers, and other literature on school premises, at specified times and places. Such publications shall be submitted to the principal or designee for prior review of content.
- The principal and student government shall establish guidelines governing the time and place of distribution at sites that will not interfere with normal school activities.
- Official school publications shall reflect, where possible, a wide spectrum of student opinion. The student editors shall be governed by standards of responsible journalism. Responsibility and review protocol to determine compliance rests with principal.
- Appeals of such decisions made by the principal through the established review protocol may be made in accordance with Section V of this handbook.

**ORGANIZATIONS AND CLUBS (BCS Policy J-3750)**

- Students may form clubs or organizations for any legal purpose in accordance to Policy J-3750.
- These organizations must be open to all students on an equal basis and must operate within procedural guidelines established by the student government acting in concert with the principal.
- Protocols for the creation of organizations shall be establish by the site principal in accordance to site Student Council Constitutions and/or principal established protocols.
- Appeals of such decisions may be made in accordance with Section V of this handbook.

**CONTROVERSIAL ISSUES (BCS Policy I-8000)**

- Students shall have the right to encounter diverse points of view. To ensure that controversial issues are dealt with fairly and objectively, and with instruction as their goal, such issues may be a part of the curriculum if the following policies are observed:
  - Teachers should instruct students in the principles and techniques of the scientific method and provide opportunities for practice in applying established facts to specific problems.
  - Teachers should seek to develop in students the ideals of truth and honesty.
  - All personnel should seek to create an atmosphere in which difference of opinion can be voiced without fear and hostility and with mutual respect for all viewpoints.
  - Constitutional guarantees of due process and freedom of speech will continue to be observed as to students and teachers alike when they are involved in a controversial issue.
  - Teachers should encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined, and checked for accuracy.
  - Teachers should seek to develop in students a sense of responsibility for their beliefs, opinions, attitudes, and actions.
  - Teachers should place major emphasis upon "why" and "how" to think rather than "what" to think.

**DRESS CODE (BCS Policy J-2350 and J-2361)**

- The Board of Education has adopted policy regarding dress code and expects student dress and grooming to reflect high standards of personal conduct so that each student’s attire promotes a positive and respectful image to each other, our community and visitors to our schools.
• Our dress code reflects our goal of preparing our students to enter the work force with an understanding of the expected standards of society including modesty and decency.
• Some schools have adopted student dress policies in addition to the regular dress code.
• Exceptions to the dress code policy are school uniforms as determined by athletic code.
• Interpretation and enforcement of this dress code is the responsibility of the employees at each site.
• It is the responsibility of the site principal to communicate specific site dress code expectations.
• Students and their parents/guardians have the responsibility to be aware of the school specific dress codes and must conform to those requirements.

PRIVACY
• Custody (BCS Policy J-3400 and J-6500)
  o Except in the most extreme circumstances and only with principal authorization, custody of a student shall not be relinquished by school personnel to any person without the approval of the parent/guardian, unless the student is placed under arrest or removed per order of Child Protective Services (CPS/CYFD).
  o In every case of arrest, the school authorities must to notify the student’s parent/guardian. The principal should not release any child to a parent(s)/guardian(s) or other adult without first having determined, to the best of his/her ability, if said parent/adult is entitled to the custody of the child.
  o The principal shall not release any child unless confirmation from the custodial parent is received.
• Search and Seizure (BCS Policy J-3400)
  o Appropriate school administrator, designee, or school security personnel may conduct a search of a student’s person, student’s vehicle while on school property, or school property belonging to or assigned to that student if there is reasonable suspicion to believe that a search is necessary.
  o General searches of may be conducted at any time with or without the presence of students and/or notification of parents.
  o The search of a student’s person, possessions, and property assigned to him/her by the school is permissible if there is suspicion that a crime, or other breach of disciplinary rules, is being or has been committed, or school officials believe that a search is necessary to maintain school discipline and/or safety.
  o Student vehicles, when on campus or otherwise under school control, may be searched in accordance with school board policy.
  o Any contraband will be seized and held for further investigation or turned over to law enforcement officers.

SECTION IV STUDENT RECORDS (CONFIDENTIALITY) (BCS Policy J-7050)
• Student records kept by the Belen Consolidated Schools will be open to review by parent/guardians and/or students and will be treated in a confidential manner, as prescribed by local board policy, New Mexico State Board of Education Regulations and the Family Educational Records and Privacy Act of 1974.
• BCS maintains the following education records directly related to students:
  o Academic records.
  o Personal information records.
  o Disciplinary records.
  o Attendance records.
  o Health records.
  o Progress records.
  o Standardized testing records.

• Access to education records is limited to:
  o Parents of student under 18.
  o Parents of student over 18 if such student is dependent as defined in the Internal Revenue Code.
  o Students.
  o Officials of this school district who have a legitimate educational interest.
  o State and local officials to whom information is required to be reported.
  o Certain testing organizations.
Accrediting organizations.
Appropriate persons in connection with an emergency.
Pursuant to subpoena or court order.
To any person with the written consent from the parent of students under 18 or the student over 18. (BCS request of records release form can be used).
To a school or schools in which a student seeks or intends to enroll.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) See Section XII.
- The Family Educational Rights and Privacy Act (FERPA) specify rights related to educational records. This act gives the parent or guardian the right to:
  - access to education records to the persons and under the circumstances indicated above.
  - make copies available to persons entitled to copies.
  - challenge the contents of records.
- If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning that student in question.

STUDENT DIRECTORY INFORMATION
- Student directory information may be released without prior consent unless the parent or student informs the principal within 20 days of the first day of enrollment that any or all of the information should not be released without prior consent.
- Directory information includes:
  - Student’s name.
  - Address.
  - Telephone listing.
  - Date and place of birth.
  - Major Field of study.
  - Participation in officially recognized activities and sports.
  - Weight and height of members of athletic teams.
  - Dates of attendance.
  - Degrees and awards received.
  - Most recent previous educational agency or institution attended by the student
- Questions regarding educational records should be directed to the principal of the school the student is attending.

CHANGE OF ADDRESS/TELEPHONE
- It is very important that every student maintain an up-to-date address and telephone number record at the school office. Please notify the school immediately if you have a change of address or telephone number during the school year.

THE HEALTH INSURANCE PORTABILITY ACCOUNTABILITY ACT (HIPAA)
- School Health records must be kept separately from cumulative records and may not be viewed, nor the contents shared with other than health staff except by parental permission or as needed to preserve the health of the student.

PROFESSIONAL INFORMATION REQUEST
- Parents may request to view documents that verify their child’s teacher’s qualifications. This request should be submitted to your child’s school principal.

SECTION V PROCEDURES TO FOLLOW IF YOU FEEL YOUR RIGHTS HAVE BEEN VIOLATED (BCS POLICY J-3600)

DENIAL OF RIGHTS
- Education is a right guaranteed to the student.
- The courts have defined the basis on which denial of that right is justified.
- That right may be denied in response to behaviors, which threaten the safety and security of the school population, are illegal, or have the potential to disrupt the educational process.
• It is the intent of the Board that every reasonable effort is made on behalf of the student’s education, even in the case of suspension or expulsion.
  o Special education students must have an alternative program provided during any long-term suspension or expulsion.

VIOLATION OF STUDENT RIGHTS
• Students who believe that they are being unfairly treated and/or harassed by other students or school staff, or who believe that their rights have been violated should report their concerns to their parents, school administrators, other school personnel.
• If the concern is about the school administration, the report should be made to the Superintendent.

APPEAL PROCEDURE
• It is the intent of the Board that students and their parents are informed of the regulations regarding disciplinary and any appeal procedures affecting students within the school.
• Faculty, parents, and students shall attempt resolution of problems affecting students and the education process by informal means.
• If any student or parent feels that the conditions of the school or decisions made by its staff are not fair or reasonable, a conference shall be afforded with the principal or designee to discuss the matter.
• If the student or parent is not satisfied, the student or parent shall be afforded the opportunity to confer with the Superintendent regarding the matter.
• The student or parent may appeal to the Office of the Superintendent, and subsequently to the Board of Education if not satisfied with the disposition of the matter.

HEARING PROCEDURE (Long-Term Suspension or Expulsion)
• The Board prescribes a formal hearing procedure for students recommended for long-term suspension or expulsion.
• The student may, at his/her own expense, choose to be represented by an attorney during any process hearing.
• If a hearing is requested or required, school authorities shall prepare and serve the parents/legal guardians with a written notice of the hearing.
• The hearing shall be scheduled no sooner than five (5) nor later than ten (10) school days from the date of receipt of the notice by the parents.
• The parent or guardian may choose to waive the student’s right to a hearing and accept the disciplinary consequences recommended by the school.

HEARING AUTHORITY AND RECORD
• The Hearing Authority is the appointed Superintendent or designee of the District.
• A record of the proceeding shall be recorded and kept at the Superintendent’s office for a period of one year, after which the recording will be destroyed.

BURDEN OF PROOF
• The hearing is an administrative proceeding, and formal rules of evidence shall not govern the conduct of the hearing.
• The burden of proving that the student violated a provision of this Student Management Handbook is on the school authorities, except for the conditions spelled out in The Open Enrollment Policy.
• The student or his/her counsel shall have the right to call witnesses on his/her behalf and to question witnesses against him/her.
• The school authorities shall have the right to call witnesses and to question any witnesses who testify.

DECISION OF THE HEARING AUTHORITY
• The hearing authority shall decide, first upon the innocence or guilt of the student, with respect to the charges brought, and second, upon the disciplinary action, if any, that should be taken.
• In this process, the hearing authority may request additional evidence from the parties.
• The student shall have the right to comment upon the evidence orally and/or in writing.
• Within five (5) school days after hearing the evidence, the hearing authority shall serve its written decision on the parties stating its findings, conclusions, and implementations.
• The hearing authority’s decision shall take effect immediately upon notification of the parent/guardian and shall continue in force during any subsequent review.

APPEAL TO THE SUPERINTENDENT
• The student/parent may appeal the decision of the hearing authority by serving a written Notice of Appeal to the superintendent within ten (10) calendar days after the hearing authority’s decision is served.
• The superintendent shall within ten (10) calendar days review the transcript and materials presented at the level 1 hearing and the decision of the hearing authority.
• The superintendent shall then serve on the parties:
  o A decision affirming, overruling, or modifying the decision of the hearing authority.
  o The severity of any sanction may not be increased.

TIME LIMITS
• The hearing or review authorities shall have the option to extend the time limits after a showing of good cause.

SECTION VI GUIDELINES CONCERNING SCHOOL ATTENDANCE

STUDENT ATTENDANCE and TRUANCY/CHRONIC ABSENCE (BCS Policy J-0500 and J-1650)
• Any parent, guardian or person having custody and control of a "school-age person" is responsible for the school attendance of that person until that person has reached at least eighteen years of age unless the person has graduated from high school, received a school equivalency credential or withdrawn on a hardship waiver. The school age person has the right to attend public school within the school district of residence. The school-age person shall attend school for at least the length of time of the school year that is established in the school district in which the child is a resident or enrolled. A "school-age person" means a person is at least five (5) years of age prior to 12:01 a.m. on September 1 of the then current school year.
• Pregnant and parenting students must have the same educational opportunities as their peers.
• The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include but are not limited to, illness, injury, bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith or religious instruction and tribal obligations. For religious instruction and tribal obligations written consent of a parent and approval of the principal are required. A student may be excused for authorized reasons and time shall be provided for the student to make up the work.
• An unexcused absence means an absence from a class or school day (half of the students approved program) for which the student does not have an allowable excuse.
• Absent means not in attendance for a class or school day for any reason, excused or not except for interscholastic extracurricular activities.
• Chronic absence differs from truancy in that it tracks both excused and unexcused absences.
• In the event of a necessary absence known in advance, the parent is expected to inform the school. If the absence is caused by emergency, such as illness, or injury the parent is expected to telephone the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent notified the school in advance of the absence.
• School administrators are authorized to excuse students from school for necessary and justifiable reasons as determined from the circumstances surrounding the cause of the absence. The district shall provide interventions for students who are missing school, depending on the number of absences.
• Intervention is called for if a student misses 5% or more of classes or days of school.
• The district shall provide interventions to students who are absent or chronically absent, which may include:
  o assessing student and family needs and matching those needs with appropriate public or private providers, including civic and corporate sponsors;
  o making referrals to health care and social service providers;
• collaborating and coordinating with health and social service agencies and organizations through school-based and off-site delivery systems;
• recruiting service providers and business, community and civic organizations to provide needed services and goods that are not otherwise available to a student or the student’s family;
• establishing partnerships between the public school and community organizations, such as civic, business and professional groups and organizations and recreational, social and out-of-school programs;
• identifying and coordinating age-appropriate resources for students in need of:
  ▪ counseling, training and placement for employment;
  ▪ drug and alcohol abuse counseling;
  ▪ family crisis counseling; and
  ▪ mental health counseling;
• promoting family support and parent education programs; and
• seeking out other services or goods that a student or the student’s family needs to assist the student to stay in school and succeed.

• Early intervention is called for if a student misses 10% or more but less than 20% of classes or days of school. The attendance team shall:
  o notify the parent in writing by mail or personal service,
  o providing the date, time and place for a meeting to be held for the purpose of developing intervention strategies to keep the student in an educational setting.

• The attendance team may be convened to establish;
  o a specific intervention plan for the student,
  o weekly progress monitoring, and
  o a contract for attendance.

• Intensive Support is called for if a student misses 20% or more of the classes or days of school. The attendance team shall:
  o notify the parent in writing by mail or personal service,
  o provide the date, time and place for a meeting to be held with the parent, principal of the school and a member of attendance team for the purpose of:
    ▪ establishing nonpunitive consequences for the student at the school level,
    ▪ Identifying appropriate specialized supports needed to help the student address the underlying causes of excessive absenteeism, and
    ▪ apprising the student and the parent of the consequences of further absences.

• Student-teacher incompatibility, if alleged, will require consultation with the teacher and a meeting initiated by the principal with the student, parent and teacher.

• If a student does not respond to intensive support as implemented above but continues displaying excessive absenteeism, the Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families and shall cause the student to be reported to the probation services office of the appropriate judicial district for the purpose of an investigation as to whether the student should be considered a neglected child or a child in a family in need of family services, subjecting the child to provisions of the Children’s code.

• The records supporting such action shall be provided to the juvenile probation services office by the superintendent within ten (10) days of the identification of the student excessively absent.

• Consequences shall not include out-of-school suspension or expulsion but should focus on intervention and fostering retention of student in the educational setting.

• Only after exhaustion of intervention strategies may the District consider withdrawal of the student from membership in the school. Consulting with the juvenile probation services office or the caseworker for child services should be accomplished before such action.

• An excused absence shall be as determined in Policy JH.

• Upon a written request by a parent for attendance data the school shall provide the following information within five (5) days:
  o absence data,
  o preventive measures,
  o resources to address the causes, and a corrective action plan and interventions including follow-up procedures.
COMPULSORY ATTENDANCE AGES (BCS Policy J-0550)

- A "school-age person" means a person who is at least five (5) years of age prior to 12:01 a.m. on September 1 of the then current school year and who has not received a high school diploma or its equivalent and who has not reached the person's twenty-second birthday on the first day of the school year and meets other criteria provided in the Public-School Finance Act.
- Any parent, guardian or person having custody and control of a person subject to the provisions of the Attendance for Success Act is responsible for the school attendance of that person until that person has reached at least eighteen years of age unless the person has graduated from high school, received a school equivalency credential, or withdrawn on a hardship waiver.
- A person shall be excused from this requirement if, with the written signed permission of the parent, guardian or person having custody and control of the person to be excused, the person is excused from the provisions of this section by the Superintendent of schools for a hardship.
- The school-age person shall attend school for at least the length of time of the school year that is established in the school district in which the child is a resident or enrolled and the school district shall not excuse a student from attending school except as provided in the Attendance for Success Act or for parent-authorized medical reasons.

ENTRANCE AGE REQUIREMENTS (BCS Policy J-0600)

- Special Preschool
  - A child evaluated and recommended for special services for a disability in accord with statute, and who is at least three (3) years of age at any time during the school year, may be admitted to preschool.
- Kindergarten
  - A child who has reached at least five (5) years of age prior to 12:01 a.m. on September 1 of the then current school year may be admitted to kindergarten.
- High School
  - A person who has not received a high school diploma or its equivalent and qualifies on the basis of standards and qualifying examinations may enter high school.

ADMISSION OF RESIDENT STUDENT (BCS Policy J-0750)

- A student who is a resident of the District and who meets the applicable requirements established by state law shall be admitted without payment of tuition to the school in the attendance area in which the student resides and may be admitted as a resident transfer student to another school in the District in accordance with the District's open enrollment policy.
  - A student who is in the legal custody of a natural or adoptive parent or other person to whom custody has been granted by a court order and who resides with the parent or other person in the District.
  - A student who is an emancipated minor and whose place of residence is in the District. When determining whether a minor is emancipated, the Superintendent will consider such factors as whether the student is married, financially independent, and residing away from the family domicile with parental consent.
  - A student who is seventeen (17) years of age or older and whose place of residence is in the District.
  - A student who is homeless, and who attended a school in the District at the time of becoming homeless.
  - A school age person institutionalized per 43-1-3 NMSA and recommended for placement in public school.
- The residency of a student, natural or adoptive parent, or other person to whom custody of the student has been granted by court order shall be based upon evidence of the individual's physical presence and intent to remain in the District. Such evidence of residency may include, without limitation, landlord-tenant agreements, rent receipts, and receipts for utility payments.
- A student found to have an invalid enrollment shall be disenrolled from school in accordance with the procedure set forth in Section 6.10.4.9 NMAC.
STUDENT WITHDRAWAL FROM SCHOOL/DROPOUTS (BCS Policy J-1300)

- A withdrawal form shall be presented to the parent or legal guardian of a student who may or must withdraw from school. The withdrawal form shall include space for the reason for withdrawal and the signature of an official of the school from which the student has withdrawn.
- Reasons for withdrawal may include:
  - Parents or legal guardians moving from the District or to an area served by another school.
  - A request from a student who has reached eighteen (18) years of age.
  - An approved hardship waiver for a student who is between sixteen and eighteen (18) years of age.
  - Absence of more than ten (10) consecutive days; provided that withdrawals do not include children that the school district is required to intervene with and keep in an educational setting as provided in the Attendance for Success Act.
  - Attendance in a private school or home school.
  - Expulsion or long-term suspension.
- Upon withdrawal, the student shall check in all books and other District property through the office of the school that was attended.
- All non-confidential records of transferring students will be released to other schools upon request without parental or guardian permission. This process requires at least 48 hours.
- CYFD will be notified if no records request is received within 10 school days.

STUDENT ABSENCES AND EXCUSES (BCS POLICY J-1550)

- The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include but are not limited to, illness, injury, bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith or religious instruction and tribal obligations. For religious instruction and tribal obligations, written consent of a parent and approval of the principal are required. A student may be excused for parent or doctor authorized medical reasons. Time shall be provided for the student to make up the work.
- An unexcused absence means an absence from a class or school day (half of the students approved program) for which the student does not have an allowable excuse.
- Absent means not in attendance for a class or school day for any reason, excused or not excused except for interscholastic extracurricular activities.
- In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, or injury the parent is expected to telephone the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent notified the school in advance of the absence.
- School administrators are authorized to excuse students from school for necessary and justifiable reasons as determined from the circumstances surrounding the cause of the absence.

- **WHEN ABSENT FROM SCHOOL (BCS Regulation J-1561)**
  - If the parent(s)/guardian(s) have a telephone and provide the contact number to the school, the school may make a reasonable effort to give notification of absence within three (3) hours of the beginning of the school day if the school has not received confirmation of the student's absence. No right of being informed is established by this direction to staff.
  - State law mandates that parents are responsible for children to be in attendance during the period when school is in session. Therefore, when a student is absent, the parent shall call the school on or before the day of the absence in order to advise the school as to the reason for the absence if a telephone is available. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns by signed parental note, in time for the student to obtain an admission approval prior to class time. All absences not verified by parental or administrative authorization will be considered unexcused.
  - If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.
  - For absences greater than one (1) day in length, the school should be notified each day of the absence.
• The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

RELEASE TIME FOR RELIGIOUS INSTRUCTION (BCS Policy J-1900)
• Students at the school may be granted released time to attend religion classes near the school campus under the following conditions and guidelines:
  o The person who has custody of the student has given written consent.
  o Any religious instruction or exercise takes place at a suitable place away from school property designated by a church or religious denomination or group.
  o Released time should not interfere with the student's normal schedule.
  o Time shall be provided for the student to make up the school work if missed during the absence.
  o School credit will not be given for religion classes, nor will the course title be placed on the permanent record of the student.
  o Discipline problems, reporting to parents, and attendance and other procedures necessary to religion class operation shall be the responsibility of the religion class instructors or supervisors.

PROGRAMS FOR PREGNANT/PARENTING STUDENTS (BCS Policy I-2550 AND I-2561)
• Pregnant and parenting students should have the same educational opportunities as their peers. Such students may also need additional counseling and health services that are available through the public schools.
• As soon as the pregnancy is medically confirmed, the student shall consult with a member of the counseling staff or the principal for the purpose of planning an educational program.
• Pregnant students may elect to remain in the regular school program and shall not be involuntarily excluded from any part of the school program, provided, however, that reasonable safeguards are maintained both for the school's and the student's best interests.
• Pregnant students shall notify school authorities of their status as soon as it is ascertained. At least ten (10) days of medical absence may be approved for a student who provides documentation of the birth of the student's child and time shall be provided for the student to make up the work.
• Pregnant and parenting students of children under thirteen (13) shall be permitted four (4) days of excused absences for a child needing care upon proper documentation in accord with policy and statute. Time shall be provided for the student to make up the school work missed during the absence. The Superintendent will establish procedures as necessary to implement this policy.
• Parenting students shall not bring their children to school during the regular school day. Student's children will only be permitted in specified classes when requested by an instructor with the approval of the building administration. They are not to be in any other area of the school campus.

ENROLLMENT REQUIREMENTS (BCS Polices J-0250, J-0600, J-0650, J-0750, J-0950 and J-1000)
• All children and youth who have an actual and bona-fide residence in the BCS school district and who are otherwise qualified shall be entitled to attend the public schools up to and including the 12th grade. Additional IDEA provisions may apply.
• Upon entering the BCS, pupils shall present birth certificates or other satisfactory evidence of age. Kindergarten children must be five years old by 12:01 a.m. on September 1.

EXTRACURRICULAR ACTIVITY ELIGIBILITY (BCS Policy J-4550)
• All interscholastic extracurricular activities in grades nine (9) through twelve (12) that are of a competitive nature and involve more than one (1) school where a championship, winner, or rating is determined shall be conducted under the provisions of this policy. Such activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities.
• All such activities conducted under the auspices of the District shall be under the direct supervision of the licensed individual responsible for the activity.
• It is necessary to have the interscholastic extracurricular activities function within a realistic framework of control. In order that overenthusiastic students do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:
  o All classwork counted for eligibility must be acceptable for graduation.
  o The student must be enrolled in more than half of the school's regular class schedule.
Regular attendance must be maintained and no more than fifteen (15) days or the same class more than fifteen (15) times may be missed each semester due to interscholastic extracurricular activities.

The eligibility criterion for interscholastic participation shall be in accord with the following:

- A public school student shall have at least a grade average of 2.0 on a 4.0 scale adjusted for honors points with no F's or failures either cumulatively or for the grading period immediately preceding participation to be able to participate in any interscholastic extracurricular activity. A grading period shall be not less than six (6) weeks. Eligibility will be determined by semester grades;
- Eligibility may be reestablished following each grading period; and
- The cumulative period eligibility for participation shall be applied beginning with the student's academic record in the ninth (9th) grade year.

If the student does not meet the eligibility requirements the penalty will be removal from participation in any athletic team or extracurricular performances or travel. A student that demonstrates academic progress toward eligibility may practice with the team or group.

The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the Superintendent.

The student and the parents or guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when:

- Ineligibility is pending, and
- Ineligibility is determined to be necessary.

Support services may be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility depending upon resources available.

Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.

The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' individual education programs or those receiving C- and D-level services.

The Superintendent shall establish regulations to ensure that:

- Necessary documents in support of this policy are maintained.
- Necessary data related to ineligible students are collected and reported as required.
- The cultural traditions of students are considered when establishing or enforcing rules related to participation in extracurricular activities.
- The requirements of this policy are met.

The Superintendent may develop additional rules or procedures for the proper conduct of extracurricular programs and the implementation of the provisions of this policy.

For additional information, contact the BCS Athletic Department and/or the BCS Athletic Handbook.

IMMUNIZATIONS REQUIREMENTS (BCS Policy J-5200)

Proof of immunization is required by law. See Health and Safety Section (Section XIII) for details and exceptions.

DISMISSAL OF STUDENTS (BCS Policy J-6500)

- No school may be dismissed before the regular hour for dismissal except with the approval of the Office of the Superintendent.
- No staff member may permit any individual pupil to leave school prior to the regular hour of dismissal except by permission of the principal/assistant principal/designee.
- No pupil may be permitted to leave prior to the dismissal hour at the request of, or in the company of anyone other than a parent(s)/guardian(s) of the child, unless the permission of the parent(s)/guardian(s) has been secured. If any police officer or court government official requests the dismissal of a pupil during school hours, the parent(s)/guardian(s) must be notified except when investigation of child abuse has been initiated.
- Students may not perform errands or act as messengers off campus during school hours.

MAKE UP OPPORTUNITIES (BCS Policy I-7250 and I-7261)

The Superintendent shall develop and implement standards that shall apply to requirements for student make up assignments because of absence. Among those reasons are:

- parent or doctor authorized medical absences,
o pregnancy,
o care for a child under 13,
o religious instruction,
o tribal obligations,
o injury,
o bereavement of a family member,
o other family emergencies, and
o observance of major religious holidays of the family’s faith.

- School administrators are authorized to excuse students from school for necessary and justifiable reasons as determined from the circumstances surrounding the cause of the absence.

- The following standards shall apply in the District for makeup work due to student absence. Adjustments may be made when it is in the best interest of the student(s).
  o It will be the student's responsibility to ask for makeup work and to arrange for a time to make up tests when the student returns from an absence.
  o The student has the responsibility to work with the teacher to develop a plan for making up homework and tests.
  o If work is not turned in by the time the makeup assignment is due, and the student fails to provide an acceptable explanation of the extenuating circumstances that would merit an extension, the teacher may reduce the grade on the assignment.
  o When a student has been absent for illness, ample time will be given for makeup work once the student returns to school.
  o In situations where the student will be absent for more than three (3) days, due to illness (i.e., chicken pox, measles, etc.), or when the parent notifies the office that the student will be absent more than one (1) week for other reasons, teachers may provide required assignments in advance or send assignments to the student.

**ATTENDANCE RELATED DEFINITIONS**

- **ABSENT** means not in attendance for a class or school day for any reason, whether excused or not, provided that "absent" does not apply to participation in interscholastic extracurricular activities.

- **ATTENDANCE IMPROVEMENT PLAN** means a tiered data-informed system for public schools and school districts to identify students who are chronically or excessively absent and to aid public schools in developing whole‐school prevention strategies and targeted interventions.

- **CHRONIC ABSENCE RATE** means the percentage of students, in the aggregate and disaggregated by the subgroups, required for reporting pursuant to the federal Every Student Succeeds Act, in a public school and a school district who have been enrolled for at least ten days and who have missed ten percent or more of school days since the beginning of the school year.

- **CHRONICALLY ABSENT** or **CHRONIC ABSENTEEISM** means that a student has been absent for ten percent or more of classes or school days for any reason, whether excused or not, when enrolled for more than ten days.

- **EARLY INTERVENTION** means interventions for students who are missing ten percent or more but less than twenty percent of classes or school days for any reason.

- **EXCESSIVELY ABSENT** or **EXCESSIVE ABSENTEEISM** means a student who is identified as needing intensive support and has not responded to intervention efforts implemented by the public school.

- **EXCUSED ABSENCE** means absence from a class or school day for a death in the family, medical absence, religious instruction or tribal obligations or any other allowable excuse pursuant to the policies of the local school board.

- **INDIVIDUALIZED PREVENTION** means targeted prevention strategies for individual students who are missing five percent or more but less than ten percent of classes or school days for any reason.

- **INTENSIVE SUPPORT** means interventions for students who are missing twenty percent or more of classes or school days for any reason.

- **MEDICAL ABSENCE** or **MEDICALLY ABSENT** means that a student is not in attendance for a class or a school day for a parent- or doctor-authorized medical reason or the student is a pregnant or parenting student.

- **SCHOOL DAY** means a portion of the school day that is at least one-half of a student's approved program.

- **UNEXCUSED ABSENCE** means an absence from a class or school day for which the student does not have an allowable excuse pursuant to the Attendance for Success Act or policies of the local school board.
• **WHOLE SCHOOL PREVENTION** means universal, whole-school prevention strategies for all students.

**SECTION VII  HOMEWORK POLICY (I-7050)**

The development of study skills and self-discipline are integral and indispensable elements of a quality educational process.

- Homework should be assigned consistent with the maturity, special needs, potential, and achievement level of the individual student. It should not carry the stigma of punishment. Its assignment should be specifically addressed to the objectives of the instructional program, and, in addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.

- Students, regardless of their intellectual capacity, should understand that mastery of skills is not always possible within the time constraints of the classroom. Each student should leave the District with a firm foundation for pursuing knowledge and developing skills on an independent basis.

- The superintendent is responsible for ensuring that procedures are in place that will achieve objectives through homework, including, but not limited to, the following:
  - Intervention that changes deficient performance to performance that meets acceptable standards.
  - Reinforcement and mastery of critical skills and concepts. Special emphasis will be placed on the mastery of basic skills.
  - Challenge through exploration of concepts and skills that complement and elaborate those introduced in the classroom.
  - Feedback from the teacher through correction and clarification of all outside assignments.

**Section VIII  EXPECTATIONS AND RESPONSIBILITIES FOR STUDENT CONDUCT (J-2300)**

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, or affecting the school order. In establishing these regulations, the Superintendent may consult with parents, students and staff committees. In addition to compliance with regulations established by the Superintendent, students are expected to obey all rules and regulations adopted by the Board, and to obey any order given by a member of the faculty or staff relating to school activities.

A student shall be defined as any person who is enrolled in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

The school is a community and the rules and regulations of a school are the laws of the community. The right to a public education is not absolute; it may be taken away, temporarily or permanently through due process, for violations of school rules.

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Violation of District rules and regulations.
Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

Please reference New Mexico Statutes, 1978 (Annotated) 22-5-4.3 regarding the development of the Belen Consolidated School’s discipline policies.

SECTION IX  MINIMUM MANDATORY CONSEQUENCES FOR MISCONDUCT

Minimum mandatory consequences have been established and must be expected for any violation. Administrators may impose consequences beyond those identified as minimum mandatory. The administrative response to the unacceptable behavior may vary, as each principal selects from a broad spectrum of actions such as those listed here and in each school’s discipline handbook. Schools must make a good faith effort to notify the parents, or legal guardian, of the student in any circumstances where the school’s disciplinary response will exceed administrator/student contact.

A matrix addressing specific misbehaviors and minimum mandatory consequences is presented in the following pages.

The following pages contain a table listing unacceptable behaviors and describing mandatory and possible additional responses. Specific violations and their mandatory minimum responses are indicated by an \( M \) and possible optional responses are indicated by an \( O \).
This Matrix lists unacceptable behaviors and **Minimum Mandatory Consequences (M) and Optional Consequences (O)**. Administrators may impose consequences beyond minimum mandatory, where there is documented evidence of prior intervention and/or progressive discipline; or in the case of extenuating circumstances as determined by the principal. In using a progressive discipline approach, consequences may vary from student to student. Consequences may also vary when a student is covered by provisions of IDEA (Individuals with Disabilities Education Act). Incidents of misbehavior which do not reach the level of administrative attention will continue to be resolved by the classroom teacher/staff member. Students are suspended from Extracurricular Activities during the timeframe of any suspension. The suspension from Extracurricular activities extends beyond the school suspension in cases involving controlled/illegal substances.

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<th>OCCURRENCE</th>
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<td>Bullying/Cyberbullying</td>
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<td>Cell Phones (Secondary Schools)</td>
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<td>Cell Phones (Secondary Schools)</td>
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<td>Controlled Substance Use or Under the Influence</td>
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<td>Controlled Substance Sale or Distribution</td>
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<td>Extortion</td>
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<td>1st</td>
<td>Harassment</td>
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Staff-Student Contact

Staff-Parent Contact

Admin-Student Contact

Admin-Student-Parent Contact/Conf

Mediation

Short-Term Suspension

Long-Term Suspension

Expulsion

Seek Restitution

Referral for Legal Action

Suspension of Extracurricular

Suspension of Extracurricular Activities (o).
SECTION X  TYPES OF BEHAVIOR THAT DISRUPTS THE EDUCATIONAL PROCESS

Acts of misconduct not specified herein is also subject to discretionary disciplinary action by appropriate school personnel. An act of misconduct may be both criminal and disruptive.

The criterion used for defining unacceptable behavior is whether it has the potential to disrupt the educational process.

These guidelines follow municipal court and state guidelines.

Violations of the standards for student behavior, are subject to disciplinary sanctions if:

- They occur on district/school property.
- They occurred at district/school/state sponsored events.
- They occurred at district/school/state sanctioned events.
- Misconduct was initiated on campus and then continued off campus.
- Misconduct occurred off campus and either continued campus or interfered with the educational process.

For violations occurring in or on district transportation vehicles, please reference the BCS Transportation Student Handbook.

TYPES OF MISCONDUCT DEFINED

- **Crimes**
  - Refers to all activities described as criminal offenses by federal law, by the New Mexico Statutes Annotated or by Municipal or County ordinances.

- **Defiance**
  - Refusing to comply with a reasonable demand or request, by any school official or sponsor, at places and times where school personnel have jurisdiction.

- **Gang Related Activity (BCS Policies J-2900 and J-2911)**
  - Gang-related activity can be intimidating to students, faculty and staff and is disruptive to the educational process. Although this list is not all-inclusive, examples of inappropriate and unacceptable behaviors are such things as gang graffiti on school property, intimidation of others,
gang fights and/or initiation rituals, wearing gang attire or “colors.” A “gang” can be any group of students and/or non-students whose group behavior is threatening, delinquent or criminal. Since gang behavior, markers and colors are variable and subject to rapid change, school administrators and staff must exercise judgment and their individual discretion based upon current circumstances when evaluating gang-related activity. Gang-related indicators that will be considered should include:

- The student associating with admitted or known gang members.
- The student wearing attire consistent with gang dress.
- The student displaying gang logos, graffiti and/or symbols on personal possessions.
- The student displaying gang hand signs or signals to others.
- The student talking about gang activities to others.
- Hostile contact with others in which two or more students have contributed to a situation causing bodily harm on another.

**General Disruptive Conduct (BCS Policies J-4611 and J-4631)**

- Any behavior or conduct that disrupts or interferes with the operation of the Belen Consolidated Schools, including individual classes. This can also be behavior that leads a school authority to reasonably forecast that such an interruption or interference is likely to occur unless preventive action is taken. Refusing to comply with any reasonable demand or request by a school official or sponsor at places and times where school personnel have jurisdiction is included in this definition.
  - For example: inappropriate or forbidden use of cell phone during instructional time; misuse of other forms of technology; failure to provide school identification upon request; dress code violation; inappropriate display of affection; making false accusations regarding students or staff, and so forth.

**Electronic Equipment**

- THE SCHOOL WILL NOT BE RESPONSIBLE FOR DAMAGE TO OR LOSS OF ANY ELECTRONIC ITEMS BROUGHT ON CAMPUS.
- Regarding cell phone and other electronics use at school, please refer to individual sites for procedures and expectations.

**Bullying (J-2550)**

- 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 (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school/state 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 (J-2550)**

- 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;
  - 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.

**Harassment (J-2550)**

- Knowingly pursuing a PATTERN of conduct that is intended to annoy, alarm or terrorize another person. Any gesture or written, verbal or physical act that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, religion, national origin, sex, gender identity, sexual orientation or disability; which has the effect of harming another individual/group, damaging his/her/their property, placing the individual/group in reasonable fear, or has the effect of causing a disruption to the educational process.
  - Disability
    - Conduct including but not limited to the following: mocking, taunting, intimidating, criticizing, or punishing a student/group with a disability because of his/her/their disability. (Reference Section 504 and the Americans with Disabilities Act)
• **Sexual**
  - Gender discrimination as defined in Title IX of the Education Amendments of 1972. Examples include but are not limited to the following: sexual assault, unwanted touching, inappropriate comments or conversation, certain non-verbal behaviors and gestures, which threaten or belittle others based on gender.

  o **Reporting (J-2561)**
    - When a professional staff member receives the information regarding a suspected offense, the staff member will transmit it to the school administrator not later than the next school day following the day the staff member receives the information or observes the incident. If the incident involves the school administrator, the professional staff member shall forward the information to the next administrative level. District established procedures for investigation shall be followed.

• **Physical Contact**
  - Threatening or causing unwanted touching, contact, or attempts at same, including sexually oriented touching, staring, patting, pinching, pulling at clothing, intentionally brushing against another, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District

• **Threats of Violence by Student**
  - Threats of violence toward other students, school staff members, or school facilities, in any form, generally are prohibited and may result in suspension or expulsion, regardless of whether the student has engaged in such conduct previously.

• **Tobacco Use by Students/Smoking (J-3000)**
  - The use, possession and distribution of tobacco products, vape, e-cigarettes and nicotine liquid containers, alcoholic beverages, mood-altering substances and illicit drugs is prohibited in the following locations:
    - School grounds, buildings, parking lots, or playing fields.
    - On or in school buses or other district vehicles.
    - At transportation pick-up areas.
    - At or during off-campus school-sponsored events.
  - Disciplinary penalties may include, but are not limited to, suspension of the student from school or a recommendation for expulsion when there is evidence of repeated and continuous violation of this policy.

  o **EXCEPTION**
    - Lawful possession or use by a minor of a tobacco-cessation product approved by the United States food and drug administration shall be permitted by students following district policies for student self-administration of medications. (J-5361)
  - Students involved in extracurricular activities may have additional consequences as listed in the athletic/activity handbook

• **Drug and Alcohol Use by Students (J-3050)**
  - The nonmedical use, possession, distribution, delivery or sale of drugs or counterfeit substances, and related paraphernalia, on school property or at school events is prohibited. **Nonmedical** is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.
  - Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.
  - Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.
  - For purposes of this policy, "drugs" shall include, but not be limited to:
    - All dangerous controlled substances prohibited by law.
    - All alcoholic beverages.
    - Any prescriptions or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy (J-5350).
    - Hallucinogenic substances.
    - Inhalants (including vape and e-cig type items).
  - Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution.
Students involved in extra-curricular activities may have additional consequences as listed in the athletic/activity handbook.

- **Weapons in School (J-3100)**
  - This policy is enacted to implement the requirements of the Federal Gun Free School Act of 1994, 20 U.S.C., 8921 and N.M.S.A 1978, 22-5-4.7
  - No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the Belen Consolidated Schools.
  - Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with BCS policies and shall immediately report a violation of this policy to a peace officer.
  - A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period, if ever. The Superintendent may modify the one (1)-year duration of such disciplinary action on a case-by-case basis.
  - A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.
  - For the purposes of this policy:
    - **Weapon** means any of the following:
      - A firearm.
      - Pocket knives or other knives regardless of length of blade.
      - A destructive device.
      - A dangerous instrument.
    - **Simulated weapon** means an instrument displayed or represented as a weapon.
    - **Firearm** means any of the following:
      - Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
      - The frame or receiver of any such firearm.
      - Any firearm muffler or silencer.
      - Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or similar device.
      - Any combination of parts that could be readily assembled to form a firearm.
    - **Destructive device** means:
      - Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.
      - Any collection of parts that could be readily assembled to form a destructive device.
    - **Dangerous instrument** means:
      - Anything other than a firearm, knife, or destructive device that is carried or possessed by a student for being used or being available for use to cause death or inflict serious physical injury.
    - **School premises** means:
      - The school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.
    - **Deadly weapon** means any weapon designed for lethal use, including a firearm.
SECTION XI  DEALING WITH UNACCEPTABLE BEHAVIORS

Belén Consolidated Schools utilizes the nonviolent crisis intervention model of the Crisis Prevention Institute, Inc. (CPI) to assist students in managing aggressive and violent behavior. This model:

- Focuses on early identification of anxiety and intervention for verbal acting-out BEFORE the behavior escalates to physical acting out.
- Allows for physical intervention (holds) if the student’s behavior becomes dangerous to themselves, staff or other students as a last resort.
- The Superintendent shall indicate procedures and practices implementing the use of these tools including parental notice, record keeping, and case review; placing procedures for their use in a school safety plan per statute. These procedures and practices are referenced in BCS Policies J-6400, J-6411, J-6412, and J-6132.

Each school develops its own set of methods appropriate to the student’s age and level of development in dealing with problem behavior. Some of the actions that may be used are listed below by categories. These and others may be specified in each school’s own discipline handbook.

- **CONTRACTS**
  - Student commits to more positive behavior in the form of a written contract.
  - Student may be assigned a school or community service. Supervision will be determined by the principal.

- **REFERRALS**
  - Students may be referred to SAT or school counselor (SAP).
  - Student and school authority may call parent(s)/guardian(s) to discuss problem and solution.
  - Student and/or parent(s)/guardian(s) may be provided information regarding outside professional resources.
  - Student and parent(s)/guardian(s) may be referred to, and required to attend, the Parent Involvement Program (PIP), the Smoking Cessation Program, or others is available as an alternative to suspension.
  - Student may be formally referred for legal action.

- **REMOVAL FROM CLASS**
  - Student may be removed from class or activity but remains at school pending conference with appropriate school personnel.
  - Student may be placed in “alternative short-term” setting until satisfactory resolution is reached (in-house suspension).
  - Student may be suspended from school pending parent conference.

In the absence of agreement of all parties, the Superintendent will review the case and make the final decision.

The authority of the schools to supervise and control the conduct of students includes the authority to impose reasonable periods of detention during the day or outside normal school hours as a disciplinary measure.

Reasonable periods of detention may be imposed with the procedures for temporary suspension.

- **DEFINITIONS**
  - Communication
    - **STAFF/STUDENT CONTACT**
      - Staff member, defined as any school employee assigned to that school, will contact student.
    - **STAFF/PARENT CONTACT**
      - Staff member will contact parent by note, by telephone, or in person.
    - **ADMINISTRATOR/STUDENT CONTACT**
      - Administrator will contact student in person, by note, or by telephone.
    - **ADMINISTRATOR/PARENT CONTACT/CONFERENCE**
      - Administrator will contact parent by note, by telephone, or in person.
  - Consequences
    - Community Service
    - Campus Cleaning
ISS
Lunch Detention
Seek Restitution
- Restitution will be sought from anyone for damages or the theft of personal or school property. This includes:
  - damage to the school facilities,
  - damage or loss of school textbooks, materials, and/or supplies,
  - damage to personal property of school employees or students or school neighborhood residents. Such matters may be referred to Belén Police Department for further action.

Suspension
- Students whose presence poses a danger to persons or property are a disruption to the educational process and may be removed immediately from school or school-sponsored events. Local law enforcement may participate in removal if necessary.
- Suspension is the removal of a student from a class or classes and all school related activities for any period. Suspension may include in-school suspension alternatives to long-term removals from school of one year or longer.
- For special education students, suspension is defined as the denial of their IEP services.
- The school administration must provide notification to each of the student’s teachers and to the student’s parents/legal guardians within one school day of imposing any form of suspension.
- The school administration must keep on file a copy of the notification for any suspension occurring during a school year. This file is to be made available to the Superintendent, or designee, upon request.
- The principal of the school is responsible for notification compliance and documentation at his/her school.
- Copies of suspension notification may be discarded at the beginning of each academic year for prior years’ actions, except for any long-term suspensions or expulsions still in effect.
  - SHORT-TERM SUSPENSION
    - Removal of student from classes and all school-related activities for a period ranging from a minimum of a few minutes to a maximum not to exceed nine school days.
    - Short term suspensions cannot be appealed.
  - LONG-TERM SUSPENSION
    - Removal of a student from school and all school-related activities for more than ten days and up to a full calendar year from a disciplinary hearing. A student receiving a long-term suspension will lose credit for the semester. Students have the right to due process hearing. The student may, at his/her own expense, choose to be represented by an attorney during a due process hearing.
  - MAXIMUM TERM OF SUSPENSION
    - No suspension shall extend beyond a full calendar year except in serious disciplinary situations requiring further investigation and/or adjudication.
    - Students have the right to a due process hearing.
    - A student who has been suspended will be given the same period to complete missed assignments and examinations and will be free from additional penalties affecting his/her grades, credit, graduation, or any other indicators of academic achievements.

Expulsion
- Removal of a student from all schools in BCS for a period of at least one calendar year. In some instances, expulsion may be a permanent removal from this school system.
- A student receiving an expulsion will lose credit for the duration of the expulsion.
- Students have the right to a due process hearing.
Referral for Legal Action
• Communication of any illegal act or action by a student will be forwarded to the appropriate authority or law enforcement agency.
• Any action which is considered a criminal or a delinquent act under federal law, state law, or regulations will be communicated to the appropriate law enforcement agency and can be grounds for disciplinary action by school administration.

Suspension of Extra-Curricular Privileges
• Removal at the discretion of the principal, of any part or all, of extracurricular privileges for time periods up to one full calendar year.
• Participation in extracurricular activities is a privilege offered to and earned by students.
• Participants are expected to adhere to higher standards of academics and conduct that is established for the general school population, in order to maintain their extracurricular privileges.
• Participation in extracurricular activities is not a student right, and suspension of such privileges does not require a due process hearing procedure.
• Students involved in sports as covered by the Athletic Handbook, and in violation of policies will be dealt with according to those directives.

Process
• MEDIATION
  o Mediation is a viable working component of every discipline plan within the school structure. Trained student/adult mediators will work with parties involved to resolve the incident.
• SAT
  o Student Assistance Team uses a team approach to help teachers, parents and other professionals address individual student’s needs. Students can be referred to SAT by a faculty member, counselor, principal, or parent. The SAT process is a collaborative effort to offer students and families assistance, for students to achieve to their potential. The team can help direct students and families towards programs offered within the school and community.

SECTION XII  SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITY ACT (ADA) AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Section 504 and American with Disabilities Act (ADA) are federal laws which prohibit discrimination against persons with a disability. The Act defines a person with a disability as anyone who:
• Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, breathing, learning, and working);
• Has a record of such impairment; or 3. Is regarded as having such impairment.

To fulfill its obligation under Section 504 and the ADA, the Belén Consolidated Schools recognizes a responsibility to avoid discrimination against any person with a disability. No discrimination will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under Section 504 which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate education services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with the district official and/or an impartial hearing officer.

The Family Educational Rights and “Privacy Act” (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to:
• inspect and review his/her child’s educational records;
• make copies of these records;
• receive a list of all individuals having access to those records;
• ask for any explanation of any item in the records;
• ask for an amendment to any report claiming it is inaccurate, misleading, or violates the child’s rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the Belén School District Academic Office.

These statements will be reviewed by the Board of Education at the end of each school year, at which time suggested amendments or additions submitted by administrators, teachers, students and/or other interested persons will be considered. Copies of these policy statements and hearing procedures will be made available to each student at the beginning of each school year. Electronic copies of administrative directives to students are available for review by the students and their parents at each school library.

SECTION XIII HEALTH AND SAFETY REQUIREMENTS

CLOSED/OPEN CAMPUS (BCS Policy J-1850)
• All schools in the Belen Consolidated Schools will operate as closed campuses. Students will not be allowed to leave campus or return to their vehicles during the school day. The exceptions outlined below will be permitted after all building procedures have been observed.
  o Students who are properly checked out by their parents.
  o Students who attend school part-time (home-school students, on the job training students, half (1/2)-day seniors, etc.) and follow building guidelines.
  o High school students who have critical appointments (legal, medical, etc.) that cannot be rearranged, provide prior parent written notification, and receive administrative approval.
• High school sites may add additional approved exceptions based on student academic and/or personal needs.

ACCIDENT PREVENTION AND SAFETY PROCEDURES (BCS Policy E-0400)
• Accidents are undesirable, unplanned occurrences which may result in tragic consequences; bodily harm; loss of school time; property damage; legal action and even fatality. To guard against such occurrences, the Board intends for the District to take every precaution to protect the safety of all students, employees, visitors and others while on District property or at school-sponsored events.
• The Superintendent shall develop administrative procedures to meet the intent of this policy in areas that include, but are not limited to:
  o Plant inspection.
  o Fire prevention.
  o Traffic and parking safety.
  o Accident record keeping.
  o Inclement weather conditions.
  o First aid and emergency care.
  o Bicycle and scooter use.
  o Safety patrol programs.
  o Student supervision.
• Contact the BCS Health and Wellness Services Department at 505-966-1271 for school safety procedures and forms.

IMMUNIZATIONS OF STUDENTS (BCS Policy J-5211 and J-5250)
• Subject to the exemptions as provided by law, no student shall be enrolled unless the student can present satisfactory evidence of commencement and completion of immunization in accordance with the immunization schedule and rules and regulations of the Public Health Division, except that a homeless student shall not be prevented from attendance until the fifth (5th) calendar day after enrollment.
• “Satisfactory evidence of commencement and completion of immunization” means satisfactory evidence of a person having begun the process of immunizations in a statement, certificate or record signed by a duly licensed physician, certified nurse practitioner, or other recognized public or private health facility stating that the person has received at least the first in the series of required immunizations and is proceeding with the
immunizations according to the prescribed schedule. Persons enrolling in schools who have begun the process of immunization shall have one month following the date of enrollment to complete the required immunizations and submit satisfactory evidence of completing the required immunizations or having continued the process of the required series.

- Any minor child, through his parent or guardian, may file a request for exemption from required immunization with the director of the public health division. The original request for approval of any exemptions from immunization must be mailed to the Department of Health, Public Health Division, immunization program. The address is P.O. Box 26110, Suite S-1250, Santa Fe, NM, 87502. Request forms can be found at the immunization program offices 1190 St. Francis Drive, Suite South 1250 or on the program’s website.

- The student is exempt from immunization pursuant to Section 6.12.2.8 NMAC upon filing with the governing authority:
  - A statement or certificate signed by a licensed physician or certified nurse practitioner stating that the physical condition of the person seeking enrollment is such that immunization would seriously endanger the life or health of the person;
  - An exemption granted by the Public Health Division based on:
    - Notarized affidavits or written affirmation from an officer of a recognized religious denomination that such student's parents or guardians are bona fide members of a denomination whose religious teaching requires reliance upon prayer or spiritual means alone for healing; or
    - Notarized affidavits or written affirmation from the student’s parent or legal guardian that the student’s religious beliefs, held either individually or jointly with others, do not permit the administration of vaccine or another immunizing agent.

- Exemption from obtaining the required immunizations, when approved, is valid for a period not to exceed nine (9) months and will not extend beyond the end of the school year in which the student is currently enrolled.

- Any student with serologic confirmation of the presence of specific antibodies against a vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending school.

- The District will cooperate with Public Health Division in programs of immunization. Parents’ permission must be secured before a student may participate in such immunization projects.

- Immunizations required as indicated below shall be administered in accordance with guidelines established by the Advisory Committee on Immunization Practices of the United States Department of Health and Human Services (ACIP) and the American Academy of Pediatrics.
  - Diphtheria, Pertussis, Tetanus, Poliomyelitis, Rubeola (measles), Mumps, Rubella (German measles), Hepatitis B, Varicella, Pneumococcal Disease.
  - Hemophilus influenzae b (Hib) (for facilities regulated by CYFD as described in 8.16.2 NMAC or other pre-school or school-age populations as determined by the secretary of the department of health).
  - Hepatitis A (for facilities regulated by CYFD as described in NMAC 8.16.2 or other pre-school populations as determined by the secretary of the department of health).
  - Other vaccines for preventable diseases as determined by the secretary of the department of health and within those recommended by the ACIP

- A child shall be non-compliant with these regulations if the child is eligible to receive and has not received any of the remaining required immunization doses within the recommended intervals between doses published by the ACIP.

- No child shall be enrolled in a school in New Mexico unless satisfactory evidence of immunization requirements has been provided.

- The admitting official shall deem the student to follow the requirements of this regulation if:
  - A statement, certificate or record signed by a duly licensed physician or other recognized licensed health facility stating that the required immunizations have been given to the person is provided; or
  - An exemption from immunization is submitted in accordance with the procedures set forth in 6.12.2.9 NMAC.

- Immunization records shall be kept current and available to the Public Health Division.

- All schools and facilities under these regulations shall be required to participate in an annual immunization records audit at the request of the department.

- All schools required to comply with these regulations shall notify the local Public Health Division District Health Officer if a child about to be enrolled or while enrolled has been held out of school for more than five (5) consecutive school days for noncompliance with these regulations.
ADMINISTERING MEDICINES TO STUDENTS (BCS Policy J-5361)

- Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:
  - There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
  - There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
  - The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.
  - A student should not carry medication to and from school unless authorized to self-administer.

- A responsible adult should bring medications to the school office if necessary. If medications are necessary for emergency use during transportation a written health management plan shall be prepared in consultation with the parents and school authorities indicating where the medication will be located during transportation and who will administer the medication.

- The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

- This policy and any related policies or amendments to such policies shall be forwarded to the District liability insurance carrier for review.

- Refer to BCS Policy J-5361 or contact the BCS Health and Wellness Services Department at 505-966-1271 for medication administration procedures and forms.

EMERGENCIES (BCS Policy E-0550)

- Each principal or other appropriate unit administrator will develop emergency plans for fire or other threats. Such plans will be submitted by September of each year. These plans will provide for such emergencies as are outlined in policy or required by the Superintendent.

- The plans will specify the conditions under which evacuation of the building will occur (and the procedures therefor). The plans will also designate specific emergency drills to be conducted. A diagram of the school floor plan will be posted in each room showing emergency exits to be used.

  - Emergency Drills (BCS Policy E-0562)
    - Emergency drills will be scheduled and conducted at least once each week during the first four (4) weeks of the school year. During the first four (4) weeks of the school year, each school shall conduct one (1) shelter in place drill that includes preparation to respond to an active shooter, one (1) evacuation drill and two (2) fire drills. During the rest of the school year, each school shall conduct at least four (4) more emergency drills, at least two (2) of which shall be fire drills. The purpose of a drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to a designated position or location.
    - The fire department (if one [1] is maintained within the District boundaries) shall be requested to attend for instruction and constructive criticism.

  - Refer to BCS Policy E-0562 or contact the BCS Health and Wellness Services Department at 505-966-1271 for drill rules and procedures.

NURSING AND GENERAL HEALTH CARE

- Health services and requirements are those set forth in the New Mexico School Health Manual (https://nmhealth.org/publication/view/guide/4317/).

- It is the responsibility of the student and/or parent to inform the school nurse of any special health problems or medications.

- There is always a nurse on call for each site. Nursing responsibilities include:
  - Maintenance of health records.
  - Routine health checks.
  - Parent contact concerning health problems.
  - Care of injuries
  - Medication
  - Screening
  - Assistance in health teaching.
• Contact the school nurse if your child has any special health problems. If your child is absent from school due to a reportable communicable disease, please inform the school nurse immediately. Reference BCS Policy J-5250

STUDENT INJURY OR ILLNESS (BCS Policy E-0563)
• If a student is injured or becomes ill during the school day or while attending a school-sponsored activity, it is the responsibility of any staff member present to render assistance and to summon aid.
• First aid procedures shall be based on the following fundamental concepts:
  o The school is responsible for the emergency handling of accidents and sudden illness occurring at school or on school property. The school is not responsible for subsequent treatment.
  o At the time of an emergency, the school has the responsibility for:
    ▪ Caring for the student.
    ▪ Notifying the student’s parents or guardian, or, if these cannot be reached, following directions given on the student’s enrollment card.
    ▪ In extreme cases, getting the student under professional care with or without family permission.
  o In the absence of family transportation or ambulance service, an authorized District employee may have to take the sick or injured student home, to the physician’s office, or to the hospital. A sick or injured student should be accompanied from the school by an adult. If the destination is the student’s home, the adult shall have ascertained that a responsible person is at home to assume responsibility.
  o In case of any serious injury or illness, the parent or responsible person should always be notified as soon as possible. Emergency care of the student has priority.
  o Medication administered by any school personnel, shall follow BCS Policies JLCD and JLCD-R.
  o A written report of an accident shall be made by the school principal to the Superintendent not later than noon of the school day following the incident.

PHYSICAL EXAMINATION OF STUDENTS (BCS Policy J-5150)
• Each student participating in high school and junior high school interscholastic athletics and/or activities is required to submit to a physical examination when required by the New Mexico Activities Association or to submit evidence of being physically fit, as verified by competent medical personnel.
• Reference the Belen Consolidated Schools Athletic Handbook and/or site student handbooks regarding participation documentation requirements.
• The school district will provide screening services as required by the New Mexico State Department of Education to students during their school attendance.

SECTION XIV INSTRUCTIONAL ISSUES/PROCEDURES

CLASSROOM TRANSFERS
• Classroom transfer requests may be requested and considered based upon procedures in place at district school sites. Individuals should contact individual sites for transfer procedures.

HOMEBOUND INSTRUCTION (BCS Policy I-3000)
• Requests for homebound instruction must be made to the office of the Assistant Superintendent of Academics, and, if approved, teachers of homebound students will be sent to the homes of eligible students. Classroom teachers are expected to work with the teachers of homebound students concerning materials to be covered in order that each homebound student may rejoin the class upon return to school.

PROMOTION, REMEDIATION AND RETENTION OF STUDENTS (BCS Policy I-7200 and I-7211)
• Regular Education
  o The District is dedicated to the continuous development of each student.
  o The Board shall approve School-District-developed remediation programs and academic improvement programs to provide special instructional assistance to students in grades one (1) through eight (8) who do not demonstrate academic proficiency. The cost of remediation programs and academic improvement programs shall be borne by the School District. Remediation programs
and academic improvement programs shall be incorporated into the School District’s educational plan for student success and filed with the department.

- Remediation programs and academic improvement programs include tutoring, extended day or week programs, summer programs and other research-based interventions and models for student improvement.
- Diagnosis of weaknesses identified by a student’s academic achievement may serve as criteria in assessing the need for remedial programs or retention.

### Grades One through Eight

- At the end of grades one (1) through seven (7), three (3) options are available, dependent on a student’s academic proficiency:
  - The student is academically proficient and shall enter the next higher grade;
  - The student is not academically proficient and shall participate in the required level of remediation. Upon certification by the School District that the student is academically proficient, he shall enter the next higher grade; or
  - The student is not academically proficient after completion of the prescribed remediation program and upon the recommendation of the teacher and school principal shall either be:
    - Retained in the same grade for no more than one (1) school year with an academic improvement plan developed by the student assistance team to become academically proficient, at which time the student shall enter the next higher grade; or
    - Promoted to the next grade if the parent refuses to allow the child to be retained. In this case, the parent shall sign a waiver indicating a desire that the student be promoted to the next higher grade with an academic improvement plan designed to address specific academic deficiencies. The academic improvement plan shall be developed by the student assistance team outlining timelines and monitoring activities to ensure progress toward overcoming those academic deficiencies. Students failing to become academically proficient at the end of that year as measured by grades, performance on School District assessments and other measures identified by the School District shall then be retained in the same grade for no more than one (1) year to achieve academic proficiency; or
    - If a K-3 student, an exemption from retention may be allowed only for good cause or pursuant to the completion of a retention waiver letter provided by the District in accordance with 6.19.9.10 NMAC.

- At the end of the eighth (8th) grade, a student who is not academically proficient shall be retained in the eighth (8th) grade for no more than one (1) school year to become academically proficient or if the student assistance team determines that retention of the student in the eighth (8th) grade will not assist the student to become academically proficient, the team shall design a high school graduation plan to meet the student’s needs for entry into the work force or a post-secondary educational institution. If a student is retained in the eighth (8th) grade, the student assistance team shall develop a specific academic improvement plan that clearly delineates the student’s academic deficiencies and prescribes a specific remediation plan to address those academic deficiencies.
- A student who does not demonstrate academic proficiency for two (2) successive school years shall be referred to the student assistance team for placement in an alternative program designed by the School District. Alternative program plans shall be filed with the department.

### Grades K - 3 Literacy Insufficiency

- If a student has not achieved grade-level literacy proficiency by the end of year benchmark assessment for literacy, the student’s teacher shall notify the student’s parent or legal guardian formally, in writing, as at the midyear but with the retention option pursuant to 22-2C-6 NMSA.

### Grades Nine through Twelve

- The cost of summer and extended day remediation programs and academic improvement programs offered in grades nine (9) through twelve (12) shall be borne by the parent;
however, where parents are determined to be indigent according to guidelines established by the department, the School District shall bear those costs.

- **Special Education**
  - Any student qualified as a special education eligible student who is unable to meet regular academic requirements for promotion must meet the requirements of an alternative curriculum derived from the regular curriculum, which will be developed by an individualized educational program (IEP) team on an individual basis. Students placed in special education will complete the course of study as prescribed in their individual promotion plans and implemented through their individual education programs. Course work will be presented at a level commensurate with the student’s ability. The student’s permanent file shall identify the courses completed through special education.

- **Retention and remediation** shall be determined by the SAT process.

**PARENT CONFERENCES (BCS Policy I-6900 and I-6911)**

- A parent shall be notified no later than the end of the second grading period that the parent’s child is not academically proficient, and a conference consisting of the parent and the teacher shall be held to discuss possible remediation programs available to assist the student in becoming academically proficient. For the student in K - 3 who is not proficient in literacy, the parents shall be notified formally, in writing following the middle of year benchmark assessment for literacy and a parent-teacher conference will be held. Specific academic deficiencies and remediation strategies shall be explained to the student's parent and a written intervention plan developed containing time lines, academic expectations and the measurements to be used to verify that a student has overcome academic deficiencies.

- The Superintendent will establish procedures for such conferences. In addition to scheduled opportunities, parents shall have opportunities to arrange conferences with teachers at other times during the year.

**GRADING SYSTEM AND REPORTING (BCS Policies I-6700 and I-6711)**

- A District-developed grading system will be utilized.

- **Subject Grade**
  - The subject grade should be based upon pupil mastery of the content of the course.
  - The teacher will establish a uniform system of grading. This system is based upon attainment of what the teacher requires. Content of the course shall be set up to be measured by numerical percentages which are then transferred to letter equivalents. The following scale will serve as a guide for the distribution of grades, but reasonable alternative letter grades may be approved at the District level:
    - 90% - 100% = A
    - 80% - 89% = B
    - 70% - 79% = C
    - 60% - 69% = D
    - Below 60% = F
  - The grading system should be consistent within the class for the entire year.
  - The student should understand the system thoroughly, such as, the content on which the grade for the course depends, the weight attached to various phases of the material, the manner in which the letter grade is devised, and the meaning of the final letter grade which is sent home as a report to the parent.
  - Work habits and conduct are two (2) areas that will be marked individually. Grades on basic subjects must not be awarded or upheld based upon disciplinary problems, work habits, or conduct.

- **Report Cards and Records**
  - An average of two (2) grades per week should be kept in numerical values in the teacher’s grade book for each subject. Average numerical values for the nine (9) weeks will also be recorded in the grade book.
  - Grade reports to the parents are made on a nine (9) week basis. Report cards include an explanation of the system of marks used. Before cards are distributed each nine (9) week period, the teacher should explain the marking system to the students.
  - Cards are sent home according to a schedule which is developed at the beginning of the school year.
  - Teachers will keep a careful record of the grades assigned to students.
  - Written reports to the parents concerning student achievement will be made every nine (9) weeks by the teacher, and additional written reports will be made when necessary.
The District has a web-based system which allows parents to sign on and see their students' progress, etc., any time they would like. Therefore, grades must be up to date and accurate to inform the parents.

- The teacher is expected to post a minimum of two (2) grades per week. Grades are based on understanding and mastery of the content of the class. Participation grades are not included as a part of the content mastery grade.
- Grades will be posted by Monday for the past week.

Teachers will confer with parents when necessary concerning academic progress and discipline of students.

- Teachers will report to parents on students’ conduct, scholarship, attendance, or excessive tardiness.

Special Education

- Grades reporting achievement of special education students not taking regular education classes shall be given on a basis commensurate with the students' abilities and based on their individual progress rather than in competition with classmates. The permanent record cards for such students shall indicate enrollment in special education for those classes.

Parents of special education students shall be counseled regarding the significance of the grading system to avoid misinterpretation of the achievement grade.

Testing

- All students will participate in state mandated assessments are required by PED and in alignment with their program of study.

SECTION XV ADDITIONAL INFORMATION

Extracurricular Activity Eligibility (BCS Policy J-4550)

- Academic Eligibility

  - Participation in Athletics/Activities In order to be eligible to participate in extra-curricular/co-curricular activities, elections or athletics, the following must apply:
    - All classwork counted for eligibility must be acceptable for graduation.
    - The student must be enrolled in more than half of the school's regular class schedule.
    - Regular attendance must be maintained and no more than fifteen (15) days or the same class more than fifteen (15) times may be missed each semester due to interscholastic extracurricular activities.
    - The eligibility criterion for interscholastic participation shall be in accord with Section 6.2 on Scholarship of the New Mexico Athletic Association handbook:
      - Fall eligibility will be based on the 2nd semester grades from previous school year and must be a grade average of 2.0 on a 4.0 scale adjusted for honors points with no F's or failures. Eligibility will be determined by semester grades.
      - Eligibility may be reestablished following each semester using the grades from the next grading period within the semester. A student may participate immediately with a 2.0 on a 4.0 scale adjusted for honors points with no F's or Failures. If an additional grading period (six [6] week periods) falls within the semester, eligibility will be checked at that point also.
      - The cumulative period eligibility may only be used at the beginning of a semester and must include all high school semester grades beginning with the ninth (9th) grade year. This provision may be used if the student has no more than one (1) F grade at the immediate past semester.
  - Student athletes are expected to attend classes, and failure to do so will result in the loss of practice and/or playing privileges.
  - Please see the Athletic Handbook and other specific organization rules and policies for more information.

Advertising in Schools (BCS Policy K-2250)

- No materials used for propaganda purposes shall be permitted in school buildings or on school grounds or properties.
• Product advertisement may occur incidental to the use of the product or service in the school but posting of advertisement shall be permitted only by authorization of the Board as lawfully permitted.
• Nothing herein shall be construed to prevent advertising in student publications that are published by student organizations.
• Use of the school system personnel to promote the merit of any product by brand name or trademark shall not be permitted.

STUDENT FUNDRAISING ACTIVITY (BCS Policy J-4050)
• Fund-raising activities by students on school premises or elsewhere as representatives of the school will be permitted only when connected with specific school activities approved by the Superintendent.
• Participation in contests or fund-raising activities shall be governed by the following criteria:
  o The aim of the activity shall benefit youth in educational, civic, social, and ethical development.
  o The activity shall not be detrimental to the regularly planned instruction.
• The proceeds of all fund-raising activities shall be deposited in the Student Activity Fund, and funds from such activities shall be used only as specified in the Manual of Procedures for Public School Accounting and Budgeting.

CONTESTS FOR STUDENTS (BCS Policy J-4150 and J-4161)
• Student participation in contests shall be limited to activities and events that relate to the educational needs and interests of students and do not promote private or commercial interests. The Superintendent shall establish procedures and regulations governing participation in such contests.
• Participation in contests shall be optional and shall be kept within reasonable bounds. The following statements shall be a guide for determining participation in contests:
  o The primary educational aims and the needs and interests of the students must always be a consideration.
  o The school and its students shall not be used to promote private or commercial interests.
  o All materials or activities initiated by private sources shall be judged on grounds of their:
    ▪ Direct contribution to educational values.
    ▪ Factual accuracy.
    ▪ Good taste.
• Consideration shall be given in all cases to protecting students and teachers against unreasonable added work and responsibilities.
• Funding for travel and expenses must be determined as available before final approval.

FIELD TRIPS/EXCURSIONS (BCS Policy I-6500)
• Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. Due to limitations imposed by local conditions, field trips may be limited by the Superintendent. All field trips must be specifically approved by the Superintendent long enough in advance so that arrangements can be made prior to the trip. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation shall be provided only by District vehicles, driven by authorized personnel.
• Contact school site and/or athletic department administration, or reference BCS Policy I-6511 for regulations applicable to field trips/excursions.

STUDENT FEES, FINES AND CHARGES (BCS Policy J-6950)
• Fees
  o The Board recognizes the need for student fees to fund certain school activities that are not financed by local, state, or federal funds. It also recognizes that some students may not be able to pay these fees. No student will be denied an education because of inability to pay these supplementary charges.
  o The District may set appropriate fees for materials used by students in non-required courses. Such fees must have prior Board of Education approval.
  o Students will not be required to supply specific types of school supplies or equipment as a prerequisite to successful completion of a required course or project.
  o Activity fees charged can only be used to directly benefit students. When an activity fee is charged, a separate fee for cost of materials shall not be charged.
Each school site is asked to develop a contingency plan to provide for those students who are unable to pay and/or unable to pay in one full payment.

- Fines
  - Students will, however, be responsible and accountable for loss of or damage to school property, including textbooks and library books.
  - The Superintendent will establish procedures through which students may be held responsible and accountable for loss of or damage to school property, including textbooks and library books.
  - The District may withhold the grades, diploma and transcripts of the student responsible for damage or loss of instructional materials. An alternative program in lieu of payment may be pursued.
  - All rules and regulations of the State and New Mexico Public Education Department must be followed in receipting and expending monies of the District.

**STUDENT INSURANCE PROGRAMS (BCS Policy J-5000)**
- Insurance is offered through independent companies. The insurance is optional, and the District receives no commission or monetary consideration for the service. The student accident insurance is not considered to be a benefit or free coverage. Parents are advised to read thoroughly the offering brochure.
- The student insurance is recommended for parents who do not have health insurance for their students or for students participating in athletic programs.
- The insurance has been strongly recommended for students in special programs which involved camping, overnight trips, team building exercises, ropes courses, etc., to define liability and responsibility for medical treatment if an accident should occur.
- Student insurance, either through a private provider or the school insurance program, is required for participation in extracurricular activities.

**PARENT CONDUCT**
- Parents are welcome in the classroom and on school grounds to observe, or with teacher’s agreement, to assist with certain classroom activities.
- Parents’ behavior should be an example of the best behavior that we expect of students.
- Parents and any visitors are expected to comply with school rules, obey the direction of school staff, and in general support all processes related to education.
- New Mexico School Code 30-20-13 specifies that interference with the educational process is a misdemeanor, which means that the school is allowed to call law enforcement if a parent or visitor is disruptive, threatening or otherwise unable to maintain self control. Sanctions for interference may be imposed up to and including banning the individual from campus for the remainder of the school year.

**FOOD SERVICES (BCS Policy E-3100)**
- The District may operate a school breakfast or lunch program for each school.
- Food services will include lunches, and may include breakfasts, through participation in the National School Lunch Program.
- The Board will approve the prices set for school meals.
- As required for participation in the National School Lunch Program, the Board prescribes:
  - That a school lunch be made available to students.
  - That free and reduced-price lunches be provided students who qualify under federal guidelines.
  - Students will also be permitted to bring their lunches from home and to purchase beverages.
  - The Superintendent shall develop and implement procedures as necessary, which are designed to meet the necessary requirements for participation in the National School Lunch Program and for control of students using the cafeteria.

**COMPETITIVE FOOD SALES/VENDING MACHINES/FUNDRAISING RESTRICTIONS**
- Reference BCS Policy E-3450 regarding competitive food sales, vending machines, and fundraising restrictions.

**INSTRUCTIONAL RESOURCES AND MATERIALS (BCS Policy I-5250)**
- Textbooks and Supplies
  - The Board shall furnish textbooks for each class that conforms to curriculum requirements and related printed subject matter materials as necessary for students in grades kindergarten (K) through twelve (12). The Superintendent shall establish procedures to assure sufficient copies of textbooks so
that a student in a class using a textbook may have access to and may take the book home to read assignments, do homework, make up work, or use as necessary.

- Students and their parents shall be held responsible for proper care of books and school property. Books must be kept clean and unmarked. Parents may be required to pay for any damage to school property.
- The Superintendent is authorized to establish a replacement-fee schedule and make it available to students, staff members, and parents. Students and parents will be advised of this replacement-cost policy upon enrollment or at the beginning of each school year.

- Access to Instructional Material by Parents and Guardians
  - The Superintendent shall establish procedures that permit parents or guardians of students enrolled in the District access to the instructional materials currently used by, or being considered for use by, the District in accordance with the terms of this policy. The request by the parent or guardian must be in writing and must specify the materials that the parent or guardian wishes to review.
  - Such procedures shall make available at least one (1) copy of the instructional materials for review by the parents or guardians. Printed textbooks, printed supplementary books, and printed subject-matter materials may be checked out from the District premises by parents or guardians for periods not to exceed forty-eight (48) hours. All other materials, including films, may be reviewed only on the District premises.
  - Parents or guardians will be notified when and where the instructional materials may be picked up or reviewed. Materials will be made available on a first-come, first-served basis.

VISITORS TO SCHOOLS/CLASS DISRUPTION (BCS Policies I-8600 and K-2450)

- Class Interruptions
  - The Superintendent shall establish regulations limiting class interruptions, with emphasis on use of communication devices and interruptions by salespersons or visitors.

- Visitors to Schools
  - The Superintendent shall establish school-visit procedures for the control of persons other than school personnel or students who enter District premises. Such procedures shall permit full use of all legal means to ensure that students, employees, and District property are properly safeguarded. No person, other than one who is a peace officer or one who has obtained specific authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds.
  - Contact school sites and/or reference BCS Policy K-2461 for visitation regulations.

SCHOOL VOLUNTEERS ((BCS Policy I-6600))

- Volunteers can make many valuable contributions to the students and educational programs of the district. A volunteer program is approved subject to suitable rules, safeguards, and regulations as developed by the Superintendent.
  - To protect the safety and security of children and school staff, any volunteer given access to students without the presence (line of site view) of a licensed staff member shall have a background and criminal history check, with the results received prior to allowing the volunteer such access. The volunteer may be required to pay the cost of obtaining criminal history records. Volunteer applicants must submit to a background investigation by completing an application form and background consent form in accord with current District policy. If a background check conducted from these criteria fails to return all necessary information, a background check using fingerprints may be conducted.
  - Volunteers are to be made aware of and comply with all District policies and procedures relevant to the performance of volunteer duties including but not limited to conduct, privacy, discipline, supervision and ethics. Each volunteer will be provided with a job description of duties, time requirements and qualifications, and be provided training, supervision and evaluation.
  - This policy shall not apply to:
    - Adults who visit a school but have no ongoing individualized interaction with a student or students, including, but not limited to, adults who have been invited to speak to a class or assembly, to judge academic competitions, to give a musical performance, or to participate in a sponsored program;
    - A parent or legal guardian who is accompanying his or her child’s class on a one (1)-day field trip or on another type of occasional extra-curricular activity that does not involve an overnight stay.
  - For further qualifications, duties, and responsibilities, refer to BCS Policy Regulation I-6611.
USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

- Appropriate Use of Electronic Information Services
  - The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, flash drives, memory cards or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to receive instruction in and follow its guidelines and procedures for appropriate use. Instruction in appropriate online behavior shall include how to interact with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary action.
  - Each user will be required to sign an EIS user agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.
  - The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

- Web and Internet Publishing
  - Documents created for the Web must have a purpose that falls within at least one of the following two categories:
    - Support of curriculum, instruction, and learning, and
    - Communication with parents and the community.
  - All information must accurately reflect the mission, goals, policies, program, and activities of the School District. All subject matter should relate to curriculum, instruction, and general information that is appropriate, or it should relate to activities of the District or the schools within the District. Each district website shall comply with design, content and operational standards defined by the district.

- Filtering and Internet Safety
  - The District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.
  - Limits, controls, and prohibitions shall be placed on student:
    - Access to inappropriate matter.
    - Safety and security in direct electronic communications.
    - Unauthorized online access or activities.
    - Unauthorized disclosure use and dissemination of personal information.
  - The Superintendent is responsible for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.
  - For additional clarification on acceptable use and monitoring refer to BCS Policy Regulation I-6411, the Belen Consolidated Schools website, or contact the Belen Consolidated Schools Technology Department at 505-966-1125.