

MORA INDEPENDENT SCHOOL DISTRICT

10 Ranger Drive

Mora, NM 87732

"The Mora Independent School District is committed to ensuring that all students learn by making education its top priority."

2026-2027 Student Handbook (K-12)

MISD Student Handbook

The purpose of the *Student Handbook* is to give Mora Independent School District (MISD) students and their parents an understanding of the general rules and guidelines for attending and receiving an education in our schools. Students, parents, and staff need to be familiar with the discipline section of the *Handbook,* which sets out the consequences for inappropriate behavior. District policies addressing discipline are required by law and are intended to promote school safety and a positive atmosphere for learning.

This document was developed and reviewed with the assistance of administrators, teachers, students, and parents over multiple years. In case of conflict between the Board Policy and the provisions of the *Student Handbook*, the Board Policy most recently adopted by the Board will prevail.

Students and parents should be aware that this document is reviewed frequently since policy adoption and revision are ongoing processes. The *Handbook* is not a contract between the school and parents or students. It can be amended at any time at the discretion of the district. If the District revises the *Handbook* during the school year, the administration will attempt to communicate those changes to parents and students.

The district/campus administration may impose rules in addition to those found in the *Student Handbook* that apply to their campus needs. These rules will be posted and given to students. This *Handbook* is intended to inform all stakeholders of appropriate expectations.

Reference: Board Policy J-2300 @JIC – Student Conduct

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Mora Independent School District Authority & Jurisdiction

The provisions of this handbook are in force:

- During regular school staff hours
- During the transportation of students
- During times and places where school administrators and/or staff have jurisdiction, including, but not limited to, school-sponsored events and activities such as dances, field trips, athletic functions, and other school-related activities.

Purpose

Mora First – ALWAYS!

Vision

Mora Independent School District fosters a safe environment that supports learning, growth, and success**.**

Mission

Mora Independent School District will provide a comprehensive educational program shaped by our positive roots and values. Every student will receive academic, social, and emotional support. Mora High School graduates will be equipped to enter college, careers, the world of work, and beyond.

During the School Day

Arrival/Departure

School begins at 8:00 a.m.

School ends at 3:45 p.m.

Students should ***not arrive*** at school ***before 7:45 a.m***. Students will report to the cafeteria for breakfast. Any student not in class when the tardy bell rings at 8:00 is tardy and should report to the office for a tardy pass.

When the dismissal bell rings at 3:45 and students have been dismissed by their teacher, they may leave and report directly to the bus or their own personal vehicle. Students are not allowed to remain in school buildings after school hours unless under the direct supervision of a teacher or sponsor. Students should be engaged in an academic or class/club/school activity for which the principal has given prior permission.

Breakfast/Lunch Schedules

Breakfast Schedules:

Middle and High School: Breakfast before 8:00 a.m. in the cafeteria

Mora Elementary: 8:00-8:20 a.m. in the cafeteria

Holman Elementary: 8:15-8:45 a.m. in the cafeteria

Lunch Schedules (all lunches are served in cafeteria):

PreK 11:00-12:00

Kindergarten 11:15-12:00

1st-3rd grade 11:10-11:40

4th-5th grade 11:40-12:10

Lazaro Garcia Middle School – 12:00 – 12:30

Mora High School – 12:30 – 1:00

Fire / Evacuation Drills

A Fire Evacuation Plan is posted in each room. Students should study the plan in each of their classes and be familiar with it. When the fire signal sounds (series of short bells), students will immediately leave the room in a quiet and orderly manner, following the prescribed route to clear the building. Everyone must remain a minimum of 50 feet away from the building until permitted to return. Doors to buildings, classrooms, and offices will remain unlocked by the fire code. Concise procedures have been established for SHELTER-IN-PLACE, LOCKDOWN, AND EVACUATION.

Delays and Cancellations

In case of bad weather, delayed start, or cancellations, the school will send out a message via the Blackboard notification system. Other information may be obtained from local TV and radio stations.

The start of the school day for students shall be delayed by either one (1) or two (2) hours in the morning. Therefore, school will commence either at 9:00 a.m. (1-hour delay) or 10:00 a.m. (2-hour delay).

In situations where road conditions are unsafe due to continuous heavy snowfall/major power and/or mechanical failure or other unforeseeable circumstances, and the situation is determined to be a danger to the well-being of students and employees, the closing of school shall be appropriate, but under said conditions:

1. The closing of school shall be for that school day only unless otherwise announced.
2. Closing of school causes school day(s) to be made up at the end of the school year for accountability purposes.

In situations where, during the school day, road conditions become questionable/power and/or mechanical malfunctions, or other unforeseeable circumstances, and the situation is determined to be disruptive and/or unsafe, early dismissal for students shall be appropriate under said conditions.

1. Parents will be notified through the school's notification system.
2. The exact time of dismissal shall be dictated by existing conditions.

Closed Campus

By action of the Mora Independent School District Board of Education, the Mora ISD operates on a closed campus policy. Students must remain on the school grounds during normal school hours, 7:45 a.m. to 3:45 p.m., unless officially excused.

Parents/Guardians ***are not allowed*** to bring their child(ren) food during the school day.

Visitors (MISD Board Policy K-2461)

Parents are encouraged to visit schools.

All visitors to any school must report to the school office upon arrival. For those who wish to visit a classroom during the school day, it is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Anyone who is not a student or staff member of the District's schools and is in violation of this policy may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

Parents and other visitors are welcome if they register with the receptionist in the designated building's office. Student visitors are not allowed as per District Policy. Students are not allowed to babysit younger children while attending school. Visitors between 11:00 a.m. and 1:00 p.m. will be permitted for student pick-up or drop-off only unless previous arrangements have been made through the building's principal.

Upon arrival on the school campus (excluding drop-off before and pick-up after school), any individual, including parents, must report to the school office and/or the principal and state the reason for the visit. Upon acceptance, all visitors will sign in and obtain a "VISITOR" badge.

Because of the potential for disruption to the instructional process and to minimize the risk of security breach and liability, the Security Gate / Guard house will advise building personnel of the anticipated visit; in turn, building personnel will advise Security Gate / Guard House of the visitor's departure upon completion of visit.

Conferences with school staff should be arranged before or after school. Conferences arranged during General Procedures:

- Sign in at the Security Gate / Guard House
- Report immediately to the building office
- Sign in and obtain a "Visitor" badge
- Sign out at the building office upon completion of the visit; leave the building/campus immediately

- Sign out at the Security Gate / Guard House

ALL visitors are asked to leave campus immediately after drop-off, pick-up or visit and not loiter on campus. Typically, these visitors have nothing to do and can become a distraction to the schooling routine.

Visitors must comply with the rules of the school. Any individual failing to comply with any of these procedures and/or causing a disruption of the educational process may be barred or removed from the campus at the principal's discretion. The individual also may be charged with criminal trespass. The Mora ISD will provide additional information and assistance.

Field Trips

Field trips are for educational purposes only. Field trips are taken only after proper planning and assurance that the objectives are appropriate for the grade level of the students. Attendance at class field trips is restricted to the members of the participating class, authorized chaperones, and drivers. Students' behavior will be considered by the principal and teacher for participation in field trips. Other children and guests are not permitted via school transportation.

Official field trip forms must be completed, signed, and returned to the field trip sponsor/teacher before the planned trip.

General Expectations

Registration/Withdrawals/Transfers

REGISTRATION

We have implemented a new online registration process that allows parents to fill out the registration form. New students to the school district must fill out a Pre-Registration form that is available at each site.

Before registering, please locate the following documents, as they will be needed for registration and must be included before registration.

1. New Students Only: Student's birth certificate (If the parent registering the student is not named on the birth certificate, custody paperwork will also be required)
2. Current & New Students: Recent utility bill or another proof of residence that shows the parent's name and service address.
3. Current & New Students: Students' immunization records.
4. Current & New Students: Parents' government-issued photo identification.

PERMANENT WITHDRAWAL PROCEDURE:

A. Parents or guardians are required to accompany the student withdrawing from school.
B. Clear with the library, teachers, cafeteria, coaches, office, and principal.
C. Report to the counselor after completing the clearance form; the counselor will keep the original and return a photocopy to you.
D. Eighteen-year-old students who wish to withdraw, but who do not intend to re-enroll in another school, must meet with the principal before withdrawal.
E. The superintendent is the only school official authorized to release a student for G.E.D. enrollment.

TRANSFERS:

When students transfer or change their schedule during a marking period, receiving teachers will count the grades from the sending school or class in calculating grades for the marking period. The grade the student had when transferring should reflect the time spent in the previous school or class. For example, if a student transfers in the middle of the first nine-weeks marking period with an average of 90, the teacher at the receiving school will average 90 as half of the first nine-week grade.

Grounds for Denial or Enrollment, or Re-Enrollment (Board Policy)

Within the school district's hearing and appeals process, grounds for denial of enrollment or re-enrollment in an otherwise qualified school-age child or youth shall be limited to:

- A student's expulsion from any school district or private school in this state or any other state during the preceding twelve months; or
- A student's behavior in another school district or private school in this state or any other state during the twelve months is detrimental to the welfare or safety of other students or school employees.

Students who have reached their twenty-second birthday before the start of the first day of the school year will also be grounds for denial of enrollment or re-enrollment.

Chromebook/School Device Procedures

Each student will have access to a Chromebook during the school day. Students in 5th-12th grade will have an assigned device; it is his/her responsibility to have the device ready for instructional times (including a charger). Students in grad es PreK-4th grade will have a device that is left at school.

Please refer to the MISD Computer Use and Internet Policy in the Appendix for more information.

**Failure to be prepared with the device and charger may result in disciplinary measures.*

Bus Conduct

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until the student boards the bus in the morning and after the students leaves the bus at the end of the school day.

Once a student boards the bus - and only at that time - does he or she become the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.

Because a bus is an extension of the classroom, the Board of Education requires students to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

Students who have serious disciplinary problems in the school bus may have their riding privileges suspended. In such cases, the parents of the student involved become responsible for seeing that their children get to and from school safely. 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 to the Mora 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 surrendering the student to any individual(s) unless approved by the school administration before such act**. Such approval must be official, written, and signed documentation by both parties describing in detail the nature of the deviation, subject to applicable policies.

Mora Independent School Bus Rules:

- The bus driver may assign seats.
- Students must follow all rules of deportment (Character Counts)
- No profanity.
- Eating or drinking on the bus is prohibited.
- Violent behavior will not be tolerated. This includes bullying.
- Students must remain seated at all times.
- No drugs, tobacco, e-cigs or alcohol are ever allowed on the bus.
- Keep your hands and head inside the bus.
- Do not destroy property (seats, window(s), flooring etc.)
- For students' own safety, do not distract the driver through bad behavior such as throwing items across the bus, loud obnoxious noises and/or behavior.

Audio and Video Surveillance Cameras:

The Mora ISD School Board of Education authorizes the use of surveillance cameras placed on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard its facilities and equipment.

Dress Code/Standard of Decency

Dress Code Enforcement Begins at Home!!!

In the interest of encouraging positive school spirit, a disciplined and focused educational environment, and promoting student safety, Mora Independent Schools establishes the following Dress Code and Standard of Decency governing student dress at school and while participating in school-sponsored activities.

Administrators shall have the discretion to determine the appropriateness of attire and grooming and may make special exceptions for students in certain grades/subjects, such as vocational courses, physical education, for medical necessities. Enforcement of this policy shall be by the District's disciplinary procedures for students.

Enforcement of this policy shall not infringe on any individual's religious beliefs or protected free speech. Students are expected to demonstrate personal grooming standards of cleanliness and to wear appropriate clothing while on campus, on field trips, and during off-campus events at which students represent Mora Independent Schools for athletics or activities. Any personal grooming or clothing that disrupts the educational process or is provocative in nature violates the Dress Code and Standard of Decency

Students are expected to maintain standards of good taste in the way they dress for school. The dress code is as follows:

- No underwear showing, short shorts, or mini-skirts.
- No halter tops or spaghetti straps. Racers- backs must be complying.
- Headgear (e.g., hairnets, hats, hoods) is not allowed. Sunglasses should not cover the eyes or be worn on the head.
- Extremely tight clothing (i.e., spandex by itself) is not allowed unless worn appropriately.
- No clothing is allowed concerning gangs, drugs, alcohol, sex, violence, or foul language.
- No skin will be exposed in the midriff/back area.
- No sagging will be allowed.
- No wearing pajamas, morning shoes, or slippers.
- Jeans with holes in inappropriate areas and above mid-thighs will not be allowed.
    - The "two, three, four inches" rule will apply. Clothing must be no more than **three** inches below the collarbone; shoulder straps must be at least **two** inches wide. Skirts and shorts must be no more than **four** inches above the middle of the knee.
    - The teachers may refer students for clothing they find disruptive to the educational process.

Consequences for Violation of the Student Dress Code/Standard of Decency

First offense: Students who violate the Dress Code will be issued a Dress Code referral and will be required to:

1. Change into other clothing they may have with them if it conforms to this policy, **or**
   change into clothing provided by the school, **or**
   be sent home. The time missed from class will be considered "unexcused." Clothing that is "borrowed" must be returned clean to the main office on the day following the incident.
2. Second and subsequent offenses: Students will face disciplinary consequences as defined in the Parent-Student Handbook.

Personal Electronic Device Policy (Revised)

Revised Cell Phone Policy and Contract

The Mora Independent School District provides students with the technology they need to learn and succeed. However, personal electronic devices, including cell phones, smartwatches, earphones (including Air Pods), and similar devices, are not part of the instructional program and are subject to strict regulation. Violators of this are subject to school and/or criminal consequences.

New Cell Phone Policy (Effective Fall 2025):

- All students are required to turn in their cell phones to the school office before the start of the school day.
- Phones will be securely stored in the office and returned to students at the end of the school day.
- Students are not allowed to have a cell phone on their person or in their backpack during school hours.

Violations of this policy will result in the following disciplinary actions:

- 1st Offense: Parent Contact and Cell Phone turned into the office for the day.
- 2nd Offense: 1 Day Out-of-School Suspension (OSS) and completion of a Cell Phone Etiquette Assignment.
- 3rd Offense: 5 Day Out-of-School Suspension (OSS).

- Refusal to Surrender Phone: If at any time, a student chooses not to voluntarily turn in a device, it will immediately be referred to an administrator. Any refusal to comply will result in No-Tolerance Discipline—an automatic 3-Day OSS regardless of prior offenses.

Important Notes:

- Use of cell phones or electronic devices during state testing is strictly prohibited and may result in test invalidation and further disciplinary action.
- Recording or photographing students or staff without consent is strictly prohibited and may result in disciplinary or legal consequences.
- MISD is not responsible for lost, stolen, or damaged electronic devices.
- Parents should contact the front office in case of an emergency—students will not be contacted through personal devices during instructional hours.

Expectations and Definitions Regarding Bullying

J-2550 © JICD
STUDENT HARASSMENT / BULLYING / CYBERBULLYING PREVENTION

Harassment, bullying, and cyberbullying are prohibited on school property:

- including electronic communication on or with the use of its property.

- at sponsored functions; and
- on its to-and-from-school transportation or transportation by the district to or from any school-sponsored event.

Electronic communication is prohibited if it is:

- directed at a student,
- published with the intent that it be seen by or disclosed to that student and others, and
- substantially interferes with the student's ability to participate in or benefit from the services, activities or privileges provided by the public school.

Anti-bullying and prevention shall be included as a part of the health education curriculum as set forth in the New Mexico Administrative Code and incorporated annually in the instruction for all students.

Definitions. For purposes of this policy**:**

- "**Harassment**" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm, or terrorize another person.
- "**Bullying**" means any **severe, pervasive, or persistent act or conduct** that targets a student, whether physically, electronically, or verbally, and that:

  *May be based on a student's actual or perceived race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or cognitive disability or any other distinguishing characteristic; or on an association with a person, or group with any person, with one (1) or more of the actual or perceived distinguishing characteristics; and

  *Can be reasonably predicted to:

  © place a student in reasonable fear of physical harm to the student's person or property.
  © cause a substantial detrimental effect on a student's physical or mental health.
  © substantially interfere with a student's academic performance or attendance; or
  © substantially interfere with a student's ability to participate in or benefit from the services, activities, or privileges provided by an agency, educational institution, or grantee.
- "**Cyberbullying**" means any bullying that takes place through electronic communication.
- "Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, electronic tablet, pager or video or audio recording.
- "**Gender identity**" means a student's self-perception, or perception of that student by another, of the student's identity as a male or female based upon the student's appearance, behavior or physical characteristics that are in accord with or opposed to the student's physical anatomy, chromosomal sex or sex at birth.
- "**Local school board**" includes the governing body of a charter school.
- "Physical or cognitive disability" means a physical or cognitive impairment that substantially limits one (1) or more of a student's major life activities.
- "**Progressive discipline**" means disciplinary action, other than suspension or expulsion from school, that is designed to correct and address the basic causes of a student's specific misbehavior while retaining the student in class or in school, or restorative school practices to repair the harm done to relationships and other students from the student's misbehavior, and may include:
  - Meeting with the student and the student's parents.
  - Reflective activities, such as requiring the student to write an essay about the student's misbehavior.
  - Counseling.
  - Anger management.
  - Health counseling or intervention.
  - Mental health counseling.
  - Participation in skill-building and resolution activities, such as social-emotional cognitive skills building, resolution circles, and restorative conferencing.
  - Community service; and
  - In-school detention or suspension, which may take place during lunchtime, after school or during weekends.

"**Sexual orientation" means heterosexuality, homosexuality, or bisexuality, whether actual or perceived."**

Title IX

"Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination based on sex in any federally funded education program or activity. Mora Independent Schools is committed to providing an environment free from discrimination, harassment, and retaliation. This includes, but is not limited to, discrimination based on sex, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions. Title IX protects all students, regardless of

their gender or gender identity, from sex-based discrimination, including sexual harassment, sexual violence, and gender-based harassment.

Any student who believes they have been subjected to discrimination, harassment, or retaliation in violation of Title IX is encouraged to report the incident promptly to the Designated Title IX Coordinator, which at MISD is the Federal Program Coordinator.

Mora ISD will promptly and thoroughly investigate all complaints of discrimination, harassment, or retaliation and take appropriate action to address and remedy any violations of Title IX.

For more information about Title IX rights and resources, please contact the Federal Program Coordinator at

(575)387-3229.

Family Educational Rights & Privacy Act (FERPA)

Directory Information

Under FERPA, **Mora Independent School District** may release **"directory information"** to outside entities, including but not limited to:

- Parent-teacher organizations
- The media
- Colleges and universities
- The military
- Youth groups
- Scholarship organizations

Directory information includes:

- Student and parent name
- Home address, phone number, and email address
- Student photograph or video
- Date of birth
- Enrollment dates and grade level
- Enrollment status
- Degree or awards received
- Major field of study
- Participation in recognized sports or activities
- Height and weight of athletes
- Most recent school attended
- Any other non-harmful, non-intrusive information

School officials may release this information **without prior consent** unless written objection is filed.

Opt-Out Notice
Any parent or eligible student who **objects to the release of any or all directory information** without prior consent must **submit a written notice to the principal** of the school where the records are kept **within 14 days from the start of the school year**.

- The written objection must clearly state **which types of directory information** are not to be released.
- If no written objection is received within the 14-day window, the listed directory information will be treated as releasable **until the beginning of the next school year**.

PowerSchool Parent and/or Student Access

Contact the school's IT manager (387-3149) to access information and instructions. PowerSchool logins are granted by schools and districts. The school will verify your identity before giving you an account to help protect student data and privacy. From there, you can log in to your school's portal.

Care & Replacement of Textbooks

Students are responsible for damage to and loss of textbooks. *Grades and transcripts may be withheld until fines are paid*. The books are numbered for your convenience, as well as for record-keeping. It is to your advantage to know your number. When you withdraw from school or complete a class, be sure to turn your books in to the principal's office to clear your record. Regardless of the age of the book, lost books are assessed at the replacement value. If a student loses a textbook, he/she will have to pay whatever the book currently costs. The school price of all textbooks from the state textbook list is available in the principal's office.

Search & Seizure

Students should refrain from bringing items of a questionable and illegal nature to school.

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, under the requirements below.

A. **Notice of Search Policy:** Students are given reasonable notice, through the distribution of the Mora ISD Parent/Student Handbook.
B. **Who May Search:** Administrative authority, certified school personnel, school bus drivers, and, upon the request of the principal, any law enforcement officer are authorized to conduct searches when a search is permissible as defined below.
C. **When Searches Are Permissible:** In general, an authorized person may conduct a warrantless search when he/she has reasonable grounds for suspecting that the student has violated or is violating either the law or the rules of the school. It may include all vehicles, lockers, and desks. Searches of a student's person do not include strip searches. General locker and desk searches are authorized without reasonable cause.
D. **Scope of Search:** Any search permissible as described above must be reasonably related to the objectives of the search and not be excessively intrusive considering the age and sex of the student and the nature of the infraction.
E. **Conduct of Searches, Witnesses:** The following requirements govern the conduct of permissible searches by authorized people:

Physical searches of a student's person may be conducted only under items C and D above and by an authorized person who is of the same sex as the student, and except where circumstances render it impossible, may be conducted only in the presence of another authorized person of the same sex.

Services

Nurse – Accidents – Student Insurance

Our District Nurse is on our campus and is available to help any student who has a health problem or who has an accident. If a doctor is required, the student will be taken to the clinic. Parents will be notified immediately (this being the reason for home emergency telephone numbers on file). Students are offered insurance, and accidents during school hours are usually covered on the minimum premium policy.

IMMUNIZATIONS

New Mexico State Law requires students to be vaccinated before enrolling in school. According to NMAC 6.12.2.8, no student shall be enrolled in the public, nonpublic, or home schools in the state unless the student can present satisfactory evidence of commencement or completion of immunization by the immunization schedule and rules and regulations of the public health division. The New Mexico Immunization Exemption Statute (24-5-3) allows only two types of exemptions for

children seeking exemption from required immunizations to enter school, medical, or religious. The parent/guardian must complete the Certificate of Exemption Form. The law does not grant immunization exemptions for philosophical or personal reasons. For more information, contact the Nurse's Office

School-Based Health Center

- Medical
- Dental
- Behavioral Health

Please contact Mora Community Health Services for more information. (575)387-3117

Cafeteria

Mora Independent School District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free, flavored, and low-fat, non-flavored milk; moderate in sodium, low in saturated fat, and zero grams trans-fat per serving, and to meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

A well-balanced, hot meal is offered every school day; however, no one is required to eat it. Because the Mora ISD is a **closed campus**, lunch may be brought from home and supplemented by milk from the cafeteria, if desired, and consumed during the lunch period. To feed all our students in the limited amount of time available for lunch, the following rules must be observed:

1. Respect the assigned cafeteria duty personnel.
2. Keep the cafeteria line orderly.
3. Do not cut into the line.
4. Do not reserve places in line.
5. Keep tables, seats, and floor clean.
6. Empty trays and wastepaper into proper cans.
7. Return trays and silverware to the proper place.
8. Pick up and clean anything that was dropped or spilled.
9. Make room for your fellow students.

Students will not be allowed to order food to be delivered to the campus. In the event of this event, the food will be confiscated and disposed of. Outside food may be brought in if it satisfies a teacher's curriculum. In this case, the principal's authorization will be needed. Visitors will pay the designated price per meal.

Special Education

Special Education refers to specialized instruction and related services for students found eligible under the **Individuals with Disabilities Education Act**. Anyone, including a parent, teacher, doctor or student, may refer a student for an evaluation for special education by contacting the school administrator, or calling the Special Education Department at (575) 882-6221. The booklet, ***Special Education Procedural Safeguards for Students with Disabilities and Their Families Required Under IDEA - Part B,*** published by the New Mexico Public Education Department, outlines procedures and requirements designed to protect the legal rights of the child and parent, which are set by federal regulation and state rules. A copy of this booklet can be found on the New Mexico Public Education Special Education Bureau **webpage https://webnew.ped.state.nm.us/bureaus/special-education/**, or at the Special Education Department located in the Middle School, or you can contact the Secretary at 575-387-3107 or the Coordinator at 575-387-3192.

Section 504 of the Rehabilitation Act of 1973

Section 504 is a federal civil rights law under the Rehabilitation Act of 1973 that protects against discrimination for individuals with disabilities. Section 504 is designed to provide equal access and fairness in general education to students with disabilities, thereby leveling the playing field for them through what is known as a Section 504 Accommodation Plan. A student is identified for and entitled to a Section 504 Accommodation Plan if an evaluation shows that the individual has mental or physical impairment that substantially limits one or more major life activities. This determination is based on a current evaluation and made by a Section 504 team, including the parent.

[Source: NMPED Guidelines for Educators and Administrators for Implementing Section 504 of the Rehabilitation Act of 1973—Subpart D]

Guidance / Counseling

The counselor is only available for conferences before and after school, and by appointment. The counselor will send a request for the student to come to the office. Students are not to sit in the Guidance Office without an appointment. They are excused from a class to go to the Guidance office only if they have an appointment.

Some of the services provided are:

a. Literature on occupational, vocational, and educational opportunities.
b. Counseling of students about personal problems.
c. Supervision of students taking certain standardized tests.
d. Interpretation of test scores.
e. Counseling students about class schedules and course offerings.

To make an appointment with the counselor, contact the Guidance office before or after school, or during lunch hours. **DO NOT WAIT** in the office during school hours unless you have an appointment and your counselor has asked you to wait.

Social Work

MISD employs a full-time social worker to address the social and emotional needs of students. Please call (575) 387-3190 for further assistance.

Bilingual Education

The school district participates in grades K-5 in the state bilingual program. The elementary school has a bilingual program and in accordance with state regulations, is approved by the Public Education Department on a yearly basis. Applications are submitted in the spring. Testing in English and Spanish is done annually as required by approved programs.

Title I

Title I of Every Student Succeeds Act (ESSA) is the largest federal assistance program in our nation's schools. ESSA ensures that all children have significant opportunities to obtain a high-quality education and reach, at a minimum, proficiency on rigorous academic achievement standards.

Title I focuses on four components:

1. Holding states, districts, and schools accountable for the results of student learning.
2. Using proven research-based strategies designed to facilitate school-wide reform and improvement.
3. Collaborating with parents and communities to strengthen the school's ability to meet the needs of all students and improve the school, in addition to expanding parental options.
4. Allowing states and districts greater control and flexibility in determining the most effective educational environment for their population.

Students enrolled in Title I schools are identified to receive services based on criteria set by each school's plan. All students are eligible to participate in all aspects of the school-wide program, as appropriate.

However, the statute requires schools to address the needs of the lowest-achieving students and those at risk of low achievement and provide additional services to those students.

Athletics & Activities

Participating in extracurricular activities and school-sponsored trips is an important aspect of life in school. The responsibilities assumed by holding office and being part of a team, club, or group, and the friendships encouraged by students working together toward common goals and having joint exploratory experiences, both provide lasting satisfaction and many rewarding memories. You are encouraged to become involved in school activities in which you have special interest. Because these activities are a PRIVILEGE, eligibility requirements apply toward student council officers, class representatives, athletic/club competitions/practices, band competitions, and club leadership positions. Students who participate in extracurricular activities are required to have accident insurance.

Extracurricular activities are defined as those related to clubs/organizations, student council officers, class representatives, and athletic competitions/practices. Academic and code of conduct requirements must be met to participate in the aforementioned. Activities exempt from restriction include dances, Homecoming Court, decoration/concession stand work, attending athletic games, cheerleading "try-outs," and co-curricular competitions (band). Students who violate the code of conduct requirements are subject to disciplinary action, which may include suspension from certain extra-curricular activities.

Participation in any NMAA-sanctioned activity or Sport is subject to random drug testing throughout the school year per MISD Board Policy.

More information is included in the MISD/NMAA Extra-Curricular Activities Handbook.

Attendance

Attendance Procedures

Elementary school teachers take attendance each instructional day once in the morning and once in the afternoon. Secondary school teachers take attendance at each class period. All absences not verified by the parent or authorized by the administration will be considered unexcused.

If a student is in attendance up to one-half of the total instructional time during a school day, the student will be counted as having attended one-half of a school day. If the student attends school for more than half of the total instructional time, the student will be counted as having attended for the full day.

Seniors who have earned enough credits have the option to leave early, provided they get approval from their parents and the school. Note that Seniors who are involved in extra-curricular activities and/or athletics must remain in school 51% of the regular school day.

Students are expected to be in attendance for the full class period in secondary schools. Students who miss more than 50% of the scheduled class period will be marked absent.

Excused absences may be for the following reasons, with appropriate documentation:

- Illness (including chronic illness documented on an Individualized Health Plan, IEP, 504 Plan)
- Limited family emergencies
- Bereavement
- Medical, health, or legal appointments
- Observance of major religious holidays of the student's/family's faith
- College visit
- Deployment of a military parent as defined in the "Military Children" procedural directive
- Limited extenuating circumstances as approved in advance by the school principal
- Pregnant or parenting student. A pregnant or parenting student (parenting a child under thirteen years of age) may be permitted excused absences for the pregnancy and for limited parenting purposes along with the opportunity to make up work missed during the absence, provided the student communicates the pregnancy and parenting status to the appropriate school personnel.

Unexcused Absences are an absence from school or a class for which the student does not have an allowable excuse pursuant to the Attendance for Success Act, previously referred to as compulsory school attendance law or rules of the local school board – reasons include:

- Non-school-sponsored activities or trips
- Family vacations outside of the normally scheduled school breaks.
- All absences not verified by parental or administrative authorization will be considered unexcused.

Excessive Absences / Chronically Absent

- Excessive absences are defined when attendance falls below 95% in a grading period.
- Chronically, absent is defined as a student who has been absent 10% or more of the days they are enrolled in school.
- Schools will identify and provide intervention strategies for students with excessive/chronic absences.
- School-related activities taking students out of school are not included when evaluating excessive absences.
- A school may withdraw a student after ten (10) consecutive days of absence, but only after the school has exhausted its efforts to keep the student in an educational setting through a variety of interventions.

Documentation after an Absence

When a student is absent from school, the student-upon arrival or within 24 hours of returning to school-must provide an excuse submitted by the parent that describes the reason for the absence(es).

School Day – Start and End Time

Attendance Policy

MISD will follow the NMPED Attendance for Success Act. The District Attendance Officer will abide by New Mexico State Law and/or CYFD regulations as far as reporting absences. Primary after 6th unexcused absence; Secondary after the 10th unexcused absence.

Please see the appendix for the appropriate document.

Tardies

Excessive tardiness is a discipline problem. Students in Middle School and High School have four (4) minutes to travel between classes. A student who is not present in his/her assigned classroom when the tardy bell rings will be counted tardy. Students tardy to first period will report to the office to get a pass. Additionally, the administration of MISD may periodically operate “lockouts.” During a lock-out, any student not in his/her assigned classroom when the tardy bell rings will be “locked out” of class and sent to an assigned location. All tardies during the day when moving between class periods are UNEXCUSED unless accompanied by a note from authorized school personnel.

Grading

Grading Scales

A: 100% - 90%	**B: 89% - 80%**	**C: 79% - 70%**	**D: 69% - 60%**	**F: 59% - 0%**

The following is the interpretation of the current “letter grade” evaluation system:

- **A = Indicates that the pupil has done excellent work.**
- **B = Indicates that the pupil has done above-average work**
- **C = Indicates that the pupil has done average work.**
- **D = Indicates that the pupil has done below-average work.**
- **F = Indicates that the pupil’s work fell below the level acceptable for the course and was unsatisfactory.**

At the middle and high schools, a minimum final grade of 60 is required to receive course credit. Failure to obtain the minimum grade will require the student to retake to course. Exceptions are students on an IEP through the Special Education Department.

Letter Grade	Percentage	Point Value – Regular Education Courses	Dual Enrollment/Advanced Placement – Class of 2024 and on
A	**90-100**	**4.00**	**5.00**
B	**80-89**	**3.00**	**4.00**
C	**70-79**	**2.00**	**3.00**
D	**60-69**	**1.00**	**2.00**
F	**0-59**	**0.00**	**0.00**

Please note that for any Dual-Credit course the respective college's grading policy supersedes this policy.

An incomplete "INC" given at the end of a nine-week period must be made up within two (2) weeks (10 days) following the end of the previous nine weeks. Failure to do so will result in a failing "F" grade for the nine weeks. No "incomplete" grades are to be given as a semester grade and no "incompletes" are to be given the last nine weeks of the school year unless an emergency arises. **It is the student's responsibility to plan with the teacher**. Only the following will be accepted in determining incompletes: out of school because of extended illness, late registration, and excused absence when nine weeks or semester exams are given. **The individual teacher MUST confer with the counselor each time an incomplete is given.**

Students will not be allowed to clear out of school early at the end of the school year unless a medical or emergency warrants the students' early withdrawal. The principal and a member of the Attendance Committee along with the student's parent(s)/guardian(s) will be required to meet in the conference to make such a determination.

Report cards for the first and third nine weeks are distributed for Open House. A student's combined report card for all his/her classes will be mailed to his/her residence following the end of each grading period. Deficiency notices are also mailed midway through the nine weeks; teachers are responsible for submitting notices to guidance counselors.

A student's permanent record grades 9 - 12 will contain semester grades only. The two nine-week grades and semester exam will determine the semester grade as follows: Final exams are required for all classes receiving credit.

Grades at the end of the first and third nine-week period will be used primarily as a checkpoint and will be entered in the grade sheets and report cards by both percentile and letter grades. This percentile will be cumulative throughout the semester and will reflect the final letter grade.

Report Cards/Progress Reports/Conferences

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every nine weeks. Report Cards for the 1st and 3rd nine-week grading periods will be distributed during Open House. For the 2nd 9-week grading period Report Cards will be sent home in the student's planner and require parent signature in the planner as proof of receipt. For the 4th 9-week grading period the Report Cards may be sent home with the students or may be mailed out depending on the circumstances. At the end of the fourth week of the nine-week grading period, parents will be given a progress report of the child's performance in every subject.

Elementary schools have two Parent-Teacher Conferences in a school year – one in the Fall and one in the Spring. Middle and high schools have a Parent-Teacher Conference in the Fall and in the Spring. Parents may always schedule other conferences as needed and are asked to contact the school for appointments with administrators, teachers, counselors, or other school personnel. Parents may visit their student's classroom(s) with a Visitor's Pass issued from the office. Parents are asked to attend mandatory parent conferences when so requested by the school. Conferences may be requested for academic, disciplinary, or other purposes.

Teachers will follow grading guidelines that have been approved by the principal or pursuant to the Board adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless it is determined that the grade was arbitrary or contained an error.

Makeup Work/Incomplete

All assignments will be given a due date. A due date is the point in time by which a student is expected to submit an assignment.

The deadline is the last day an assignment will be accepted for a letter grade. Should work not be attempted or if not submitted by the deadline, the student will receive a "0" for the assignment.

Only those students with an "excused" absence are permitted to make up the work missed and are solely responsible for doing so. **Excused students are afforded one (1) day to submit make-up or missed work for each day of absence. It is the student's responsibility to request any missed assignments from their teachers. Students with unexcused absences will not be allowed to make up any work (see ATTENDANCE in the Student Handbook).**

Absence from school during the last week of each nine weeks is strongly discouraged. Excused absences from school before the end of the semester will be granted only upon approval by the principal. Such intent must be a written excuse disclosing the reason(s) for absence and signed by the parent/guardian. Students leaving school before the end of the semester will not be allowed to take final examinations early, EXCEPT for those participating in school-sponsored activities or anyone with family or medical emergencies.

In the event of an emergency, extended illness or late registration it will be at the teacher's discretion if they wish to assign the student an incomplete or give the student the grade average they have accumulated to that point. An Incomplete (I) can be given until the student completes the final examination, or work is completed within ten (10) days following the end of the previous nine weeks. The teacher must confer with the counselor each time an incomplete is given. Failure to do so will result in a failing "F" grade for the nine weeks. It is the student's responsibility to plan with the teacher.

Transcripts

For grades 6-12, the student's official transcript will reflect the Term grades only. Grades on transcripts are posted as letter grades. Once a grade is entered on the official transcript, a grade cannot be changed. The grade will be recorded a second time only if the course is repeated and passed.

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. A grade change will only be accepted in the case of TEACHER ERROR. A grade change form must be picked up from the counselor and approved by the principal. The form will be placed in the student's cumulative folder. *Teachers will not change grades because of student and/or parental pressure or for the purpose of eligibility.* Once a grade is entered on the official transcript, a grade cannot be changed.

Early Graduation

The duty of the Graduation Review Board is to consider requests from Junior and Senior students for early graduation. The Review Board shall include the high school principal, counselor, and two teachers appointed by the principal.

Procedure for Early Graduation Requests:

a. The student and parent/guardian must file a written request for early graduation with the high school principal no less than two semesters before planned graduation.
b. The student must arrange with the counselor to take summer school, online school, dual-credit courses, and/or correspondence courses that meet, or exceed school and state requirements for graduation, and must provide proof of completion to the review board for their approval. All coursework is at the cost of the student/family.
c. Upon completion of all credit and assessment requirements for graduation, and approval by the review board, the student will be permitted to participate in graduation ceremonies.

Mora/Holman Elementary Site-Specific Information

Birthdays and Celebrations

At Mora Holman Elementary, we value individuality and celebration. We welcome birthday celebrations that follow our health policy of 50/50 (healthy/not so healthy) treats; all treats must be store-bought. Parents must advise the teacher at least 1 week in advance to check the food allergies of all students. Celebrations can be held during the last hour of the school day; consult with the teacher about the exact time.

Lázaro Garcia Middle School and Mora High School Site Specific Information

High School Graduation Requirements (Up to Class of 2026)

To graduate from Mora High School, a student must meet the following criteria (Up to Class 2025):

(A) Earn a minimum of 26 credits to include the following requirements:

[NM PED / STARS Code in brackets]

1. **English/Literature** (4 credits) [STARS 1001 – 1004]
   a. English Language Arts I
   b. English Language Arts II
   c. English Language Arts III
   d. English Language Arts IV

2. **Mathematics** (4 credits) [STARS 2031 – 2053]
   a. Algebra I
   b. Algebra II
   c. Geometry
   d. Financial Literacy or Equivalent

3. **Social Studies** (4 credits)
   a. World History/Geography [2706
   b. New Mexico History [2717]
   c. Government/Economics [2730 / 2741]
   d. U.S. History/Geography [2729]
4. **Science** (3 credits)
   a. General Science [1701]
   b. Biology I (required) [choice]
   c. Elective Science (w/Lab) [choice]

5. **Spanish** (1 credit) [1252]

6. **Communication/Writing/Speaking** (1 credit) [choice]

7. **Physical Education** (1 credit) [2305]

8. **Fine Arts / Practical Arts** (1 credit) [choice]

9. **Health** (1 credit) [1401]

10. Study **Skills** (1 credit) [0803]

    1/8 credit per semester enrolled at MHS. This totals 1 credit from eight (8) semesters enrolled at MHS.

11. **Electives** (5 credits) to include one of the following: a career cluster course, workplace readiness, and a dual credit* or distance learning class. [choice]

(B) Take the SAT Assessment required by the New Mexico Department of Public Education (See graduation requirements **https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/**

(C) Classification and progression to advance by year will be determined by:

- Cohort H_1: 9th Grade
- Cohort H_2: 10th Grade
- Cohort H_3: 11th Grade
- Cohort H_4: 12th Grade
- Cohort H_5+: 12th Grade+, 13+…
  No re-classification

High School Graduation Requirements (Class of 2027 and beyond)

I-7350 © IKF GRADUATION REQUIREMENTS

Regular Education

Ninth grade class of 2023-2024 and after.

A minimum of twenty-five (25) units of credit aligned to the state academic content and performance standards as listed below are required for graduation for those beginning with the ninth (9th) grade class of 2023-2024. A student may receive a high school diploma of excellence after having demonstrated accomplishment of the standards or a portfolio of standards-based indicators in mathematics, reading and language arts, writing, social studies, and science adopted by the Secretary of Public Education. A student may also receive the Seal of Bilingual-Biliteracy on the diploma of excellence and have it noted on the school transcript by studying and attaining proficiency in a language other than English. If a student exits from the school system at the end of grade twelve (12) without having satisfied the above requirements, the student shall receive an appropriate state certificate indicating the number of credits earned and the grade completed. If, within five (5) years after a student exits the school system, the student satisfies the requirements listed, the student may receive a high school diploma of excellence. Graduation requirements shall not be changed for a student entering the ninth (9th) grade from the requirements specified in law at the time the student enrolled in the ninth (9th) grade.

Graduation requirements may be met as follows:

- Successfully completion of the subject area course requirements.
- By mastery of the standards
- or a portfolio of standards-based indicators adopted by the Secretary of Public Education following 6.19.7 NMAC and other competency requirements for the subject as determined by the Board.
- Take the SAT Assessment required by the New Mexico Department of Public Education (See graduation requirements **https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/**

By earning credit through correspondence courses that meet graduation requirements and/or by-passing appropriate courses at the college or university level, if the courses are determined to meet standards and criteria established by the Board.

Graduation requirements are:

For students entering as ninth (9th) graders in 2023-2024, at least one (1) unit of the following twenty-five (25) units must be earned in an advanced placement or honors program, a dual-credit course, or distance learning course.

1 unit = 1 credit earned

4.0 units***
English/Literature (grammar, nonfiction writing and literature emphasis)

4.0 units***
Math (must include Financial Literacy)

3.0 units*
Science (two [2] with a laboratory component)

3.5 units
United States History and Geography, World History and Geography, and Government and Economics and one-half (0.5) unit of New Mexico History

1.0 unit
Physical Education or marching band or Jr. ROTC or NMAA sanctioned interscholastic sports.

0.5 Unit
Health

1.0 unit
Career cluster course, workplace readiness selected from:
Business Management and Finance, Family and Consumer Sciences, Automotive Technologies, Culinary Arts, Manufacturing and Construction Trades, Welding, Technology / Media Technologies, Computer Science, The Arts: Music, Visual Arts, Drama, Yearbook or Newspaper

1.0 Unit
Language other than English

7.0 Units
Electives including student service learning:

- At least 1 of the required units listed above must be an Honors or Advanced Placement course, a Dual Enrollment, or an online (distance learning) course.
- At least 1 of the required units must be a course in workplace readiness or equivalent.

Total----25.0 units

Schedule Changes

During the first two weeks, students will attend the designated classes on their schedule cards. Schedule changes will be made only during the first two weeks of the semester. If a student desires a schedule change, he/she must sign up with the counselors' office, and the counselors will call students from class.

Schedule changes are granted ONLY for the following reasons:

1. A senior needs a class or credit for graduation.
2. The student is placed in a class and does not have the necessary skills or prerequisites.
3. The student has taken the course previously and passed it.
4. Changes made by IEP teams. Any other reason will require a parent conference with an administrator, counselor, and teacher before a decision is made.
5. Students who are enrolled at the beginning of the school term MAY NOT begin a new class 10 days after the grading period has begun.
6. *Note: Be sure you have a very good reason before you attempt to make any changes.*

Valedictorian/Salutatorian Guidelines (Board Policy I-7450)

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

1) The valedictorian will be the graduating senior with the highest-grade point average.
2) The salutatorian will be the graduating senior with the second-highest grade point average.
3) Computation of the grade point average will include the seven (7) semesters of all courses completed in grade nine (9) through the end of the first semester in grade twelve (12).
4) Transfer students must attend Mora High for four (4) consecutive semesters in grades eleven (11) and twelve (12) to be eligible for consideration for valedictorian, salutatorian, or Emerald Scholar.
5) The valedictorian will deliver the valedictorian address during the commencement exercises.
6) The salutatorian will deliver the salutatory address during commencement exercises.
7) In case of co-valedictorian or co-salutatorian status, both will deliver an address.
8) Students must be enrolled for a full-class schedule to be valedictorian or salutatorian.
9) Dual-Enrollment students and students enrolled in an institution of higher learning will be eligible.
10) All seniors must be enrolled at least 51% of the school's regular class schedule in courses that will be counted towards his/her graduation.

Breaking Ties

The following steps shall be taken to break a tie for valedictory and salutatory honors:

i) When two or more students have the same weighted GPA when computed to three decimal places, the student having the higher composite score on the SAT shall be declared as the valedictorian.
ii) If the previous step fails in breaking a tie for valedictory honors, co-valedictorians shall be recognized. If the previous steps fail in breaking a tie for salutatory honors, all students tying shall be recognized with the honor.

Emerald Scholars

- Emerald Scholars include any graduating senior with a 3.5 cumulative GPA or higher.
- Transfer students must attend Mora High for four (4) consecutive semesters in grades 11th through 12th to be eligible for consideration.
- Computation of the grade point average will include the seven (7) semesters of all courses completed in grades nine through the end of the first semester in the twelfth grade.
- Dual-enrollment students and students enrolled in an institution of higher learning will be eligible.

Next Step Plans

An honor roll system is an additional means for encouraging goal setting by students and for providing recognition of students who have achieved those goals. Honor rolls will be used in grades six (6) through twelve (12).

Dual-Credit / Distance Learning Enrollment

Before enrolling in any Dual Credit program, the student must take the **ACCUPLACER** (or a similar college placement test) as required by the partnering post-secondary institution. Credits earned through dual enrollment or other school-accredited program courses may be counted toward high school graduation requirements.

Dual credit courses may be taken **from the 9th through 12th grade years**. Any student requesting to enroll in a dual credit course **before entering 11th grade** must participate in a **parent meeting with the school counselor**, and **final approval must be granted by the principal's office**.

Credits earned through **concurrent enrollment** (college classes not paid for by the high school, including books, fees, etc.) **will not count toward the student's overall GPA and will not count toward high school graduation**.

Students are expected to follow all academic, behavioral, and attendance expectations outlined by both Mora Independent Schools and the college or university. Mora Independent Schools will cover tuition and the cost of required textbooks, pending funding availability. However:

- Students who **fail** or **withdrew** after the posted drop/add deadline may be held financially responsible for course fees and textbooks.
- If a student **withdraws from Mora Independent Schools after books have been purchased**, the student is **responsible for the full payment of the books and associated fees**.
- Students must return textbooks and materials in good condition; replacement costs apply for lost or damaged items.
- **Grades earned through a dual credit class will be recorded on the student's official high school transcript.**

Note: The credit earned for each dual credit class is 1 high school credit per semester. *(3 college credits = 1 high school credit).*

Food & Beverage Consumption in the Classroom

No food, beverages or candy will be taken into and/or consumed in any classroom during any instructional period without the permission of the Administration as per district Wellness guidelines.

Parents will not be allowed to bring food to the students during the school day.

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. There is always a chance of theft or loss, and the school district cannot be responsible. Devices (such as electronic games, radios, stereos, etc.) that may be disruptive to the educational process may be confiscated by school authorities. If confiscated, parents may pick up these items at any time or by the student at the end of the semester.

At the end of the school year, students are required to clear their lockers of belongings and completely clean them inside and out.

There is a yearly fee for lockers for the last school year. Combinations will not be changed more than twice in a school year. It is the student's responsibility to keep the locker locked, as the school cannot assume any responsibility for lost articles. Money generated from fees is for the general maintenance of lockers.

Hall and Building Passes

Students are expected to be in class for the duration of classroom instruction. If a student needs to leave the classroom, a hall pass will be issued by the classroom teacher at departure and return. If the student is to be sent to another classroom/office, that person will also sign the pass. Students are not to go in groups but rather as individuals. The pass must be carried by a student anytime he/she leaves a room after the tardy bell has rung. This pass must contain the date, the student's name, the destination, and the time he/she left the room. The teacher must sign it. The teacher at the destination will write the time of arrival, the time of return, and sign the pass. The student must return the pass to the issuing teacher before attending another class. All teachers must keep a written record of students who leave their classes and report to the office immediately any student who fails to report to the room at the end of the period.

Student Cars on Campus

Since the MISD campus is a closed campus, students are not to drive their vehicles to school unless the student's parents request special permission and are granted by the principal. If a student is granted permission, he or she must leave his/her vehicle within one minute after arrival in the designated parking lot. The student may not enter the vehicle during school hours unless written permission is obtained from the principal. Violation of any rules and school regulations could result in the student losing permission to drive a vehicle to school.

Students will be permitted to drive cars to school only if parents and students submit a "Student Parking Registration" to the principal's office and receive the necessary approval. This registration is ONLY for the car the student brings to campus. **THE STUDENT MAY NOT BRING ANY OTHER CAR TO SCHOOL OTHER THAN THE ONE REGISTERED WITH THE SCHOOL**. All registered cars must have their parking permit affixed to the inside windshield and clearly visible.

The following are stipulations that a student must abide by if he/she wants to have the privilege of parking on the school campus. Failure to adhere to these rules will result in banning the student's vehicles from campus.

1. Students must have written parental permission that states that the students will comply with student regulations.
2. Vehicles must have property damage and bodily injury insurance.
3. Cars are to be parked in the assigned parking area.
4. Vehicles are to be always locked.
5. Students must leave the vehicle within one minute after parking in the morning.
6. Students are not to be around their vehicles at any time during the school day. Any students in the parking area without permission may have their parking privileges suspended.
7. Students may not leave campus until the buses have left.
8. Vehicles, when on campus or otherwise under school control, may be searched by persons authorized by the administration.
9. Students will leave campus after the school buses and will not return to ride around campus.
10. The School District is not legally or financially responsible for any accident, vandalism, or unforeseen circumstances caused by students bringing or riding a privately-owned vehicle to school. Students bring vehicles to school solely at their own risk.
11. NOT OBSERVING SCHOOL DRIVING REGULATIONS AND POSTED SPEED LIMIT (10 MPH) WILL BE FORBIDDEN TO BRING A VEHICLE TO SCHOOL. OUR CAMPUS IS PRIMARILY FOR PEDESTRIANS. SAFETY RULES WILL BE A TOP PRIORITY.
12. Drivers may not transport other students to or from school without expressed written permission by both sets of parents. The school district is not responsible should this occur.
13. Students are not to bring motor scooters, ATVs, or motorcycles on campus unless a permit is issued by the school.

Excessive tardiness will not be tolerated. First-period tardies will be monitored, and any student with excessive tardies will have their parking privileges removed and their vehicle banned from campus. Parents will also be notified. All students must report to the office to receive a pass if they arrive to school after the 8:00 am tardy bell. Failure to do so will also result in the loss of parking privileges.

- 5 unexcused tardies – 1-week vehicle suspension
- 10 unexcused/excused tardies – Suspension of parking privileges for the remainder of the semester

MHS Prom

Students and guests, ages 15-20, attending the Prom must be granted approval by the principal before attending. Conditions for attendance are discussed with students several weeks before the prom's date to allow students ample time for discussion and awareness thereof. Upon obtaining an invitation to attend this function, a student is required to submit the name of the guest to the office. Sponsors will set a deadline for submitting guest names and clear them with the principal. Students will be required to fill out a "*consent to breathalyze*" affidavit, which must be notarized. A breathalyzer will be set up at the dance, and any student suspected of being intoxicated will be administered for a test by law enforcement. Any student testing positive will follow MISD disciplinary procedures and be turned over to law enforcement.

Student Clubs, Co-Curricular, Extra-Curricular Activities/Organizations

A variety of clubs will be provided for the students of MISD. New clubs may be organized at the discretion of the principal, provided enough student interest is demonstrated to warrant their organization, and they provide for interest of an educational interest. Also, present clubs may be dropped when student interest no longer warrants their continuance. Examples of student organizations are: Student Council, MESA, BPA, FFA, NHS, Skills USA, MESA, Skiing, Big Brothers/Big Sisters, and Chess.

All students are encouraged to participate in all school-related activities and learn that these activities provide experiences that help a student grow academically and professionally. Participation in these activities is a privilege, not a right. Students who choose to participate are expected to conduct themselves impeccably and serve as models for the student body. As

such, any student who receives a Disciplinary Referral will be placed on suspension or expelled from any or all co/extra-curricular activities.

Discipline

Please refer to the discipline matrix in the appendices.

Student Concerns, Complaints, and Grievances

Students may present a complaint or grievance regarding one (1) or more of the following

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies,
- Discriminatory treatment based on race, color, religion, sex, sexual orientation, age, national origin, or disability,
- Harassment of the student by another person, or
- Concerning the student's personal safety,

Provided that:

- The topic is not the subject of discipline or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject by disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of a school student.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Steps for Filing the Complaint/Grievance

Step 1: DISCUSSION WITH PRINCIPAL AND/OR COUNSELOR

The student should discuss with the principal and/or counselor the basis for the complaint or grievance and the corrective action the complainant is requesting or desires. The conference should cite facts, times, dates and specific events of occurrences. The report should be presented in reasonable and temperate terms, which would enable a reasonable person to ascertain the facts of the matter.

The student and the principal, and/or the counselor shall discuss the complaint in an attempt to resolve the matter. The principal and/or counselor shall conduct any necessary or appropriate investigation and inform the student of a decision based upon full and fair consideration of all the facts within five (5) school days of the initial discussion. The principal and/or counselor will ensure that the decision is communicated to the student.
If the student is satisfied with the decision, no additional action is required. If the student is not satisfied, he/she may proceed to Step 2.

Step 2: WRITTEN STATEMENT-OFFICIAL GRIEVANCE/COMPLAINT FORM

If the student and the principal, and/or counselor are not able to reach a mutually satisfactory resolution to the complaint in conference, the student may file a WRITTEN grievance or complaint. The form is available in the Secretary's Office. The student should complete the form and file it along with any other written documentation through the Principal's Office.

The grievance statement must be filed within five (5) school days of the conference (Step 1). Failure to comply with Step 2 in a timely manner shall be deemed a waiver by the grieved person, and the grievance may not be raised again. The principal will determine whether the complaint merits a complete investigation. **Unsubstantiated concerns or minor issues undeserving of investigation will be disregarded**.

The principal will attempt to meditate on the matter under consideration with the goal of gaining agreement as to the appropriate solution to the matter. If no solution is agreed to by the student and principal, the student shall write a synopsis of the matter under consideration and present it to the Superintendent, Step 3. The areas of continuing disagreement shall be identified.

NOTE: The principal will meet with the student and try to resolve the concerns in a mutually satisfactory manner. If this is not possible, the principal may refer the case to a committee, and if the grieved person agrees with such review. The grieved person has the option of choosing committee review when attempts to resolve the matter have failed or where it is apparent that such an attempt would be futile. This must transpire within ten (10) school days of receipt of a request for committee review.

The committee will be reinstated to continue the investigation. In such cases, the committee shall have access to witnesses and records, may take testimony, and may make a record by taping the hearing. Its responsibility is to develop all pertinent information (with the exception that the student and respondent will not be required to be present in any meeting together without first agreeing to do so) and, based on this information, to make a recommendation to the Superintendent to either support or reject the grievance. The Superintendent will then decide based on the committee's recommendation and all documents submitted by the parties involved. The Superintendent shall appoint the grievance committee.

Step 3: DISCUSSION WITH HIGHER ADMINISTRATOR

If the student and principal are not able to reach a mutually satisfactory resolution, the student may proceed to discuss the matter with the Superintendent within five (5) school days of the date of the decision of the principal. Failure to comply with Step 3 on time shall be deemed a waiver by the student, and the complaint may not be raised again. The Superintendent and the student shall then follow the same procedure as required in Step 2.

If the student is satisfied with the decision reached by the Superintendent, no additional action is required. If the student is not satisfied, or if no decision is communicated to the student within five (5) school days of the initial discussion between the superintendent and the student, he/she may proceed to Step 4.

MISD Student and Parent Handbook Acknowledgement Form
School Year 2026-2027

❑ I have read and discussed the **Mora Independent School District Student Handbook** with my son/daughter. We understand the expectations, policies, and procedures outlined in the handbook, and I agree to support and abide by them.

❑ I have read and understand my child's rights under the **Family Educational Rights and Privacy Act (FERPA)**. I acknowledge that if I wish to opt out of the release of any directory information as outlined, I must **submit a written request to the school principal within 14 days** of the start of the school year.

❑ I have read and understand the **Anti-Bullying Policy** and the **Bullying, Cyber-Bullying, Intimidation, and Hostile or Offensive Conduct Policy** of the Mora Independent School District (**Policy J-2550 ©JICD**). I understand that any allegation(s) of bullying will be thoroughly investigated by the district policy. I also understand that if I am found to have engaged in any form of bullying—whether physical, verbal, written, electronic, or otherwise—**I will be subject to disciplinary action**, including but not limited to **suspension or expulsion**.

❑ I have read, understand, and agree to abide by the **Mora Independent School District Attendance Policy**. I recognize the importance of regular school attendance and the consequences of unexcused absences as outlined in the policy.

❑ I have read and understand the **Mora Independent School District Electronic Devices/Disruptive Equipment (Cell Phones) Policy**. I acknowledge that I am **required to submit my electronic device(s) to the office upon arrival to school each day**. I understand that failure to comply with this policy may result in disciplinary consequences as outlined in the Student Handbook.

❑ I have read and understand the Computer Use and Internet Policy. I give my child permission to access the district's electronic information system. My child will abide by the requirements and conditions described.

❑ I have read and understand the **Mora Independent School District Student Search and Seizure Policy**. I acknowledge that school officials have the authority to conduct searches of students and their property when there is reasonable suspicion of a violation of law or school policy, following district procedures.

❑ *(Required for students participating in NMAA athletics and extracurricular activities)*
I have read and understand the **Mora Independent School District Drug Testing Policy** for all **New Mexico Activities Association (NMAA)** athletic and extracurricular activities. I understand that participation in these programs is a privilege, and I consent to the terms of the policy as a condition of participation.

Student's Name (print)_____Grade_____

Student's Signature_____ Date_____

Parent/Guardian's Name(Print)_____

Parent/Guardian Signature_____Date_____

MISD District Attendance Policy

Attendance Reporting

Accurate attendance must be kept at all times. Students who are leaving before school is out must check out through the office. Students who arrive late should check in at the office and get a tardy slip.

Elementary, Middle School, and High School teachers must log into PowerSchool and enter the day's attendance. High and Middle School teachers must enter their attendance for every period. Elementary teachers must enter their attendance at the beginning of the instructional day and in the afternoon.

Students who have excused absences are allowed to make up the work they miss. Students may ask for it before the absence OR upon return.

Students who are out for an extended amount of time, due to illness, death in the family, etc., are encouraged to call the school and have the counselor run a homework request form for the duration of their absence. If a student does not call for a homework request, they may ask for their work upon their return. Students are afforded time equivalent to their absence to make up their work. The teacher may also decide to give the student an alternate assignment as make-up work.

Students out for school activities, i.e., sports, clubs, etc., are allowed up to the amount of time of absence to turn in make-up work. For example, a student is out for 2 days with basketball, and the student asks for their work when they return. They are then afforded 2 days to turn in their make-up assignments.

As per House Bill 236, teachers should consider carefully before reducing grades and preventing credit for make-up assignments.

Attendance for Success

Staff will follow the Truancy Procedures as stated below:

I. Terms and Definitions

1. School day – a portion of the school day that is at least one-half of a student's approved program.
2. Absent – not in attendance for a class or school day for any reason, whether excused or not, provided that "absent" does not apply to participation in interscholastic extracurricular activities.
3. Absence – the period that a student is absent from school.
4. Absentee – refers to an absent student.
5. Chronically absent or chronic absenteeism – a student who has been absent 10% or more of classes or school days for any reason, whether excused or not, when enrolled for more than ten days.
6. Excessively absent or excessive absenteeism – a student who is identified as needing intensive support and has not responded to intervention efforts implemented by the independent school.
7. Excused Absences – refers to an absence from a class or school day due to school-sponsored activities, personal illness, doctor's appointment, illness or death in the family, family emergency, religious observance, quarantine, required court appearances, approved college visits, approved cooperative work programs, or military obligations.
8. Medical absence or medically absent – a student who is not in attendance for a class or a school day for a parent- or doctor-authorized medical reason or the student is a pregnant or parenting student.
9. Unexcused Absence – an absence from a class or school day for which the student does not have an allowable excuse according to the Attendance for Success Act or policies of the local school board.
10. Truant refers to a student who has accumulated five (5) excused (excluding school-sponsored activities) or unexcused absences within a twenty (20) day period.
11. Habitual Truant refers to a student who has accumulated the equivalent of ten (10) or more unexcused absences within a school year.

II. Interscholastic and Extracurricular Activities and Absences

III. No student shall be absent from school for school-sponsored interscholastic and extracurricular activities over fifteen (15) days per semester.

IV. Interventions

1. Tier I – Whole School Efforts to Ensure Student Attendance (1-3 absences)

The school's truancy officer (or the designee) will, as soon as practicable, contact the parent or legal guardian by telephone or e-mail to give notice of the student's absence and to ascertain and document the reason for absence.

On the 3rd Unexcused – Truancy Officer will initiate referral to Principal (K-12), who will follow up with student contact and parent/guardian notification via telephone. The truancy officer will send out a 3-Day Absentee Notification.

The parent/guardian will be notified when a student has accumulated three (3) unexcused absences during the semester

- *The letter will include the student's name, date of birth, dates of absences, and school.*
- *Schools with available staff may conduct a home visit at this time and monitor the case for thirty (30) days.*
- *The school sending out the letter will speak to the parent(s)/guardian(s) and advise them of the truancy and available resources.*

2. Tier II – Individual Interventions (4-6 absences)

On the 6th, Unexcused – School's Truancy Officer will initiate referral to the Principal, who will schedule a conference with the student and parent/guardian to discuss existing or potential truancy issues. The student will be placed on a 6-Day School Attendance Agreement with appropriate interventions. The school will send out a 6-Day Absentee Notification. *The parent/guardian will be notified by certified mail or personal service when a student has accumulated five (6) unexcused absences.*

- *The parent/guardian and student will be required to attend a meeting at the school to discuss the truancy. A principal or counselor will participate in the meeting.*
- *The school meets with the parent/guardian and student to develop a contract that describes the actions the school, students, and parent/guardian will take to improve attendance.*
- *Elementary age truants will be referred to CYFD, Central Intake (1-800-797-3260)*
- *Secondary age truants will be referred to the Juvenile Probation Office*

3. Tier III – Truancy and Re-Engagement Team (7-9 absences)

9th Unexcused: Truancy Officer will initiate referral to Principal, who will send out a 9-Days Absentee Notification letter to the parent/guardian.

1. Copies of all notes and/or excuses from home
2. Get background data from teachers/administrators/District Attendance Officer Coordinator, and the suspension book regarding the case
3. **If necessary,** access I.E.P. to collect any pertinent data about the student's behavior as it relates to truancy
4. Assess the case to determine if the case is strictly truancy or if other factors need to be considered (i.e., mental health or medical issues)
5. Print the current attendance sheet
6. A. Call a meeting at school or conduct a home visit with parents to get assessments of problems.
   B. Meet with the student to discuss problems
7. Document meetings with parents and students

Note: If the attendance problem continues the matter of truancy intervention will then move to the next phase to the Truancy officer for further action (a legal, notarized truancy contract).

4. **Tier IV – <u>District Interventions Via Superintendent for Continued breach of Truancy agreement (10-11) absences)</u>**

    1. Set up an appointment with the parent/guardian to initiate a legal, notarized contract (parent/guardian will need to provide ID).
    2. Initiate a notarized contract with parents and students to review data and the nature of the problem.
    3. Provide the parents with a copy of the contract.
    4. Initiate the daily admit process and give instructions.
    5. A. Counsel parent and student as to future consequences of the breach of contract, including the involvement of J.P.O. and C.Y.F.D.

       B. Notify parents and students that if the student has ten or more absences in one class period, they **will face No Credit Given as per district policy**.
    6. Notify teacher(s) of contract details.

    The schools will notify the parent/guardian by certified mail or personal service when the student has accumulated ten (10) or more unexcused absences during the school year.

<u>12th-Unexcused-</u>

The schools will notify the parent/guardian by certified mail or personal service when the student has accumulated twelve (12) or more unexcused absences during the school year.

- *Each school will identify and designate school staff who will be responsible for preparing a referral packet and submitting it to the Juvenile Probation/Parole Office. The referral packet will document actions used in the 1st and 2nd levels of interventions. Packets not containing the listed information will be returned to the school.*
- *All habitual truant cases will be staffed within 30 calendar days by a multi-disciplinary team (JPPO, CPS, and a school representative), to determine the best course of action for the case.*
- *The Superintendent will recommend various action steps to include referral to the District Attorney for filing a criminal complaint.*

- ***Students will receive a <u>No Credit Given</u> (NC) for the course(s) he/she is enrolled in.***
    - ***The student will be allowed to earn the credit through other means. (Edgenuity, etc.)***

MISD Discipline Policy (Updated 3/18/2025)

The following actions/ behaviors are defined as unacceptable. This policy follows state guidelines and is approved by the Mora School Board of Education. The steps outlined in this discipline policy are considered to be the normal response to an infraction.

REGULAR PENALTY STEPS IN THIS POLICY MAY BE SKIPPED or AMENDED WHEN CIRCUMSTANCES DICTATE A DIFFERENT COURSE OF ACTION. THE PRINCIPAL AND A SELECTED COMMITTEE OF CERTIFIED STAFF MAY AMEND THE CONTENTS AND/OR PENALTIES OF THIS DISCIPLINE POLICY IF UNUSUAL CIRCUMSTANCES SHOULD ARISE.

The police may be contacted for any infraction of this policy. Schoolwork missed due to suspension cannot be made up and thus will result in no credit during that absence.

THESE RULES APPLY TO ALL STUDENTS ATTENDING THE MORA INDEPENDENT SCHOOL DISTRICT. STUDENTS COMMITTING ANY OF THESE INFRACTIONS OUTSIDE OF SCHOOL HOURS WHILE ON CAMPUS CAN EXPECT THE SAME CONSEQUENCES AS IF THEY HAD OCCURRED DURING THE REGULAR SCHOOL DAY.

In the event that a student with special needs (Special Education) exhibits behavior, which, if the student were not a child with special needs could result in the suspension or expulsion of the student from school, the local SAT (Student Assistance Team) team shall require a multidisciplinary team to promptly review the completed IEP (Individual Education Program). Such evaluation will include determining (1) whether the child is presently receiving appropriate education, and (2) whether medication is needed for the present behavior. If the evaluation establishes no relationship between the behavior and the special needs, the SAT Team may initiate the normal disciplinary procedures.

Students who are placed on Out-of-School Suspension (OSS) from the Mora ISD must remain ***OFF CAMPUS*** for the entire duration of their suspension. A suspended student cannot participate in all school-sponsored, co-curricular, and extra-curricular activities (including Homecoming, Prom, dances, and other social activities) while on suspension. ***THIS INCLUDES WEEKENDS AND VACATIONS.*** This rule restrains the student until he/she returns to school and resumes his/her regular schedule. Any *"defiant"* violator will be physically removed from campus by local law enforcement. Following the suspension decision, the suspended student must be picked up immediately by parent/guardian; otherwise, he/she will be assigned to designated supervision for the remainder of the school day. Upon completion of suspension sentence, the student may only return to his/her regular class schedule following a parent conference with the principal (and teacher, if incident occurred in the classroom). At this time, it may be necessary to impose a behavioral contract for a habitual offender, if deemed necessary.

A STUDENT PLACED IN OSS SHALL BE PROHIBITED FROM MAKING UP ANY WORK WHILE ON SUSPENSION.

A student placed on In-School Suspension (ISS) may attend and/or participate in all school-sponsor\ed, co-curricular, and extra-curricular activities (including Homecoming, Prom, dances and other social activities) in which Mora Independent Schools participate.

A student placed in full-day ISS will be required to complete all assignments in his/her class the day of the suspension. Failure to complete any assignment will result in additional days of ISS or placement of Out-of-School suspension. *On some occasions the student may be required to complete Community-Service as part of their discipline.*

Discipline Code	SRO	1-3 Grade Discipline	4-5 Grade Discipline	6-12 Grade Discipline
Level III Offenses				
ALCOHOL OFFENSE(S)	Y	5 days OSS and referral to necessary agencies (CYFD and law enforcement)	5 days OSS and referral to necessary agencies (CYFD and law enforcement)	5 Day OSS – Alcohol Counseling Required. 10 Day OSS -Expulsion
AGGRAVATED ASSAULT-BATTERY	Y	5 days OSS and referral to necessary agencies (CYFD and law enforcement)	5 days OSS and referral to necessary agencies (CYFD and law enforcement)	Zero Tolerance – Consult w/ SRO, OSS, Expulsion
ASSAULT/BATTERY of Staff Member	Y	5 days OSS and referral to necessary agencies (CYFD and law enforcement)	5-day OSS and referral to necessary agencies (CYFD and law enforcement)	10-day OSS and referral to necessary agencies (CYFD and law enforcement)
ARSON	Y	3 days OSS 5 days OSS and referral to necessary agencies (CYFD and law enforcement)	3 days OSS 5 days OSS and referral to necessary agencies (CYFD and law enforcement)	5 Day OSS Required-10 Day OSS - Expulsion
BURGLARY	Y	5 days OSS 10 days OSS pending Expulsion Hearing	5 days OSS 10 days OSS Pending Expulsion Hearing	5 days OSS 10 days OSS pending Expulsion Hearing
BOMB THREATS, EXPLOSIVES THREATS, SCHOOL THREATS, FALSE ALARMS	Y	10-day OSS 10-day OSS pending expulsion	10 days OSS 10 days OSS Pending expulsion	10 days 10 days OSS pending expulsion
DISRUPTION ON CAMPUS (MAJOR)	Y	5 days OSS	5 days OSS	5 Days OSS 10 Days OSS Pending Expulsion Hearing
DRUG USE/ SALE POSSESSION (INCLUDING ALCOHOL,	Y	5 days OSS and referral to CYFD	5 days OSS and referral to CYFD	5 Days OSS Drug Awareness Counseling Required

NICOTINE, VAPES, ETC.)				**10 Day OSS – Pending Expulsion Hearing**
GANG RELATED ACTIVITY	**Y**	**Parent Contact and referral to counselor**	**3 days OSS 5 days OSS 10 days OSS Pending Expulsion Hearing**	**3 days OSS 5 days OSS 10 days OSS Pending Expulsion Hearing**
HAZING	**Y**			**5 Days OSS Counseling Required 10 Days OSS Pending Expulsion Hearing**
OTHER MAJOR	**Y**	**1 day OSS 3 days OSS**	**3 days OSS 5 days OSS**	**5 days OSS and referral to**
SEXUAL ASSAULT	**Y**	**5 days OSS and referral to CYFD**	**10 days OSS and referral to CYFD**	**Zero Tolerance-Consult w/ SRD, OSS, Expulsion**
SEXUAL BATTERY	**Y**	**5 days OSS and Referral to law enforcement and CYFD**	**5 days OSS Referral to law enforcement and CYFD**	**Zero Tolerance-Consult w/ SRD, OSS, Expulsion**
SEXUAL OFFENSES (OTHER)	**Y**	**3 days OSS 5 days OSS 10 days OSS Pending Expulsion Hearing**	**3 days OSS 5 days OSS 10 days OSS Pending Expulsion Hearing**	**3 days OSS 5 days OSS 10 days OSS Pending Expulsion Hearing**
SIMPLE BATTERY	**Y**	**2 days LOP 1 day OSS 3 days OSS**	**4 days LOP 2 days OSS 4 days OSS**	**3 days OSS Counseling Required 5 days OSS Counseling Required 10 days OSS Pending Expulsion Hearing**
THREAT/ INTIMIDATION	**Y**	**4 days LOP 1 day OSS 3 days OSS**	**4 days LOP 2 days OSS 4 days OSS**	**3 days OSS 5 days OSS 10 days OSS Pending Expulsion Hearing**
TRESPASSING	**Y**			**3 days OSS 5 days OSS 10 days OSS pending Expulsion Hearing**
WEAPONS	**Y**	**Zero Tolerance – Consult with SRO 10 days OSS Pending Expulsion Hearing**	**Zero Tolerance – Consult with SRO- 10 days OSS Pending Expulsion Hearing**	**Zero Tolerance Consult with SRO 10 days OSS Pending Expulsion Hearing**
Discipline Code	**SRO**	**1st-3rd Grade Discipline**	**4-5 Grade Discipline**	**6-12 Grade Discipline**

Level II offenses				
BULLYING ***Requires investigative paperwork***	**P**	**2 days OSS** **4 days OSS** **6 days OSS/SRO report/referral to outside agency** **All offenses will be accompanied by referral to school counselor/bullying contract**	**2 days OSS** **4 days OSS** **6 days OSS/police report and referral to outside agency** **All offenses will be accompanied by referral to school counselor/bullying contract**	**Restorative Practices** **3 Days OSS** **5 Days OSS** **10 Days OSS w/option of Admin Placement/Alt Placement/Expulsion** **All offenses will be accompanied by referral to school counselor/bullying contract**
FIGHTING/ INSTIGATING A FIGHT	**P**	**2 days LOP** **4 days LOP/parent phone call** **2 days OSS/referral to outside counseling** **5 days OSS/CYFD referral**	**1 day OSS** **3 days OSS/referral to outside counseling** **5 days OSS/CYFD referral**	**3 Day OSS** **5 Day OSS** **10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion**
HARASSMENT ***Requires investigative paperwork***	**P**	**Loss of privileges 3 days/parent phone call** **2 days OSS/referral to counselor**	**Loss of privileges 3 days/parent phone call** **3 days OSS/referral to counselor**	**Restorative Practices** **3 Day OSS** **5 Day OSS**
SEXUAL HARASSMENT ***Requires investigative paperwork***	**P**	**1 Day OSS /Reteach/parent contact/documented warning/** **CYFD referral/2-day OSS/counselor intervention**	**1 Day OSS /reteach/parent contact/ documented warning** **CYFD referral/3-day OSS/counselor intervention**	**3 Day OSS** **5 Day OSS** **10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion**
TOBACCO/ VAPE (under 18 years of age)	**P**	**5 days OSS**	**5 days OSS**	**5 days OSS** **10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion**

				*Extra-curricular discipline will also ensue
Discipline Code	**SRO**	**1st-3rd Grade Discipline**	**4-5 Grade Discipline**	**6-12 Grade Discipline**
Level I offenses				
CELL PHONE/ TECHNOLOGY VIOLATION	**P**	Revised Cell Phone Policy and Contract The Mora Independent School District provides students with the technology they need to learn and succeed. However, personal electronic devices, including cell phones, smartwatches, earphones (including Air Pods), and similar devices, are not part of the instructional program and are subject to strict regulation. Violators of this are subject to school and/or criminal consequences. New Cell Phone Policy (Effective Fall 2025): · All students are required to turn in their cell phones to the school office before the start of the school day. · Phones will be securely stored in the office and returned to students at the end of the school day. · Students are not allowed to have a cell phone on their person or in their backpack during school hours. Violations of this policy will result in the following disciplinary actions: · 1st Offense: Parent Contact and Cell Phone turned into the office for the day. · 2nd Offense: 1 Day Out-of-School Suspension (OSS) and completion of a Cell Phone Etiquette Assignment. · 3rd Offense: 5 Day Out-of-School Suspension (OSS). · Refusal to Surrender Phone: If at any time, a student chooses not to voluntarily turn in a device, it will immediately be referred to an administrator. Any refusal to comply will result in No-Tolerance Discipline—an automatic 3-Day OSS regardless of prior offenses.		
CHEATING (CHEAT/LYING)	**N**	Loss of assignment credit, Parent contact by teacher 2. Loss of Assignment credit, Parent contact by teacher, 1-day OSS 3. Loss of assignment credit, Parent contact by teacher 3-day OSS	1. Loss of assignment credit, Parent contact by teacher 2. Loss of Assignment credit, Parent contact by teacher, 1-day OSS 3. Loss of assignment credit, Parent contact by teacher 3-day OSS	**1. Loss of assignment credit, Parent contact by teacher** **2. Loss of Assignment credit, Parent contact by teacher, 1-day OSS** **3. Loss of assignment credit, Parent contact by teacher 3-day OSS**
DANGEROUS OBJECT	**P**	2 days OSS 4 days OSS	3 days OSS 5 days OSS	**3 Day OSS** **5 Day OSS** **10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion**
DEFIANCE/ INSUBORDINATION/ NONCOMPLIANCE	**N**	1 days LOP 3 days LOP/parent contact w/ signed apology 1 day OSS	2 days LOP 4 days LOP/parent contact w/ signed apology 1 day OSS	**3 Day OSS** **5 Day OSS** **10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion**
DISRESPECT	**N**	1 days LOP	2 days LOP	**1 Day OSS** **3 Day OSS** **5 Day OSS**

		3 days LOP/parent contact w/ signed apology 1 day OSS	4 days LOP/parent contact w/ signed apology 2 days OSS	**10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion**
DISRUPTION/ CLASSROOM/ CAMPUS (MINOR) *Teacher must have documented interventions prior to administrative address	**N**	1 days LOP 3 days LOP/parent contact w/ signed apology 1 day OSS	2 days LOP 4 days LOP/parent contact w/ signed apology 2 days OSS	**1 Day OSS** **3 Day OSS** **5 Day OSS** **10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion**
DISRUPTION CLASSROOM/ CAMPUS (MAJOR)	**P**	Parent Contact/Apology Letter 2 days LOP 4 days LOP 1 day OSS	Parent Contact/Apology Letter 3 days LOP 5 days LOP 2-day OSS	**3 Day OSS** **5 Day OSS** **10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion**
DRESS CODE VIOLATION	**N**	First offense: Students who violate the Dress Code will be issued a Dress Code referral and will be required to: change into other clothing they may have with them if it conforms to this policy, or change into clothing provided by the school, or be sent home. The time missed from class will be considered "unexcused." Clothing that is "borrowed" must be returned clean to the main office on the day following the incident. Second and subsequent offenses: copy of dress code will be reviewed with parent and student; failure to comply will result in 1 day OSS per violation.		
DRUG/OTC/ LEGAL	**Y**	1 day OSS 5 days OSS and referral to an outside agency	1 day OSS 10 days OSS and referral to an outside agency; pending hearing	**5-day OSS and referral to an outside agency** **10 days OSS pending hearing** ***Removal of students from extra-curricular activities for the remainder of the school year.*** ***Forfeiture of privileges to attend future dances, sporting events, etc. for the remainder of the school year.***
FAILURE TO FOLLOW ADMINISTRATOR DIRECTIVE	**P**	Parent Contact/Apology Letter 2 days LOP 4 days LOP 1 day OSS	Parent Contact/Apology Letter 3 days LOP 5 days LOP 2-day OSS	**3 Day OSS** **5 Day OSS** **10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion**
FELONY CHARGES OFF SCHOOL PROPERTY	**P**	1. It is not necessary for the school system to "prove" the felony charges, ONLY that the student has been charged with a felony (i.e., testimony of the SRO, court documentation, etc.) 2. Students charged with a felony should be informed by the Superintendent (or designee) that they will be placed in alternative school until their case is adjudicated. If the student/parents object, then a hearing is held to determine if felony charges are pending. 3. Students that have been adjudicated and found guilty of a felony may be expelled or placed in alternative school at the school system's recommendation following a due process hearing.		

		4. If the charges are dismissed or the student is found not guilty, the student should immediately be returned to school. Students that have been adjudicated and found guilty of a felony may be expelled or placed in alternative school at the school system's recommendation following a due process hearing.		
HOSTILE/AGGRESSIVE BEHAVIOR (HORSEPLAY)	**P**	Apology/Discuss situation 1 days LOP 3 days LOP 1 day OSS	Apology/Discuss situation/documented warning 2 days LOP 4 days LOP 1 day OSS	**1 Day OSS 3 Day OSS 5 Day 10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion on**
INAPPROPRIATE BEHAVIOR/ LANGUAGE	**P**	**Apology/Discuss situation 1 days LOP 3 days LOP 1 day OSS**	**Apology/Discuss situation/documented warning 2 days LOP 4 days LOP 2 days OSS**	**1 Day OSS 3 Day OSS 5 Day 10 Day OSS w/option of Admin Placement/Alt Placement/ Expulsion**
PHYSICAL ATTACK	**P**	**2 days LOP 3 days LOP 1 day OSS**	**3 days LOP 4 days LOP 1 day OSS**	**1 Day OSS 3 Day OSS 5 Day OSS 10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion**
PROFANITY DIRECTED TOWARDS STAFF	**P**	**2 days LOP & Apology Letter 3 days LOP 1 day OSS**	**3 days LOP & Apology Letter 4 days LOP 1 day OSS**	**1 Day OSS 3 Day OSS 5 Day OSS 10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion**
PUBLIC DISPLAY OF AFFECTION	**P**	**Parent contact If continued, referral to counselor**	**Parent contact 3 days LOP 1 day OSS**	**1 Day OSS 3 Day OSS 5 Day OSS 10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion**
SKIPPING – OFF/ON CAMPUS	**N**	**Parent contact**	**Parent contact and 3 days LOP**	**1 Day OSS 3 Day OSS 5 Day OSS 10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion**
THEFT (less than $300)	**N**	**Parent contact/reparation & 2 days LOP**	**Parent contact/reparation & 4 days LOP**	**3 Day OSS 5 Day OSS**

				10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion
THREAT/ INTIMIDATION	**P**	**2 days LOP & Apology Letter 3 days LOP 1 day OSS**	**1 day OSS 2 days OSS**	**3 Day OSS 5 Day OSS 10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion**
VANDALISM (less than $500)	**P**	**3 Day OSS 5 Day OSS 10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion on**	**3 Day OSS 5 Day OSS 10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion on**	**3 Day OSS 5 Day OSS 10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion**
VANDALISM (More than $500)	**P**	**3 Day OSS 5 Day OSS 10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion on**	**3 Day OSS 5 Day OSS 10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion on**	**5 Day OSS 10 Day OSS w/option of Admin Placement/Alt Placement/Expulsion**
VEHICLE VIOLATION (10-12)	**N**			**1 week vehicle suspension plus Suspension of parking privileges for the remainder of the semester.**
VIDEO RECORDING (FIGHT, OTHER STUDENTS, ADULT, ETC.)	**P**	**1 day OSS**	**1 day OSS**	**1 Day OSS 3 Days OSS 5 Days OSS 10 Day OSS w/option of Admin Placement/Alt Placement/ Expulsion**