AZTEC MUNICIPAL SCHOOL DISTRICT

INSPIRED|SAFE|FULFILLED

# Student and Family Handbook

Updated
07/20/2026

DIFFERENT. By design.

# AZTEC MUNICIPAL SCHOOLS

***Inspired, Safe, & Fulfilled***
**Office of the Superintendent**
**1118 W. Aztec Blvd. Aztec, New Mexico 87410**
**(505) 334-9474 Fax: (505) 334-9861**

Dear Tiger Community,

Welcome to the 2026–2027 school year! It is my privilege to welcome our students, families, staff, and community back for another exciting year in the Aztec Municipal School District. A new school year brings fresh opportunities to learn, grow, build relationships, and discover new possibilities, and we are honored to partner with you on that journey.

At AMSD, our work is guided by a simple but powerful vision: Inspired by purpose, safe in community, and fulfilled through learning. Our mission is to prepare every student to succeed in an ever-changing world by providing a learning environment that is purposeful, safe, and fulfilling. These statements are more than words, they are the foundation for every decision we make and every opportunity we create for students.

This year, our renewed Strategic Plan sharpens our focus on what matters most: **student success**. Every initiative, every resource, and every decision is centered on helping students grow academically, discover their strengths, and graduate prepared for whatever path they choose, whether that is college, career, military service, or another meaningful pursuit.

Families can expect classrooms where students are challenged to think critically, communicate effectively, solve problems creatively, and develop the knowledge and skills needed for lifelong success. We remain committed to helping every student make meaningful academic growth while increasing achievement in literacy, mathematics, science, and other essential learning areas.

We also recognize that exceptional student outcomes are only possible when students learn in environments where they feel safe, valued, and supported. That is why we continue to invest in outstanding educators and staff who build meaningful relationships, inspire learning, and create classrooms where every child belongs. At the same time, we remain steadfast in our commitment to maintaining schools that are physically safe, emotionally supportive, and focused on the well-being of every student.

Education is most successful when schools and families work together. Your encouragement, involvement, and partnership make an incredible difference in the lives of our students. Together, we can create experiences that not only prepare students academically but also help them develop confidence, character, and a sense of purpose.

As we begin this new school year, I encourage every member of our Tiger family to embrace the opportunities ahead. Let us celebrate growth, support one another through challenges, and continue building a culture where every student knows they are valued and capable of achieving great things.

Thank you for the trust you place in the Aztec Municipal School District. We look forward to an incredible year of learning, growth, and celebration as we continue inspiring students by purpose, keeping them safe in community, and helping them become fulfilled through learning.

With appreciation,

Lauren Laws
Superintendent

## Aztec Municipal School District Mission

***Our mission is to prepare students to succeed in an ever-changing world by providing a learning environment that is purposeful, safe, and fulfilled. We support all AMSD partners in accomplishing this mission. We recognize that this is a shared responsibility of the school district, families, and community.***

## Aztec Municipal School District Vision

***Inspired by purpose, safe in community, and fulfilled through learning.***



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# Section 1 – School Specific Information

## McCoy Elementary

901 N. McCoy Avenue
Aztec, NM 87410
Phone 505-334-6831
Office Hours: 7:30 - 3:45

**Kari Milam, Principal**

**Justin Harcrow, Assistant Principal**

Dear McCoy Families,

Welcome to McCoy Elementary! We are excited to begin this school year with you and your child. At McCoy, we believe the best education happens when families and schools work together as a team. By partnering with you, we can provide a safe, supportive, and engaging environment where every student can thrive.

This handbook is designed to give you helpful information about our school. Inside, you'll find the routines, expectations, and guidelines that keep our school running smoothly and ensure success for all students.

While we've included the most important details, we know not every situation can be covered here. If something arises that isn't addressed, our school administration will work with you and your child to find the best solution.

When challenges come up, we encourage students to first try handling the issue themselves, an important step in building independence and resilience. If additional support is needed, please reach out directly to your child's teacher. If the concern continues, you are always welcome to contact our school administrators, Mrs. Milam or Mr. Harcrow.

We hope this handbook is a helpful guide and a reflection of our commitment to partnering with you. Thank you for being an essential part of our McCoy family. We look forward to a wonderful school year together!

Mrs. Kari Milam

Principal

**SCHOOL HOURS:**

- Begins 7:55AM  Students line-up
- Tardy Bell 8:00AM  Parents and children need to report to the office for TARDY PASS.
- End  3:00 PM

Students should not arrive at school prior to 7:30 a.m. and should not be left on school property without an adult to supervise.

**Recess Schedule:**

- Kindergarten- 9:25-9:40/2:05-2:20
- 1st Grade- 10:30-10:45/1:05-1:20
- 2nd Grade- 10:00-10:20
- 3rd Grade- 9:40-10:00

**Lunch/Recess Schedule:**

- Kindergarten- 10:55-11:35
- 1st Grade- 11:20-12:00
- 2nd Grade- 11:50-12:30
- 3rd Grade- 12:25-1:05

**PreSchool Schedule:**

- 3 Year Old
    - AM Session 7:55-10:55  PM Session 11:55-3:00 Monday-Thursday
- 4 Year Old
    - Full day 7:55-3:00 Monday-Friday

**Attendance Statement**

At McCoy Elementary, we believe in creating an environment built on respect, cooperation, and a commitment to helping every child succeed. Because consistent attendance is so important, we want to partner with you to ensure your child has every opportunity to master essential skills. Every absence means a missed opportunity for learning.

If your child will be absent, please call the school at **505-334-6831** to let us know.

To help families stay informed, McCoy Elementary provides daily updated attendance information through **Edia**. Parents/guardians and students will use Synergy to check grades and class attendance records. If you need help logging into Synergy, please contact the school office and we'll be glad to assist you.

**Academic Requirements:**

Academic requirements for students at McCoy Elementary are based on Common Core State Standards.  Students are expected to meet the performance standards for each grade level before moving to the next grade level.  Failure to meet the requirements will be a reason to consider the student for retention.  See NewMexicoCommonCoreStandards or ask your child's teacher about grade-level standards.

**Advertising:**

McCoy Elementary will not be an advertising agent for outside groups. Carrying signs at school and/or school activities and using the public address system for purposes of advertising functions not connected with school programs will not be permitted. Bulletin boards are to be used for items of student interest; however, all signs and announcements must be cleared and approved by the Principal or designees. McCoy will advertise for non-profit, educational organizations.

**BICYCLES, SKATEBOARDS, ETC.:**
Students are not allowed to ride skateboards, roller skates, roller blades, or bicycles on campus or through the crosswalks. Skateboards may not be taken on a school bus. A bicycle rack is available for securing all bicycles during school hours. Skateboards/ roller skates/rollerblades must be left in the office upon a student's arrival on campus.

**Buses and After School Routines:**
The Aztec Municipal Schools Transportation department takes responsibility for our children very seriously. Because of our desire to keep children safe, Kindergarten students will not be dropped off at a bus stop unless there is a parent or guardian there to pick up or receive the child. If there is no one there to receive the student, he or she will be taken back to the school or the transportation department office and kept there until the parent can be contacted to pick up the child.

To ensure the safe dismissal of our students, it's essential that we know your child's regular end-of-day dismissal plan. Elementary schools in Aztec use PikMyKid to ensure all students go home safe. Resources are linked below or you may call the front office for additional support.
PikMyKid Parent App USer Guide
Parent App Resource Folder

- **Parents of returning students**
  - Your children's default plans on PikMyKid last year will be saved for this coming school year. If their plans remain the same, you do not need to do anything else.
  - To review or make changes to your child's Default Plans go to the PikMyKid app that you have downloaded and submit the changes there **BEFORE the first day of school.**
- **Parents of new students:**
  - Our school uses **PikMyKid** for parents to communicate dismissal plan changes and to report absences to the school.
  - Changes can be entered up until **2:30 PM Monday-Friday** on the day of the change.
  - Please contact the office if you need any support with PikMyKid.

Aztec Schools Transportation policy does not allow students to ride buses other than the bus to which they are assigned. Please understand that for our students' protection, children will not be released to individuals who are not listed as contacts on the registration form. If you need to add a contact to the form, you may do so at any time. However, this must be done in person, not by telephone. For legal reasons, we are not able to accept phone calls, asking that your child be picked up by someone who is not listed on the registration form.

**Parking Lot Safety:**
It is your responsibility to help us keep our parking lot safe. To accomplish this we need you to follow our parking lot rules.

- All traffic in both parking lots is One Way Only!
- Please do not play loud music in the parking lot.
- Do not use the fire lane in front of the building to pick up, drop off, or drive through.

**Drop Off:**

- Please use the drop-off lane in the north parking lot from 7:30-7:55.
- Students may not be dropped off in the lot in front of the school.
- If your child is late to school, you must walk your child into the building to sign your child in at school.

**Pick Up:**

- If you are picking your child up after school you must go through the pickup line. In the afternoon, you will pull into the drive-through area. Staff will help your student into your vehicle so that you can move through the area without stopping for more than a moment.
- Only PreK is released through the cafeteria

- Do not get out of your car to get your child. This is the safest and most efficient for children to leave campus. This also slows down the process and keeps children from being able to see their parent's car as it comes through.

Please share this information with grandparents, babysitters, or others who are designated to transport your child.

***Student Pick-up Note:**
Please make arrangements for your child to be picked up right after school dismisses. If a student is not picked up we will try to call you. If we are unable to get ahold of you we will continue calling whoever is on the contact list. We understand that circumstances arise that might render you late, but please call the school and let them know what is going on. If this is a continuous problem, you will be notified by the principal.

**Change in Student Information:**
It is essential that the school has current information regarding address, phone numbers (home, work, emergency) and guardianship of each student and his/her parents. Please report any changes to the school secretary immediately so that school records can be kept accurate. Please understand that for student safety reasons, the school will not release children to individuals who are not listed as contacts on the registration forms.

**Class Placement**
At McCoy Elementary, students are placed in classes with careful consideration of their academic and social needs. When making placements, we take into account overall enrollment, class sizes, and the unique needs of individual students to ensure each class is well-balanced and supports a positive learning environment for all.

**Class Transfers**
At McCoy Elementary, we believe that learning to work with different personalities and teaching styles is an important life skill for students. While challenges may arise, we encourage students to practice problem-solving and perseverance when working through difficulties with classmates or teachers.

To ensure consistency in curriculum and expectations across classrooms, transfers are rarely the best solution to classroom concerns. Instead, we work closely with families to support students and address any issues that may come up.

If concerns continue, the following steps will take place before a class transfer request is considered:

1. **Parent, student, and teacher conference** – to discuss concerns and identify possible solutions.

2. **Follow-up conference** – to review progress and determine if further support is needed.

3. **Principal mediation** – if challenges remain, the principal will meet with all parties. At this point, parents may complete a *Class Change Request Form* for the principal to review.

The **principal will make the final decision** regarding any class placement changes.

**Custody Issues:**
When there is joint custody or joint legal custody, McCoy staff will not become involved in physical custody issues. Unless we have court documents stating that a parent has sole custody of the child, we have no authority to keep the other parent from seeing the child or taking the child off the school campus.

**Discipline:**
Respect and cooperation toward all students and staff is a cornerstone of social growth and development and is expected by all in attendance at McCoy School. The effective education of our students requires a school environment in which students feel safe and secure. McCoy is committed to maintaining an environment conducive to learning in which students feel safe from violence, threats, name-calling (chronic, habitual, or recurring use of names that are

clearly unwelcome, inappropriate, or offensive), intimidation, and harassment. Disrespect, disruptive behavior, bullying (habitual or recurring intimidating verbal or physical conduct toward a student) and physical aggression will not be tolerated.

We believe that teaching children appropriate behavior is a key responsibility shared by parents and school staff. All staff follow a school-wide discipline policy. We will notify parents of inappropriate behavior when necessary, and anticipate parent involvement in resolving disciplinary issues. Learning is our most important activity at McCoy Elementary.

**Student Behavior Expectations**
At McCoy Elementary, keeping our school safe and welcoming is a team effort between staff, students, and families. We use the **Capturing Kids' Hearts** program to teach students responsibility for their actions and to guide them in making positive choices. All staff are trained in Capturing Kids' Hearts strategies and use them daily with students.

During the first week of school, teachers provide opportunities for students to practice McCoy's **Teach-To's**, clear expectations for behavior in areas such as the cafeteria, hallways, playground, and bathrooms.

While we encourage and celebrate positive choices, behaviors that interfere with safety or learning, such as disrespect, disruptive behavior, bullying, or physical aggression—will not be tolerated.

**Possible disciplinary measures include:**

- **For Minor Infractions:**
  - A conversation to reflect and correct the behavior
  - Verbal warnings

- **For Academic Disruptions or Disregarding Rules:**
  - Redirection or restitution (fixing the problem or making it right)
  - Time-out (in classroom, office, or during recess)
  - Loss of recess or lunch detention
  - Parent contact (phone call or note)

- **For Serious or Repeated Issues (such as physical aggression or vandalism):**
  - In-School Suspension at Park Ave. Elementary
  - Out-of-School Suspension
  - Long-Term Suspension (if necessary)

At McCoy Elementary, our goal is always to partner with families to help students learn from their mistakes, grow in character, and make better choices moving forward.

**Deliveries:**
Flowers, balloons, gifts, etc. are to be left at the front desk in the office. Deliveries are disruptive; therefore, we discourage this practice. Students will be notified through the front desk at a time that will not disrupt the educational process. Money for students must be left in a sealed envelope with the student's name on it.

**Field Trips:**
Most classes take a few field trips over the course of the school year. Students have the opportunity to earn the privilege of participating by completing any academic preparation relating to the trip and by following school and classroom rules. Students who do not observe school and classroom rules may not be allowed to participate in the field trip activity. Permission slips are sent home in advance of trips that take students out of the Aztec school district. Students must meet the criteria to qualify for positive behavior trips/events. Administration reserves the right to restrict participation with cause and to overrule criteria with cause.

**Grading Periods/Report Cards:**
Grading periods at McCoy Elementary are quarterly as marked on the district calendar. Report cards are sent home at the end of each quarter (nine-week) period or during parent-teacher conferences. Progress reports will be sent home at the midpoint of each quarter (nine weeks).

**Grading Procedures:**
AMSD Grading Scale Key Definitions and Descriptions (ELA and Math). The following scale should be used to determine a student's level of proficiency:

**4= Mastery:** Student consistently demonstrates mastery of grade-level standards and skills.
**3=proficient:** Student usually demonstrates mastery of grade-level standards and skills.
**2=Nearing Proficiency:** Student sometimes demonstrates mastery of grade-level standards and skills
**1=Not meeting learning standards** Student rarely demonstrates mastery of grade-level standards and skills.

**Note* in certain situations, where use of percentage is necessary, the following scale is used:*
*4 = 90%-100% (exceeds)*
*3 = 75%-89% (meets)*
*2 = 60%-74% (nearing)*
*1 = < 59% (not meeting)*

**Homework:**
Every student is expected to spend some time outside of the regular school day to help achieve satisfactory work and teach responsibility. Students may be assigned homework in reasonable amounts. Students who do not complete classwork may be expected to finish it at home. We encourage parents to help with homework, but it is important to the learning process that parents do not do the homework for students. If a student is bringing home excessive amounts of homework, the parent should conference with the teacher to explore why the student's classwork is not being completed.

**Homework Policy:**
McCoy Staff follows the below board policy in targeting instructional interventions for students scoring below benchmark. Homework is intended to extend the student's opportunity for mastery. When a student requires extended practice based on present levels of performance they may be assigned homework for the purpose of intervention.
The development of study skills and self-discipline are integral and indispensable elements of a quality educational process. It is also important to recognize that mastery of skills is not always possible within the time constraints of the classroom.
Homework should be assigned consistent with the maturity, special needs, potential, and achievement level of the individual student. It should not carry the stigma of punishment. Its assignment should be specifically addressed to the objectives of the instructional program, and, in addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.

**Illness:**
Students who become ill at school will be sent to the health office for intervention. Parents of students who seem seriously ill will be called to pick up the student. Please make sure the office has your current address and phone information so that you can be notified of an emergency. If a student has a fever of 100.4 or greater they need to stay home. They have to be fever-free for 24 hours without any medication to keep the fever down before coming back to school. If a student vomits or has diarrhea due to illness they are to stay home for 24 hours after the vomiting and or diarrhea has resolved.

**Library:**
Each student is given the privilege of checking out books from the school library. It is very important that students recognize the responsibility incurred in checking out books. Please encourage your student to take care of school books and make sure they are not lost or damaged. Students will be charged fees for lost or damaged books.

**Meals:**
Students may bring their lunches or choose meals from the school cafeteria. Students may also eat breakfast in the school cafeteria. Breakfast and lunch are free of charge for McCoy students. Food served at school is prepared by a contracted company. If you have concerns about meals, please address them directly to cafeteria staff at 334-6831 ex. 1999, as our secretaries have no information about student meals.

Cafeteria Rules:

- Eat quietly, talking only to friends next to you.
- Use good table manners.
- Clean up your area after you eat.
- Stay in your seat and wait to be dismissed.

**Parent/Staff Communication:**
The Aztec School District recognizes the need for district staff to involve parents in open dialogue concerning their child's educational experiences. The following guidelines are to be observed:

- All visitors must report to the office upon arriving at a campus/site, sign in, and secure a visitor's pass. Due to the size of the school, all "visits" must be conducted in the office area to avoid disrupting classes. Parents who wish to observe a classroom notify the office of the date and time of visit. Please arrange classroom observations with teachers prior to notifying the office. Office personnel will make arrangements if a parent/guardian wishes to speak with a student or teacher.
- Conferences are expected to occur during non-instructional time and scheduled with mutual agreement.
- Parents and staff should not involve children in awkward, embarrassing, or confrontational situations.
- When any party feels uncomfortable, either has the right to exit the meeting and schedule a follow-up meeting. (Example: use of profanity, intimidation, etc.)
- School District personnel will retain the right to contact the appropriate authorities either to remove people in extreme cases or utilize court-restraining orders as necessary.

**Contacting Teachers:**
It is very important that families and teachers talk to each other. Families can always call McCoy at 334-6831 to talk to teachers. During instructional time teachers will not answer their telephone. You can leave a voice message and the teacher will call you at their earliest convenience.

**Parent-Teacher Conferences:**
Conferences are an important part of each child's education. We encourage everyone to take time to come to the school for parent-teacher conferences. Conference appointment sheets will be sent home for parents to choose a time preference and then appointment times will be sent home. Parents may arrange a conference at any time during the school year. To do so, leave a message for the teacher, and you will be called back to schedule an appointment. Please do not interrupt a teacher during instructional time to conference.

**Physical Education:**
P.E. is a regular part of the curriculum. Attendance and participation are not only beneficial for the student's growth and development today, but are also essential in establishing life-long attitudes towards personal health and well-being. Students are required to come to P.E. class "ready to participate". This includes tennis shoes and clothes that will allow students the freedom of movement to participate in all P.E. activities. Please use discretion when requesting your child be excused from participating in P.E. class. A written note from parents is needed for a student to be excused from P.E. A doctor's excuse is required for students who are unable to participate in P.E. for more than one week.

**School Rules:**
Students are expected to obey school rules. Rules are in effect so that teaching and learning can take place and so that everyone feels safe. General rules at McCoy Elementary are:

1. Keep your hands and feet to yourself.
2. Always show respect for others.
3. Play fair.
4. Tell the truth.
5. Take responsibility for your behavior and your learning.
6. Never threaten to harm anyone.

***Note—Aztec Municipal Schools Student Behavior Handbook:***
*McCoy Elementary School follows all guidelines, expectations, and rules set forth in the Aztec Municipal Schools Student Behavior Handbook. The handbook can be located on the McCoy Elementary School or District websites.*
In addition to the rules listed above the following rules also apply.

- Always walk while in the buildings and when outside going to and from class and the playground.
- Aggressive behavior is unacceptable. This includes tripping, shoving, pushing, arguments etc.
- A student may be subject to disciplinary action when the student engages in fighting or violent behavior.
- Rocks, sticks, snow, sand, etc., are to be left on the ground and should never be thrown.
- Tobacco, drugs, drug paraphilia, gum, sunflower/pinon seeds, powder substance from Kool-aide/Crystal Light, etc., and cinnamon sticks are not permitted on campus.
- Students will be held accountable for the destruction of school property, lost textbooks, library books, etc.
- Items such as electronics, toys, trading cards, and other items of value (remote control toys, cellular phones, balls, etc.) are not to be brought to school and are the student's responsibility if lost, broken, or stolen. Students should not buy, sell, or trade personal possessions at school.
- Students are not allowed to take part or initiate trading. Students are not allowed to play for “Keepers”.
- No sodas or sugary drinks are allowed at school unless the student has received prior approval from Administration. Snacks are encouraged to be healthy.
- Weapons are not permitted on campus intentionally or not. Disciplinary action will take place.
- Students are to play in designated play areas only.
- Students are not to go outside the fence without permission from the duty teacher.
- Students are to sit and swing forward and backward. They are not allowed to jump out of swings, swing lying on their stomach, give underpasses, stand up, wind up, or run in front of, behind, or through the swings.
- Monkey Bars are one-way.
- Students are to slide one at a time, on their bottoms with their feet first.
- Walking or standing on the bars is not allowed.
- Students must have permission to enter the building during recess.
- Sliding on ice and snow is not allowed.
- Students are not to climb on fences or trees or dig holes in the lawn. Digging may be done in the sandboxes.
- Students are to line up with their classes immediately following the bell to resume classes.

**Please review school rules with your student.**

**Student Property/Toy Policy:**
McCoy staff and school policy does not permit toys, electronic devices, or non-instructional items at school. It is not the responsibility of the staff or school personnel to monitor, find, reimburse, or care for items that students bring from home. Parents are asked to monitor what students bring to school, ensure that items will not become a disruption and that items do not violate any school safety policies. Staff reserve the right to confiscate any item the students bring and use in a manner that is disruptive. Items may be returned to either the parent or the student at the staff’s discretion. Students that violate this policy and disrupt class will face disciplinary action in the classroom and/or the office level upon the principal’s discretion and number of violations. This policy is in accordance with AMSD board policy on classroom disruptions and principal disciplinary discretion.

**Tardiness and Leaving Early:**
Students need to be on time for school. The tardiness of one student is disruptive to the learning process of the whole class. Students reporting to class after 8:00 a.m. will be counted tardy. Children who are tardy must report to the office. Four or more tardies is considered excessive.
Please do not check students out early, unless there is an emergency. Students have early out on Monday, please use this time for medical appointments. Parents who check their students out early must sign the student out in the office. If a child is checked out early it does affect their Perfect attendance.

1. Four tardies/early dismissals will be considered equivalent to 1 day absent.
2. Two tardies/early dismissals will be considered equivalent to 1/2 day absent.

**Withdrawals:**
When withdrawing students from school, parents need to stop by the office to complete a student transfer form. This will assist us in providing records to the new school your child will be attending. All textbooks, library books, cafeteria charges and fines must be cleared before the school will release records.

# Section 2 - School District Authority and Jurisdiction

This student handbook states guidelines for student rights and responsibilities. It does not create any contractual rights, and the school district has the discretion to modify the provisions of this handbook at any time. Each school's handbook supplements this student handbook and should be referred to for more specific guidelines. If a provision of an individual school's handbook is inconsistent with this student handbook, this handbook will supersede. If this handbook is inconsistent with Aztec Municipal School District Board Policy, the AMSD Board of Education policies will supersede this handbook.

The provisions of the student handbook are in effect:

- during regular school hours and/or on school property including, but not limited to, the AMSD After School Program
- during transportation of students and at school bus stops
- at times and places where appropriate school administrators and staff have jurisdiction including, but not limited to, school-sponsored events, field trips, athletic functions and other school-related activities
- on the way to or from school or a school-related event

Additionally, the principal, any public school official or designated chaperone is authorized to take administrative action when a student's misconduct away from school during a school activity may have a detrimental effect on the other students, staff or on the orderly educational process. The principal has the responsibility to take discretionary action any time the educational process is threatened with disruption. Nothing in the following is intended to prevent a staff member, teacher, principal or other administrator from using his/her best judgment with respect to a particular situation.

## 2.1 Anonymous Reporting/Say Something

The Aztec Municipal School District utilizes the Say Something Anonymous Reporting System (SSARS). Say Something is a reporting system that students can use to report instances of potential violence or self-harm 24 hours a day, 7 days a week. Reports are completely anonymous and are vital to keeping our schools safe. Reports made to SSARS are received by highly trained crisis counselors at the National Crisis Center and relayed to district administrators and local law enforcement officials. To learn more, visit

https://www.sandyhookpromise.org/our-programs/say-something-anonymous-reporting-system/ or download the *Say Something* Anonymous Reporting App from the Apple or Google Play App store

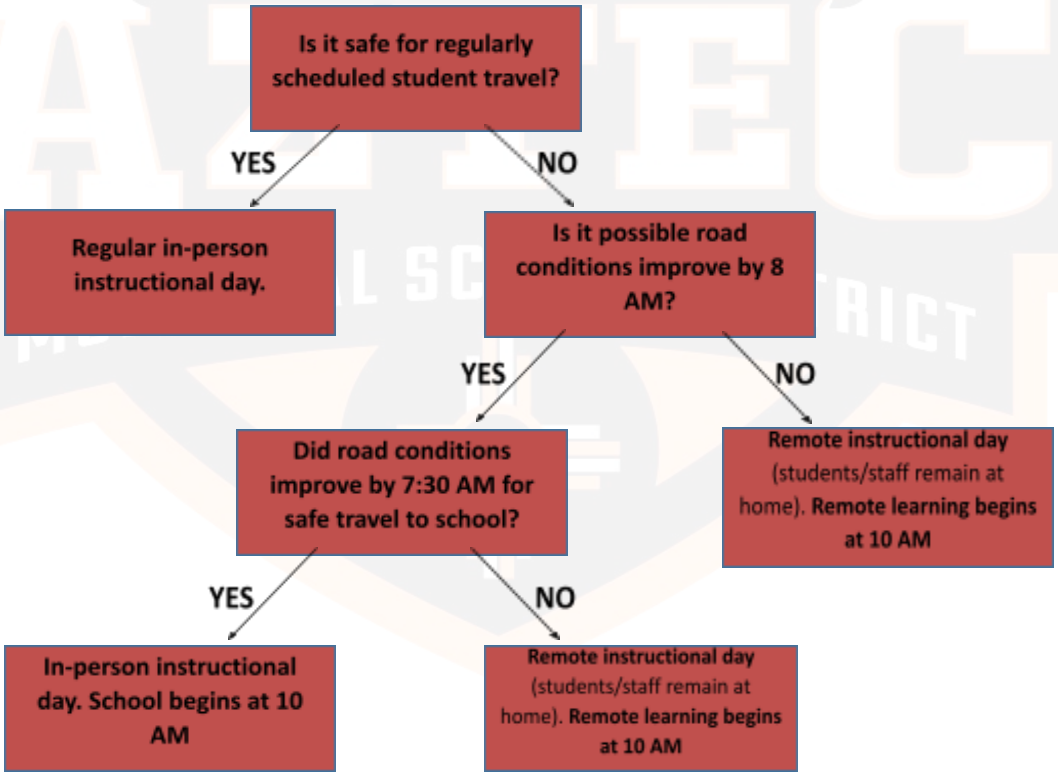
## 2.2 Inclement Weather

The Aztec Municipal School District will ***not*** have any school closures for the 2025-2026 school year. Rather, one of two options exist, dependent on weather conditions:

1. In the event that roads are unsafe in the morning due to inclement weather, preventing regularly scheduled student travel, the district will call a 2 hour delay. The district will then reassess road and weather conditions and make a decision by 7:30 AM. If conditions improve school will be in person beginning at 10:00 AM. If conditions do not improve then students and staff will shift to a remote learning environment, beginning at 10:00 AM.
2. In the event that early road conditions are unsafe and are not expected to improve due to inclement weather, school sites will be closed for safety reasons (e.g., it is unsafe for employees to travel to their respective sites), students and staff will shift to a remote learning environment beginning at 10:00 AM.

In either of these situations, parents, students, and staff will be notified as early as possible using the District's phone/email notification system and various media outlets. For convenience, the inclement weather decision tree can be found below.

**AMSD Inclement Weather Decision Tree**




The district staff understands that our decision to open or close schools during inclement weather is a challenge for families. We also understand that our students are better served academically when in school. Having stated that, our top priority remains the safety of our students, staff and families. Below is some information on how we will handle school operations when inclement weather impacts our district.

**REMOTE LEARNING EXPECTATIONS:**

All teachers K-12 will have synchronous instruction during remote learning days. Specific campus expectations of remote instruction will be distributed by your child's school.

**HOW DO WE MAKE OUR DECISION?**

We make the decision to open or close the schools in inclement weather based on a careful analysis of the following factors:

- Personnel from the Transportation department drive the various attendance areas very early in the morning for firsthand observations of a wide variety of terrains.
- We consider information on road conditions from the State Department of Transportation.
- We consider the temperature, wind chill and the amount of snow and ice accumulated.
- We monitor various weather services to determine future weather conditions.
- We consider school building conditions (such as whether we have electricity and heat).
- We also communicate with other local districts to ascertain weather conditions in their district and whether they are opening or closing.

**WHO MAKES THE DECISION?**

Ultimately the Superintendent makes the final decision, based on the above factors and recommendations from the Director of Transportation in conjunction with the Deputy Superintendent.

While it may not be apparent why we decided to either have a remote day, have a two-hour delay or to operate as normal from the conditions surrounding your area of residence. The geographical area that the AMSD serves is large (413 square miles), weather and road conditions are not the same throughout. While it may look clear and wet in Aztec, the area in Cedar Hill and Dutchman's Hill towards the Stateline may be icy and snow packed causing hazardous conditions.

**HOW IS THE PUBLIC NOTIFIED?**

As quickly as a decision is made, e-mails, texts and phone calls will be sent to all subscribers of the district notification system. These notifications may begin as early as 5:00 AM. Tune to local TV and radio stations for up-to-date information on school closings. Many TV websites have listings of school closures, such as KOB 4 (www.kob.com/article/11727/index.shtml) and KOAT 7 (www.koat.com/weather/closings). You can also check the Aztec Municipal Schools district website (www.aztecschools.com).

**WHEN IS THE DECISION MADE?**

We will generally make the decision no later than 5:30 AM so the radio and TV stations can be notified, and information be communicated. We understand that if the decision to close or delay school is made later, some parents may have already left for work, leaving their children unsupervised.

**WILL WE CLOSE SCHOOL IF CONDITIONS WORSEN?**

It should also be pointed out that, even if weather conditions worsen, we are unable to reverse our decision in the morning without endangering students. Once a decision to open the schools has been made, many parents rely on that decision and leave for work. If we then send students right back home, many will return to unsupervised bus stops and

empty houses. If conditions change during the school day, we may need to consider early dismissal, but we will provide advance notice to all parents first.

**WHAT ABOUT A DELAY?**

We must weigh the advantages of delaying school for two hours to allow weather to pass, temperatures to rise or road crews to help improve road conditions versus conditions worsening.

**WHAT IF I CHOOSE NOT TO SEND MY STUDENT TO SCHOOL IN EXTREME WEATHER CONDITIONS?**

If schools are open, and parents choose not to send their children to school during extreme weather conditions, the absence will be treated as an excused absence and the work missed may be made up following the school's make-up policy. The parents must call the school to inform them that their student will be absent due to this circumstance. This attendance option is always available to parents. The decision to send your child to school during extreme weather conditions is, and should ultimately be, yours.

Although we make each decision after careful assessment, we know that often no absolute right decision exists. If you do not feel it is safe for your child to attend school, use your judgment as to whether he or she should attend.

Also, discourage students from driving in bad conditions and offer them options if weather conditions worsen.

It is our hope this information helps you to understand the process that our district staff utilizes to make the safest decisions for the community it serves.

### HB0532-related Local Swim & Water Safety Resources:

Families seeking swim lessons may consider 505 Swimming, a local learn-to-swim provider serving the Farmington metro area. 505 Swimming offers year-round group and private swim lessons for children beginning at 12 months of age through adults. All instructors are background checked and certified, and lessons emphasize water safety, confidence, and skill development. Registration is available online at www.505swimming.com, with all lessons conducted at the Bloomfield Aquatic Center. Scholarships are available for free lessons for low-income families.

# Section 3 - Student Rights and Responsibilities

Students have the right to a safe, respectful, and non-discriminatory educational environment where they can express their opinions and access necessary resources. They are responsible for maintaining academic integrity, respecting others, attending classes regularly, and adhering to school policies.

## 3.1 Educational Opportunity

Subject to the district's open enrollment policy and New Mexico state law, a free public school education shall be available to every school-aged person, and each student who enrolls has a corresponding responsibility not to deny this right to any other student.

## 3.2 Safe Environment

All students have the right to a safe, caring and drug-free school setting that is orderly, educationally efficient and reasonably free from disruption during normal teaching/learning functions.

## 3.3 Equal Opportunity and Notice of Nondiscrimination

The Aztec Municipal School District and all School Sites do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law and prohibits discrimination, including

harassment, in any education program or activity that it operates in conformity with the laws of the United States and the State of New Mexico. Retaliation against anyone who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation or grievance process is also a violation of the Aztec Municipal School District's nondiscrimination policy and is prohibited.

The Aztec Municipal School District has designated the following individual to coordinate efforts to comply with and carry out its nondiscrimination responsibilities, and questions regarding the Aztec Municipal School District's nondiscrimination commitments, as well as related laws, regulations, and District policies, may be referred to the designated employee:

Jonathan Acrey
Associate Superintendent of Human Resources/Title IX Coordinator
1118 W. Aztec Blvd.
Aztec, NM 87410
adacrejo@aztecschools.com
(505) 334-9474

The above-identified individual can also be contacted regarding needs associated with Section 504, the ADA, or other grievances and concerns.

The Aztec Municipal School District is required not to discriminate on the basis of sex by Title IX and its implementing regulations. Inquiries about Title IX may be referred to The Aztec Municipal School District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to:
https://aztecnm.sites.thrillshare.com/page/equal-employment-non-discrimination-and-title-ix

Any person may also report sex discrimination, including harassment, using the contact information listed for the Title IX Coordinator.

Aztec Municipal Schools affords all students equal educational opportunities, as well as, equal opportunities to participate in extracurricular activities.

## 3.4 Due Process

Students have the right to due process (See Section 10 for Due Process Hearing Procedures.)

## 3.5 Attendance

Students should attend school regularly. District policy and state law require daily school attendance for those between the ages of 5 and 18, or until graduation from high school. Students are expected to:

- Attend school every day and be on time for every class.

## 3.6 Achievement

Students are expected to achieve academically. They are expected to:

- Strive to fulfill their academic potential.
- Actively participate in both academic and non-academic activities.

- Be prepared for each class with appropriate materials and completed assignments.

## 3.7 Social Responsibility

Students are responsible for helping maintain a safe, orderly and educationally focused learning environment and for being good members of the community. Students are expected to:

- Be responsible and accountable for one's own actions.
- Adhere to school rules and make positive contributions to the academic and social climate.
- Follow the school dress code.
- Respect authority, property, and the rights of others.
- Respect fellow students and all school staff members.
- Accept people of different abilities and backgrounds (political, social, ethnic, gender, economic and religious) and learn to communicate and work together despite these differences.
- Share abilities, time and skills to further one's own goals and to help others succeed.
- Maintain a safe school environment.
- Inform school staff of pertinent information that could compromise school and student safety.
- Resolve differences with others in a positive, non-violent way.
- Remain free of alcohol, tobacco (nicotine) and controlled substances.
- Pay required fees and fines or seek District support, if needed.
- Refrain from violations of school, department and AMSD student behavior handbooks.
- Obey all AMSD Board policies.
- Seek changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
- Cooperate with staff in the investigation of disciplinary cases and volunteer information when the student has knowledge relating to a violation of school policy.

## 3.8 Service Animals

Service animals may be used in school environments and for off-campus school activities.

Students seeking to use service animals should, in conjunction with the AMSD Exceptional Programs Office, develop a Section 504 Plan or Individual Education Plan, as appropriate, to identify needed reasonable accommodations and other issues relating to use of a service animal.

The Aztec Municipal School District staff shall adhere to the following guidelines when interacting with service animals of any individual on AMSD property:

- A service animal shall not be required to be wearing any type of identifying clothing or tags.
- Staff may require verification that the immunization records are up to date.
- Staff shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. Those inquiries shall be limited to the following questions:
    1. Is the animal required because of a disability?
    2. What work or task is the animal trained to perform? *(A "yes" to the 1st and a simple explanation to the 2nd is enough.)*

- Staff shall not require documentation or proof that the animal is a service animal. The U.S. Department of Justice Office for Civil Rights has published guidelines that prohibit staff from asking any additional questions or requiring proof of training.

AMSD may disallow access to a service animal on campus if, and only if:

1. The animal is out of control, and the animal's handler does not take effective action to control it; or
2. The animal is not housebroken.

The animal shall be under the control of its handler. In most cases, this means a harness, leash, or other tether. There are some exceptions. A service animal shall not include pets, emotional support animals, comfort animals, or therapy animals, which do not perform task(s) related to an individual's disability.

The revised "Service Animal Act" prohibits a person from misrepresenting an animal as a Service Animal and provides penalties.

**3.9 Classroom Animals, Educational Projects, and Personal Pets**

**A. Prohibition of Personal Pets and Show-and-Tell**

To protect the health, safety, and physical well-being of all students and staff, personal household pets, "show-and-tell" animals, and animals brought for personal companionship, comfort, or entertainment are strictly prohibited on school property, in school buildings, at school activities, and in District vehicles. Unpredictable outside animal behavior and unmanaged allergen exposures present unacceptable safety risks.

**B. Permitted Educational Animals and Classroom Pets**

The District recognizes the instructional value of animals when integrated into the educational curriculum. Animals are permitted on campus **only** under the following two categories and subject to mandatory administrative approval:

1. **Curriculum-Based Instructional Projects:** Multi-week or multi-month educational life-cycle projects aligned with curriculum standards (e.g., egg-hatching programs, trout-rearing tanks) are permitted with administrative permission.
2. **Caged Classroom Pets:** Small, suitable, domesticated animals (e.g., fish, small rodents, reptiles) are permitted as long-term classroom pets to support educational objectives and foster empathy and responsibility.

**C. Handling and Confinement Rules**

- **Mandatory Enclosure:** All classroom pets and educational project animals must remain securely contained in their cages, tanks, or enclosures at all times while on school grounds.
- **Classroom Animal Handling & Hygiene Guidelines:** Proper animal handling is critical to keeping students safe and preventing unnecessary stress or injury to the animal. Teachers incorporating animal handling into their instruction must adhere to the following safety rules:

1. Prior Instruction: An adult must lead a practice activity demonstrating proper handling techniques *before* students are allowed to touch any animal.
2. Active Adult Supervision: Students may only handle or touch classroom animals under direct, continuous adult supervision.

3. Small Group Limits: Limit handling to pairs or small groups of 3–4 students per group, with one animal per group.
4. Strict Handwashing Protocol: Just as students understand handwashing after using the restroom, they must be taught that washing hands both before and after touching an animal is mandatory.
5. Handwashing Stations: A designated station must be set up inside or outside the classroom. This can be a standard sink or a temporary setup with a bowl of warm, soapy water and paper towels.

- **Prohibited Species:** Wild, stray, aggressive, venomous, or inherently dangerous animals will not be approved under any circumstances.

**D. Approval and Parent Notification Process**

1. **Principal Approval:** Prior to bringing any animal onto campus, the sponsoring teacher must submit a written request and receive formal, written approval from the site principal.
2. **Parent Notification:** Following principal approval, the teacher must send written notification to the parents/guardians of all affected students prior to the animal's arrival to identify any known allergies, asthma triggers, or health concerns.

**E. Health, Sanitation, and Maintenance Standards**

- **Vaccinations & Health:** All animals must be healthy and free from disease. If vaccinations or licenses are required by law for the species, proof of up-to-date immunizations must be provided to the principal before the animal enters the building.
- **Food Storage:** Animal food must be stored in hard plastic or metal containers with tight-fitting lids to prevent pest attraction.
- **Odor & Sanitation Control:** Cages and enclosures must be cleaned thoroughly on a regular schedule by the classroom teacher. Animal odors must not be noticeable upon entering the classroom. If an odor is present, the enclosure must be cleaned immediately. Persistent sanitation issues will result in the immediate removal of the animal from campus.
- **Custodial Responsibility:** Staff members who host animals assume full responsibility for all animal care, food cleanup, and cage sanitation. District custodians are not responsible for cleaning animal enclosures or managing animal-created messes.

**F. Care Outside School Hours and Liability**

- **Overnight and Break Care:** The teacher is solely responsible for ensuring animals are safely maintained, fed, and housed during overnights, weekends, and school holidays/breaks.
- **District Liability:** AMSD assumes no financial, legal, or physical responsibility for the care, health, escape, or loss of any animal brought to school.

**G. Incidents and Reporting**

Any bite, scratch, escape, aggressive behavior, suspected disease exposure, or other animal-related injury must be reported immediately to the site principal and school nurse. The District may contact parents/guardians, emergency medical services, animal control, public health authorities, or law enforcement as circumstances require.

*(Note: This section does not restrict animals used in authorized law-enforcement activities or otherwise required or permitted by law.)*

## 3.10 Student Cell Phone/Personal Electronic Device Use

### Personal Electronic Devices Policy – Updated for SB11 Compliance

**Purpose:**
In compliance with Senate Bill 11 (SB11), all New Mexico public schools must adopt policies limiting student use of personal electronic devices during instructional time. The goal is to reduce distractions, improve focus, and support a positive learning environment.

### Definition of Personal Electronic Devices (PEDs):

A personal electronic device is any device privately owned and not issued by the school for educational purposes, including but not limited to:

- Cell phones
- Smartwatches
- Tablets
- Personal laptops
- Earbuds/headphones
- Handheld gaming devices

***Note:*** *District-issued Chromebooks are not considered personal devices and are used for learning as directed by school staff.*

### When Personal Electronic Devices Can Be Used:

- Before school begins and after school ends
- During lunch or designated passing periods (unless otherwise restricted by school site policy)
- With explicit permission from a site administrator for medical, accessibility, or emergency needs

### When Personal Electronic Devices Cannot Be Used:

- During instructional time unless permitted for an approved medical, accessibility, or instructional purpose with a school-issued device
- In locker rooms, bathrooms, or areas where privacy is expected (NM Stat § 30-9-20)
- To access blocked websites (e.g., social media) during the school day
- On school buses if use causes a disruption (as determined by the driver)

### Student Responsibilities:

- All PEDs must be silenced during the school day and any school-sponsored activities
- Students are solely responsible for the care and security of their devices
- Students needing urgent communication during the day must request to use a school phone or work through a staff member

### Prohibited/Unauthorized Use Includes:

- Possessing, viewing, sending, or sharing sexual, violent, or threatening content at school, school events, or on buses
- Using PEDs to cheat or transmit unauthorized school materials
- Any activity that violates the AMSD Bullying Prevention Policy

| Level | Student Behavior | Teacher/Staff Action | Administrative Action | Parent/Guardian Notification |
|---|---|---|---|---|
| Level 0 | No phone or personal electronics visible during instructional time. | No action needed. Positive reinforcement encouraged. | None | None |
| Level 1 (1st Warning per period) | Phone or electronic device is out during class without permission. | Give verbal warning and ask student to put it away. | None | None |
| Level 2 | Student refuses to comply after first warning. | Call for Administrator support. | Phone is confiscated for the day. Admin notifies parent/guardian. | Student picks up phone at end of day. Admin notifies parent/guardian of 1st offense. |
| Level 3 | Repeat behavior after initial incident. | Call Administrator. | Phone confiscated, 1 Lunch Detention assigned. Parent notified of 2nd offense. | Parent must pick up phone. |
| Level 4 | Continued misuse or defiance. | Call Administrator. | Phone confiscated, Lunch Detention, parent/guardian conference scheduled by Admin. | Guardian picks up phone after meeting. |

device and turn the device into the school designated location, develop a process for parents/legal guardians to retrieve devices, and record when the device was confiscated and why.

3. District staff may confiscate personal electronic devices when such devices are being used in violation of this procedural directive and/or internal school procedure. Upon confiscation, district staff shall follow all district and school procedural directives and processes.
4. District staff may search confiscated personal electronic devices and examine the content of students' personal electronic devices when there is reasonable suspicion of unauthorized or illegal use of the devices and may turn the devices over to the proper authorities for further investigation when warranted. When determining if a search is appropriate, district staff shall ensure the following conditions are met before conducting the search:
    A. The search is reasonable at its inception. That is, when the context is such that it is clear that the student or students are clearly misusing the device, and that the search of content would turn up evidence of the violation.
    B. The scope of the search of the content is reasonably related to the objective of the search and is appropriate in light of the age and sex of the student and the nature of the suspected violation.

## 3.11 Immunization Requirements

Subject to the exemptions as provided by law, no student shall be enrolled unless the student can present satisfactory

evidence of commencement and completion of immunization in accordance with the immunization schedule and rules and regulations of the Public Health Division, except that a homeless student shall not be prevented from attendance until the fifth (5th) calendar day after enrollment.

Information regarding immunization requirements can be found in the AMSD Board Policy here.

## 3.12 Student Fees, Fines, and Charges

There shall be no student fees or charges in the Aztec Municipal School District for required courses. In cases where the student exercises choice as to the specific project, material, or design, the student may be required to provide the materials. In instances where the student provides tools or materials, the tools or materials become his/her property. All fees and charges for courses shall be published for the student's review prior to enrollment in the course. When possible, schools should provide prior and regular notification to students regarding fees and fines.
Aztec Municipal School District may allow for one of the following provisions if a student cannot afford a fee, fine or charge:

- The student fee may be waived by the school or district
- The student and teacher may work collaboratively to find a source of funding for the fee, fine or charge or
- The student may work with the teacher and/or school to earn funds to pay for the fee, fine or charge
- A restorative conversation process may be used to address the fine, fee or charge

**Optional Activities**

Charges for enrichment assignments in optional activities shall be permitted. Any optional charge shall be approved by the appropriate associate superintendent.
In all cases provisions shall be made for students of limited means. Equal assignments shall be provided as alternatives without stigma or discrimination. Students shall not be restricted from class activities because of inability to pay.

**Lost or Damaged Instructional Materials**

Aztec Municipal School District may hold a student responsible for any lost or damaged instructional material or equipment that was in the student's possession. Before a student is held responsible, there shall be evidence in writing that the student was given responsibility for the material.

**Lost or Damaged Student Technology Devices**

Student technology devices and AC power adaptors will be inspected and/or collected periodically and at the end of 12th grade. If a student transfers out of AMSD during the school year, the device will be collected at that time. Whenever feasible, students will retain the same device each year while enrolled at the AMSD until the device is replaced as part of the regular multi-year replacement cycle.

Failure to turn in your assigned device when required may result in the student being charged a replacement cost.
If a device and/or AC power adapter has been defaced or damaged beyond the normal wear, the student or family may be charged a fee for repairs or replacements. Technology shall maintain a list of current fees and charges. This list will be available on the AMSD website, and schools will make the charges available to families. Families may also be charged for replacements if devices are lost or stolen. Damage may occur accidentally, and theft is possible even under a watchful eye. Students should notify administration as soon as possible of damage or loss so an investigation may take place. If a student device is not returned at the required time periods, the administration will work with parents/guardians to ensure this equipment is returned in a timely manner. Devices are equipped with theft-recovery capabilities. In addition, they are only to be used by authorized Aztec Municipal School District users.

**Student Financial Obligations**

Aztec Municipal School District may withhold the grades, diploma, or transcripts of the student responsible for damage or loss of any instructional material, student technology devices, or equipment until the parent/legal guardian, or student has paid for the damage or loss. When a parent/legal guardian is determined to be indigent according to guidelines established by the New Mexico Public Education Department, the district shall work with the parent/legal guardian, or student to develop an alternative program in lieu of payment. In no case is the cost of replacement of lost or damaged instructional materials or equipment, such as classroom sets of textbooks or reference materials, to be shared among a group.

Students may have financial obligations for the following:

- Library -- damaged, lost, stolen materials
- Textbooks -- lost, stolen, damages to textbooks
- Student devices- chromebooks, iPads and similar technology
- Classroom materials and school property
- Athletics – lost or damaged uniforms, equipment, or trainer supplies
- Extracurricular -- fundraising monies, uniforms, other fees
- Cafeteria – food services charges and expenses

**Consequences for Non-Payment**

A student may be prohibited from participating in the school's graduation exercises until all financial obligations are met.

The district reserves the right to refer delinquent charges and accounts to a collection agency.

**Fines and Charges for Overdue, Damaged, or Lost Materials**

Library Services and Instructional Materials shall determine appropriate fines and charges for damaged or lost instructional and library materials. Technology shall determine appropriate fines and charges for damaged or lost student devices.

All school staff shall encourage student responsibility for care of library and instructional materials and student technology. School principals are required to make reasonable collection efforts when devices are not returned.

## 3.13 Medication

Medications should be administered at home whenever possible. Any student who needs any medication during the school day, must have signed a medication authorization form on file in the school health office. Medication authorization forms are valid for one school year. All medications must be brought to the school health office by a parent/guardian. Over-the-counter medications must be brought to school in the original unopened container labeled with the student's name along with a signed consent form from the child's physician. Prescription medications must be in the original container with an intact label from the pharmacy. All medications needed during the school day will be given under the supervision of the school nurse. Medications left in the health office will be disposed of on the last day of school.

## 3.14 Flag Display

In accordance with New Mexico law, the flag of the United States and the flag of the State of New Mexico will be

displayed in each classroom.

## 3.15 Pledge of Allegiance

New Mexico law also requires that the Pledge of Allegiance be recited daily in each public school in the state. While no individual may be coerced into participation, all students will be afforded this opportunity.

No student will be subjected to prejudicial treatment for exercising his or her right to abstain from participating in the Pledge of Allegiance to the flag. Students abstaining from participation may not be required to stand or to leave the room during the recitation of the pledge. Students who disrupt the ceremony are subject to the usual rules of the school governing disruptive behavior.

All schools are encouraged to continue to provide patriotic observances at appropriate times.

## 3.16 Student Grade Retention Process

The AMSD acknowledges retention as an option under state law in New Mexico. However, educational research indicates retention alone does not improve student outcomes. Retaining students disproportionately affects students of color, English learners, students in Title I programs, students with Individual Education Programs (IEPs), and students from low-socioeconomic status families. Outlined below are the process and the rights that a student and parent/guardian are entitled to.

The AMSD provides academic, behavioral, and social-emotional resources for all students based on need through programming and a multi-tiered (layered) system of support (MLSS). Examples include using evidence-based intervention strategies and programs, teachers and counselors working on increased social-emotional learning for students, credit-recovery programs, differentiated instruction, accelerated learning, and emphasis on essential core standards.

Identification of a student's academic, behavioral, and social-emotional needs may serve as criteria for assessing the need for remedial programs or retention. Academic proficiency is measured through multiple data points such as interim assessments, grades, and classroom-based assessments and indicates performance and progress toward grade-level standards. The teacher(s) will ensure appropriate interventions are being implemented and monitored, as appropriate, through MLSS. The teacher(s) will notify parents/guardians by the end of the second grading period if the student is not academically proficient, requires an increased layer of support, or if retention is anticipated.

At any layer, parent(s) may refer a student to the Student Assistance Team (SAT) for consideration of retention or to request support for their child. Classroom teacher(s) or other staff should refer a student to SAT at any layer if a student requires a formal written academic or behavioral intervention plan, if retention is being considered, or if it is suspected that the student has a disability that requires special education and related services.

No student will be retained without documented MLSS remediation/intervention strategies, which are focused on the student's unique needs and are provided based on the school remediation plan program and recommendations from school support staff members and to the extent possible with the student's family.

At the end of the eighth grade, a student who is not academically proficient will be retained in the eighth grade for no more than one school year to become academically proficient, or if the student assistance team determines that retention of the student in the eighth grade will not assist the student to become academically proficient, the team will design a high school graduation plan to meet the student's needs for entry into the workforce or a post-secondary educational institution. Retained eighth graders may not begin high school coursework. If a student is retained in the eighth grade, the SAT will develop a specific academic improvement plan through MLSS that clearly delineates the

student's academic deficiencies and prescribes a specific remediation plan to address those academic deficiencies.

**Decision to Retain**

A SAT conference consisting of the principal, teacher, and parent or guardian must be scheduled, and the parent(s)/guardian(s) notified of the conference. All factors concerning possible retention will be taken into consideration. A review of relevant records will be conducted, and interested parties encouraged to share their points of view; a final recommendation to retain or not will be made by the SAT.

A parent or guardian who refuses to allow a child to be retained will sign a waiver indicating that the child's promotion is against the specific advice and recommendation of the certified school instructor and the school principal. Additionally, a parent can only refuse retention once, per New Mexico state law. A parent or guardian can also disagree with the SAT decision not to honor a parent retention request and take their concerns to the Student Services Center, where the retention request will be reviewed.

The Student Assistance Team completes the Student Retention Form to document the meeting and final decision. The retention document will be uploaded into the student information system to be filed in the student's electronic cumulative file. Retention decisions are made after the second-grading period for the upcoming school year.

**Districtwide Reporting**

The Office of Accountability and Reporting will be responsible for compiling all school data into a district retention report and completing the retention report required by the New Mexico Public Education Department.

Notification of Student Course Failures

Schools will notify parent(s)/guardian(s) of student failure through the online grade portal or scheduled grade reports at the end of each marking period that their student/child is failing a course(s). It does not constitute grounds to pass the student simply because the parent/guardian did not receive notification of course failure(s).
The report card/transcript verifies the loss of credit for the semester.

**Notification for Seniors**

In addition to the steps outlined above, at the end of the second semester's first grading period, high school personnel will mail letters and/or call parent(s)/guardian(s) to inform them of the possibility their child may fail a class(es), which could jeopardize graduation.

After the third nine weeks' deficiency notice, teachers will submit Tentative Senior Course Failure Lists to the school administration. Only the listed seniors may fail unless a senior who was passing a course at the time the list was compiled exhibits a significant drop in attendance, fails to complete major course assignments, and/or fails to complete the final exam.

Schools will inform parent(s)/guardian(s) of students on the Tentative Senior Course Failure List form. If a student's name is added to the Tentative Senior Course Failure List, parent(s)/guardian(s) must be notified.
Following final exams, schools will inform parent(s)/guardian(s) and appropriate district offices of course failures that resulted in non-graduation.

## 3.17 Section 504/ADA

Any student or individual needing accommodation for a disabling condition should provide notification to the site

administrator. Requests will be handled through the appropriate channels.

The site administrator shall make every reasonable effort to accommodate the person with a disability by means already available within the sites and by working the appropriate channels to establish reasonable accommodations.

## 3.18 FERPA Notice

**Student Record Requests**

The Aztec Municipal School District recognizes the rights of parents/legal guardians to access their student's educational record in accordance with FERPA (Family Educational Rights and Privacy Act 1974). In addition, students who are at least 18 years old may access their own records. In brief, these rights include:

Parents/legal guardians, or students who are emancipated or at least 18 years old:
have the right to inspect and review the student's education records

- have the right to request that a school correct records that they believe to be inaccurate
- have a right to a formal hearing if a school decides not to change the record
- have a right to place a statement with the record about his/her view of the contested information after the hearing, if the school decides not to change the record.

Students shall enroll with their full legal name to be displayed on official documents. The transcript is the only official record of high school coursework completion and graduation. Students may request that their names on transcripts be changed to match their legal name by providing a court order showing the name change.

Parents/legal guardians, or students who are emancipated or who are at least 18 years old must give written permission for a school to release a student's educational record to third parties not exempted by FERPA. FERPA also allows schools to disclose a student's information without consent, to the following parties or under the following circumstances. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide student directory information to the military unless parents/legal guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. Parties who may receive student information without parental/legal guardian consent include:

- School officials with a legitimate educational interest (For purposes of this exception to the consent requirement, "school official" includes a teacher, school principal, board member, counselor, nurses, admissions officer, attorney, accountant, human resources professional, information systems specialist, and support or clerical personnel. "Legitimate educational interest" means that the school official needs to review an education record in order to fulfill his or her professional responsibility.)
- Other educational institutions where the student is enrolled or seeks to enroll
- Department of Education, state or local education authorities
- Appropriate parties connected to financial aid for the student
- Certain state or local officials
- Accrediting organizations
- Organizations conducting studies for or on behalf of the school
- Judicial order or subpoena
- Appropriate officials in cases of health or safety emergencies

School sites shall direct all questions about fulfilling these requests for student information to the Custodian of Records. The AMSD will redact students' personally identifiable information from responses to requests for records from third parties.

**Student Directory Information**

If a parent/legal guardian, or student who is emancipated or who is at least 18 years old does not want to disclose any or all of the types of information designated below as directory information from a student's education records without their prior written consent, the parent/legal guardian, or student who is emancipated or who is at least 18 years old must notify the school district in writing. Aztec Municipal School District recognizes the following types of information as student directory information:

1. Name
2. Address
3. Telephone number
4. Name of school
5. Current grade
6. Graduation year
7. Eligibility and participation in officially recognized activities
8. Height and weight of athletic team members
9. Honors and awards received
10. Yearbooks
11. Identification in visual media, including photographs, videotapes, and visual images, depicting school programs or activities
12. A student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to educational records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factors known or possessed by the authorized user.

A primary purpose of directory information is to allow the AMSSD to include the type of information from student education records in certain school and district publications. Examples include:

- A playbill, showing a student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- School and district websites and newsletters
- Graduation programs and
- Sports activity sheets, such as for wrestling, showing team members' height and weight

Directory information is available to anyone who asks for it; its use is not limited by the AMSD, however, the AMSD has an expectation that all information be used ethically. Where a parent/legal guardian opts out, information will not be released.

Through the annual registration process, the district shall notify students and parents/legal guardians of the option to withhold directory information. Parents/legal guardians or students who are at least 18 years old may refuse to allow the AMSD to designate any or all of those types of information about their student as directory information, provided the notice of such refusal is given to the AMSD upon annual registration. Parents/legal guardians, or students who are emancipated or who are at least 18 years old may also designate in writing all or any of those items that they do not wish to be designated as directory information. If the parent/legal guardian, or student who is emancipated or who is at least 18 years old, desires to opt out after the annual registration process, they will need to submit an opt-out in writing to the executive director of the Student, Parent/Legal Guardian and Employee Service Center.

Parent/legal guardian opt out for student directory requests from military recruiters or recruiters from institutions of higher education

The Elementary and Secondary Education Act mandates that, upon request by a military recruiter or recruiter for an institution of higher education, school districts must provide access to all currently enrolled secondary school students' directory information, specifically name, addresses and telephone listing, except in instances when the parents/legal

guardians have “opted out” of release of directory information about their student without their consent. A secondary school student who is emancipated or who is at least 18 years old or the parent/legal guardian of the student may request that the student’s directory information not be released to any military or post-secondary recruiter by submitting an online opt out request. The district shall notify students and parents/legal guardians, and students of this option to withhold directory information. The district shall comply with these “opt-out” requests regarding the release of student directory information.

**Opt out for third party requests**

Directory information for students whose parents/legal guardians have blocked release of their directory information under FERPA will be excluded from any third-party data requests. The AMSD will give notice to parents/legal guardians of the matters considered to be directory information and the time period for opting out at least annually through the registration process or other reasonable forms of parental/legal guardians notification.

When a third party submits a request for student directory information, the Custodian of Records may inform the requester that pursuant to NMSA 22-21-2(A), it is against the law to sell or use student, faculty or staff lists with personal identifying information obtained from a public school or a local school district for the purpose of marketing goods or services directly to students, faculty or staff or their families by means of telephone or mail.

## 3.19 Student 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 on the basis of race, color, religion, sex, sexual orientation, age national origin, or disability,
- Harassment of the student by another person, or
- Concern for the student’s personal safety,

Provided that:

- The topic is not the subject of disciplinary 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 or 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, 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 an elementary school student.

A complaint or 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.

# Section 4 - Expectations and Responsibilities of Parents or Guardians

School officials are partners with parents and families in educating all children. Every parent, guardian and family member of the school community shares in the responsibility for educating children in a safe and productive environment. You share in this responsibility.

## 4.1 Attendance

- See that your student(s) attends school every day and on time as mandated by the State of New Mexico's Compulsory Attendance Law.
- Report and explain absences and tardiness to the school.

## 4.2 Achievement

- Support your students in doing their homework and studying at home.
- Make learning a priority.
- Discuss report cards and school assignments with your child.
- Cooperate with your children's teachers, school administrators and other school staff members.
- Stay informed of your child's ongoing scholastic achievement and progress, and advocate for your child's learning needs.
- Participate in parent/guardian-teacher conferences to discuss your child's school progress and welfare.

## 4.3 Social Responsibility

- Make every effort to provide for the physical needs of the child.
- Be sure your child is appropriately dressed at school and school-related activities.
- Understand our district rules and the rules of your child's school.
- Support school administrators in enforcing these rules.
- Support the school and the Board of Education in maintaining high expectations of all students.
- Keep the school informed of your current contact information by notifying the school of any change of address or phone numbers.
- Provide copies of legal documents stating custody and visitation privileges in instances of divorce or separation.

## 4.4 Parental Commitments and the Aztec PARTNERShip

It is important for us to work together as parents and school personnel because improving student learning for all students is the work of the entire community. The following are the commitments that were developed by a team of dedicated parents representing all the grade levels and schools within our district.

As parents we commit to:

Improving learning for all students as the primary focus of the district by:

- Dedicating our time, knowledge, support, and resources to facilitate high levels of learning throughout our school community.
- Partnering with staff to help provide the necessary tools and assistance so the staff can effectively and directly impact student learning.
- Initiating conversations with our students about what they learned each day.
- Utilizing relevant lessons from school and applying them to daily life.

Maintaining a constructive and healthy collaborative culture that models the behaviors which we expect of ourselves and others by:

- Building a positive relationship with school staff to enhance student learning.
- Focusing on solutions when examining problems and resolving conflicts.
- Encouraging supportive home environments that value the importance of learning.
- Communicating with school staff about the progress of your child through available resources including but not limited to student information systems (PowerSchool), daily planners, emails, website, and personal contact.

Supporting a climate focused on results by:

- Working with staff on an ongoing basis to assess individual student strengths and weaknesses.
- Working with staff to ensure students are progressing toward their individual goals.
- Celebrating the accomplishments of individuals and groups.
- Instilling in students an overall view of the goals and long-term benefits of the educational process.

Dear Parent:
The *Parents Right to Know* provisions of state and federal law now require our district to notify parents of their right to request information about the license, other qualifications, teaching assignment, and training of your child's teacher. Parents also have the right to request professional qualifications for educational assistants, the school principal, and some other staff who might work with your child.
If you are interested in requesting this information, please contact me at 334-9474, or adacrejo@aztecschools.com
Sincerely,
Jonathan Acrey
Associate Superintendent of Human Resources

## 4.5 School Advisory Council

In accordance with New Mexico state law, each public school shall create an advisory school council to assist the school principal with school-based decision-making and to involve parents in their children's education.

School council membership shall reflect an equitable balance between school employees and parents and community members. At least one community member shall represent the business community if such a person is available. The school principal may serve as chairman.

The school council shall work with the principal and give advice on policies relating to instructional issues and budgetary issues. It should develop creative ways to involve parents in the schools and encourage community participation in the schools.

School Advisory Council meetings will be held twice per year.

## 4.6 Visiting Campuses

Visitors to Aztec Municipals School District School Sites must sign in through the office and must wear visitors' passes at all times. Please respect our efforts to keep our students safe by adhering to this policy. Teachers have been instructed not to allow visitors who are not wearing passes into classrooms and to contact the office immediately.

It is the AMSD's policy to encourage the participation of parents in their children's education. Parents are encouraged to volunteer in their child's classroom or in the school. If the presence of parents in the classroom is disruptive to the educational process, other arrangements for volunteering will be made.

Any visitor that disrupts the learning process will be asked to leave campus and may face trespass violations. Parents and/or guardians listed in the school database are the only allowed visitors.

**Volunteers**

Volunteers are welcome to assist. For student and staff safety there are procedures that must be completed in order for an individual to act as a volunteer in any AMSD Schools that vary depending on the type and duration of work that is being volunteered for.

1. Volunteers who may attend a few field trips or class parties in the year, but who will not be volunteering more than one time a month. Individuals should work with the office staff at the school site to complete necessary paperwork. After that documentation has been completed and the AMSD Human Resources Department has completed necessary background checking approved individuals are able to act as volunteers up to one time a month.
2. Volunteers who will regularly be volunteering by helping more than once per month. These individuals must complete a volunteer application on the AMSD Careers website. These individuals are responsible for the cost of background checks. Volunteers who are in schools more than one time per month will be required to complete a comprehensive FBI background check. Instructions to complete this process will be provided if the volunteer is selected.

# Section 5 - Rules of Conduct

A primary responsibility of the New Mexico public schools and their professional staff is to instill in students an appreciation of our representative form of government, the rights and responsibilities of the individual and the legal processes whereby necessary changes are effected.

The school is a community and the rules and regulations of a school are the laws of that community. All persons enjoying the rights of citizenship are subject to the laws of their community. Each right carries with it a corresponding responsibility.

The right to attend public school is not absolute. It is conditioned on each student's acceptance of the obligation to abide by the lawful rules as established by the schools and community.

Faculty and staff are required by law to attempt to maintain a safe, suitable environment for learning and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly and safe environment in public schools. In performing their duties, all school employees have the right to be free from intimidation or abuse and to have their lawful requests and instructions followed by students and supported by parents/guardians. Verbal or physical assault on a school employee or aggressive behavior toward a school employee will not be tolerated and will be dealt

with legally and/or through the AMSD Due Process Hearing Procedures.

# Section 6 - Consequences for Unacceptable Conduct

The following consequences have been established by the AMSD Board of Education and must be expected for each violation. Each consequence will depend on the severity of the violation and whether the violation is a first offense or a repeated act. The consequences for unacceptable behavior may vary as each administrator selects from a broad spectrum of consequences to include those listed here. Additionally, section 15 of this handbook explains disciplinary considerations for students receiving Special Education or 504 services. For those students, if any provisions of Section 7 conflict with section 15, section 15 controls.

## 6.1 Consequences (include but are not limited to):

**Staff and Student Conference**

School personnel will meet with the student in person.

**Behavior or Attendance Contract**

Contracts entered into by the student and parent or guardian when habitual misconduct or truancies have been documented by the administration. The breach of such a contract may warrant a recommendation for long-term suspension and the AMSD Due Process Hearing Procedures will apply.

**Staff and Parent/Guardian Conference**

School personnel will communicate with parents/guardians by note, by telephone or in person.

**Administrator and Student Conference**

The site administrator will meet with the student in person.

**Administrator and Parent/Guardian Conference**

The site administrator will communicate with the parent/guardian by note, by telephone or in person.

**Administrator, Staff, Student and Parent/Guardian Conference**

All parties involved will participate in a personal conference.

**Community Service**

The student may be required to perform community service in lieu of or in addition to other penalties.

**Detention**

Retaining a student during recess.

**In-School Suspension (ISS)**

Removal of the student from regular classes and placement with school personnel for supervision.

**Short-Term Out of School Suspension (OSS)**

Removal of a student from classes and all school related activities for a period of time up to ten school days. Students whose presence poses a danger to persons or property are considered to be a disruption to the educational process and may be removed immediately from school or school-sponsored events. Local law enforcement authorities may participate in removal, if necessary.

**Long-Term Out of School Suspension**

Removal of a student from school and all school-related activities for more than ten school days and the AMSD Due Process Hearing Procedures will apply.

**Expulsion**

A student who has been validly expelled from the AMSD is not entitled to receive any educational services from the AMSD permanently. Expelled or suspended students are also restricted from coming onto all school grounds. When appropriate, a student who is expelled may be placed in an alternative program.

**Restitution**

Payment for items that have been damaged and/or stolen will be sought. This includes damage to the school facilities, bathrooms, lockers and equipment; damage or loss of school textbooks, materials and supplies for which the student and parents/guardians are responsible or damage to personal property of school employees or students or school neighborhood residents. Such matters may be referred to the local law enforcement authorities for further action.

**Trespass Notice**

The individual shall be notified (by law enforcement authorities) that he/she has been denied access to all school properties.

**Referral for Legal Action**

The student is referred to law enforcement by the school administrator.

# Section 7 - Student Dress Code

Student dress should not disrupt the educational process of the school. When a student's appearance, mode of dress and/or cleanliness is distracting and disruptive to the educational process or constitutes a threat to safety or acceptable standards of sanitation or does not meet the following regulations, the student will be required to make modifications.

The following rules shall apply at all schools:

- Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts/chest area, and stomach area are fully covered with fabric that is not able to be seen through.
- Students must wear:
    - A shirt (with fabric in the front, back, and on the sides under the arms),
    - And pants, dresses, or equivalent (i.e., a skirt, sweatpants, leggings, or shorts),
    - And shoes (safe and appropriate for the weather, course assignments, athletic, and other conditions.
- Students may wear hoodies and hats while on campus. Teachers may ask students to take off their hoodie/hat while in their classroom.
- Students cannot wear the following clothing or accessories:
    - Any item with offensive images or language, including profanity, hate speech, pornography, etc.,
    - Any item that denote, suggest, display or reference alcohol, drugs, or related paraphernalia or other illegal conduct or activities,
    - Any item that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights,
    - Any item that reasonably can be construed as being or including content that is racist, lewd, vulgar, or obscene,
    - Any item that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, threats to others, or references any weapon or firearm,
    - Any item that could be considered dangerous or could be used as a weapon,
    - Any item that conceals the face, except as a religious practice and/or public health order.

Exceptions for special activities, health considerations, and safety may be pre-approved by the site administration.

# Section 8 - Disruption of the Educational Process

Certain student behaviors disrupt the educational process. The administrator or designee of the school has the responsibility to take disciplinary action any time the educational process is disrupted or threatened with disruption. It is the purpose of this document to provide an overview of unacceptable behaviors and the possible consequences. This overview is not all-inclusive; acts of misconduct not specified herein shall also be subject to disciplinary action by appropriate school personnel. Nothing in the following is intended to prevent a staff member, teacher, principal or other administrator from using his or her professional judgment with respect to a particular situation.

## 8.1 Abusive or Obscene Language

Language can be considered abusive when it is said directly to a person or when the comment is made about someone. All school personnel, including teachers, administrators, substitute teachers, custodians and instructional assistants, will not be subjected to language that is abusive to them.

## 8.1A Consequences for Violation of Policy

Students who use such language and/or gestures, write, or possess profane, indecent, or obscene language, literature, writing, pictures, or posters are subject to disciplinary action.

## 8.2 Fighting

The exchange of physical blows (hitting, slapping, pushing, or shoving) is unacceptable behavior on any school property. Students who are intimidated or harassed by another student should report such to a parent or guardian, teacher, administrator or counselor. Teachers and counselors will report these incidents immediately to an administrator.

Students who instigate fights, but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between individuals who subsequently fight, or record fights), submit themselves to the same penalties as those who are involved in the fight.

Fighting will not be tolerated on district property, at activities or athletic events or on school provided transportation.

## 8.2A Consequences for Violation of Policy

Administrative discretion will dictate consequences. Depending on the age of the students involved and/or the severity of the incident, violations may warrant a conference with student and/or parent, detention, short or long-term suspension or expulsion. Depending on the severity of a fight, law enforcement may be notified.

## 8.3 Public Display of Affection

The Aztec Municipal School District respects healthy relationships which maintain respect for self and others. Inappropriate displays of affections, such as excessive contact, are unacceptable on school campuses and property, including during the use of school transportation.

## 8.3A Consequences for Violation of Policy

Failure to follow this policy or to comply with a directive from school staff to comply will be considered insubordination and may result in a conference with student and/or parent, detention, and short or long-term suspension.

## 8.4 Tobacco and/or Nicotine Delivery Products

The possession, distribution or use of any tobacco, nicotine delivery product or look-alike product, including e-cigarettes and vapor products, by students is prohibited at all times inside any building, on any property and in any vehicle which is owned, leased, rented or loaned to the AMSD. The possession, distribution or use of any tobacco product by students at any school sponsored or sanctioned events and activities is prohibited at all times.

## 8.4A Consequences for Violation of Policy

Violations may warrant short or long-term suspension. Consequences will be determined by a school administrator and or designee. If necessary, legal action will be taken to remove violators.

## 8.5 Controlled Substances and Alcohol

Students are prohibited from using, possessing, distributing, buying, selling or being under the influence of alcohol, drugs and counterfeit (look-alike) drugs and from possessing, using or distributing drug paraphernalia while on school property or at school-sponsored activities, including transit and lodging. See the glossary of terms for relevant definitions.

## 8.5A Consequences for Violation of Policy

***The consequences for being under the influence:***

- Any student under the influence of controlled substances may be referred for medical treatment.
- The student will be suspended pending an investigation.
- The local law enforcement authorities may be notified and the student may be turned over to the local law enforcement authorities.
- Within five school days of the suspension, the student may be required to schedule and/or undergo a diagnostic evaluation for drug dependency. This evaluation may include a chemical drug screen, such as, but not limited to, a urinalysis or hair follicle exam. The school administrator will direct students and parents to agencies which provide free screenings. If parents choose services from other agencies, the service will be at their own expense. A copy of the evaluation, if required, must be provided to the school principal. The student may return to school at the discretion of the principal or, after an investigation into the matter, be referred to the AMSD due process hearing procedures.
- If the student is permitted back into school after any violation, he/she may be placed on a discipline contract at the school site.

***The consequences for being in possession:***

- Any student in possession of drugs or drug paraphernalia will be suspended pending an investigation. If the investigation determines that long term suspension or expulsion is warranted, the AMSD due process hearing procedures will apply.
- School administration will confer with law enforcement authorities.
- Within five school days of the suspension, the student may be requested to undergo a diagnostic evaluation for drug or alcohol dependency. This evaluation may include a chemical analysis, such as,

but not limited to, a urinalysis or hair follicle exam. The evaluation will be at the expense of the student or parent/guardian of the student. If applicable, evaluation results will be considered at the student's due process hearing.

- If the student is permitted back into school after any violation, she/he will be placed on a discipline and/or behavior contract at the school site at the discretion of the site administration or hearing officer.

## 8.5B Suspicion of Drug Use

If a staff member suspects that a student uses or is using drugs the student shall be referred to the building administration to determine future courses of action. In situations where the students are a danger to themselves or others, administrative action shall be taken to attempt to provide a safe environment.

- If a staff member suspects that a student is currently under the influence of drugs during the school day, the student shall be referred to the school administration immediately.
- If a staff member suspects that a student is under the influence of drugs during a school sponsored activity, the student shall be referred to the activity sponsor or head coach immediately and the sponsor or head coach will contact the school administration.
- If a staff member suspects that a student uses or is using drugs the student shall be referred to the building administration to determine future courses of action or help.
- In situations where the students are a danger to themselves or others, administrative action shall be taken to attempt to provide a safe environment.

## 8.5C Distribution of Any Controlled Substance

Students suspected of the distribution of any controlled substance will be fully investigated by school administration in conjunction with local law enforcement authorities. Students found to be distributing any controlled substance will be subject to Due Process Hearing Procedures.

## 8.6 Theft and or Vandalism/Breaking/Entering

Theft and vandalism have a negative impact on the school and the community both in the monetary cost (where replacement and restoration costs affect the budget) and the social cost (where the event has a significant negative impact on student, staff, and community morale). Neither theft or vandalism will be tolerated.

## 8.6A Consequences for Violation of Policy

Students, or the parents of students, committing acts of theft or vandalism may be held responsible for the cost of replacing or restoring the property stolen and/or damaged. Students may be required to complete community service. Violations may also warrant detention, short or long-term suspension or expulsion.

If necessary, legal action will be taken. Aztec Municipal Schools may offer a reward for information leading to the arrest and conviction of persons committing acts of vandalism.

## 8.7 Possession or Use of Explosive Devices/Fireworks

Possession or use of any firework, other explosive device, or look alike regardless of discharge, is prohibited on AMSD property or during AMSD sponsored or sanctioned events and activities.

## 8.7A Consequences for Violation of Policy

Administrative discretion will dictate consequences. Violations may warrant detention, short or long-term suspension or expulsion. If necessary, legal action will be taken. A student in possession of an explosive device, regardless of origin on school property or in school vehicles may be reported to law enforcement authorities.

## 8.8 Weapons

The presence of weapons on school premises at any time not only creates unacceptable risks of injury or loss of life, but also creates a climate that undermines the educational process. Accordingly, it is the policy of the AMSD to strictly prohibit the possession, conveyance, use, or storage of weapons or weapon lookalikes on school property, at school-sponsored events, or in or around a school vehicle. This policy applies to students, employees, and visitors, including those who have a permit to carry a weapon, with exception to a certified law enforcement officer. Onsite school administrators retain final authority in determining what constitutes a weapon and evaluating potential danger.

The AMSD seeks to create a safe learning and working environment and adheres to all applicable local, state and national laws.

If a public school administrator or employee has reasonable cause to believe that a student is in possession of or has been in possession of a weapon on school premises, the administrator shall take the necessary steps to attempt to ensure school safety.

## 8.8A Consequences for Violation of Policy

1. The school administrator will conduct an investigation following due process procedures and may suspend any student who violates this policy. AMSD due process hearing procedures will apply for all suspended students.
2. The student may be turned over to law enforcement authorities.
3. Students who know of but do not report a weapon on school premises may receive consequences at the discretion of the principal.

## 8.9 Firearms

It is the policy of the AMSD to forbid the possession, custody and use, by students or any other unauthorized persons on school premises and/or during school sponsored activities, of any type of firearm. This specifically includes “look-alikes.”

## 8.9A Consequences for Violation of Policy

Any student who violates this policy will be suspended and AMSD Due Process Hearing Procedures will apply. The student will be turned over to law enforcement authorities.

*The Gun Free Schools Act provides for a mandatory expulsion of a period of not less than one year for a student who is determined to have brought or to have possessed a firearm at school or any setting that is under the control and supervision of school officials. Only the Superintendent may modify in writing the one-year expulsion requirement on a case-by-case basis.*

## 8.10 Gang Activity/Secret Societies

The presence and activities of gangs and secret societies in the public schools create an atmosphere of intimidation in the entire school community. The short and long-term effects of gangs and secret societies are disruptive to the educational process and are prohibited in the schools. Since gang behavior, markers and colors are variable and subject to rapid change, school administrators and staff must exercise judgment and their individual discretion based upon current circumstances in their neighborhood schools when evaluating gang-related activity.

An administrator shall make the final decision on whether a student's dress and/or behavior are indicative of gang Involvement.

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

- Engage in any act in furtherance of the interest of any gang or gang activity, including but not limited to:
- Soliciting membership in or affiliation with any gang.
- Soliciting any person to pay for "protection" or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act.
- Painting, writing or otherwise inscribing gang-related graffiti, messages, symbols or signs, on school premises or on personal notebooks or backpacks or other items in the student's possession.
- Soliciting any person to engage in physical violence against any other person.
- Engaging in any act, either verbal or nonverbal, including gestures, whistling or handshakes, showing membership or affiliation with any gang.
- Display gang-related personalization on hats, on items of clothing, or on one's person.

## 8.10A Consequences for Violation of Policy

- Students who violate this policy shall be subject to the full range of school disciplinary measures in addition to applicable criminal and civil penalties.
- School officials retain the right to seek monetary reimbursement from parents of students involved in acts of vandalism or graffiti for, but not limited to, removal and/or repair as result of vandalism or graffiti on school premises.

## 8.11 Sexual Harassment

**Standard of Conduct for Employees -** No employee may engage in any conduct of a sexual nature with a student at any time or under any circumstances.

**Standard of Conduct for Students –** Unwelcome Conduct of a Sexual Nature - Verbal, electronic or physical conduct of a sexual nature by one student to another may constitute harassment when the allegedly harassed student has indicated, by his or her conduct, that the behavior is unwelcome. A student who has initially welcomed conduct of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome; however specific notice is not necessary if the conduct goes beyond the scope of the initial welcomed conduct.

Verbal, electronic or physical conduct of a sexual nature by a student to an employee may constitute harassment. It is the express policy of the AMSD Board of Education to encourage students who feel they have been harassed by a school employee or by another student or any other person to report such claims.

- **Reporting of Harassment by a School Employee:**

1. Any student who believes a school employee has subjected him or her to any conduct of a harassing nature may tell a counselor, principal, assistant principal or any other school personnel.
2. If a student believes he or she has been harassed by a school employee and feels uncertain about who to tell or feels uncomfortable telling a counselor or principal, he or she should tell his or her parents or guardians about the problem. The parents or guardians can help report the harassment to appropriate school personnel.
3. If a student believes he or she has been harassed by a counselor or a principal or by any other administrator, the student should report the harassment to the superintendent or designee and parents or guardians.

- **Reporting of Harassment by a Student:**
    1. Any student who believes he or she has been harassed by another student or other students may tell a teacher, counselor, principal or assistant principal.
    2. If a student believes he or she has been harassed by another student or students and feels uncertain about whom to tell or feels uncomfortable telling a counselor or principal, the student should tell his or her parents or guardians about the problem. The parents or guardians can help report the harassment to appropriate school personnel.
- **Employee Responsibility:**
    1. Any employee who receives a report of harassment of a student, whether the report is given by a student, a parent or guardian or another employee must notify his or her immediate supervisor, the Civil Rights Compliance Officer or the superintendent of such a report regardless of whether the employee receiving the report considers the report credible or significant.
- **Investigation:**
    1. The superintendent will appropriately and promptly investigate all reports of harassment. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct and the context to which the alleged conduct occurred will be investigated and considered.

## 8.11A Consequences for Violation of Policy

- **Employees – A**ny employee found to have engaged in conduct of a harassing nature with a student shall be subject to disciplinary action, up to and including termination or discharge.
- **Students –** Any student found to have engaged in harassment shall be subject to disciplinary action up to and including expulsion.

**False Reporting -** It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to disciplinary action up to and including expulsion.

## 8.12 Threats of Violence

A threat is a communication of intent to harm someone that may be spoken, written, gestured, or expressed in some other form, such as via text messaging, email, or other digital means. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) and regardless of whether the intended target is aware of the threat. Threats may be implied by behavior that an observer would reasonably regard as threatening, planning, or preparing to commit a violent act. Students found to have committed a threat of violence will be fully investigated by site and/or district administration and local/state law enforcement authorities. Consequences may result in suspension and/or expulsion.

## 8.13 Acts of Felony

A student who is charged by petition with the commission of a delinquent act as defined in NMSA 1978 32A-2-3, which would be a felony if the act were committed as an adult; charged with a felony; or convicted of a felony may be subject to the AMSD Due Process Hearing Procedures. This section may apply whether or not the student or child is currently enrolled in the Aztec Municipal School District. It is the policy of the AMSD to cooperate fully with law enforcement when felonious acts are committed by students.

## 8.14 Harassment/Bullying/Cyberbullying

The Aztec Municipal School District strictly prohibits bullying by all members of the school community and strictly prohibits bullying by students whether on or off campus. Those who encourage bullying may be subject to corrective action. Bullying incidents shall not be tolerated by any Aztec Municipal School District employees. Bullying and Harassment should be reported to the school principal or an administrator. Reports of bullying will be investigated and action taken.

## 8.14A Consequences for Violation of Policy

- Students who violate this policy shall be subject to the full range of school disciplinary measures in addition to applicable criminal and civil penalties. Action will be based upon Aztec Municipal School District Board Policy.
- Students who encourage bullying may be subject to the full range of school disciplinary measures based upon their involvement in the reported incident(s).

# Section 9 - Due Process Hearing Procedures

The AMSD Board of Education adopted the following procedures for creating a Hearing Officer to serve as a neutral third party to hear both sides of a severe disciplinary action. A student who has been validly expelled from the AMSD is not entitled to receive any educational services from the AMSD during the period of exclusion from school. Students who are long term suspended may be entitled to educational services from the AMSD during the exclusion from school. Expelled or suspended students are also restricted from coming onto all school properties and transportation. When the administration of a school is seeking long-term suspension or expulsion of a student, the following procedure will be followed.

1. A written notice shall be addressed to the student, through his or her parents or guardians and shall be served upon the parents/guardians personally or by mail.

2. The written notice will contain the following information:
   a. The charges against the student.
   a. The date, time and place of the hearing and a statement that the student and parent or guardian are entitled and urged to be present.
   b. A statement that the hearing will take place as scheduled, unless the Hearing Officer or Deputy Superintendent grants a delay or the student and parent or guardian agree to waive the Hearing and comply voluntarily with the decision of the school administration. Failure to appear will not delay the Hearing and may lead to the imposition of the proposed consequence by default.
   c. A statement that the student has the right to be represented at the hearing by legal counsel. This notice of representation must be filed by a parent or guardian or some other representative designated, in writing, with the Deputy Superintendent at least 72 hours before the Hearing; and
   d. A description of the procedures governing the Hearing.

2. The Hearing shall be scheduled no sooner than five school days nor later than ten school days from the date of receipt of the notice by parents or guardians unless requested by the parent or guardian.

3. The Hearing Officer or Deputy Superintendent may grant or deny a request to delay the hearing.

## 9.1 Procedure for Hearing and Decision

- The formal Hearing is not a trial; it is an Administrative Hearing designed to ensure a calm, orderly presentation of the facts of a case of alleged student misconduct by the administration and by the parent or guardian and student. The impartial Hearing Officer then determines the sanction or punishment, if warranted.
- Technical rules of evidence and procedure do not apply.
- The Hearing will be electronically recorded and/or written minutes will be taken.
- The school's administration shall have the burden of proof of misconduct.
- The Hearing Officer shall open the Hearing with a statement indicating the purpose of the Hearing, the charges and a description of his/her plans for conducting the Hearing.
- The school's administrator will then present his or her case, including any witnesses or evidence.
- The student, parent or guardian and/or counsel will then present their case, including any witnesses or evidence.
- Character and/or material witnesses may be brought before the Hearing Officer for testimony. As this is a closed hearing, these individuals shall wait in a waiting area until such a time as the Hearing Officer calls them for their testimony.
- The Hearing Officer will then either reach and announce an immediate decision or deliberate and prepare a written decision within five days of the Hearing. The Hearing Officer will also determine the sanction or punishment, if warranted. The Hearing Officer's decision and sanction, if warranted, shall be mailed to the parent or guardian via certified mail.
- The Hearing Officer's decisions may be appealed to the Superintendent; instructions for the appeal shall be provided to the student and parent or guardian at the Hearing.

# Section 10 - Investigation Procedures

## 10.1 Questioning a Student

- If Aztec Municipal School District personnel, school resource officers, or police authorities need to question a student beyond a preliminary investigation on school premises regarding any alleged suspected criminal acts by the student, the school authorities shall attempt to contact the parent or legal guardian.
- If a parent or legal guardian cannot be contacted, the minor child shall be advised verbally and in writing that it is his or her right not to speak to any official without the presence of his or her parent(s), guardian or attorney. In the event the parents or guardians cannot be contacted or they refuse to allow questioning, questioning shall not be allowed at school. Only a law enforcement officer can serve a subpoena or summons on any school premises**.**

## 10.2 Search and Seizure

In recognition of the necessity of conducting searches and seizures of employees and students from time to time in order to enforce school policies and discipline, the following policy is in effect regarding searches and seizures. School property assigned to a student and a student's person or property while under the authority of the public schools are subject to search, and items found are subject to seizure, in accordance with the requirements below.

This handbook which is provided to each student and his or her parent or guardian at the beginning of each school year or upon admission for students entering during the school year serves as a notification of the AMSD search and seizure policy.

Rules Regarding Searches and Seizure – With respect to both employees and students, the School District reserves the right to search persons, personal effects, and vehicles as follows:

- A pat-down search of a person may be conducted on the basis of a reasonable, individualized suspicion that such person is in possession of contraband. Any such search shall be conducted in private by an authorized school official of the same sex as the person to be searched and in the presence of a witness of the same sex. Strip searches are not permitted.
- Lockers, desks, and similar storage facilities are school property and remain at all times under the control of the school; however, persons using such facilities are expected to assume full responsibility for the security of their lockers and desks and similar facilities. Periodic general inspections of lockers, desks, and similar facilities may be conducted by school officials for any reason, at any time, without notice and without consent.
- Persons are permitted to park on school premises as a matter of privilege, not of right. Every student who wishes to drive or park vehicles on school premises shall obtain a parking permit from the School District and shall display such permits on the vehicle. Application for a parking permit shall constitute express permission by the student and parent that the vehicle may be searched by, or at the direction of, authorized school officials at any time it is on school premises, and a waiver of any and all claims arising from any such searches. The School District also retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. Such patrols and inspections may be conducted without notice and without consent.
- In any of the forgoing enforcement actions, the administration is authorized to use dogs whose reliability and accuracy for sniffing and detecting contraband has been established. The dogs will be accompanied by a qualified and authorized dog trainer-handler who will be responsible for the dog's actions. Any indication by the dog that an illegal or unauthorized substance or object is present on school property or in a vehicle on school property shall be reasonable cause for a search by school officials.

Implementation of searches and seizures shall be governed by administrative guidelines set by the Superintendent.

Seizure of Items – Illegal items, legal items that threaten the safety or security of others, and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate.

Notification of Law Enforcement Authorities – Unless a local School Board policy provides otherwise, an administrative authority shall have the discretion to notify the local Children's Court attorney, district attorney, or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

# Section 11 - Student Contact with Law Officers

## 11.1 Investigation of Child Abuse and Neglect

- A law enforcement officer and/or a New Mexico Children, Youth and Families Department representative may come to or be called to a school to investigate (1) suspected child abuse; (2) a belief that a child is suffering from illness or injury; (3) a report of child abandonment; (4) a report of a runaway; or (5) a report that the child is endangered by his/her surroundings.

- Before any individual interviews a student, the administration will require identification. Should an authorized officer or social worker determine that the child should be placed in protective custody, the officer or social worker will notify the parent or guardian.

## 11.2 Arrest

- In the event a law enforcement agency deems it necessary to arrest a student during school hours, it is the responsibility of the administration to see that the incident is conducted in the privacy of an administrator's office.
- The administrator must document the time, date and name of the student to be taken into custody, the name of the officer, including rank and badge number and the agency of the arresting officer who appears at the administrator's office.
- The administrator will then contact the nearest office of the arresting agency and verify with a supervisory officer the arresting officer's identity, the fact that a warrant has been issued and the necessity for an arrest at school. The administrator shall obtain a copy of the arrest warrant if available and document the contact with the supervisory officer and the justification for the arrest.
- All of this must occur before the administrator escorts the student from class and/or releases the student.
- Finally, the administrator shall document the phone number, time and date of attempts made and/or the contact of parents/guardians to advise them that an arrest warrant is being served at school. If the parent/guardian cannot be reached, the superintendent will be notified that the child will be released to the arresting official identified above.

## 11.3 Probation Officers

If a violation occurs during a student's probation, the student will be released to the probation officer after the above- stated procedure has been followed.

# Section 12 - School Bus Discipline Policy

Student transportation is a privilege extended to students who qualify for transportation. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district. This may be done in order to attempt to provide a safe environment for other students on the bus.

Students and parents / guardians should refer to the AMSD Student Behavior Handbook and / or individual site Student Behavior Handbooks. School bus discipline is to be consistent with expected classroom behavior (AMSD Board Policy E- 2450 ) and applies to all students traveling in school vehicles to and from school ( AMSD Board Policy J-4600 )( AMSD Student Behavior Handbook - Section 2.1.B ). The consequences of inappropriate or dangerous behavior on the school bus will be coordinated by both the designated transportation administrator(s) and the student's site administrator(s) to ensure consistency with district site discipline and documentation in the student's records.

Suspension from the bus does not mean that a student is suspended from school. Instead, the parent or guardian will be responsible for transporting the student to and from school.

## 12.1 School Bus Driver Authority

Bus drivers have the same authority on the bus as a classroom teacher has in the classroom. Students who ride the bus are under the direct supervision of the driver. When the bus driver reports a bus infraction, the procedures listed below will be followed. Campus administrators retain the right to use discretion interpreting policy. Consequences

may vary depending on the severity of the infraction. When a Campus Administrator receives a school bus incident report, the administrator may use the following disciplinary plan:

1st Offense: A warning to the student with an issued report to the parent/guardian. It is expected the parent/guardian will work with the student to help prevent a recurrence.
2nd Offense: Disciplinary action will be taken at the discretion of the principal, depending on the seriousness of the infraction. A verbal or written report to the parent/guardian will be made.
3rd Offense: Suspension of riding privileges may result. The length of suspension will depend on the seriousness of the infraction. A report to the parent/guardian will be made.

Please note a different sequence in handling an incident may be selected by the school or transportation department.

## 12.2 Pre-K/Kindergarten Students

For safety, kindergarten students must be met at the bus stop by a parent or guardian, unless an older sibling rides the same bus and accompanies them home. Kindergarten students will not be left alone. They will be returned to the school or the transportation department and it will be the responsibility of the parent/guardian to pick up the child.

## 12.3 Unauthorized Riders, Stops or Boarders

Any students not getting off at their designated stop will be required to have a note from their parents or guardians, signed and dated by the principal/office and then given to the driver or notify the transportation office. This should be used on a short term/temporary basis only (not to exceed two days). Requests for a longer term must be submitted in writing to the AMSD Director of Transportation.

The driver cannot accept any notes authorizing them to drop off students at a point other than the student's regular stop.

Students will be picked up and dropped off only at their assigned stops.

If any member of the general public, parent or guardian, or any un-assigned student enters the bus without driver permission, it will be considered a trespass of AMSD property and law enforcement and or legal consequences may be pursued. (AMSD School Board Policy K-1700 - Public Conduct on School Property)

## 12.4 Seating Assignments

The school bus driver will assign seats to students. The driver has the authority to reassign seats at will if he or she deems it necessary. It is the responsibility of the student to inform the driver of issues that may need to be addressed by adjusting the current seating arrangement. All students must cooperate with the driver's requests.

## 12.5 Bullying and Harassment

Any method of bullying or other types of harassment will not be tolerated on our school buses and may result in immediate consequences. Students are responsible for communicating with the driver, or other school personnel, if this type of behavior is happening on the bus.

## 12.6 Vandalism

Vandalism, such as but not limited to, tearing or cutting seats, breaking windows, dismantling seats, writing on a bus surface, etc., will be reported to the transportation director or a school administrator. Students are encouraged to report any damage to seats or to other parts of the bus to the driver. Identified students(s) may be charged for the repairs and face short or long term bus suspension.

## 12.7 Student ID

Students will be required to scan on and off the bus every day they ride. This is to assist with student tracking and accountability. Again, the use of ID cards is required if a student wants to ride the bus. If a student continues to not have their swipe card for 2 days in a row, parent/guardian will be notified. On the 3rd day in a row the student will not be allowed on the bus and sent back to the office for parents to pick them up. In the event a student loses the ID card, they can get another one from the main office if they attend AHS, KMS, or VNHS. If your student attends Mosaic or any of the elementary sites, the student can notify the driver and the transportation office will replace the ID. PLEASE NOTE: If your student has a phone, they can take a picture of the ID and use their phone to scan on and off the bus.

# Section 13 - Athletics and ExtraCurricular Activities Conduct and Discipline

## 13.1 Philosophy

AMSD believes that participation in athletics and activities, both as a player or performer, is an integral part of the student's educational experiences. Such experiences contribute to the knowledge, skill and emotional patterns that one possesses, thereby making the individual a better person and citizen. Participation in athletics and activities in our district is a privilege that carries responsibilities to the school, the team, the student body, the community, to the family and to the student athletes, themselves. Student athletes represent all these groups through their conduct and their performance. The athlete or performer can, by breaching core principles and training rules, school rules, district rules, NMAA rules or state and federal laws, suffer the loss of the privilege of participation in athletics and activities.

## 13.2 Mission

AMSD's interscholastic athletic and activities competition will demonstrate high standards of ethics and sportsmanship. Participants in our interscholastic athletics and activities will demonstrate the highest levels of integrity, respect and responsibility.

## 13.3 Athletes and Performers Core Principles and Training Rules

The expectations and training rules provided in the AMSD Athletic/Activities Handbook and provided by AMSD coaches and sponsors must be followed. They have been developed for the welfare and benefit of all athletes and performers.

Our athletes and performers must observe the rules, train faithfully and follow the specific training instructions of their coaches and sponsors. General training rules are in effect for all athletes and performers

year round. This also includes any sponsored camp, activity, fundraising event or any other instance where the student can be considered to be representing AMSD. Any participant that fails to adhere to the expectations may be subject to consequences specified by coaches and administrators and sanctions imposed by the New Mexico Activities Association.

The site athletic director and the principal have authority over athletics and activities at their sites. Parents and students should address concerns to those administrators.

# Section 14 - Disciplinary Considerations for Students Served Under IDEA and Section 504

Under the IDEA, children with disabilities may be suspended or placed in alternative settings to the same extent that these options would be used for children without disabilities. However, certain conditions apply regarding students with identified disabilities who are receiving special education services: (Note: these conditions do not apply to students in New Mexico identified as gifted.) The protections only apply if the school district has knowledge that your child has a disability or could be a child with a disability via written expressed concern, request for an evaluation or if the school district personnel has expressed specific concerns about patterns of behavior directly to any supervisory personnel of the school district.

IDEA does not prohibit a school district from reporting a crime committed by a child with a disability to the appropriate authorities nor preventing law enforcement and judicial authorities from exercising their responsibilities. In the event a school district reports a crime committed by a child with a disability, copies of the child's special education and disciplinary records will be required to be transmitted for consideration to the appropriate authorities to the extent permitted by the Family Educational Rights and Privacy Act (FERPA).
A child with a disability may be suspended for 10 days or less during a school year according to the same procedures that apply to all students. If the students exhibit challenging behaviors, a functional behavior assessment should be considered before behavior continues to interfere with the student benefitting from their education. The district is not required to provide any educational services during the first 10 days of removal.
If a child with a disability is suspended for more than 10 days during a school year, the district must provide services that will allow the child to continue to progress in the general education curriculum and advance toward his or her IEP goals.

If a child is removed from his or her IEP placement for more than 10 consecutive days during a school year (or when the removal otherwise represents a change of placement), a meeting must be held to determine if the undesirable behavior is directly related to or caused by the child's disability, or directly related to a failure by the district to implement the IEP. If the behavior is caused by a disability or if the district has failed to implement the IEP, the child may not be suspended or expelled and the IEP team must modify the child's placement or services as needed. If the behavior is not the direct result of a disability or a failure to implement the IEP. This is called a manifestation determination. The child may be suspended or expelled according to normal procedures but the district must continue to provide services that will enable the child to progress in the general education curriculum and advance toward his or her IEP goals.
The IEP team must conduct a Functional Behavioral Assessment (FBA) and develop a Behavioral Intervention Plan (BIP) (or review the current BIP if already in place) when a child has been removed for more than 10 consecutive days in the district year or when the removal represents a change of placement.
A BIP is an individualized behavior plan that provides specific actions for redirecting undesired behavior in a positive way.
As a member of your child's IEP team, if your son or daughter requires a BIP, you will be able to give your input.

Students receiving special education or 504 services may not be long term suspended or expelled because of his or her disability or behaviors directly related to his/her disability without the district providing educational services as a part of a free and appropriate public education.

## 14.1 Infraction Related to a Student's Disability (Manifestation Determination)

The IEP/504 team will meet and complete a manifestation determination to determine the relationship between the behavior prompting suspension and the student's disability. If it is determined that the behavior that prompted the suspension is directly related to or caused by the student's disability, the student will be placed back into their previous placement upon review and revision of the IEP/504 plan. If it is found that the behavior that prompted suspension is not related to the student's disability regular disciplinary action can be taken. Students who receive special education services must have services provided that will enable the child to progress in the general education curriculum and advance toward his or her IEP goals.

## 14.2 Infraction Not Related to a Student's Disability

If it is found that the behavior that prompted suspension is not related to the student's disability . Services will be established as described in section 15.1. Additionally the AMSD Due Process Hearing Procedures will apply. Please note that the alternative placement will not exceed the maximum number of days a student has been long-term suspended.

## 14.3 Special Circumstances – Weapons, Drug Violations or Infliction of Serious Bodily Injury

Educators and parents share concerns over the issues of drugs, guns, threats of violence, and other weapons in schools. As a result, the IDEA has expanded the authority of district personnel regarding the removal of children with disabilities who bring or have drugs or weapons on school grounds or at school functions, or who inflict serious bodily injury on another person. The parents of a child that is removed for any of these issues will be notified by the school district of the decision and provide a procedural safeguards notice. For the protection of everyone's right to a safe school setting, any child with a disability may be removed to a temporary placement immediately for up to 45 school days for one of these violations.

# Section 15 - Attendance Policies

Regular, uninterrupted classroom instruction, classroom participation and interaction with classmates are essential to the educational process. Preparation and training for subsequent study or employment includes the development of self-discipline through regular class attendance. For these reasons and others, state law requires that all children of appropriate age and condition attend classes regularly (Attendance for Success Act). This policy implements state law.

Any parent, guardian or person having custody and control of a "school-age person" is responsible for the school attendance of that person until that person has reached at least eighteen years of age unless the person has graduated from high school, received a school equivalency credential or withdrawn on a hardship waiver. The school age person has the right to attend public school within the school district of residence. The school-age person shall attend school for at least the length of time of the school year that is established in the school district in which the child is a resident or enrolled, A "school-age person" means a person is at least five (5) years of age prior to 12:01 a.m. on September 1 of the then current school year.

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons.

Such reasons include but are not limited to, illness, injury, and bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith or religious instruction and tribal obligations. For religious instruction and tribal obligations written consent of a parent and approval of the principal are required. A student may be excused for authorized reasons and time shall be provided for the student to make up the work.

An unexcused absence means an absence from a class or school day (half of the students approved program) for which the student does not have an allowable excuse.

Absent means not in attendance for a class or school day for any reason, excused or not, except for interscholastic extracurricular activities.

In the event of a necessary absence known in advance, the parent is expected to inform the school. If the absence is caused by emergency, such as illness, or injury the parent is expected to contact the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent notified the school in advance of the absence. More information regarding the Attendance for Success Act can be found at https://webnew.ped.state.nm.us/bureaus/safe-healthy-schools/attendance-for-success/.

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

Maintaining regular school attendance is the joint responsibility of parents and educators. In keeping with that obligation, the following rules for school attendance shall be observed and enforced for all AMSD students.

The Aztec Municipal School District Policy for student attendance can be found here.
The State law for attendance can be found here.

**Responsibilities:**

- Parents are responsible for contacting their child's school when their child is absent. Parents are responsible for making sure that their child receives, completes, and turns in his/her assignments and make-up work when he or she is absent. We request parent cooperation in the matter of school attendance and punctuality, especially in the scheduling of medical and dental appointments after school hours and in the scheduling of family vacations during school vacation and recess periods.
- Teachers are responsible for providing assignments and make-up work for excused absences. School personnel are responsible for communicating with parents as identified below. No right of being informed is established by this direction to staff.

- In compliance with the Attendance for Success Act, schools are required to take steps to improve student attendance rates by developing prevention strategies and targeted interventions. As a requirement of the Attendance for Success Act, all Aztec schools will pursue interventions for students who are absent 5% or more of the time. Students who have been identified as *chronically absent* will be provided with more directive interventions.

The district shall provide interventions for students who are missing school, depending on the number of absences.
Intervention is called for if a student misses 5% or more of classes or days of school.

A public school shall provide interventions to students who are absent or chronically absent, which may include:

- assessing student and family needs and matching those needs with appropriate public or private providers, including civic and corporate sponsors;
- making referrals to health care and social service providers;
- collaborating and coordinating with health and social service agencies and organizations through school-based and off-site delivery systems;
- recruiting service providers and business, community and civic organizations to provide needed services and goods that are not otherwise available to a student or the student's family;
- establishing partnerships between the public school and community organizations, such as civic, business and professional groups and organizations and recreational, social and out-of-school programs;
- identifying and coordinating age-appropriate resources for students in need of:
    - counseling, training and placement for employment;
    - drug and alcohol abuse counseling;
    - family crisis counseling; and
    - mental health counseling;
- promoting family support and parent education programs; and
- seeking out other services or goods that a student or the student's family needs to assist the student to stay in school and succeed.

The attendance team may be convened to establish;

- a specific intervention plan for the student,
- weekly progress monitoring, and
- a contract for attendance.

If a student misses 20% or more of the classes or days of school. The attendance team shall:

- notify the parent in writing by mail or personal service,
- providing the date, time and place for a meeting to be held with the parent, principal of the school and the

  attendance team for the purpose of;
    - establishing non-punitive consequences for the student at the school level,
    - Identifying appropriate specialized supports needed to help the student address the underlying causes of excessive absenteeism, and apprising the student and the parent of the consequences of further absences.
- Student-teacher incompatibility, if alleged, will require consultation with the teacher and a meeting initiated by the principal with the student, parent and teacher.
- If a student does not respond to intensive support as implemented above but continues displaying excessive absenteeism, the school board shall consult with the superintendent in executive session on the issue and shall cause the student to be reported to the probation services office of the appropriate judicial district for the purpose of an investigation as to whether the student should be considered a neglected child or a child in a family in need of family services, subjecting the child to provisions of the Children's code.
- The records supporting such action shall be provided to the juvenile probation services office by the superintendent or designee within ten (10) days of the identification of the student excessively absent.

# Section 16 - Technology Use by Students

## 16.1 Electronic Equipment Use by Students

Personal electronic equipment such as but not limited to headphones, listening devices, radios, tape players, CD players, iPods, mp3 players, cell phones, cameras, and other telecommunication devices are allowed on

campus in limited capacities. These devices may be used for educational purposes; however, the use of these items is subject to classroom instructor discretion. The use of electronic equipment is a student privilege and not a right. Staff and faculty have the right to confiscate electronic equipment from the student if use of the device disrupts the educational process. School personnel will place confiscated items in a secure place or turn such items into the office. Devices may be returned to students or to parents the same day.

Students found using any electronic equipment to harass or intimidate others (i.e. hate mail, “sexting”, inappropriate video recording, etc.) will be subject to disciplinary action by school or district authorities according to applicable procedural requirements. Such discipline may include but is not limited to suspension or expulsion, with the involvement of law enforcement. Students found to be using electronic equipment to distribute or share inappropriate material, including but not limited to profane/abusive language, inappropriate/illegal images, and/or such material that represents a threat against another person will be subject to disciplinary action by school or district authorities according to applicable procedural requirements. Such discipline may include but is not limited to suspension or expulsion; with the involvement of law enforcement.

Theft or loss of non-school issued technology equipment or personal items is the responsibility of the owner and not school district or its employees.

## 16.2 Acceptable Use Policy

Details of the user agreement shall be discussed with each potential user of technology. When the signed agreement is returned to the school, the user may be permitted the use of technology.
Each user must:

- Use the technology to support personal educational objectives consistent with the mission, vision, goals and operational values of the school district.
- Agree not to intentionally access, submit, publish, view, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data of any person unless authorized to do so by designated district authorities.
- Not use email, text, social media, file sharing, or any other communication method to transmit educational records as defined by the Family Educational Rights and Privacy Act (FERPA) unless authorized to do so by designated district authorities.
- Understand and accept that electronic communication is not private and may be read and monitored by district- employed persons.
- Not use the technology resources in any way that would disrupt the use of the technology by others.
- Not use the technology for commercial purposes.
- Follow the District’s code of conduct.
- Not attempt to harm, modify, add, or destroy software or hardware or to interfere with the usability, availability, or security of the technology
- Understand that inappropriate use may result in cancellation of permission to use the technology and appropriate disciplinary action up to and including expulsion for students.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance, to prevent the use of personal and district accounts and files by unauthorized persons, including other students.

## 16.3 Personal Responsibility

- Students will report any misuse of the technology to a teacher or administrator, as is appropriate.
- Students understand that many services and products are available for a fee. Students and / or Parents are personally responsible for any expenses incurred without AMSD authorization.
- Devices or equipment issued to students are on loan only. Any damage to the computer that is not from normal use will be the responsibility of the student/parent to fix and or repair.

### 16.4 Network Etiquette

Students are expected to abide by the generally acceptable rules of network etiquette. Students will:

- Be polite and use appropriate language. Students will not send or encourage others to send abusive messages.
- Respect privacy. Students will not reveal any home addresses or personal phone numbers or personally identifiable information.
- Avoid disruptions. Students will not use the network in any way that would disrupt use of the systems by others.

### 16.5 Services

- AMSD specifically denies any responsibility for the accuracy of information.
- While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how technology is used and bears the risk of reliance on the information obtained.

### 16.6 Parent or Guardian Notices and Responsibilities

- Parents or guardians of students understand that it is impossible for AMSD to restrict access to all controversial materials and will not hold the District responsible for materials acquired by use of technology.
- Parents or guardians also agree to report any misuse of the educational information system to an AMSD administrator.
- Misuse may come in many forms but can be viewed as any files or messages sent, received, created, accessed, or saved that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, harassment, or other issues described in Section 10 of this handbook above.
- Parents or guardians accept full responsibility for supervision if, and when, a student's use of the technology is not in
- a school setting.
- Parents or guardians also grant permission for students to use the school district's technology system when they sign the AMSD Unified Student Enrollment Form upon entering their students into the district.

## Section 17 - Use of Video Cameras on Campuses and Buses

### 17.1 School Campuses and Buses

Cameras may be placed in public areas of school campuses/buses in an effort to deter vandalism, student misconduct, and to improve safety and security.
The purpose of the use of video cameras on school campuses/buses is to increase overall campus safety by attempting to:

- protect the school buildings and school assets, both during and after school hours;
- promote the health and safety of staff, students and visitors;
- prevent bullying;

- reduce the incidence of crime and antisocial behavior (including theft and vandalism);
- deter and detect crime;
- assist in identifying, apprehending and prosecuting offenders; and ensure that the school rules are respected so that the school can be properly managed

Students should be aware that video captured from surveillance cameras may be used for disciplinary actions.

**Procedures**

- Tapes will not be used for “after the fact” discipline unless a problem is reported and the Aztec Municipal School District uses the recording in investigating a discipline issue.

# Section 18 - Student Records

## 18.1 Educational Records to be Maintained

AMSD maintains the following educational records directly related to students:

- Academic records.
- Personal information records.
- Disciplinary records.
- Attendance records.
- Health records.
- Progress records.
- Standardized testing records.

## 18.2 Access to Education Records

Access to education records is limited to:

- Parents/guardians (custodial and noncustodial) of students under 18.
- Parents/guardians (custodial and noncustodial) of students over 18 if the student is a dependent as defined by the Internal Revenue Service Code.
- Students accessing their own records.
- Officials of this school district, or third party entities, who have a legitimate educational interest.
- State and local officials to whom information is required to be reported.
- Certain testing organizations.
- Accrediting organizations.
- Appropriate persons in connection with an emergency.
- Law officers serving subpoenas or court orders.
- Any person with the written consent of the parent/guardian if the student is under 18 or the student if over18.
- A school or schools in which a student seeks or intends to enroll.

## 18.3 Proper Maintenance of Educational Records

AMSD requires that educational records be kept to an essential and relevant minimum. The file will include the following, if applicable:

- Verification of birth certificate
- Certificate of Indian Blood if applicable
- Custody information

- Emancipation information
- Legal name change information
- Proof of residence
- Student picture
- Final report card for each year
- Transcript
- Immunization records
- Records requests
- Withdrawal forms
- Attendance letters
- High school Next Step Plans
- Formal testing
- Notice of Evaluation (SpEd/Gifted)

AMSD limits access to education records to the individuals identified in paragraph 19.2 above. If records contain information on more than one student, the right to inspect relates only to that portion of the record concerning that particular student.

Records are available to parents/guardians. Legal documents should be on file with AMSD if a parent/guardian is not to have access to the records, such as in cases of divorce, separation, or loss of custodial rights.

Parents/Guardians, Students, or their respective legal agents have the right to challenge the contents of that student's records. Parents/Guardians and students have the right to a hearing in the event there is incorrect information or inadequacies contained within the records. A formal request for a hearing should be made through the superintendent.

## 18.4 Family Educational Rights and Privacy

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This act gives the parent or guardian the right to:

- Inspect and review his/her child's educational records.
- Make copies of these records.
- Receive a list of all individuals having access to those records.
- Ask for an explanation of any item in the records.
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading or violates the child's rights.
- A hearing on the issue if the school refuses to make the amendment.

## 18.5 Student Directory Information

Student directory information may be released without prior consent unless the parent or student informs the principal within a reasonable period of time that any or all of the information should not be released. Parents may choose to have their student's name and directory information removed from any of the following: military recruiter lists, college/university lists, or other requested lists. Exemption forms can be picked up at the school site. They should be returned to the school upon completion.

## 18.6 Child Custody Issues

Parents and the courts will establish the terms and conditions of custody of the children. Custody terms will generally fall into the categories of Joint Custody, Primary Physical Custody, and Sole Custody.
In any of these custody arrangements, unless parental rights have been legally waived or terminated, both parents retain full parental rights regarding access to school records, grades, parent-teacher conferences, IEP meetings, and so forth. AMSD will remain neutral in custody cases and will rely on parental agreement or court documents in honoring parental requests. Any changes to the status quo must be agreed to by both parents or mandated through a court order.

# Section 19 - Asbestos

According to requirements of the EPA Asbestos Hazard Emergency Response Act (AHERA 1987), the Aztec Board of Education completes mandatory re-inspections on a three-year cycle. In addition, surveys are conducted every six months of all buildings within the district. In the past, asbestos was widely used in building construction. Accredited environmental inspectors visit the school your son or daughter attends to re-inspect the condition of material with asbestos or assumed to contain asbestos and complete a re-inspection survey. The asbestos management plan for your school is filed in the main office of the school and is accessible to parents and staff. You may review the current plan at the school at any time.

Since AHERA was enacted, the Aztec Municipal School District has implemented an Operations and Maintenance Program to train maintenance personnel with proper handling and safety procedures for asbestos-containing materials. As the EPA has suggested, it is our district's policy to remove asbestos only when a damaged condition dictates, or remodeling or demolition is involved. In these instances, precautions are taken to ensure the safety of our staff and students.

If you have any questions about the survey, please contact our maintenance department at 599-4301.

# Section 20 - After School Program

The Aztec Municipal School District offers an After School Program for students in grades Kindergarten through 5th Grade in partnership with the Boys and Girls Club. This program is voluntary and is seen as a privilege for students and their families.
All AMSD students who participate in this program are required to abide by the same rules and regulations while they are participating in the program. The student can, by violating rules of conduct, suffer the loss of the privilege of participation in the after school program.
The site after school program coordinator has authority over the after school program at their sites. Parents and students should address concerns to those individuals or the Boys and Girls Club.
Our After School Program offers the following:

- Tutoring focused on your child's needs (Our tutors work collaboratively with your child's teacher to gain a better understanding of their needs.)
- Time for homework with assistance
- Fun, enriching, and engaging academic and recreational activities
- Opportunities for children to socialize and make new friends
- Dinner

**PROGRAM REGISTRATION INFORMATION**

- All children attending an Aztec elementary school are eligible to enroll in the afterschool program.
- There are limited spaces available at each site. If all slots are filled, your child will be put on a waiting list.
- Registration must be completed through the Boys and Girls Club.

**PROGRAM DATES**
**Start Date-** Monday, August 24, 2026
**End Date-** Thursday, May 20, 2027

**Note:** The After School Program follows the Aztec Municipal School district calendar regarding holidays/breaks.
Hours of Operation
**Monday- Thursday 3:00-6:00**

# Section 21- Food Service Notices

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.
To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program

Discrimination Complaint Form which can be obtained online at:
https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: Program.Intake@usda.gov

This institution is an equal opportunity provider.

# Section 22 - Glossary of Terms and Acronyms

**Absences, Excessive -** Attendance which falls below 95% in a grading period.

**Administrative Authority -** The superintendent, deputy superintendent, associate superintendent, principal or designee.

**AMSD –** Aztec Municipal School District

**Arson -** The act of unlawfully and intentionally damaging or attempting to damage, any real or personal property by fire or incendiary device.

**Assault -** Assault consists of either:

- an attempt to commit a battery upon the person of another;
- any unlawful act, threat or menacing conduct which causes another person to reasonably believe that he or she is in danger of receiving an immediate battery; or
- the use of insulting language toward another impugning his or her honor, delicacy or reputation.

**Assault, Aggravated -** Aggravated assault consists of either:

- unlawfully assaulting or striking at another with a deadly weapon;
- committing assault by threatening or menacing another while wearing a mask, hood, robe or other covering upon the face, head or body, or while disguised in any manner, so as to conceal identity; or
- willfully and intentionally assaulting another with intent to commit any felony.

**Battery, Aggravated -** Aggravated battery consists of the unlawful touching or application of force to the person of another with intent to injure that person or another.

**Battery/Fighting -** Unlawful, intentional touching or application of force to another person, when done in a rude, disrespectful or angry manner.

**Behavior Intervention Plan (BIP) -** The documentation of interventions, methods and strategies that are used in the school environment to address the behavior issues impacting a student's school success.

**Bomb Threat -** Falsely and maliciously stating verbally or in written form that a bomb or other explosive has been placed in that a person or property is likely to be injured or destroyed.

**Bullying -** Any severe, pervasive or persistent act or conduct that targets a student, in the school, on school grounds, in school vehicles, at a designated bus stop or at school activities or sanctioned events, whether physically, electronically or verbally 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.

**Bus Disruption -**Deliberately or inadvertently interfering with the safe operation of a school bus which is stopped or moving; behaving in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops or at pick-up areas.

**Cheating -** To deceive others by submitting information that is not earned by one's own efforts. Examples include but are not limited to:

- Copying work of other students or copying work from other sources and claiming it as one's own.
- Recording answers on school work including, but not limited to exams, quizzes, essays, or homework that are taken from unauthorized sources.

**Chronic Non–Productivity in the Classroom -** Chronically not attempting or participating in classroom activities and/or causing persistent disruptive behavior that is detrimental to the educational process.

**Co-Curricular Activities -** activities that are required as part of the curriculum but may be subject to New Mexico Activities Association (NMAA) rules and regulations.

**Contraband -** any substance, material or object prohibited from school pursuant to school policy or state or federal law, including drugs, alcohol, fireworks, or weapons.

**Controlled Substance, Paraphernalia Possession-** Possessing any drug paraphernalia, such as but not limited to pipes or bongs.

**Controlled Substance, Possession-** Possessing any drug substance capable of producing a change in behavior or altering a state of mind or feeling; having a "look-alike."

**Controlled Substance, Sale or Distribution -** Selling or distributing a drug substance capable of producing a change in behavior or altering a state of mind or feeling; including a "look-alike," or an item sold as a controlled substance.

**Controlled Substance, Use -** Absorbing a drug substance capable of producing a change in behavior or altering a state of mind or feeling, including a "look-alike, "or an item sold as a controlled substance.

**Cyberbullying -** any bullying that takes place through electronic communication that targets a specific student/group with intent to harm; is published with the intention that the communication be seen or disclosed to the targeted student/group; is in fact seen or disclosed to the targeted student/group; and creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's/group's educational benefits, opportunities or performance. Those who encourage bullying in a digital or cyber environment may be subject to corrective action on any occasion.

**Defiance of School Personnel or Authorities/ Insubordination/Noncompliance -** Refusing to comply with any lawful, reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction.

**Delinquent Act -** An act committed by a child that would be designated as a felony under the law if committed by an adult.

**Disorderly Conduct -** Any act that substantially disrupts the conduct of a school function; behavior that substantially disrupts the orderly learning environment or poses a threat to the health, safety and/or welfare of students, staff or others.

**Dress Code Violation -** Non-compliance with specific school dress codes.

**Drugs -** For the purpose of this student behavior handbook, "drugs" shall include, but not be limited to:

- All controlled substances prohibited by law or any mind altering substance.
- All alcoholic beverages and items containing any quantity of alcohol.
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to board policy.
- Hallucinogenic substances.
- Inhalants.
- Counterfeit, synthetic and look alike substances.

**Due Process -** An established course for disciplinary proceedings which is designed to safeguard the rights of the student.

**Expulsion -** The removal of a student from all regular schools in AMSD for a period of or exceeding one (1) year. In some cases expulsion may be a permanent removal from this school system.

**Extortion -** Using intimidation or the threat of violence to obtain money, information or anything else of value from another person.

**Extra-Curricular Activities -** activities that are not required as part of the curriculum, but are sanctioned and sponsored by the school and that take place outside of school, outside of town or after regular school hours. These activities may be subject to NMAA rules and regulations.

**False Accusations -** False Accusations are defined in accordance with New Mexico Criminal Code Statute; falsely reporting crimes or purposely giving false information to a School administrator or other investigator during the process of an investigation.

**False Alarm -** Interfering with the proper functioning of a fire alarm system or giving a false alarm, whether by means of a fire alarm or otherwise.

**Fighting -** Mutual participation in a situation involving physical violence, in which both parties have contributed to the situation by verbal and/or physical action.

**Firearms -** Any loaded or unloaded gun that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.

- Handguns, rifles and shotguns.
- The frame or receiver of any firearm.
- Any firearm muffler or silencer.
- Any device that expels an object at a high rate of speed.
- Any combination of parts that could be readily assembled to form a firearm

**Firearm, Possession/Use -** Possession or use of any weapon which will propel a projectile by the action of an explosive, and other weapons as defined in the United States Code: Title 18, Section 921. This definition does not apply to items such as toy guns, cap guns, BB guns, and pellet guns, but does include bombs, grenades and some explosives. (Also see weapon possession.)

**Fireworks -** as any explosive devices including, but not limited to chemical exothermic devices, smoke generators, fuses and any other device that yields smoke or is designed to yield smoke, with or without explosion.

**Functional Behavior Assessment (FBA) -** A procedure by which problematic behavior is examined to determine the cause, consequences and nature of the behavior, in order to develop effective interventions to address that behavior.

**Gambling -** Wagering money or other valuables on the outcome of a game, contest or other event.

**Gang -** any group of two or more students and/or non-students whose coordinated behavior is threatening, intimidating, violent, delinquent or criminal.

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

**Gang-**related indicators that will be considered should include:

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

**Gender neutral –** not specific to males or females, but pertains to people regardless of their gender.

**General Disruptive Conduct and/or Defiance -** Any behavior or conduct that disrupts or interferes with the operation of the public schools, including individual classes. This can also be behavior that leads a school authority to reasonably forecast that such an interruption or interference is likely to occur unless preventive action is taken. Refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction is included in this definition.

**Misuse of school property, cell phones and other forms of technology, failure to provide school identification upon request, dress code violation, inappropriate display of affection, and making false accusations regarding staff or students are some examples of disruptive conduct, but disruptive conduct may include other behaviors, as well.**

**Harassment -**knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person. Repeated verbal, physical, electronic or emotional contact that causes stress, worry or a feeling of being threatened, results in a loss of power with little or no perceived options or support available.

**Hazing -** Any humiliating or dangerous activity expected of a student as a condition of membership into a group (class, team, organization, gang, etc.), regardless of the willingness to participate in such activity.

**Hearing Officer -** a person designated by the district to hear evidence and determine the merits of a case at a Hearing.

**IEP-** Individualized Education Plan

**IEP Team -** the IEP Team for each child with a disability includes--

- The parents of the child;
- Not less than one regular education teacher of the child (if the child is, or may be, participating in the regular education environment);
- Not less than one special education teacher of the child, or where appropriate, not less than one special education provider of the child;
- A representative of the AMSD who -
    - Is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities;
    - Is knowledgeable about the general education curriculum; and
    - Is knowledgeable about the availability of resources of the AMSD.
    - *The Aztec Municipal Schools Special Education Director and the AMSD Administration will determine which specific staff member will serve as the agency representative in a particular IEP meeting. The AMSD representative will have the authority to commit AMSD resources and ensure that whatever services are required in the IEP will be provided to the student.*
- An individual who can interpret the instructional implications of evaluation results, who may be a member of the team as needed

- At the discretion of the parent or the AMSD, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate; and
- Whenever appropriate, the child with a disability.

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

**Interim Alternative Educational Setting -** an alternate setting for students with disabilities whose continued presence on a school campus poses a safety risk, typically used when a student with a disability is in violation of a policy which might have the consequence of out of school suspension.

**Intimidation -** Exhibiting behavior that causes fear of injury or harm.

**Language, Profane and/or Abusive -** The use of language that is crude, offensive, insulting or irreverent; use of coarse words to show contempt or disrespect; swearing.

**Look Alike Weapon -** A non-working replica of a weapon, a cap gun, water gun, toy gun, war souvenir, popper, or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is made for that purpose.

**Lying -** To present false information with the intent of deceiving, to deny or fabricate untruths or false stories, to stray from the truth or lead others to do the same by false testimony. Failing to answer questions truthfully or without full disclosure of all knowledge.

**Obscene or Vulgar Materials -**Displaying or possessing, on school premises, material designed to appeal to the sexual interest, or which is offensive by accepted community standards of morality and dignity.

**Other Disruptive Conduct -** Any conduct that: disrupts the educational process; constitutes a health or safety hazard; is in violation of state or municipal law; or is in violation of specific school rules.

Examples include but are not limited to:

- Failing to provide or surrender school identification to any school personnel upon demand.
- Being inappropriately dressed, such as being dressed in a manner that is potentially disruptive to the educational process. See individual school handbooks for a more complete definition.
- Knowingly and deliberately failing to comply with any legal and/or official rule or regulation designed by or provided by any school personnel at any time whether the rule is designed for the classroom, the campus in general or any other location or facility involving a school related activity.
- An inappropriate display of affection, such as a display of affection that has the potential of disrupting the educational focus

**Parent/Guardian -** includes a natural parent, legal guardian or person having lawful decision-making power for the student.

**Physical Management -** Physical management is defined as any means of attempting to control, touch or otherwise manage a student through the restriction of movement. It does not include the use of touch for guidance or instructional purposes.

**Possession -** on one's physical person, but also custody and control. Thus, a student may be found in possession of any item if the item is in the student's backpack, locker, car or elsewhere, if subject to the student's custody and control.

**Restitution -** Compensation for loss or damage.

**Robbery -** Taking of property of another through means of force of fear.

**School Personnel -** all members of the staff, faculty and administration employed by the AMSD Board of Education. The term also includes truancy prevention specialists, school bus drivers and their assistants and other authorized agents of the schools, such as volunteers or chaperones whose responsibilities include supervision of students.

**School Premises -** School premises means any AMSD facility such as the buildings and grounds, including playgrounds, playing fields and parking areas and any school vehicle or any public or private elementary, secondary, middle school or high school in or on which school or school related activities, whether on or off AMSD facilities, that are being operated under the supervision of the AMSD Board of Education.

**Secret Society -** A social organization that requires its members to conceal certain activities from outsiders and members may be required to conceal or deny their membership. Secret societies will be treated identical to gangs as warranted.

**Sexting -** the act of sending, receiving, forwarding, viewing, or reading any sexually explicit images, text messages, photo messages, video messages, or voice messages via any electronic communication device, computer, or other digital device. Sexting includes messages, photos, and images being further disseminated through e-mail and internet-based social networking websites well beyond their original intended recipients. The images contained in any message, photo or image can depict real images or animation under this definition.

**Sexual Battery -** Unlawful sexual contact with a victim, using force or coercion to accomplish the act and accomplished without the consent of the victim. Sexual battery can also occur regardless of consent such as in cases where the victim is known to have a mental and/or physical disability or is otherwise unable, as a matter of law, to give consent.

**Sexual Harassment -** Between an employee and a student, sexual harassment is any conduct of a sexual nature. Between students, sexual harassment is unwelcome conduct of a sexual nature. Conduct of a sexual nature may include, but is not limited to:

- Verbal, electronic or physical sexual advances, including subtle pressure for sexual activity.
- Repeated or persistent requests for dates, meetings and other social interactions.
- Sexually oriented touching, pinching, patting, staring, pulling at clothing or intentionally brushing against another.
- Showing, texting, forwarding, e-mailing, or giving sexual pictures, photographs, illustrations, messages or notes.
- Writing graffiti of a sexual nature on school property.
- Comments or name-calling to or about the student regarding alleged physical or personal characteristics of a sexual nature.
- Sexually oriented kidding, teasing or joking.
- Any harassing conduct to which a student is subjected because of or regarding the student's gender or sexual orientation.

**Student in Need of Early Intervention (Truant) -** A student who has accumulated five unexcused absences within a school year.

**Suspension, Long Term - T**he removal of a student from instruction and all school-related activities for more than ten (10) days and up to a full calendar year.

**Suspension, Short Term -** A suspension, up to ten days, which is at the discretion of the administrator and will address behaviors that disrupt the educational process.

**Tardy -** Student is not in the class or assigned activity when it is scheduled to begin. "Tardy" means when a secondary student (6th-12th grade) arrives at any class period during the school day after the scheduled tardy time or when an elementary student (K-5th grade) arrives after the official start time of the school day. A tardy shall not be recorded as an absence. Chronic tardiness may be subject to administrative review and may result in the development of an attendance plan and/or disciplinary action.

**Theft -** Unauthorized possession and/or sale of property of another without consent of the owner.

**Threat -**An expression of an intention to inflict pain, harm, injury, evil deed, damage or punishment.

**Tobacco(nicotine) Possession/Use -** Possession or use of any form of tobacco (nicotine) or synthetic, smoked or smokeless, and including e- cigarettes and vapor devices anywhere on a school campus or at a school related event.

**Trespassing/Unauthorized Presence -** Entering or being on school grounds or in a school building without authorization.

**Truancy -** Missing either part of or all of a school day or class without parent/guardian, teacher or administrator permission.

**Vandalism/Criminal Damage/Graffiti -** Unlawfully and/or intentionally damaging/defacing or attempting to damage/deface any real or personal property.

**Weapon -** All the following are considered weapons: knife blades, razor blades, cutting instruments, martial arts hardware, lasers, BB guns, shockers, brass knuckles, metal pipes, sharpened sticks, stun guns, firearms, ammunition, mace, pepper spray, acid, explosive devices, fireworks, pyrotechnics, slingshots, cross or non-cross bows or arrows, or any other instrument capable of inflicting serious injury. The brandishing of any instrument, piece of equipment, or supply item in the form of a threat of bodily harm to another will cause such instrument to be considered a weapon. Weapon lookalikes, such as toy guns, may also be considered weapons under this policy.

# Section 23 - Parent/Student Signature

**I have read the Student and Family Handbook and agree to comply with the policies and procedures within this document.**

**Student Printed Name: _____**

**Student Signature: _____**

**Date: _____**

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**Parent/Guardian Printed Name: _____**

**Parent/Guardian Signature: _____**

**Date: _____**