

Peñasco Middle School & High School



Student/Parent Handbook 2022-2023

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Attachment 1 2022-2023 School Calendar

Attachment 2 2022-2023 Student Concerns, Complaints, and Grievances Form

Attachment 3 2022-2023 Documents requiring Parent/Guardian Permission

Peñasco Middle/High School

13 School Rd.

P.O. Box 520

Peñasco, New México 87553

Telephone: 575.587.2502

High School Fax: 575.587.9908

Website: www.penascoisd.com

Facebook: www.facebook.com/penascoisd

Student & Parent Handbook

It is the responsibility of students and parents to inform themselves of current Board policies and of administrative and school rules regarding conduct that is subject to disciplinary action.

Peñasco Independent School District

575.587.2502

Board of Education

Dorothy Lopez-Sherman, President

Dr. Carlos Abeyta, Vice-President

Amanda Bissell, Secretary

Patricia Martinez, Member

Gwen Simbolo, Member

PISD Administration

Melissa Sandoval, Superintendent

Nicaea Chávez, MS/HS Principal

Michelle Gonzales, ES Principal

Frequently Dialed Numbers

Middle/High School Principal: 575.587.2502 ext. 2001 or 575.779.1451(cellular phone)

Middle/High School Office: 575.587.2502 ext. 2000

Athletic Coordinator: 575.587.2502 ext. 2301

School Nurse: 575.587.2502 ext. 2109

Counselor: 575.587.2502 ext. 2002

Peñasco Middle School & High School Staff 2022-2023

575.587.2502

Message to Parents

This handbook contains valuable information for you and your student(s). Please familiarize yourself with its content.

This handbook explains procedures, rules, and regulations for the operation of the school. The handbook is a reference guide for students, parents/guardians, and staffs to help them become better acquainted with the school. **The handbook does not, nor was it intended to cover all situations that might occur during the course of the school year. Situations that are not covered by this handbook will be handled at the discretion of the principal.** Parents/guardians and students will be consulted in these determinations.

Often, parents are uncertain how to communicate with school personnel when potential problems arise. The proper procedure, in a middle/high school setting, is to be sure your son/daughter has first had the opportunity to address the issue himself/herself. This is an important part of the maturation process. If the parent/guardian believes it is appropriate to get personally involved to clarify an issue or solve a problem, first contact the teacher/sponsor/coach directly. If that communication does not resolve the situation, contact the principal.

Please give Peñasco Middle/High School personnel the opportunity to work through the situation cooperatively with you and your student. When you contact school personnel try to remain as objective and open-minded as possible. We realize you are representing the interests of your child and family. We will strive to be professional and objective about the situation.

THE PEÑASCO MIDDLE/HIGH SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR HANDICAP/DISABILITY IN ENROLLMENT, COURSE OFFERINGS, OR SELECTION OF CLASSES.

Attached Policies & Procedures can be found in the Peñasco Independent School District School Board Policy Handbook at www.penascoisd.com.

SCHOOL MISSION STATEMENT

The Peñasco Middle/High School strives to become an educational organization that demonstrates its commitment to students and personnel by providing necessary supports that encourage progress toward established goals, while promoting lifelong learning.

SCHOOL VISION STATEMENT

The Vision of the Peñasco Middle/High School is to provide every student with an educational learning experience that will promote life-long learning, which will lead to a productive and fulfilling life.

GENERAL INFORMATION

A. Bell Schedule

Middle & High School Bell Schedule	
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Morning Bell	7:55 am
1st Period	8:00 am—8:54 am
2nd Period	8:58 am—9:52 am
3rd Period	9:56 am—10:50 am
4th Period	10:54 am—11:48 am
HS 5th Period/MS Lunch	11:51 am—12:21 pm
MS 5th Period/HS Lunch	12:22 pm—12:52 pm
6th Period	12:55 pm—1:49 pm
7th Period	1:53 pm—2:47 pm
8th Period	2:51 pm—3:45 pm
Dismissal Bell	3:45 pm

B. School Arrival and Departure

Students are not allowed at school earlier than 7:30 a.m. unless scheduled for a school activity. Students not involved in extracurricular activities or tutoring sessions are to leave the campus immediately upon dismissal. The school district is not responsible for accidents that occur prior to or after school hours.

A. Student Fees

1. Class Dues \$15.00 (6th -12th grades)
2. Locker Fees \$5.00 (6th -12th grades)
3. Parking Pass \$30.00 (student drivers)
4. Please note that classes such as Band, Woods, and Art will have additional minimal fees to help defray the cost of materials.

B. Student Enrollment and Withdrawal

• Enrollment

- A student who enrolls at Peñasco Middle/High School must list a legally responsible parent/guardian/ whether or not the student resides in the home.
- A copy of the document showing legal guardianship must be furnished to the school in case of divorce or separation.
- State law allows students to register only after furnishing proof of current immunization record.
- It is the responsibility of the parents to notify the office when emergency information changes.
- **Student registration is not official until all documents are complete.**

• Withdraw

- Students withdrawing from Peñasco Middle/High School must first notify the guidance counselor.
- Parents are asked to obtain the clearance form from the Superintendent.
- The clearance form is used to indicate that all books have been returned and fees are paid.
- Upon completion of the clearance form, it is returned to the Superintendent.
- Grades and records are not forwarded and credit is not given when proper procedures are not followed.

C. Addresses

Each student's registration form must contain a mailing address and a home telephone number (or emergency number if there is no home telephone). Any change of this information that might occur during the school year should be promptly reported to the office.

D. Advertising (Policy K-2250)

Peñasco Middle/High School will not be an advertising agent for outside groups. Carrying signs at school and/or school activities and using the public address system for purposes of advertising functions not connected with school programs will not be permitted. Bulletin boards are to be used for items of student interest; however, all signs and announcements must be cleared and approved by the Principal.

E. Fund-Raising

The selling of items on school grounds will only be for the purpose of raising funds for activities that are directly school related. Any groups or individual wishing to sell goods must first, be cleared with the Principal and be approved by the Activities/Athletic Director.

F. School Buses and Vehicles (Policy E-1950, E-2250, E-2700)

- The school district furnishes transportation; however, parents must supervise their children until they board the bus in the morning and as soon as they exit the bus at the end of the day.
- Should there be a change request or problem with transportation stops or pick-ups, please call the Transportation Coordinator/Secretary.
- A student becomes the responsibility of the school district only at the time he/she boards the bus. Such responsibility ends when students are delivered to their regular bus stop after the close of the school day.
- Any student failing to comply with the student code or established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action. In such cases, the student's parents are responsible for their child's transportation to and from school.
- Video cameras may be used on school buses. Riding a bus is a privilege, not a right.
- ***THESE RULES ALSO APPLY TO FIELD TRIPS*.**
- When a student is participating in an excursion/field trip, the activity bus will pick up students and return them back to the Peñasco Independent School's campus in keeping with the designated times.
- **The Activity Bus Driver and/or Sponsor/Coach, will not deviate from or alter the predetermined itinerary for such reasons as delivering students outside of the designated route, pick up or drop off students along the way, and/or surrender the student to any individual(s) unless approved by the School Administration prior to such act.**
- Such approval must be an official, written, and signed documentation by both parties describing in detail the nature of deviation; subject to applicable policies.

G. Closed Campus and Leaving Campus (Policy. J-6511)

Peñasco Independent Schools enforces a closed campus. Students may not leave at **any time** during the school day without permission from the Office.

- If it is necessary for students to leave campus during the school day, parental written permission must be approved through the Principal's Office. Failure to do so will result in a truancy infraction.
- Seniors leaving prior to the end of the day to work, or due to completing required schedule, are required to submit a letter from parent(s) indicating permission has been granted and must sign out in the front office on a daily basis prior to leaving campus.
- Partial day students are not allowed to re-enter campus without prior permission from the Office (athletic or extracurricular activities are exempt).

- *Students who walk home after school need to submit written parental permission to the Office. Please be sure to specify whether permission is being given for the year, for specific days, or for one specific day.

H. Visitor's Pass (Policy K-2450)

For the safety of our students:

- This is a closed campus
- All District Staff are required to wear identification badges
- **Parent/patrons desiring to visit the school are required to check in at the security gate and obtain a visitor's pass; then, report to building office.**
- **For the safety of students and staff, all visitors are required to wear masks on campus.**
- Students from other schools are not allowed to attend classes at Peñasco Middle/High School for visitation purposes
- Small children or babies are not permitted in school, except for visits of short duration related to school business with the supervision of their parent(s)
- To minimize disruptions to the instructional day, students will not be called out of class for delivery of food/snacks, money, uniforms, or for any other non-emergency reason

Track Field

- The track field will be open to the public after school hours from 6:00 pm to dusk Monday-Thursday and weekends from 7:00 a.m. until dusk. During Track season, March through mid-May, the school track teams will be using the track field from 4:30-6:00 p.m. (M-F) and will not be open for public use. The track will be off limits during school hours and athletic practices/events. The track field will be off limits after dusk to ensure the safety of the public.
- We request the public help to care for facilities. In order to protect the sensitive track area, we prohibit: motorized vehicles, wheeled devices, all-terrain vehicles, dirt bikes, motorized skateboards, rollerblades, skateboards, unicycles, bicycles, dogs (with the exception of service animals), horses and/or other animals. For safety purposes and to encourage the growth of grass, please keep away from the terraced areas and field at the center of the track.
- The public is encouraged to use the track to walk, jog or run. Younger children must be supervised at all times. Please use walking/running tennis shoes and use the outside lane as much as possible. Please be safe and stay healthy!

I. Motor Vehicles on Campus (Policy J-6650, E-1500)

- Students are not to drive their own vehicles to school unless student driving passes are submitted to and approved by the Principal. These forms may be obtained from the High School Office. Special circumstances must exist which would demand that a student travel to school in a privately owned vehicle.
- A copy of the student's driver license, proof of insurance, vehicle registration, and Parents Authorization Letter must be on file in the principal's office for those students who are approved to drive to school.
- Each student driver will be given a Parking Permit which must be visibly displayed on the dash board or rearview mirror of the vehicle.
- If a student is granted permission, he or she must leave the vehicle immediately upon arrival at the designated parking lot.
- The student may not enter the vehicle during school hours unless permission is obtained from the principal.
- **Violation of any school rules and regulations while on school grounds (including before and after school hours) will result in the loss of driving privileges; i.e.: arriving late to school, speeding/unsafe driving on campus, etc.**

- A student who does not have proper documentation on file or whose car is parked in a non-designated area may have his/her vehicle towed away at owner's expense only after a warning has been issued and parents have been notified.
- The school reserves the right to inspect all cars on school property for the purpose of exposing possession of controlled substances and/or illegal weapons.
- Bus transportation is available to students.
- ****Please note:** Wheeled devices, all-terrain vehicles, dirt bikes, motorized skateboards, rollerblades, skateboards, unicycles, bicycles, horses, dogs and/or other animals (with the exception of service animals) **are not** allowed on school grounds at any time.

STUDENT SERVICES

A. Guidance and Counseling Services (Policy. J-5500)

A guidance counselor is available to advise students regarding academic, vocational, social, and emotional concerns, or for consultation with parents and teachers as needed.

Some of the services provided are:

- Literature on occupational, vocational, and educational opportunities
- Counseling of students about personal problems
- Supervision of students taking certain standardized tests
- Interpretation of test scores
- Counseling of students about class schedules and course offerings

To meet with the counselor, students must first report to class and obtain a hall/office pass from the classroom teacher in order to ensure accurate attendance. Students may also contact the Guidance Office before or after school, or during the lunch break. **DO NOT WAIT** in the office during school hours unless you have an appointment and your Counselor has asked you to wait.

a. Schedule Changes

To change a schedule:

Any schedule issues should be discussed with the Counselor. Students can make appointments with the counselor by signing in at the front office for a scheduled time.

Priority for schedule changes will be determined by the following:

- The student is a Senior and needs a particular course for graduation
- Class size must remain balanced for changes to occur
- Schedule changes will only be permitted for 4 days after semester has started
- The student failed the course first semester and needs to retake it
- If a computer/clerk error has occurred.

Parental permission may also be required. A "drop/add" form must be taken to those teachers affected by an approved change, and the form must then be returned to the Counselor's Office.

B. Nurse Services

A full-time certified Nurse is available district-wide. Parents are asked to notify the school nurse if their child has a medical condition requiring special health care, medications, and/or dietary needs so that an individualized student health care plan can be developed and the appropriate medical authorization(s) can be obtained from your child's health care provider. The school nurse coordinates the school health program(s), monitors students with chronic health issues and those with acute illness, provides routine health screenings and assessments, monitors state required immunizations for school attendance, implements communicable disease control, and provides first aid or emergency care.

a. Illness and Injury

Students with chronic health conditions requiring special care, such as, asthma, diabetes, seizure

disorders, and others must have an individualized health care plan, authorized by a health care

provider and parent, in place at the beginning of each school year. This form can be obtained at the

School Nurse's Office and is extremely important because it will provide individual health care

instruction(s) to school personnel who will care for your child during the school day.

b. Immunization Law

In accordance with state law, students may not attend school without proof of immunization from a recognized medical authority. Students will be denied school attendance until they show proof of immunization.

c. Covid Information

Please see the district re-entry plan

C. Prescribed Medication (Policy J-5350)

A physician completed Medication Authorization Form must be provided to the school nurse prior to administration of medication on the school campus and/or school nurse office. Students may be allowed to assume responsibility for self-administration of their medication, such as, a rescue inhaler (Albuterol) or EpiPen for anaphylactic reactions. The prescribing physician shall indicate this on the Medication Authorization Form as applicable. *This form is available at the El Centro School Based Health Center and at the School Based Health Center.*

The school nurse will administer physician prescribed medications during school hours if the following guidelines are met:

- ✓ A physician completed Medication Authorization Form with parent consent is provided. Medication given at school requires written consent and directions from the prescribing physician including parent consent.
- ✓ Prescribed medication must have a pharmacy label that includes all necessary information.
- ✓ Parent/guardian must bring medication to the School Nurse's Office.
- ✓ At the end of the year these medications must be retrieved promptly. Any remaining medication will be disposed.
- ✓ Please do not send medication for students in backpacks, lunch boxes, or coat pockets.

D. School-Based Health Center

The Peñasco School-Based Health Center is conveniently located on the school campus. The School-Based Health Center provides the students and the families of Peñasco with Primary Medical Care, Health Education, Counseling and Behavioral Health. All services are **CONFIDENTIAL**. El Centro Family School-Based Health Center is open Tuesdays and Thursdays from 8:00 am – 4:30 pm. For an appointment call 575-587-2623.

E. Cafeteria Services

A balanced breakfast and lunch are offered every school day. Lunch may be brought from home. At this time the Peñasco Independent School District is on the Provision II Program which allows students to eat a free breakfast and lunch.

*Students with food allergies: A Cafeteria Food Request form will have to be filled out and signed by the parent/guardian and a physician in order for the cafeteria to meet the dietary needs of your child. A new form is required each school year in order to update dietary requirements/restrictions.

SCHOOL POLICY AND PROCEDURES

A. School Compulsory Law

The school is required to follow the New Mexico School Compulsory Attendance Law.

School Compulsory Law

Statute: 22-12-2. A.

- a.** Any qualified student and any person who because of his age is eligible to become a qualified student as defined by the Public School Finance Act [Chapter 22, Article 8 NMSA 1978] until attaining the age of majority shall attend a public school, a private school, a home school or a state institution. A person shall be excused from this requirement if:
- 1.** The person is specifically exempted by law from the provisions of this section;
 - 2.** The person has graduated from a high school;
The person is at least eighteen years of age and has been excused by the local school board or its authorized representative upon a finding that the person will be employed in a gainful trade or occupation or engaged in an alternative form of education sufficient for the person's educational needs and the parent, guardian or other person having custody and control consents; or
With consent of the parent of the person to be excused, the person is excused from the provisions of this section by the superintendent of school of the school district in which the person is a resident and the person is under eighteen years of age.
A person subject to the provisions of the Compulsory School Attendance Law [Chapter 22, Article 12 NMSA 1978] shall attend school for at least the length of time of the school year that is established by the school district in which the person is a resident.
- b.** Any parent of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance for that person.
- c.** Each local school board and each governing authority of a private school shall enforce the provisions of the Compulsory School Attendance Law for students enrolled in their respective schools. Under this rule and the compulsory school attendance law, school districts and charter schools shall take into consideration the sovereignty of a Native American tribe. While all children attending public schools will still be subject to being reported to the public education department if they are truant or habitually truant, a school district or charter school shall respect tribal laws and traditions in carrying out its duties of early identification, intervention, and parental notification. To do so, school districts and charter schools shall adopt policies that:
- 1.** emphasize a better understanding of tribal customs, religious practices and laws,
 - 2.** consider entering into a memorandum of agreement, a memorandum of understanding, or some other form of intergovernmental agreement with Native American tribes,
 - 3.** consider respectful and effective ways to notify a parent(s)/guardian(s) of habitually truant Native American students,
 - 4.** Consider follow-up or reinforcement procedures after Native American children have undergone intervention through Native American or other agreed upon resources.

[6.10.8.9 NMAC - N, 12-30-04]

DEFINITIONS:

- a. "Attendance" means students who are in class or in a school-approved activity. Absences are counted on a per class basis. Tardiness past ten (10) minutes counts as an absence.
- b. After three (3) unexcused tardy (less than 10 minutes), students will be referred to Student and Community Engagement Coordinators for intervention.
- c. "Early identification" means the process by which school districts including charter schools promptly determine and identify students who have excessive absences and tardiness from classes or school. Early identification includes the school district's, individual school's or charter school's defined system for recording, reporting, and summarizing daily attendance of its students and then providing that data to the district's or charter school's central administration.
- d. "Habitual truant" means a student who has accumulated the equivalent of ten or more unexcused absences within a school year.
- e. "Home school" means the operation by the parent of a school-age person of a home study program of instruction that provides a basic academic educational program, including reading, language arts, mathematics, social studies and science.
- f. "Home school truant" means a school age child whose parent(s)/guardian(s) have filed a home school notification about that child with the department but the child has failed or refused to participate in, or is no longer being offered, any home-study program of instruction.
- g. "Intervention" means the partnering that schools engage in with other state agencies to implement administrative remedies, provide services and provide support programs that aggressively reduce if not eliminate truancy in a school district or charter school.
- h. Early Identification: Under the current compulsory School Attendance Laws, Peñasco Independent School District is required to maintain an attendance policy that provides for the early identification of students with unexcused absences and truancy while providing intervention strategies to truants and habitual truants in an educational setting. The Peñasco school district has developed and written protocol that requires school personnel to take appropriate action after **three, five, eight and ten unexcused absences**. Recommendations for the written protocol are as follows:

INTERGOVERNMENTAL AGREEMENTS [6.10.8.9 NMAC - N, 12-30-04]:

In carrying out its duties under this rule and the compulsory school attendance law, school districts and charter schools shall take into consideration the sovereignty of a Native American tribe. While all children attending public schools will still be subject to being reported to the public education department if they are truant or habitually truant, a school district or charter school shall respect tribal laws and traditions in carrying out its duties of early identification, intervention, and parental notification. To do so, school districts and charter schools shall adopt policies that:

- a. emphasize a better understanding of tribal customs, religious practices and laws,
- b. consider entering into a memorandum of agreement, a memorandum of understanding, or some other form of intergovernmental agreement with Native American tribes,
- c. consider respectful and effective ways to notify a parent(s)/guardian(s) of habitually truant Native American students,

B. Attendance (Policy (JH) J-1550)

Absenteeism and Attendance

Success in school is based on regular attendance. We also recognize the close relationship between attendance and achievement. The school cannot teach students who are absent. Frequent absences disrupt the continuity of the instructional process, not just for the absentee, but for other students as well. School policy and state law requires students to be in school daily, through the compulsory attendance age of 18. The school has established specific rules and regulations in this crucial area.

Penalty for unnecessary and excessive absenteeism

Maximum Absences per Semester: Excessive absenteeism can result in loss of academic credit/grade.

- a. Students cannot have more than eight (8) unexcused and excused absences combined per semester; this includes any individual class and/or part of day.
- b. Students are allowed up to fifteen (15) absences per semester per class for formal school activities, as per New Mexico State Statute 22-12-2.1 and NMAA guidelines 6.2.1 Item C.
- c. Tardiness past ten (10) minutes count as an absence. *Subject to change upon notice.
- d. Prior to exceeding the eight (8) day limit, the student/parent is notified by the attendance coach/counseling office that high school credits/middle school grades may be impacted.

PROCEDURES OF NOTIFICATIONS

- a. 3rd absence – Notification with a phone call and/or written letter
- b. 5th absence – Notification with a phone call and Attendance Meeting
- c. 8th absence – Immediate notification of loss of credit/grade through Attendance meeting/ Phone Call and follow up letter

ABSENCE/RETURN PROCEDURE

- a. Even though the parent or guardian may have notified the school on the day of absence, **a written note is necessary in order for the student's absence to be excused.**
- b. **Overdue notes will not be accepted after 2 days** (excluding holidays). The student will report to the office before school, with a note concerning the absence. The written statement must contain the following information:
Name of student
Date(s) of the absence(s)
Reason for the absence(s)
Signature of parent or guardian
- c. A student who has been absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth student work assigned by the teacher. It is the student's responsibility to make arrangements with his/her teacher to make-up missed assignments. A student who does not make up assigned work within the time allotted, by school policy, will receive a grade of zero for the assignment. **Student will have 2 days after their absence to turn in their missed assignment.**

Absences will be categorized as:

- a. Excused: Parents have notified the school office secretary **by written notification**. An excused absence allows students to make up missed work according to school policy. (Examples of Excused Absences: Medical Excuse; Family emergency/death in the family; participation in a school-sanctioned event; extenuating circumstances as approved by the principal).
- b. Medical Excuse: Medical excuses from a medical professional's office will account for an excused absence and will not count against the 8 absence per semester limitation. In addition, if a student is sent home by the school nurse, the subsequent absence will not count against the 8 absence per semester limitation. However, additional absences require a medical excuse.
- c. Bereavement Excuse: Absences incurred due to a death in the immediate family of the student will not count towards the 8 day absence limitation. Documentation must be provided to the school to excuse the absence.
- d. Native American Ceremony Excuse: Absences resulting from ceremonial/religious activities do not count towards the 8 absence limitation. Written documentation from a tribal official must be provided to the school.
- e. Unexcused Absences: Absences with no written excuse for the above mentioned excusals.
****Exception-** If a student has a medical reason, such as surgery, that would require an extended absence parents/guardians are strongly encouraged to inform the counselor or principal prior to the extended absence. Accommodations to meet the educational needs of the student will be made and the absences will be excused provided the appropriate paperwork from a medical provider is submitted to the principal's office.

C. **Telephones**

School phones, including those in the offices, are to be used for business only. Students will not be called from class for routine calls, but will be called to the phone for emergency calls if necessary.

D. **Student Lockers and Personal Property**

- **LOCKERS REMAIN THE PROPERTY OF THE SCHOOL AND, AS SUCH, ARE SUBJECT TO SEARCH AT ANY TIME.**
- Students should NOT bring large sums of money or personal valuables to school. Lockers must remain closed and locked for safety. There is always a chance of theft or loss, and the school district will not be responsible for lost or stolen items. Unauthorized devices such as laser pens, iPods, MP3 players, cellular phones, cameras, and electronic games are not allowed in classes and will be confiscated.
- **At the end of the school year students are required to clear their lockers of belongings and completely clean them inside and out. Students whose lockers require custodial cleaning will be charged a nominal cleaning charge.**
- There is a yearly fee for lockers. It is the student's responsibility to keep the locker locked, as the school will not assume any responsibility for lost items.
- Money generated from fees is for the general maintenance of lockers.

E. **Textbooks (Policy I-5250)**

Students are issued textbooks as a resource for learning. These books must be cared for to insure their use during the school year and subsequent years. Students are responsible for damage to and loss of textbooks. Books are numbered for student convenience and record keeping. It is advantageous for students to know their book numbers and to note the numbers for future

references. When students withdraw from school, they must turn their books in to the issuing teacher in order to clear their record. Students must sign for all issued textbooks.

F. Emergency Procedures

a. Fire Drills/Lock Down/Shelter in Place (Policy. E-0562)

A Fire Evacuation Plan is posted in each room. Students should study the plan with their teacher in each of their classes and be familiar with it. When the fire alarm sounds, students will leave the room when directed by their teacher, in a quiet and orderly manner following the prescribed route to clear the building. Staff will be required to take attendance and submit a properly documented form to the Office immediately following the fire drill. Students and teachers must report to their designated areas until a signal is given for return to the classroom. Lock down procedures may be called for a variety of reasons. During the process of a lock down, students and staff are utilizing systems and procedures that keep students safe and out of harm's way. Some lock downs are called to practice and others are called for in a non-emergency environment when we need to keep students out of common areas. Communication regarding the nature of lockdowns may not be communicated to parents depending on the circumstance. In addition, please be aware that the entire campus may be locked and access may be denied.

Do's and Don'ts for parents during lock-downs

Trust that teachers and staff are doing their best to keep children safe.

Please, Do Not Come to school, **Do Not** Call the Office, **Do Not** Call Student's Cell Phones as this could endanger your child and his/her entire class. The school will send notifications to inform you of the status of the situation and any other pertinent information.

b. Emergency Disaster Plan (Policy. I-0550)

The school has an Emergency Disaster Plan outlining specific evacuation procedures for certain conditions. Evacuation and other emergency drills will be ongoing throughout the year.

G. Academic Information

i. Honor Roll(s) (Policy. I-7150)

Outstanding academic achievement does not go unnoticed. Academic excellence is a priority in the school district. Therefore, the following Honor Rolls are acknowledged each quarter: Exemplary Honor Roll 4.0 - Peñasco High School Honor Roll 3.0-3.99.

b. Report Cards and Progress Reports (Policy. I-6800 and I-6900)

Parents/guardians receive the following communication throughout the school year regarding their student's progress:

- Progress reports will be sent home, at minimum by mid-quarter, and may be sent home with students at any time the teacher deems appropriate, or as a requested by parents/guardians.
- Report Cards are issued at the end of each quarter.
- Teachers will contact parents via email or phone call to inform parents if their child is failing the course/class throughout the school year. In order for this communication to take place, accurate contact numbers and email addresses must be provided to the school office.

Parent teacher conferences (Parent Night) will be held after the first, and third nine-week grading periods.

Parents may check on their student's academic progress and attendance via the Power School grading system at www.penascoisd.com

C. Academic Grading Scale (Administrative Regulation within Policy I-6700 and J-6711)

97 - 100	A+	77 - 79	C+
94 - 96	A	74 - 76	C
90 - 93	A-	70 - 74	C-
87 - 89	B+	67 - 69	D+
84 - 86	B	64 - 66	D
80 - 83	B-	60 - 63	D-
Below 59	F		

****All grades are rounded to the nearest 10th not the whole number.**

Weighted grades will be instituted at high school in the college level classes taken on or off campus for dual credit.

Peñasco High School Grading System:

Regular Grading system

A = 90% - 100% (4.0)

B = 80% - 89% (3.0)

C = 70% - 79% (2.0)

D = 60% - 69% (1.0)

F = 59% or below (0.0)

Dual Credit Weighted Grade

A = 90% - 100% (5.0)

B = 80% - 89% (4.0)

C = 70% - 79% (3.0)

D = 60% - 69% (1.0)

F = 59% or below (0.0)

d. Grading Criteria

Quarter/Nine-Weeks Grades

50%- Daily Work/Homework/Reports/Presentation and/or Class Participation

30% - Weekly or Bi-Weekly Tests/Quizzes (Minimum of 2 per quarter)

20% - Nine (9) Weeks Examination (following quarters 1, 2, 3 & 4)

100% Total

Semester Grades

40% - 1st Quarter/Nine Weeks

40% - 2nd Quarter/Nine Weeks

20% - Semester Exam (following Semesters 1 & 2)

100% Total

*Semester/9 week examinations shall be previewed and approved by the Principal

All teachers are required to input an average of two grades per week minimum into the Power School Grade Book for all courses. Grades will be posted within 5 days of student submission of work.

Any and all makeup tests due to absences shall be justified, previewed and approved by the teacher. Component percentages based on the above criteria shall be averaged and converted to a letter grade(s) thereby reflecting a grade point, for each subject taken.

Students may re-do an assignment (which was originally turned in on time) for which the student received a failing grade (59% or below) one time. The final score

of the assignment will not exceed 70%. Assignments must be redone and resubmitted within 2-two school days of receipt of graded assignment. Late assignments cannot be re-done.

The Peñasco Middle/High School has also adopted a uniform deduction system where students will be deducted 5% from their daily assignment grade for not turning work in on time. **The student will be deducted 5% every day the assignment is late, not to exceed 2 school days late.** Weekly, Unit/Monthly assignments not turned in on time are left up to the discretion of the teacher. This enforcement by all teachers will make students more responsible for returning homework assignments on time. Please ensure that your child returns all assignments when due.

Ex) An assignment with an 87% and 1 day late would receive 4 pts off (5%) for not turning in on time. If assignment is 2 days late, the 83% would then become a 79% and so on.

e. Dual Credit

Dual credit classes will follow different grading criteria at discretion of the teacher/professor and will be included in the courses syllabi.

f. Grade Adjustments

A student's grade can be changed only by the teacher of the course in which the student is currently enrolled or was enrolled. No "I" (Incompletes) will be recorded on the Progress Report, Mid-term or final report cards issued to students. If a student is allowed to make-up the work, the teacher will initiate a Grade Change Form from the counseling office and submit to the building principal for approval.

Late work up to five (5) days, if extenuating circumstances exist, will be accepted and graded on an individual basis. **Teachers will not change grades because of student and/or parental pressure or for the purpose of extra-curricular eligibility or for graduation.** Once a grade is entered on the official transcript it cannot be changed. However, it can be recorded a second time only if the course is repeated and passed. For students who have passed a course but want to repeat it in order to improve the grade, the following must occur:

- The student must submit a written request to the counselor or principal to retake a course in order to improve the grade. The request will need signatures from student, parent, counselor, and principal.
- To retake a course, the student will have to be on track to graduate as per counselor review of high school transcripts. The course being retaken will be done in place of an elective course.
- The retaken course grade will replace the previous on a student transcript.

g. Changing a Course Grade that is a Student Record

A course grade that has been entered for a subject or curricular area on a student's report card, in the cumulative record or on a transcript *is considered a student record* under FERPA by this Governing Board. If the parent or guardian of a student or an eligible student believe a student record grade is inaccurate, misleading, or in violation of the student's rights or can show proof that the teacher failed to reasonably follow the guidelines in the school grading system, the grade may be considered for change as indicated in the hearing procedure established by 34 Code of Federal Regulations 99.20 and 99.21. The first step is to contact the school records custodian and request that the record be changed. If the custodian cannot change the record to the requester's satisfaction the custodian will ask that a request in writing be submitted using "A Grade Change Request Form." The form shall be

completed by the requestor and returned to an administrator in the school who shall place the request in the hands of the school records custodian for disposition in accord with the hearing procedures established ([Policy, I-6961](#)). Grade Change Request Forms are available at the Peñasco Middle/High Schools.

h. Course Offerings ([Policy I-7350](#))

Math—4 Credits

Algebra I
Algebra II
Financial Literacy
Geometry
Probability & Statistics

English—4 Credits`

English I
English II
English III
English IV
College ELA

Science—3 Credits (2 labs)

Biology I
Chemistry
Human Anatomy
Environmental Science

Social Studies—3.5 Credits

World History
Government/Economics
U.S. History
NM History—.5 credit

Career Cluster/Foreign Language—2 Credits

Spanish I
Tiwa I
Spanish II
Tiwa II

Electives—7.5 Credits

Woods
Band
Mariachi
Art
Fitness
Weight Lifting
AVID
Driver’s Education
Pro Start
Culinary Arts
Yearbook
Journalism
Read 180
Home Improvement/MC3
Study Skills

Physical Education—1 Credit

P.E.

Health—.5 Credit

Health Class

*Classes that have a Pass/Fail grade entry, such as Study Skills, are categorized as an elective credit and do not count towards a students’ GPA.

**Quarter (1/4 or 0.25) credits will not be transferred.

Graduation Requirements for the Class of 2022

Graduation requirements are a combination of credits earned and competency requirements. Each student must obtain 25 credits in the following categories to graduate from Peñasco High School.

- English Language Arts: **4** credits

- Math: **4** credits (one credit must be equal to or greater than Algebra 2)
- Science: **3** credits (2 credits must include a lab component)
- Social Studies: **3.5** credits (including United States history and geography, world history and geography, government/economics, and ½ credit of New Mexico history)
- Physical Education: **1** credit
- Health: **.5** credit (one semester)
- Career cluster, workplace readiness or language other than English: **1** credit
- Electives: **7.5** credits (including .5 unit of health education* if not completed in middle school)
- In addition, the Peñasco schools require one **(1)** additional Foreign Language credit (Spanish II or Tiwa II).

**One of the above units must be honors, Advanced Placement, dual credit, or distance learning.

In order to obtain a New Mexico Diploma of Excellence all students must successfully pass all five content areas (Reading & Writing, Math, Science, and History) via New Mexico Measures of Student Success and Achievement (NM-MSSA), End of Year Course Exams (EoC) and/or American College Testing (ACT) scores as prescribed by the New Mexico Public Education Department. Students must also meet any and all requirements set forth by the Peñasco Independent School District.

Seniors in jeopardy of not attaining sufficient credits for graduating will be notified in writing at the end of first semester and third quarter.

At the end of grades 8 – 11, each student shall prepare an interim next-step plan that sets forth the coursework for grades remaining until the end of graduation. Each student must complete a final next-step plan during the senior year and prior to graduation. An IEP that meets the requirements of Subsections A and B and meets all applicable transition and procedural requirements of the federal Individuals with Disabilities Education Act for a student with a disability shall satisfy the next-step plan requirements of this section for the student.

i. Concurrent Enrollment/Advanced Placement/Dual Credit (Policy. I-7361)

Students may obtain college credits concurrently or dual credit at vocational schools, colleges, and universities or on the Peñasco campus upon approval of the Guidance Counselor and Principal. Only a student in good standing may enroll concurrently or dual credit at off campus schools. Procedure includes: Permission from school counselor, principal, and parents. Application for admission and placement exam (if necessary) can be obtained from the school counselor.

j. Peñasco High School - Rigorous Individualized Secondary Experience (R.I.S.E.)

Peñasco High has created the R.I.S.E. program to create opportunity for students to be college-ready and/or career-ready upon graduation. R.I.S.E. has several avenues to prepare students for life after high school:

1. R.I.S.E. College-Ready Avenue

This avenue is for students who plan to pursue a college degree. Courses offered are General Education core classes that transfer to any New Mexico university or college. Students that begin taking classes their 10th grade year may be eligible to complete an Associate's of Arts degree before finishing high school.

Students may participate upon approval of the R.I.S.E. Program Coordinator, Guidance Counselor, and Principal. Only a student in good standing may enroll

concurrently or dual credit at Peñasco HS or at off campus schools. Procedure includes: Permission from school counselor, principal, and parents. Permission forms are available through the Counselor's Office. Application for admission and placement exam (if necessary) can be obtained from the school counselor or Program Coordinator.

This program is open to students in grades 10-12 with a cumulative GPA of 2.5. Students in the program must maintain a 2.0 average at both high school and college and maintain excellent behavior and attendance to continue in the program the following semester. Transportation, lunch, and course fees (beginning Fall of 2016) will be paid by the school. Textbooks will be paid by the school, but must be returned in reusable condition or the student will be billed for the cost of lost/damaged books. Tuition costs are covered by the college.

Per policy, students may not drive themselves to any off-site student activity without principal permission and liability waivers in place.

2. R.I.S.E. Career-Ready Technology Avenue

This avenue is for students who plan on a career in technology – either directly after high school or after additional college/training. Participants will be transported on Fridays to Northern New Mexico College to complete Cisco Network Administrator certification courses. All College-Ready Avenue requirements apply, but the required GPA for entrance is a 2.0 and there is no testing requirement. Students will also have a class period during their school week in which to work on assignments with the help of mentors.

k. Valedictorian-Salutatorian Guidelines

In determining the valedictorian and salutatorian awards for graduating seniors, the following will be considered:

1. Valedictorian/Salutatorian selection is based on Accumulative grade point average from the first semester of a student's freshman year to the end of the second semester of the senior year.
2. The graduating class valedictorian and salutatorian will be the students with the highest and next highest grade point averages. To be eligible for Valedictorian honors, students must have a minimum 3.5 GPA. These honors are restricted to students who have completed eight full semesters at Peñasco High School, with the proviso that transfer students who have completed the full junior and senior years at Peñasco High may be named co-valedictorian or co-salutatorian with an identical or higher grade point average as a four (4) year, eight (8) semester graduate. No other transfer students are eligible.
3. In the case of a tie in GPA for Valedictorian and Salutatorian, the highest ACT score achieved by each student would be used as the tie breaker. If there is still a tie, the students would be co-Valedictorians or co-Salutatorians.
4. In the event that the only student who meets the 3.5 minimum GPA is a transfer student who has attended the minimum four (4) semesters, that student would be the sole Valedictorian.
5. The valedictorian will deliver the valedictory address during the commencement ceremony.
6. The salutatorian will deliver the salutatory address during the commencement ceremony.
7. Concurrent or dual credit enrollment students and students enrolled in High School Co-op Programs are considered Peñasco High School students and are eligible to serve as valedictorian or salutatorian provided they comply with #4 above.
8. Peñasco High School students who are enrolled in an accredited foreign exchange program during either their junior or senior year, are eligible for co-valedictorian or co-salutatorian honors. Transcripts received must indicate a percentile or letter grade for courses taken. The transference of percentile grades will be as follows:

A (90 to 100), B (80 to 89), C (70 to 79), D (60 to 69), F (Below 60)

- 9. Students who have been home-schooled during their high school tenure are ineligible for valedictorian or salutatorian honors.
- 10. Graduation exercises will be held for students who have met state and local requirements for graduation from high school. Participating in graduation exercises is considered a privilege not a right. However, since these exercises require planning and rehearsals, the following rules shall apply:
 - a. Students who wish to participate in graduation exercises **must** be present at the rehearsals. Failure to do so, except for legitimate reasons for absence, may be cause for excluding students from participating in the exercises.
 - b. Students may not participate in the commencement exercises unless they have successfully completed the requirements for graduation and paid all fees, fines and charges due.

I. Extra-Curricular Activities (Policy J-4550)

There are a wide variety of interscholastic and co-curricular activities available to students. They include clubs, organizations, performing groups, and interscholastic athletics. Students who participate gain the advantage of truly becoming fully involved in their high school careers. Varied activities offer every member of the student body the opportunity to enrich school attendance and in many cases receive recognition. The Semester grades determine eligibility for a student to join an extra-curricular activity. Coaches will be responsible for keeping apprised of their athletes’ grades through progress reports in order to ensure their continued eligibility. Staff may place a student on academic or behavioral watch status. The student may not participate in extracurricular activities until sufficient progress has been made as determined by staff member placing the student on watch status. Staff member will notify Principal’s office or Counseling office of student on watch status.

School Attendance: A student **must** attend half of the school day (this means to be in class, not merely being physically present on campus or in the school building) to be eligible to participate in a practice or competition on the same day or a day prior to an event scheduled on a non-school day. Exceptions could be made by the athletic director on a case by case basis with appropriate documentation.

- Participation in evening competitions will not affect school attendance on the following day. Students must be in school and on time (to 2nd period) the morning following an athletic event. When competing during the school day, students must return to classes immediately after the event.
- A written excuse from the medical provider, ie. Medical/dental appointments, etc., must be submitted to the school secretary upon return to school in order for the absence to be excused. **A student must attend all his/her Thursday classes in order to participate in an athletic event on Friday and/or Saturday.**

Some extra-curricular activities for Peñasco Middle/High School students are listed below (more extra-curricular activities may be added or deleted for student offerings throughout the course of the academic year):

Student Council	Cross Country	National Honor Society
Envirothon	Volleyball	National Junior Honor Society
Ski Club	Baseball	Track
Basketball		

Several annual events are held and some are listed as follows:

- Graduation
- National Honor Society and Junior Honor Society Induction
- Junior-Senior Prom*

- Parent-Teacher Conferences- following 1st and 3rd Quarters
- Senior Night
- Winter Festival
- Spring Festival
- Homecoming

During the year trips are made (in addition to athletics) to conventions, etc., and are scheduled accordingly. Class/Club sponsors, teachers, and counselors arrange for these trips.

***JUNIOR-SENIOR PROM:** High School Students and guests (students that do not attend Peñasco High School; must be under 21 years of age) attending prom must request approval from the principal 15 days prior to attending prom. Conditions for attendance are discussed with students prior to the prom's date to allow students ample time for discussion and awareness thereof. Transportation to and from Prom will be made available to students as long as the Junior class sponsors and/or high school office have been notified of the need no less than 15 days prior to Prom. Any student who travels to Prom via school vehicle must also return to school campus via school vehicle.

m. Drug Use in School Activities (Random Drug and Alcohol Testing) (Policy J-4450)

The Peñasco Independent School District (PISD) Board of Education recognizes that the use of illegal drugs, alcohol and misuse of prescription drugs among student athletes is increasing and a proactive program of deterrence will be instituted as an approach to encourage student athletes to make healthy and positive choices, to provide support in participation in treatment programs for students found to be using prohibited substances and to foster a safe environment for all students participating in New Mexico Athletics Association (NMAA) programs. There will be no academic sanction for violation of this Policy unless the student also violates student handbook policies. THIS POLICY IN NO WAY LIMITS THE SANCTIONS WHICH MAY BE APPLICABLE UNDER STUDENT HANDBOOK POLICIES.

H. DISCIPLINARY POLICY

a. Student Discipline (Policy J-4611)

1. School Code of Conduct

The following are prohibited activities:

- Criminal or delinquent acts
- Gang related activity
- Harassment based on race, color, sexual orientation, gender, or national origin
- Sexual harassment
- Disruptive conduct
- Refusal to identify self; and
- Refusal to cooperate with school personnel

A student may be subject to disciplinary action when the student engages in the above or those below:

Engages in conduct that is disorderly, i.e. intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:

- Making unreasonable noise
- Using abusive or obscene language or gestures
- Obstructing vehicular or pedestrian traffic

- Engages in conduct that is insubordinate, i.e., failing to comply with the lawful directions of a teacher, school administrator, or other school employee in charge of the student

Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:

- Selling, distributing, using, or possessing alcohol, drugs, or other controlled substances (tobacco) or drug paraphernalia (vaping)
- Selling, distributing, using, or possessing weapons, fireworks, or other dangerous instruments or contraband
- Selling, using, or possessing obscene materials
- Using profane, vulgar, or abusive language (including ethnic slurs)
- Engages in conduct in violation of the Board's rules and regulations for the maintenance of public order on school property
- Gambling
- Hazing
- Engaging in lewd behavior

Engages in any of the following forms of academic misconduct:

- Lateness for missing or leaving school or class without permission or excuse
- Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker and other forms of unauthorized collusion)
- Plagiarism
- Has a record of excessive absenteeism

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Depending upon the nature of the violation, student discipline may be progressive, i.e., generally, a student's first violation should merit a lighter penalty than subsequent violations. A district employee or agent should take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

2. Student Disciplinary Proceeding

Any teacher, administrator, Board member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings.

This information for the maintenance of public order on school property will be publicized and explained to all students and provided in writing to parents as requested. In order to promote effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

b. Student Pass Infractions

Student must be in possession of their student planner with staff signature which will serve as a written pass authorizing students to go to a specific location on campus. One pass per student.

C. Peñasco School Dress Code (Policy J- 2350, 2361)

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

**Students are expected to wear appropriate clothing while on campus, on field trips, and during off campus events at which students represent the Peñasco schools for athletics and activities.

- Wear adequate footwear at all times.- Footwear that is safe and appropriate for weather and other conditions must be worn at all times on campus and in buildings.
- No skirts, dresses, shorts, skorts, or slits shorter than your middle finger when your arms are outstretched at your side. This includes torn jeans/pants- bare skin should not be visible any higher than the middle finger when arms are outstretched at your side.
- No half shirts, halter-tops, or tube tops. No underwear showing. (Boxers, sports bras, undershirts, etc.)
- No wearing pants that are below the waist, sagging or which reveal underwear. (Use a belt that does not hang over four inches)
- No wearing sunglasses in the classroom and buildings.
- No wearing headgear such as bandanas, hairnets. (Boys and Girls)
- No wearing attire, which shocks, offends or makes reference to sex, gang membership, tobacco, alcohol, or drugs including distasteful patches, decals, buttons, shirts or other items with provocative images of women or men (This includes face painting).
- No wearing low-cut blouses or shirts that show cleavage or bare chests
- No wearing revealing or see-through clothing
- No wearing piercing and jewelry that present a safety hazard to students and others around them
- No displaying tattoos that are sexually explicit, obscene, or gang related
- Wearing pajamas and/or slippers is not allowed unless it is for a sanctioned school event –i.e. Pajama Day during Homecoming or School Spirit Activities.
- No blankets allowed (either worn or carried) at school.
- Students who volunteer for extracurricular activities, such as athletics, band, etc., are subject to the standards of dress as defined by the sponsors of such activities.

Inappropriate clothing will require parents to bring in suitable clothing that complies with School District dress code or the school may provide alternative clothing and confiscate inappropriate clothing where only parents may pick up confiscated clothing from the principal's office.

d. Inappropriate Display of Affection

Display of inappropriate behavior including kissing, necking, or sitting on each other (regardless of gender) is not allowed.

e. Academic Cheating

Attempting to obtain an academic grade under false pretense is not allowed. Students who willfully allow others to copy are as guilty of cheating as students doing the copying.

f. Plagiarism

Intellectual theft exists in several forms:

- Copying of work or passage without quotation marks and a footnote. (Whole or in part)

- The partial quotation and paraphrase of a passage without appropriate quotation marks and a footnote.
- The complete paraphrase of a passage without a footnote.

Plagiarism shows disregard and/or contempt for original inquiry and cannot be excused; therefore, it is prohibited.

g. Truancy

When a student is absent from a class or classes without formal permission, it is considered to be truancy. The student will be subject to the attendance policy and the absence will be recorded as an unexcused absence.

h. Fighting

A willing physical or hostile encounter between individuals with the intent to cause physical harm is not allowed.

i. Disrespect for Authority

Showing intentional outward lack of respect for authority, including administrators, teachers, non-certified staff, and custodians is not tolerated and will result in disciplinary action.

j. Defiance of School Personnel or Authorities

Intentionally refusing to comply with any reasonable demand or request by any school staff member is considered to be defiance of authority and is prohibited.

k. Tobacco Use and Possession

Smoking or possession of any tobacco or nicotine product is prohibited on school grounds. This applies to all students, staff members, and visitors on school campus.

Tobacco Use/Smoking on School Premises (Policy K-1750 KFAA)

The use, possession and distribution of tobacco products, e-cigarettes and nicotine liquid containers, alcoholic beverages, mood-altering substances and illicit drugs is prohibited in the following locations: School grounds; School buildings; School parking lots; School playing fields; School buses and other District vehicles; Transportation pick up areas; Off-campus school-sponsored events.

All District employees are expected to cooperate in the enforcement of this policy. Members of the public using or blatantly flaunting prohibited products on school premises and failing to respond to a verbal warning shall be requested to leave the premises by school supervisory personnel in accord with laws on trespass. Law enforcement may be notified to assist with enforcement.

Tobacco Use by Students (Policy J-3000 JICG)

The possession or use of tobacco products (including Vapes) are prohibited in the following locations:

- School grounds
- School buildings
- School parking lots
- School playgrounds
- School fields (track, baseball, etc.)
- School busses and other district vehicles
- Off-campus, school-sponsored events

The Superintendent may establish procedures necessary to implement this policy. Disciplinary penalties for the possession or use of tobacco or similar products 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.

Drug and Alcohol Use by Students (Policy J-3050 JICH)

The nonmedical use, possession, distribution, delivery or sale of drugs or counterfeit substances 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 prescription or over-the-counter drugs, except those for which permission to use in school has been granted pursuant to Board policy.
- Hallucinogenic substances
- Inhalants (including Vapes)

Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution.

l. Selling, distributing, using, or possessing weapons, etc.

Selling, distributing, using, or possessing weapons, fireworks, or other dangerous instruments or contraband is prohibited and may lead to criminal charges.

m. Electronic cigarettes

Electronic cigarettes or other vapor inhaling devices are prohibited on school grounds. This applies to all students, staff members, and visitors on school campus.

n. Criminal and Delinquent Acts

Any action that involves the following acts: aggravated assault, aggravated battery, weapons violations, extortion, theft, arson, vandalism (including gang markings, graffiti/tagging), violations against public health and safety, use, possession, sale, or distribution of a controlled substance, and use of explosives is not tolerated and may result in criminal charges.

o. Student Interrogations, Searches, and Arrests (Policy J-3400 JIH)

1. Interviews

- A parent may be present during an interview except when interviews are conducted pursuant to a report of child abuse and the interview is by a Children, Youth and Family Department worker or a peace officer.
- Except in child abuse and abandonment situations should a peace officer appear on campus requesting to interview a student attending the school, the school

administrator shall be notified and the school office shall contact the student's parent(s). The parent(s) will be asked if they wish the student to be interviewed and, if so, will be requested to be present or to authorize the interview in their absence.

- If the parent(s) cannot be reached, the peace officer should be requested to contact the parent(s) and make arrangements to question the student at another time and place.
- If a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. The arresting officer will be asked to complete and sign a form a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of the District shall cooperate fully with the police.

2. Searches

School property assigned to a student and a student's person or property while under the authority of the public schools are subject to search, and items found are subject to seizure, in accordance with requirements below.

Notice of search policy

Students shall be given reasonable notice, through distribution of written policy or otherwise, of each school's policy on searches at the beginning of each school year or upon admission for students entering during the school year.

Who may search

Certified school personnel, school security personnel and school bus drivers are "authorized persons" to conduct searches when a search is permissible as set forth below. An authorized person who is conducting a search may request the assistance of some other person, who upon consent becomes an authorized person for the purpose of that search only.

When search permissible

- Unless local School Board policy provides otherwise, an authorized person may conduct a search when he or she has a reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred.
- An administrative authority may direct or conduct a search under the same conditions and also when he or she has reasonable cause to believe that a search is necessary to help maintain school discipline.
- The administration is authorized to use dogs where reliability and accuracy for sniffing and detecting contraband has been established. The dogs will be accompanied by a qualified authorized dog trainer/handler who will be responsible for the dog's actions. Any indication by the dog that an illegal or unauthorized substance or object is present on school property shall be reasonable cause for search by school officials.

Conduct of searches; witnesses

The following requirements govern the conduct of permissible searches by authorized persons:

- School property, including lockers and school buses, may be searched with or without students present unless a local school board or administrative authority provides otherwise.
- When students are not present for locker searches, another authorized person shall serve as a witness whenever possible.

- Locks furnished by students should not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the administrative authority.

Student vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches.

Physical searches of student's person may be conducted only by an authorized person who is of the same sex as the student, and except when circumstances render it impossible may be conducted only in the presence of another authorized of the same sex. The extent of the search must be reasonably related to the infraction, and the search must not be excessively intrusive in light of the student's age and sex and the nature of the infraction.

Seizure of items

Illegal items, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate. Electronic cigarettes/Vape pens will not be returned.

Notification of law enforcement authorities

- Unless a local school board policy provides otherwise, an administrative authority shall have discretion to notify the local children's court attorney, district attorney or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.
- The administration has the right to search and seize property including school property temporarily assigned to students, when there is reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred.
- Items provided by the District for storage (e.g., lockers desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. (Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without notice, by school personnel.)

Arrest

When a peace officer enters a campus and indicates an intent to take a student into custody or arrest a student, the office staff shall request the peace officer to establish proper identification, complete, and sign a "Form for Signature of Arresting Officer." The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental inquiries about the arrest or may contact the parents, if necessary, to explain the relinquishment of custody by the school and the location of the student, if known.

Adopted: date of manual adoption

LEGAL REF.: 32A-4-3 NMSA (1978)

6.11.2.10. NMAC

p. Electronic Communications (JIC 2311)

The Board of Education recognizes that cellular telephones, pagers, smart phones, tablet computers, earphones, or similar devices can play a vital communication role during emergency situations at school and/or in a student's family emergency. However, the ordinary use of cellular telephones, pagers, smart phones, tablet computers, earphones or similar devices (hereafter electronic communication devices or ECD) in school situations can be

disruptive to the educational environment and is not acceptable. Current technology allows students to take digital photographs or digital videos, record conversations, and may be used to text messages to other students. Due to current technological advances, such devices now have even more potential for disruptive applications in the educational process. Emergency phones are available for student use at all school offices and may be accessed by gaining permission from school staff and/or administration.

Definitions

- "Electronic Communication Devices" are defined as a cellular telephones, smart phones, tablet computers or comparable communication devices that are not connected to a land line or a permanent connector which receives and/or transmits signals or data. This includes digital graphics, photographs or video recordings, from a dedicated communication link or cellular network or from a wireless network or link connected to the Internet.
- "Sexting" is defined as the act of sending, receiving, forwarding, viewing, or reading any sexually explicit images, text messages, photo messages, video messages, or voice messages via ECD, computer, or other digital device. Sexting includes messages, photos, and images being further disseminated through e-mail and/or internet-based social networking websites well beyond their original intended recipients. The images contained in any message, photo or image can depict real images or animation under this definition. Sexting is an illegal and prosecutable act in the state of New Mexico.
- "Sexually Explicit" is defined in this Policy as an actual and/or simulated sexual intercourse, whether between individuals of the same or opposite sex or the lascivious exhibition of the genitals and/or the exhibition of the district--accepted private or public area of any individual, including the breasts and buttocks or any substantial portion of the body part. Under this definition, the individual or individuals depicted in any image need not be naked, but the individual must be in some state of being unclothed.

Prohibitions

- Students shall not use a paging device or ECD while on school property and while attending a school-sponsored academic activity on/off school campus in a manner that is disruptive to the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, ECDs in the possession of a student shall be used only as set forth in this Policy. The school administrator may grant written permission for the use of such a device by a student if the student or his/her parent or guardian establishes, to the satisfaction of the administrator, that a reasonable basis exists for the possession and use of the device. Under this Policy, students who are parents of a child shall have a reasonable basis for possession and use of the device at school regardless of activity but shall be subject to all other prohibitions in this Policy.
- Under no circumstances will students use or access an ECD during assemblies, emergency drills or other school evacuations. In the event of an emergency and once the situation has been controlled, the Superintendent, Superintendent Designee, and or building administrator will inform district staff that students may be allowed to access an ECD to communicate with parents/guardian and/or family.
- Students may use their ECD prior to the start of the instructional day and after school following the instructional day. During the instructional day paging devices and ECDs must be turned off and remain in a locker, backpack, book bag, pocket or purse where they cannot be seen or heard. ECD kept in or on waistbands or other areas of clothing shall not be accessed or viewed during the instructional day.
- During periods of testing and other student-evaluations, teachers and/or school administrators may request that students remove all devices from their possession or

control, either by returning them to their lockers or placing them outside the direct physical possession or control of the student during class time and/or during testing. Any use of an ECD during testing will be considered cheating and will be addressed accordingly. Please refer to Board Policy [J-4611 JK-R](#), Academic Dishonesty.

- School building administrators, after consultation with and approval by the Superintendent of Schools, shall have the authority to further restrict possession of ECD's in their individual buildings in order to maintain the principles of this Policy of good order and discipline and to be consistent with the unique circumstances of their individual schools or grade level.
- Sexting is considered inappropriate for the school setting and therefore is strictly prohibited on school grounds, at any and all school-sponsored events or at other times when such conduct causes or is reasonably anticipated to cause disruption of the educational setting whether occurring on or off campus. The sending, sharing, viewing or possessing pictures, e-mails, video or other material of a sexually explicit nature (sexting) in electronic or any other form on an ECD is strictly prohibited in the school setting. In some cases, Sexting may constitute Sexual Harassment or Bullying and will also be addressed under those Policies. Please refer to Board Policies ACA (A-0300), Sexual Harassment, Bullying, Intimidation, and Hostile or Offensive Conduct and Policy KFA ([K-1700](#)).
- The use of Personal Digital Assistant devices and laptop computers for instructional purposes is generally permitted, but the Administration and/or the classroom teacher may limit their possession and use consistent with curriculum of the School District and to maintain general order in the classroom.
- Students are not allowed to possess or use laser pointers on school property.
- During regular school hours from the first bell to the last bell of the school day, unauthorized devices such as laser pens, I-Pods, MP3s, cellular phones, cameras, electronic games, headphones, and earbuds **should not be visible or in use and will be confiscated**. (Exception: School Sponsored trips, lunch periods, and other academic use within the classroom as allowed by teacher).
 1. **First violation** will result in unauthorized electric device being given to building principal who will notify parent(s) and student may pick it up at the end of the day.
 2. **Second violation** will result in unauthorized electric device being given to building principal who will notify parent(s) asking them to pick up cell phone at the end of five school days.
 3. **Third violation** will result in unauthorized electric device given to building principal who will notify parent(s) indicating that cell phone will remain locked in the vault for the duration of (60) sixty calendar days.
 4. **Fourth violation** will result in unauthorized electric device given to building principal who will notify parent(s) indicating that cell phone was confiscated and will remain locked in the vault for the remainder of the school year.

***Refusal to turn over or surrender any unauthorized electronic device to school personnel constitutes a second offense.**

Q. Internet/Computer Misuse

Students will abide by the Internet Usage Agreement signed. Violation of the agreement will forfeit the student's privilege to use the Internet and will constitute additional disciplinary measures.

M. Disciplinary Plan Consequences

Definitions:

1. **Warning** – Verbal or written reprimand.

2. **Parent Notification** – A parent will be notified in writing and/or by telephone that the child (student) has committed an infraction. The notification will guide the parent as to what the consequence will be, in accordance with the Disciplinary Plan.
3. **Parent Conference** - Peñasco Middle and High School administration and teachers understand that the partnership between the school and the parents are vital for the success of the child. Parents are called to attend a meeting (conference) with the appropriate school authority to discuss the infraction and the consequences, in accordance with the Discipline Plan.
4. **After School Detention (ASD)** – Detention whereby students are required to attend one hour of detention time after school for violating school policies. During this time students will be expected to complete homework and/or additional work provided by assigned school personnel. Parents will be responsible for picking students up after detention. Bus services will not be provided for students assigned to After School Detention.
5. **Lunch Detention (LD)** - Detention whereby students report to staff on lunch duty. Student will obtain a lunch tray and sit in a designated area to eat. Upon completion of their meal, the student will complete tasks as assigned by lunch personnel for the duration of the lunch period.
6. **Out-of-School Suspension (OSS)** - Suspension whereby students are excluded from attending school and school activities for a designated period of time. Students suspended out of school may obtain up to 60% credit for prescribed make-up work completed during the established time period. For short term OSS, teachers will submit work to the office for the student by the end of the day following the suspension. The student will be expected to return all make-up work upon returning from OSS. An extended OSS - more than 5 days- would require an additional pick-up and drop off of student work. Parent(s) would be notified by office when class work/assignments are ready for pick up. Students are not allowed on campus for any activity whatsoever while on OSS.
7. **Parent Shadowing** – In the event that students become involved in inappropriate action where school staff requires help from parents, parents will be asked to come to school and attend classes, and accompany their child for a regular school day. Verification of time spent with the student at school will be kept by the individual assigning parent shadowing.
8. **Conflict Resolution:** – Conflict resolution involves a process by which an individual learns how to resolve interpersonal conflicts without violence, how to disagree respectfully; how to work together to resolve conflicts, mediation and methods for resolving differences. Conflict resolutions will be used to resolve interpersonal conflicts.
9. **Counseling:** – Counseling involves participation in an interactive process with a mutual exchange of ideas aimed at helping a person deal with a specific topic and often includes advisement, recommendations, goal setting, and a plan to change behavior and other modifications designed to improve the academic and social experience.
10. **Report to Law Enforcement:** – Students will be referred to law enforcement at the discretion of the principal except as mandated by law as in the case of serious offenses.
11. **Discipline Contract:** A formal, written agreement between the student, parent, teacher and administrator outlining the nature of discipline and corrective actions.
12. **Long-term Suspension-**The authority to suspend a student for up to ten (10) days.
13. **Expulsion** – Expulsion is a formal process utilized to exclude a student from school and all district activities and functions in or out of district grounds for a length of time exceeding that of a suspension as determined by hearing. This process is conducted in accordance with state statute and is further defined in the District Policy & Procedures Manual.
 - i. The student is suspended for a maximum of 10 days, pending an expulsion hearing
 - ii. An expulsion hearing may provide an opportunity for the student and his/her parents/guardians to meet the following reinstatement requirements:
The student & his/her parents:
 - Participate in a contractual agreement.
 - Follow all conditions & recommendations.
 - Failure to meet requirements will result in expulsion.
14. **Immediate Removal from School Premises:** Any student who is a danger to himself or others and/or disruptive to the educational process will be immediately removed from school premises. Parents/guardians will be notified and must pick up the student as soon as possible.

a. Canine Contraband Drug Detention

The Superintendent has been authorized by the School Board of Education to establish procedures for the use of drug detection dogs in public school buildings and on campus. The purpose of such use shall be to discourage the possession of drugs on school property and to serve as a deterrent to general drug abuse. Using drug detection dogs to search individuals in any manner is NOT authorized. To this end, Peñasco Independent School District has contracted with an outside agency to seek out, locate, and alert upon detection of contraband.

Administrative Implemental Procedures:

- The principal and/or designee shall receive in-service instruction pertaining to the use of drug detection dogs prior to the dogs being used in that school. The principal is encouraged to educate the staff also on the use of drug detection dogs.
- Generally, the drug detection dogs shall be used for detection of drugs and/or contraband inside the school building(s). Additionally, they may be used for administrative purposes to check lockers and other suspected locations, such as student vehicles.
- The drug detection dogs may be used in other specific situations with the authorization of the Superintendent or designee.

Principal or designee's discretion will be used based on the severity of the action for all situations and including those not covered in this handbook. Proper authorities will be contacted at the discretion of principal or designee's based on severity of individual infraction at any level of infraction.

b. SCHOOL INFRACTIONS AND ENFORCED CONSEQUENCES MATRIX

A team effort between home and school ensures the best education for each child. It is ultimately the parents' responsibility to ensure their child behaves in school therefore your child's misbehavior will be addressed through a progressive discipline format. Levels of discipline imposed shall be based on severity of and regularity of misbehavior.

Discipline used for acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, cafeteria, or a student's own learning process will be disciplined by staff involved or may be referred directly to the principal. Failure to correct misbehaviors will result in the following progressive consequences. **The principal has the authority to by-pass any discipline level if the infraction requires a more severe consequence.**

NO LOCAL SCHOOL BOARD SHALL ALLOW FOR THE IMPOSITION OF DISCIPLINE, DISCRIMINATION OR DISPARATE TREATMENT AGAINST A STUDENT BASED ON THE STUDENT'S RACE, RELIGION OR CULTURE OR BECAUSE OF THE STUDENT'S USE OF PROTECTIVE HAIRSTYLES OR CULTURAL OR RELIGIOUS HEADDRESSES.

RACIALIZED AGGRESSION DEFINED AS ANY AGGRESSIVE ACT WHICH CAN BE CHARACTERIZED, CATEGORIZED OR WHICH APPEARS AS SUCH TO BE RACIAL IN NATURE IS PROHIBITED. A LINK TO A STATEWIDE HOTLINE FOR REPORTING SUCH INCIDENTS IS PROVIDED ON THE DISTRICT WEBSITE LOCATED AT

<https://www.penascoisd.com/>. (Cross Reference: JIC; JICA; JKA; JKD; JR)

BEHAVIORAL and DISCIPLINE CONSEQUENCES MATRIX
PEÑASCO INDEPENDENT SCHOOLS

Grades 6-12

This table is a guideline for most school discipline situations. The administrator **may use** discretion when imposing consequences. Any repeated behavior may be treated as defiance of authority and/or habitual offender.

In some cases school personnel will give prior warning / intervention before taking disciplinary action as specified in Student Handbook.

Parents/Guardians will be notified at every level of offense. A counseling referral will be made for the first offense as identified in the Discipline Matrix.

BEHAVIOR(S) IDENTIFIED	DEVELOPING PROBLEM AND/OR LOW LEVEL OF INTENT First Offense	CONTINUING PROBLEM AND/OR MORE SERIOUS SITUATION Second Offense	UNRESPONSIVE TO CORRECTIONS AND/OR SEVERE SITUATION Third Offense +
Aggressive Behavior/Horseplay (includes school bus disruption)	In-school Consequences (LD, ASD) School Bus- Verbal Warning	Up to 3-day OSS School Bus- Parent Notification; Suspend 1 week from Bus	8-day OSS; SAT referral; Discipline Contract School Bus-Parent Notification; Suspend for remainder of school year.
Arson	May suspend up to 10 days, may call authorities, may move for long-term suspension/expulsion		
Assault / Battery (physical) Of a student or students by one or more students (sole aggressor, proker, initiator)	Up to 4 days OSS; Teen Court Referral	Up to 10 days; Contact Law Enforcement; Discipline Contract; May move for long-term suspension/ expulsion	10 days OSS; Move for Long-Term Suspension/ Expulsion
Bomb Threats or Use/Possession of Major Explosive Incendiary Devices	Ten day suspension and Expulsion Hearing; Contact Law Enforcement		
Breaking and Entering/Burglary	May include In-School Consequence (LD, ASD) or 2 days OSS; May contact Law Enforcement	Up to 4 days OSS; SAT Referral; Discipline Contract; May contact Law Enforcement	Move to Long-Term Suspension/ Expulsion; Contact law enforcement
Bullying, Harassment, Intimidation, Cyber-bullying (Consequence will depend on severity of action)	1 st offense: 2 days LD and Anti Bullying Prevention Course	2 nd offense: 2 days OSS	3 rd Offense: 5 days OSS contact law enforcement and discipline contract
Cheating, Plagiarism	No credit given for assignment/test; Parent/Teacher Conference; In-School Consequence (LD, ASD)	No credit given for assignment/test; 2 days OSS	No credit given for class/course; Parent/Principal Conference; 4-day OSS; SAT Referral; Discipline Contract
Defiance of Authority Threats towards school personnel (verbal or written)	Parent/Teacher Conference; In-School Consequence (LD, ASD);	Parent/Principal Conference; In-School Consequence (ASD, Parent Shadowing); 2 days OSS	Parent/Principal Conference; Discipline Contract; SAT Referral; 4-day OSS *May recommend Long-Term Suspension/ Expulsion.
Disruption of Classroom or School Function	Parent/Teacher Conference; In-School Consequence (LD, ASD)	Parent/Principal Conference; In-School Consequence (ASD, Parent Shadowing)	Parent/Principal Conference; Discipline Contract; SAT Referral; 3 days OSS

Disruptive Gadgets (Fidget spinner, bouncy balls, or any gadgets that may cause a disruption to the educational process & environment).	Confiscation of item to be returned only to parent	Confiscation of item to be returned only to parent; In-school consequence (LD, ASD)	Confiscation of item to be returned only to parent; Refer to 3 rd offense for Defiance of Authority.
Dress Code Violation No Pajamas	Verbal reprimand; Change of clothing; Refer to SAFE Center	Change of clothing; In-school Consequence (LD, ASD)	Change of clothing; Discipline Contract; Up to 1 day OSS
Drugs, Controlled substance(s), Paraphernalia, including all vaping devices and Alcohol	3 days of OSS, Parent Conference, Contact police, Discipline Contract	5 days OSS, Parent Conference, contact police, Move for long-term suspension/expulsion, Teen Court	Suspend 10 days pending expulsion hearing: contact police
Electronic Devices (Including cell phones, air pods, ear buds, smart watches, tablets, etc.)	Take it away until the end of day; parents are contacted by teacher	Confiscate/Hold device for 3 days	3 rd offense: Confiscate/hold device for 5 days; 4 th offense: Confiscate and hold device for 7 days
Explosive/Incendiary (Minor) Devices / Combustibles / Fireworks (including cigarette lighters)	Confiscate item; In-school consequence (LD, ASD);	Confiscate item; Up to 2-days OSS	Confiscate item; Up to 4-days OSS ; Discipline contract; contact police
Extortion, Blackmail, Unlawful Coercion	In-school consequence (LD, ASD) Call Police	2 days OSS Call police	Up to 4 days OSS; SAT referral; Discipline contract
False or Misleading Information (including false identification)	Verbal Reprimand	In-School Consequence (LD, ASD);	Up to 4 days OSS; SAT Referral Discipline contract
False Alarm / Falsifying Emergency Calls	2 days OSS Contact law enforcement	4 days OSS; contact Law enforcement	10-day OSS for both parties; May move for long-term suspension/expulsion; Contact law enforcement
Fighting (mutual combat) Both parties receive discipline	2 days of OSS (LD) for both parties	4 days of OSS for both parties, Discipline contract	10 days of OSS; May move for long-term suspension/expulsion
Graffiti (defacing school property)	In- School Consequence (LD, ASD)	2 days OSS	4-day OSS; Discipline Contract
Inappropriate Display of Affection (PDA)	Verbal Reprimand	Parent/Principal Conference; In School-Consequence (LD, ASD)	2 days OSS; Discipline Contract
Ditching Class/School Activity	In school consequence (LD); Parent Notified; May contact Law Enforcement if child can't be located	In school consequence 4 days of LD Parent Conference	Teen court Referral; 2 days OSS 4 days LD
Misuse of technology or Computers	In-school consequence 1 day of LD	4 days of LD laptop will be checked in and out	2 days OSS 4 days LD Discipline Contract Checking computer in and out
Obscene or Offensive Material (Sexually explicit	In-school consequence (LD, ASD)	4 days of LD Parent/Principal Conference	2 days OSS Discipline contract

content/vulgar/drug related)		Confiscate, parent may pick up	
Profane, Vulgar, Abusive, or Derogatory Language	In-school consequence (LD)	In school consequence (2 days OSS; SAT Referral
Reckless Driving / Parking Violations	Suspend vehicle one week	Suspend vehicle two weeks, may contact law enforcement	Loss of driving privilege for remainder of school year; contact law enforcement
Surreptitious Recording (podcasting, sexting, recording, photographing without consent.)	2 days OSS or 2 days LD and STOP It Curriculum	May have up to 2 days OSS; May contact Law Enforcement	May have up to 4 days OSS; Contact Law Enforcement; SAT Referral; Discipline contract
Sexual Harassment/Misconduct Inappropriate conduct of a sexual nature whether verbal, written, or physical.	May have up to 3 days OSS	May have up to 5 days OSS; SAT Referral; Discipline contract; May contact law enforcement	Up to 10 days OSS; Move for long-term suspension/expulsion; Contact Law Enforcement
Theft (price/value of article(s) determines course of action)	In school consequence (LD, ASD) ; may contact law enforcement	Up to 3 days OSS; May contact Law Enforcement	Up to 5 days OSS; SAT Referral; Discipline contract; May contact law enforcement
Tuancy/Ditching	In school consequence (LD, ASD); Parent notified	Parent Conference; In school consequence (ASD); Parent shadowing	Parent conference; Attendance/Behavior contract; In school consequence (ASD)
Tobacco use or possession (chewing or smoking variety) to include E-cigarettes.	In school consequence (LD, ASD). Confiscation of item- will not be returned	May have up to 3 days OSS; Confiscation of item- will not be returned	May have up to 5 days OSS; Confiscation of item- will not be returned; SAT Referral; Discipline contract
Vandalism (Consequences may go directly to 3 rd offense depending on extent of damage done)	In school consequence (LD, ASD); Pay cost of repair or replacement; Parent/Principal Conference	May have up to 5 days OSS; contact law enforcement; Pay cost of repair or replacement; SAT Referral; Discipline contract	Have 10 days OSS; Move for Long-term suspension/ expulsion; contact law enforcement; pay cost of repair or replacement
Weapons Possession Dangerous, deadly, firearm, or destructive device	Contact Law enforcement: Confiscate weapon; Will have 10 days OSS; Move for Long-Term Suspension Expulsion		

DISCLAIMER

Peñasco Independent School Board Policies and Regulations supersede any and all disciplinary procedures included in this handbook. The Peñasco ISD School Board Policies and Regulations Manual may also include situations and/ or circumstances not incorporated in this handbook and actions thereof.

A. Zero Tolerance Policy

Our goal is to maintain safe and orderly schools for all of our students and staff. Each and every employee of the district is serious about providing a safe and secure environment that fosters learning and respect for others. Any student who continually and willfully disrupts the learning environment, disobeys classroom rules, or is defiant to staff will be subject to suspension. Continued defiance and disruptions will result in an alternative educational placement and/or expulsion.

Students are not allowed to disrupt the learning or teaching of other students. Each and every student is expected to respect the right of others to learn and allow the staff to teach in a constructive and orderly environment.

The Zero Tolerance Policy for weapons, dangerous objects, violence, gangs, or drugs will be aggressively enforced. Any student who is involved in a fight, in possession of a weapon, dangerous object, or any controlled substance is subject to arrest and may face criminal proceedings. Violations will result in disciplinary action that may result in suspension, transfer to an alternate setting and/or possible expulsion from the Peñasco Independent School District. Each student will follow these simple rules or risk being expelled. The following rules will be enforced at Peñasco Independent School District as part of the Zero Tolerance Policy:

1. Acts or threats of violence, gang involvement, including fights, will result in suspension and/or possible expulsion. Any student who engages in any violent act will be given up to 10 days of suspension for the first offense and may be recommended for expulsion for the first incident depending on the degree and severity of the incident. All second offenses WILL result in a recommendation for expulsion.
2. Any student who threatens any staff members in any threatening manner will be subject to expulsion (as determined by school administrator).
3. Any student who participates in an incident that threatens the safety of others will also be recommended for expulsion.
4. Possession of any weapon or dangerous object will automatically result in recommendation for expulsion.

The following consequences will be enforced by all staff to insure compliance of the Zero Tolerance Policy:

Parent contact will be made on every referral for non-compliance of the Zero Tolerance Policy. Continued defiance of the Zero Tolerance Policy for continued disruption and defiance may result in recommendation for expulsion.

Principal or designee's discretion will be used based on the severity of the action for all situations and including those not covered in this handbook. Proper authorities will be contacted at the discretion of principal or designee based on severity of individual infraction at any level of infraction.

N. OTHER AREAS

a. Prohibiting Bullying, Intimidation, and Hostile or Offensive Conduct **Policy KFA (K-1700)**

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

Definitions

- "Unlawful harassment" means verbal or physical conduct based on a student's actual or perceived race, color, national origin, gender, religion, or disability and which has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile or offensive environment. Sexual harassment of students and hazing are addressed by separate Board policies. See Policy Nos. ACA (A-0300) Sexual Harassment, GBA (G-0200) Equal Employment Opportunity, JB (J-0150) Equal Education Opportunities, and KFA (K-1700) Public Conduct on School Property.
- "Bullying" or "intimidation" means intimidating or offensive verbal or physical conduct toward a student, including through electronic media, when such conduct is habitual or recurring, including, but not limited to, verbal or physical confrontation, threats, stalking, name-calling and sexting.
- "Name-calling," means the chronic, habitual, or recurring use of names or comments to or about a student regarding the student's actual or perceived physical or personal characteristics when the student has indicated by his or her conduct, that the names or comments are unwelcome, or when the names or comments are clearly unwelcome, inappropriate, or offensive by their nature.

Prohibitions

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

b. Student Harassment/Bullying/Cyber bullying Prevention **(Policy J-2550)**

Cyber bullying, as defined below, is prohibited when such bullying 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.

Bullying and harassment is prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Anti-bullying shall be included as a part of the health education curriculum as set forth in 6.29.6.8 NMAC.

Where disciplinary action is necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed as in policy.

- No person shall be subject to reprisals for good faith reporting, or participating in the investigation, of a potential violation of this policy.
- No employee or student may knowingly give false reports or information- under this policy.

C. Student Complaints (Policy J-3600)

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal must be requested within 3 calendar days of the event or events causing the complaint. If the outcome of his/her conference is not satisfactory, the student or parent may appear before the Superintendent and Board of Education, in accordance with Board Policy.

****For School Year 2022-2023 the proper chain of command is as follows:**

1st- Appropriate Teacher

2nd- Principal- Nicaea Chávez

3rd- Superintendent- Melissa Sandoval

4th -Board of Education

d. Harassment and Discrimination

Peñasco Independent Schools forbids harassment and discrimination.

- Students must report occurrences to the principal, teachers, guidance counselor or nurse.
- Harassment/discriminatory activity by adults or students will not be tolerated.
- Sexual or racial harassment/discrimination is against the law. It is illegal in the workplace under the Civil Rights Act, Title VII, and in the schools under the Civil Rights Act, Title IX.
- Adults or students engaging in sexual or racial harassment/discrimination will be subject to appropriate disciplinary action.
- Any type of unwelcome conduct directed toward a student because of his or her gender or race may constitute sexual or racial harassment/discrimination (physical, verbal, non-verbal or written).
- It is the policy of the Peñasco Independent Schools to encourage victims of harassment/discrimination to report an incident without fear of reprisal.
- Students who feel that they have been harassed/discriminated against by adults or other students are encouraged to report these occurrences to the principal, counselor, nurse or the next level of administration.
- Confidentiality is maintained and no reprisals or retaliation is tolerated as a result of good faith reporting of charges of sexual or racial harassment/discrimination.
- A comprehensive review of the circumstances, including the nature of the alleged conduct, the context in which the alleged conduct occurred, and other pertinent factors will determine if the alleged conduct constitutes harassment/discrimination.

e. Sexual Harassment of Students

- The effective education of our students requires a school environment in which students feel safe and secure.
- Sexual harassment of students, whether by employees, or by other students, impairs the proper atmosphere for education, and often creates an inequitable climate for learning.
- It is clear that sexual harassment, whether verbal or by other conduct, can create stress and distraction, and upsetting feelings of fear, inferiority or anger, which are detrimental to the education of young people.
- Toleration of sexual harassment also sends the wrong message regarding appropriate social conduct.

- Sexual harassment is inappropriate behavior in school because it is inappropriate behavior in society, it is also illegal.
- Title IX of the Federal Educational Amendments of 1972 provides that schools must provide an educational program that offers equal educational benefits for boys and girls. Decisions of the United States Supreme Court and the United States Department of Education make clear that sexual harassment of a student by employees or by other students may violate the law.
- Inquiries or complaints regarding discrimination in violation of this policy should be directed to: Title IX Coordinator (Superintendent), Director of Activities (Principal), Peñasco Independent School District, P.O. Box 520, Peñasco, NM 87553 and/or Section 504 Coordinator, at Peñasco Independent School District.
- The Board of Education therefore forbids harassment of any student on the basis of sex. The Board will not tolerate sexual harassment of students by employees or by other students.
- The intent of this policy regarding conduct among students requires some further discussion. Much of the conduct described in the detailed specification of this policy—including sexually oriented name-calling, graffiti, teasing, touching, notes and letters, etc. clearly has no place in school, and would not be welcomed by anyone.
- Requests for dates or other age appropriate expressions of interest or affection, however, are not characteristically inappropriate, and can even contribute to the socialization process that is a large part of education. Accordingly, requests for dates and other age-appropriate expressions of interest between students is not sexual harassment unless the student to whom such requests or expressions are directed has indicated that they are unwelcome.
- **When a student has made it clear that he or she does not welcome the requests or attention by the other student, it is sexual harassment for the other student to continue to make such requests or give such attention. In other words, you have to take “No” for an answer.**
- Verbal or physical conduct of a sexual nature by one student or another may constitute sexual harassment when the allegedly harassed student has indicated, by his or her conduct, that the conduct is unwelcome, or when the conduct, by its nature, is clearly unwelcome or inappropriate.
- A student who has initially welcomed conduct of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
- It is the express policy of the Board to encourage students who feel they have been sexually harassed by a school employee or by another student or students to report such claims.
- Any student who believes he or she has been sexually harassed by another student, students, or school employee students may report to a teacher, nurse, counselor, or principal.
- If a student believes he or she has been sexually harassed by another student/students or school employee and who feels uncertain about who to tell, or feels uncomfortable telling, the nurse, counselor or principal, the students should tell his or her parent(s) about the problem, and ask for the parent(s) help in reporting the sexual harassment to appropriate school personnel.
- Reporting by employees is mandatory. Any employee who receives any report of sexual harassment of a student, whether a student, a parent gives the report, or another employee, must notify his or her immediate supervisor or the Superintendent of such report, regardless of whether the employee receiving the report considers the report credible or significant.
- The Superintendent or his/her designee will appropriately and promptly investigate all reports of sexual harassment of students in order to determine whether alleged conduct constitutes sexual harassment. The totality of the circumstances, the nature of the conduct, the age of the child, and the context in which the alleged conduct occurred will be investigated.
- Any employee found to have engaged in conduct of a sexual nature with a student shall be subject to sanction. Including, but not limited to, warning or reprimand, suspension, or termination, subject to any applicable procedural requirements.
- Any student found to have engaged in sexual harassment of a student shall be subject to discipline, including, but not limited to, suspension or expulsion, subject to any applicable procedural requirement.

f. Due Process (Policy. J-4850)

Students have the right to procedural due process. Students are given the opportunity to rebuke the charges filed against them.

- Both student and parent/guardian should appear at the conference or hearing.
- Failure to appear will not delay the hearing and may lead to the imposition of the proposed penalty by default.
- The student has the right to be represented at the hearing by legal counsel, a parent, or some other representative designated in a written notice filed 72 hours before the hearing.
- The student has the right to cross-examine adverse witnesses, subject to reasonable limitations by the hearing authority.
- The student has the right to call witnesses and present evidence, subject to reasonable requirements of substantiation and relevancy.
- The student has the right to have a decision based solely on the evidence presented at the hearing and the applicable rules governing student conduct.
- As per School Board Policy, the student has the right to appeal the decision.

g. Grievance Procedure (Policy J-3600)

It is the policy of The Board of Education of the Peñasco Independent School District to establish and maintain for all students and staff a working environment which provides for fair and equitable treatment. The District is committed to assuring a school and working environment which is appropriate for an institution of learning and which strives for the safety and welfare of all. Students, parents, and employees shall have the opportunity to initiate the procedure set forth in this section for the prompt resolution of grievances or complaints of discrimination against the school system. Confidentiality will be respected to the greatest extent possible. The District will investigate allegations of potentially discriminatory conduct and take corrective action when appropriate.

PURPOSE: The purpose of this procedure is to secure at the lowest possible level, equitable solutions to grievances and discrimination complaints, which may arise. Employees, applicants for admission and employment, students and parents of elementary and secondary school students, are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, religion, or disability in the educational programs or activities which it operates and that it is required by Title VI, Title IX, and Section 504 not to discriminate in such a manner.

h. Complaint Procedures (Policy J-3600)

A complainant may file a complaint with a building principal or supervisor.

If a complainant feels she or he has a complaint or has been subjected to discriminatory action or treatment, she or he is encouraged to act promptly in order to resolve the situation at the lowest possible level.

The District is responsible for investigating reports of alleged complaints, grievances, discriminatory action or treatment. The district reserves the right to file a complaint itself when the seriousness of an incident warrants starting an investigation.

Confidentiality will be maintained to the greatest extent possible. Any information gathered during an informal procedure might be used during a formal procedure if it is begun. There can be no assurance of complete confidentiality but complaints of perceived grievances or discriminatory action will be treated as sensitive information not to be shared with others except as consistent with the requirements of, the procedures herein, and generally recognized “need-to-know” principles.

These suggestions are not intended to be all-inclusive nor are any specifically recommended. Any member of the administrative staff can provide direction, and is available to discuss these and any other possible options. It is important that parents, students and staff make their concerns known to the district to afford the district an opportunity to review their concerns and respond to them. Anyone needing assistance should call the office of the Superintendent at (587-2502). The following situations are not covered by this grievance procedure and are therefore not grievable under this policy:

- The discretionary act(s) of professional judgment relating to the assignment of grades or assessment of academic performance of any student by his or her instructor.
- Any decision made by the Board, including, but not limited to, a refusal of any student disciplinary decision made pursuant to State Board of Education’s regulation, “Rights and

Responsibilities of the Public Schools and Public School Students” 6 NMAC 1.4, or local policies adopted pursuant thereto;

- Situations in which the administration and Board are without authority to act;
- Situations in which the remedy for the alleged violation exclusively resides in some person, agency or authority other than the board or the administration;
- Situations to which the procedure or remedy has been provided by the Board;
- Situations to which the procedures within the agency is prescribed by state or federal authority; and
- Situations involving a grievance by a contractor with the agency;

A former student may not file a grievance after the effective date of expulsion, withdrawal or disenrollment of the student from the school district.

Informal and Formal Steps

Informal Complaint Options: Listed below are several informal ways from which to choose to deal with alleged grievances or discriminatory actions or treatments.

Speak directly to the person with whom there is a problem.

Include information about what the person is doing, how you feel about the behavior and how you would like the behavior to change. Make a copy of the letter for yourself and deliver the letter in person, preferably accompanied by someone else as a witness to the delivery of the letter. (This person need not know the contents of the letter). A copy may also be sent to the district Equity Conciliation/School Conduct/Hearing Committee as documentation of the event, if the complaining party deems it appropriate and so desires.

Meet with a neutral third party to discuss the situation.

Third party can include a friend, minister, counselor, teacher, family head, administrator, and supervisor. A discussion of the situation with a third party can help examine other ways to deal with the complaint. Following the discussion, a decision as to whether and how to pursue the matter can be made. In choosing a third party with whom to talk, choose someone with whom you feel comfortable and whom you feel can be trusted to listen sensitively, maintain confidentiality to the greatest extent possible, and have information about the options available for resolving such problems.

- **Request a third party to discuss the problem with the person with whom there is a problem.**
- **Request mediation from the District Equity Conciliation/School Conduct/Hearing Committee.**

Formal Complaint Procedures: Formal procedures for dealing with grievances or discriminatory actions or treatment, requires a written complaint that a school district or staff member has violated written policies or regulation of the district or district agreements with other governmental agencies.

LEVEL ONE (Policy G-1832)

File Written Complaint:

A student, staff, parent or guardian files a written formal complaint, which she or he has signed, with the building supervisor. If the supervisor is the person being complained against, the complaint is filed with the next-level supervisor.

- A description of the events in question and date of occurrence to the best of the complainant’s knowledge.
- The name(s) of the individual(s) involved.
- The negative effects that the action or treatment have caused to the complainant related to her or his ability to be educated or to carry out job responsibilities.
- The desired remedy.

Copies of the complaint are given to the respondent and if appropriate, to the district Equity Conciliation/School Conduct/Hearing Committee.

The supervisor receiving the complaint sends a copy of the complaint by registered mail to the home address of the respondent, or delivers the complaint in person, and sends a copy of the complaint to the district Equity Conciliation/School Conduct/Hearing Committee, should they be involved.

Supervisor interviews complainant and respondent:

As soon as practical, but within ten (10) school days, the supervisor will arrange a conference with both parties, either together or separately. The supervisor shall advise parties of their right to be accompanied by a union representative, advisor, Equity Conciliation/School Conduct/Hearing Committee member, parent or guardian. The purpose of the interviews is for the supervisor to review the complaint with the parties and to offer the respondent the opportunity to explain his/her version of the situation.

- If the complaint is mutually resolved, the supervisor shall present a written summary of the resolution to all parties involved, within five (5) workdays.
- If the complaint is not satisfactorily resolved, the supervisor shall, within five (5) school days, recommend a solution in writing to all parties involved.
- If the supervisor needs additional information, she or he may request the district Equity Conciliation/School Conduct/Hearing Committee to conduct a fact-finding investigation. The investigation shall be concluded in no more than ten (10) school days. After receiving a written report of the findings of the fact-finding investigation (with copies given to the complainant and the respondent) the supervisor shall, within five (5) days, recommend a solution in writing to all parties involved. If the complainant or the respondent is not satisfied with the decision made by the supervisor, they must notify the supervisor of the district if appropriate, within ten (10) school days.

LEVEL TWO (Policy G-1833)

File written appeal with the Board of Education through the office of the superintendent. The appeal of the Level One action is filed in writing, with the Office of the Superintendent. If the Equity Conciliation/School Conduct/Hearing Committee is involved, they will review the Level One procedure to be certain that each party was given a fair opportunity to present her or his position and supporting information to the supervisor and that possible solutions of the issue at Level One have been exhausted. If the Equity Conciliation/School Conduct/Hearing Committee is involved, they will work with the parents and the next level supervisor to correct any procedural errors and to achieve a resolution. If an appeal is still desired the next step is taken.

File Board of Education Appeal Request Form.

The person appealing presents an Appeal Request Form to the Secretary of the Superintendent along with copies of the written complaint, the written responses, and the basis for the appeal. The appeal must be based on (a) new information and/or (b) challenge of procedures followed. These should be signed, dated and submitted within ten (10) school days of receipt of the supervisor's findings and recommendations.

Board does not accept appeal. The Board of Education, upon receipt of the appeal and review of the documents, shall decide whether to review the case.

Board bases decisions on submitted documents or hearing.

If the Board decides to review, it shall decide whether to render a decision to schedule submitted documents or on the basis of formal hearing. The Board of Education reserves the right to accept, reject or modify resolutions proposed or to increase or decrease the severity of the consequences recommended at lower levels.

If a decision is made on the basis of the submitted documents, copies of the Board's decision will be given to the complainant, the respondent, the supervisor and the district Equity Conciliation/School Conduct/Hearing Committee within 10 school days.

The superintendent will communicate to the supervisor what steps are to be taken to implement the decision of the Board.

Board Hearing

If a hearing is to be held, the Superintendent's Office will advise the Board members and contact the supervisors involved, the district Equity Conciliation/School Conduct/Hearing Committee, and if appropriate, the complainant and the respondent and ask them to bring relevant materials to the hearing. The formal hearing will be conducted in a closed meeting unless the complainant requests otherwise. The hearing will be held within 20 school days of the Board's determination to conduct a formal hearing. Following the hearing, copies of the Board's decision will be given to both of the complainant and the respondent, within 10 school days. The superintendent will communicate to the supervisor what steps are to be taken to implement the decision of the Board.

In using the districts informal or formal complaint procedure, the following should be kept in mind.

- The district Equity Conciliation/School Conduct/Hearing Committee members are available to provide assistance at any point in the process to the complainant, the respondent, and any witnesses called or interviewed in an investigation.
- Confidentiality will be maintained to the greatest extent possible.
- Students, staff or parents who make complaints in good faith, shall be free from retaliation, coercion, and reprisal in seeking resolution of their complaint. Furthermore, persons acting as witnesses to a complaint, in good faith, shall be free from reprisal.
- Any time limits stipulated in the complaint procedure may be extended for a reasonable and definite period of time by the appropriate district representative at the level being extended. Written notice of the reason for and length of the extension shall be provided to all parties before the original timeline expires.
- Failure of a complainant with any time limitation in the complaint procedure constitutes ground for dismissal of the complaint. Dismissal shall not preclude the individual's right to pursue the complaint through other agencies.
- If a district representative fails to comply with any time limitation in the complaint procedure, the complainant may immediately proceed to the next level in the complaint procedure.
- Whenever possible, mediation or problem-solving meetings shall be scheduled during normal district working hours.
- Persons who file a false or misleading complaint are subject to appropriate disciplinary action, or dismissal of the complaint.
- The supervisor will be responsible for informing all parties involved of the status of a procedure in a timely and sensitive way.
- A complaint shall be filed at Level One if the remedy sought is within the authority of the supervisor or principal. If it is a remedy on which the supervisor or principal has no authority, it shall be filed at Level Two through the Office of the Superintendent.
- Complaint records will remain confidential, unless permission is given by the parties involved to release such information. All written and printed matter dealing with the processing of a complaint will be filed separately from the office personnel/student file. Complaint records shall be maintained on file for three years after complaint resolution with the Office of the Superintendent.

i. School District Information Technology Code of Conduct (Policy I-6431)

Use of the School district's Information Technology Systems, including all computer hardware, computer software, communication devices, facilities, equipment, networks, passwords, licensing and attendant policies, manuals and guides, by student and staff of Peñasco School District shall be in support of education and research that is consistent with the mission and curriculum of the School District. Internet use is limited to those persons who have been issued district-approved accounts.

Use will be in accordance with the district's Acceptable use Procedures and this Code of conduct:

- Keep confidential and protect all computer and Internet passwords. Unauthorized use of passwords, access codes or other confidential account information may subject the use(s) to discipline, and to both civil and criminal liability.
- Respect the privacy of other users. Do not use other user's passwords. Unauthorized use of passwords, access codes or other confidential account information may subject the user(s) to discipline and to both civil and criminal liability.
- Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors. State law prohibits the use of electronic communication facilities to send fraudulent, harassing, obscene, indecent, profane, intimidating or other unlawful messages. See NMSA 1978 & 30-451 et seq.
- Maintain the integrity of files and data. Do not modify or copy files/data of other users without first obtaining written permission from our Technology Director and immediate supervisor.
- Treat information created by others as the private property of the creator. Respect copyrights.
- Use the network in a way that does not disrupt its use by others. Do not use the Internet for commercial purposes. Transmission of commercial or personal advertisements, solicitation, promotions, destructive programs or other unauthorized use unrelated to the mission or curriculum of the School District is prohibited.
- Do not destroy, modify or abuse the hardware or software in any way. Users shall report any suspected abuse, damage to equipment or tampering with files to the School district system operators.
- Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, global mailing, ResEdit, etc. Do not "hack" the system. Attempts to gain unauthorized access to confidential information or private directories maintained by the School District or to circumvent privacy protections on internal files or non-public restricted files, accounts or directories of any external source is a violation of this code of conduct, and may subject the user to civil or criminal liability.
- Do not use the Internet to view, access, download or process pornographic, obscene, indecent, profane or otherwise inappropriate material.
- Use of the system to access games and use of computer time for game-playing shall be restricted solely to instances directed and monitored by instructional staff and is limited to games which address educational goals.

In addition to disciplinary sanctions which the School District may impose students or staff under applicable policies, codes of conduct or administrative regulations, the District reserves the right to remove a user's account and deny use and access of the computer system if it is determined that the user is engaged in authorized activity or is violating this code of conduct.

j. Student Information Technology Access Release Form

As a condition to use the School District's Information Technology Systems, including all computer hardware, computer software, communications devices, facilities, equipment, networks, passwords, licensing and attendant policies, manuals and guides, I understand agree to the following:

- To abide by the School Board's Acceptable Use Policy and its Information Technology Code of Conduct.
- That School District administrators have the right to review any materials created or stored in any files I may create and to edit or remove any material which they, in their sole discretion,

believe may be unlawful, obscene, abusive, or otherwise objectionable and I hereby waive any right of privacy which I may otherwise have to such materials.

- That the Peñasco School District will not be liable for any direct or indirect, incidental or consequential damage due to information gained and/or obtained via use of the School district's computer system including, without limitation, access to public networks.
- That the Peñasco School District does not warrant that the functions of the school district computer system or any of the networks accessible through the system will meet any specific requirements you have, or that the School District Information Technology Systems will be error-free or interrupted.
- That the Peñasco School District shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use the School District's Information Systems.
- That the use of the School District Information Technology Systems, including access to public computer networks, is a privilege which may be revoked by school district administrators at any time for violation of the District's Acceptable Use Policy or Information Technology Code of Conduct. School district administrators will be the sole arbiter(s) of what constitutes a violation of the Acceptable Use Policy or Code of Conduct.
- In consideration for the privilege of using the School District's Information Technology Systems, and in consideration for having access to the public networks, I hereby release Peñasco School District, the School Board, its members, administrators and employees, including its computer operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the School District Technology Systems.

The necessary forms, to be completed by parents or guardians for the use of school technology, are part of the student's registration packet. These forms include:

- Permission to Publish Form
- Student Account Agreement Form

k. The Family Educational Rights and Privacy Act

TO ALL PARENTS OF THE STUDENTS CURRENTLY ATTENDING THE PEÑASCO SCHOOLS AND ALL STUDENTS CURRENTLY ATTENDING THE SCHOOLS WHO HAVE REACHED THE AGE OF 18.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that governs the maintenance of student records. Under that law, parents of student or students if they are at least 18 have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the record. Access to the records by other than the parents or the student is limited and generally requires prior consent by the parent and students under FERPA. Copies of this policy may be found in the superintendent's office and in the principal's office of each school within the system.

As defined by the Peñasco Independent Schools policy, the district classifies the following as directory information:

- the student's name
- grade in school
- name of school
- eligibility and participation in officially recognized activities, including but not limited to fine arts exhibits, performances, graduation programs and sports events
- weight and height of members of athletic teams
- honors and awards received
- yearbooks
- identification in visual media, including photographs, videotapes and video images, depicting school programs or activities

School officials may release this information to any person within the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without consent must notify, in writing, the principal of the school where the records are kept within fifteen days following the date of the publication of this notice. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received by two weeks after the publication of this notice, the information will be classified as directory information until the beginning of the next school year. Complaints about failure of the Peñasco Independent Schools to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Department of Health and Human Services, 330 Independence Avenue, S.W., Washington, D.C. 20202

I. Nondiscrimination/Equal Opportunity (Policy A-0250) (Cross Reference—ACA)

The Board is committed to a policy of nondiscrimination and equal opportunity in relation to race, color, religion, sex, sexual orientation, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business. The Superintendent will appoint the compliance officers and/or Title IX Coordinators.

ATTACHMENT 1

2022-2023 School Calendar

Peñasco Independent School District
2022-2023
School Calendar

July 22						
Su	M	Tu	W	Th	F	Sa
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31						

August 22						
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September 22						
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October 22						
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November 22						
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December 22						
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January 23						
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February 23						
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March 23						
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April 23						
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May 23						
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June 23						
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160 Instructional Days w/ELTP

Elementary 8:00 am to 3:25 pm

Middle/High School 8:00 to 3:48 pm

May 20th Graduation 🎓

First Day of School
 Last Day of School
 Parent/Teacher Conferences
 Professional Development
 Holiday - District Closed
 ELTP Asynchronous Learning

Holidays

Aug 10- Feast Day
 Sept 5 - Labor Day
 Oct 10 - Indigenous People Day
 Nov 23-25 Thanksgiving Break
 Dec 22 - Jan 5 Winter Break
 Jan 16 - Martin Luther King
 Mar 13-16 Spring Break I
 Apr 10 - Spring Break II

ATTACHMENT 2

**2022-2023 Student Concerns, Complaints,
and Grievances Form**

J-3631 © JII-EA

**STUDENT CONCERNS, COMPLAINTS,
AND GRIEVANCES**

COMPLAINT FORM

(To be filed with the school administrator or the administrator's supervisor,
or with a professional staff member who will forward it to the
school administrator or the administrator's supervisor)

Additional pages may be attached if more space is needed.

Please Print:

Name: _____ Date: _____

Address: _____

Telephone: _____

Another phone where you may be reached: _____

During the hours of: _____

Email Address: _____

I wish to complain against:

Name of person, school (department), program, or activity:

Address: _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

Date of the action against which you are complaining: _____

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s)

Name: _____

Address: _____

Telephone Number: _____

The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify that this information is correct to the best of my knowledge

Signature of Complainant

Date Signed

Administrator or professional staff member receiving initial complaint

Date initial complaint received

The investigating administrator shall give one (1) copy to the complainant and retain one (1) copy for the file

ATTACHMENT 3

Documents Requiring Parent/Guardian Permission

Permission to Publish

Dear Parents/Guardians,

As part of your child's educational program, he or she may have the opportunity to publish assignments and projects on the World Wide Web. These projects may include, but are not limited to, a class homepage, wiki or blog, a story, a poem, a drawing, a research project, photographs, video, audio file, or a multimedia project. Individuals with Internet access will be able to view your child's work. We think this is an exciting and enriching opportunity for your child to publish content for a global audience.

We will publish exemplary work and identify the work with your child's name with your written permission. We would also like permission to include your child in individual or group photographs that are used on our school websites or published in our school newsletters. Please consider the following information, then complete, sign and return page two of this form to your child's school.

Thank you for your participation,

STAFF

Peñasco Public Schools

Websites...

Student work, photographs and names may be posted on a Peñasco Elementary website using the following guidelines:

Student work or photographs posted on the district or a school website shall not be identified using the student's name without written parental permission.

The school will maintain a list of students whose parents or guardians have chosen that their child's name, photograph and work shall not be posted on a school website. Each site will distribute and collect Permission to Publish forms from parents/guardians on an annual basis.

The site administrator and site webmaster are responsible for ensuring the names, photographs and work of students whose parents/guardians have "opted out" are not published on a Peñasco Schools website.

**Peñasco Independent School District
PO BOX 520
13 School Road, Highway 75
Peñasco, NM 87553
(575) 587-2502**

Parent/Guardian Permission:

Please complete, sign, and return a copy of this form to your child's school to either grant or deny permission to publish.

Student Name (Print): _____

School Year: _____

Grade: _____ School: _____

PLEASE CHOOSE ONLY ONE

I **grant permission** for my student to publish his or her student work, to be included in individual or group photographs, and to be identified on a Peñasco Schools' website or in a school newsletter as described.

I **do not grant permission** for my student to publish his or her student work, to be included in individual or group photographs, or to be identified on a Peñasco Schools' website or in a school newsletter as described.

Parent/Guardian name (print): _____

Signature of Parent/Guardian: _____ Date: _____

Please complete and return within two weeks of receiving the form.

This form is used to establish formal parental permission for student's photograph to be included in the Peñasco High School printed yearbook. Please call the school (Shirley Romero) if you have any questions.

I, _____ (PRINT PARENT NAME), parent or legal guardian of
_____ (PRINT STUDENT NAME) hereby

_____ **Grant permission**

_____ **Do Not grant permission**

to Peñasco High School to use my child's photograph in the school yearbook.

I further release the Board of Education of the Peñasco Schools in Taos County, New Mexico, and any of its employees or agents, from any damages in using my child's photograph. I do further certify that I am of full legal capacity to execute the above authorization and release.

PARENT/LEGAL GUARDIAN SIGNATURE

DATE

STUDENT'S NAME

GRADE

Peñasco Public Schools

Student Information Technology Account Agreement

Student Section

Student Name: _____

Grade: _____

I have read the District’s Student Safe and Responsible Use Internet Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

Student Signature: _____ Date: _____

Parent or Guardian Section

I have read the District’s Student Internet Safety and Responsible Use Policy.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services or exposure to potentially harmful or inappropriate material or people. I understand that I can be held liable for damages caused by my child’s intentional misuse of the system.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Policy. I will emphasize to my child the importance of following the rules for personal safety.

For middle and high school students

I hereby give () do not give () permission for my child to use the Internet. I understand that this permission includes permission for my child to access information through the Web, receive e-mail communications through a class account, and engage in other educationally relevant electronic communication activities.

I hereby give () do not give () permission for the school to post the following information/material on the Internet: Students will use a limited student identification (first name and last initial or other school-developed identifier). Group pictures without identification of individual students are permitted. Student work may be posted with the limited student identification. All students posted work will contain the student’s copyright notice using the limited student identification (e.g. ©2002, Student at Peñasco Middle/High School).

() Option 1: Students will use a limited student identification (first name and last initial or other school-developed identifier). Group pictures without identification or individual students are permitted. Student work

may be posted with the limited student identification. All students posted work will contain the student's copyright notice using the limited student identification (e.g. © 2002, Student at Peñasco Middle/High School).

() Option 2: Students may be identified by their full name. Group or individual pictures of students with student identification are permitted. Student work may be posted with student name. All students posted work will contain the student's copyright notice including the student's name.

() Option 3: No information or material may be posted.

Parent Signature: _____ Date _____

Parent Name (PLEASE PRINT): _____

Home Address: _____ Phone: _____



This space reserved for System Administrator

Assigned User Name: _____

Assigned Password: _____



Peñasco High School Song

Hit 'em high, hit 'em low,
Come on, Panthers, go, go, go!
That's the spirit to meet the foe!
Get that ball. Keep it tight.
That's the way we wanna fight,
For the good 'ol Peñasco High.
So come on great team,
Let's show 'em how we win.
Shout out your colors loud and clear,
Blue and Gold!
For it's high, high ho
And on the court we go,
For the good 'ol Peñasco High!
Go Panthers!

2022-2023

HANDBOOK ACKNOWLEDGEMENT RECEIPT

I have/will read the Peñasco Middle/High School handbook and fully understand it. I have also gone/will also go over it with my child and we agree to follow all its policies.

PRINT STUDENT'S NAME

GRADE

PRINT PARENT'S NAME

DATE

My signature acknowledges that I have read/received the Peñasco Middle/High School handbook for the 2022-2023 school year and I understand fully that I am responsible for knowing all of its contents.

PARENT'S SIGNATURE

DATE

PLEASE RETURN THIS PAGE TO YOUR CHILD'S 1st PERIOD TEACHER or SCHOOL OFFICE

