



# **Dulce Elementary School Warriors**

**Parent/Student Handbook**

**2009-2010**

**Mr. George Schumpelt, Principal**



**Dear Parent:**

- **Please tear out the following three pages.**
- **Please sign them.**
- **Then, please send them back to school with your child.**

**Federal and state laws require our school to have these signed documents on file for each and all children.**

**Your assistance with this process is GREATLY appreciated.**

**Sincerely,**

**George Schumpelt  
Principal**

## **“A MESSAGE TO PARENTS”**

**Parents, please note that there are sections of this handbook that you are expected to read and explain to your student/s. These sections will be designated with three asterisks. \*\*\* The last page of this handbook has a place where you and your student must sign, indicating that you have read and understand the designated policies. You are to return this completed signature page to your student’s teacher as soon as possible. Thank you for your cooperation in this matter.**

### ADMISSION

Students entering Kindergarten must be five (5) years old on/before August 31st. All new and returning students to Dulce Elementary School and their parents should obtain the appropriate registration forms at the School Office. The completed forms and requested documentation are to be turned in to the school secretary. Then the new student will be enrolled in the appropriate grade level.

### ASSEMBLIES

Assemblies will be scheduled periodically and will be determined by the principal or the assistant principal.

### ATTENDANCE \*\*\*

*Regular attendance is vital to a child’s success.* A child who is not in school cannot learn. For that reason, it is important that all parents make a commitment to make sure that their child is at school and on time. Please make every effort to adjust doctor appointments and family schedules to minimize time away from school. If at all possible, please schedule medical/dental appointments after school or on days when school is not in session.

For the purposes of this policy, excused absences are absences from any class caused by illness or medical appointments, a death in the immediate family, mandated court appearances, approved religious holidays, or an emergency outside the control of the student or students’ family. Such excuses are subject to approval of the principal or his/her designee. More

than ten (10) days of absences may result in retention or disciplinary actions. The school will notify parents regarding excessive absences. A home-school liaison person will make home visits to those students who are repeatedly absent.

Any student who comes to school after 8:15 a.m. is considered tardy. A student is considered ½ day absent when he/she comes to school after 10:30 a.m. or is checked out between 10:30 a.m. and 1:30 p.m.

Parents should contact the school by 9:00 a.m. if the child is going to be absent. If a phone contact is not made, a note needs to be sent to school with the student when he/she returns to school. A student whose parent/guardian did not contact the school office or does not bring a note will have an unexcused absence.

For excused absences, it is the student's and parent's responsibility to arrange make-up work with the teacher. The number of days allowed to make up work is equal to the number of days missed.

For unexcused absences, students are still required to complete missing assignments. However, points may be deducted for lateness.

Regular school attendance is the responsibility of the parents and student. It is the duty of parents or guardians, in cooperation with school district officials, to see that their children understand and comply with the Compulsory Attendance Education Law (New Mexico Statutes 22-12-1 through 22-12-8) and the Jicarilla Tribal Attendance Code. By State Statute, students must be dropped from the school's enrollment on the 10<sup>th</sup> consecutive absence and the student must re-enroll when he/she returns to school.

### **BUS TRANSPORTATION AND RULES \*\*\***

Bus transportation for students is a privilege. Students who do not obey directions of the bus driver or do not obey regulations shall forfeit their riding privileges. In the event of a behavior problem the following steps will be followed:

First Time Offenders: The Bus Drive will issue a verbal warning to the student.

Second Time Offenders: The Bus Driver will contact the Principal and the Principal will contact the student's parents/guardian.

Third Time Offenders: Student will be suspended from the bus for three days.

Fourth Time Offenders: Student will be suspended for 18 weeks and a meeting will need to be held with the Director of Transportation, the Transportation Supervisor, the parents/guardian and the student before the student will be readmitted to the bus.

Parents are to notify the office by written notice or phone call prior to 1:45 p.m. if a student is to ride a different bus or have a change in mode of transportation. Otherwise, the change will not be made.

- The driver is in full charge of students when they are riding the bus. The student must obey the driver cheerfully and promptly. The driver has the same authority on the bus as does the teacher in the classroom. Refusal to obey the rules will make them liable to be reported to school officials and perhaps to be refused transportation privileges.
- Students who are compelled to walk a distance to meet the bus must walk on the side of the road to their left, facing traffic, except on divided highways.
- Students are not to carry on unnecessary conversation with the driver while the bus is in motion.
- The use of tobacco in any form will not be permitted.
- Students will not be permitted to get on or off the bus or move about within the bus while it is in motion.
- Students must occupy the seats assigned to them by school officials or the bus driver.
- Students shall not at any time ride on the outside of the school bus.
- The students must not open or close the bus windows without the permission of the driver.
- The students must not extend their hands, arms, heads, or bodies through the bus windows.
- Students will not be permitted to throw or snatch caps, hats, books, lunch boxes, etc.
- Rough or boisterous conduct will not be permitted on the bus. Students will be permitted to converse in a normal tone while on the bus.
- Students shall stay out of the driver's seat.
- Any damage to the bus from any cause shall be reported to the driver and the driver, in turn, will report it to the Superintendent.
- Students will not be permitted to leave the bus on the way to and from school without the permission of the driver.
- Students who must cross the road after departing the bus shall pass in front of the bus and not behind the bus. Students shall cross the road only when the driver signals that all is clear.

- Students should look both ways before crossing to the opposite side of the road.
- Students must cooperate in keeping the bus clean
- Students shall be courteous to the driver, fellow students, and obey the driver as they would a teacher.
- Students should be on time, as the bus must run on schedule.
- Students shall remember that to be careless or to take chances not only endangers their own safety but the safety of others as well.
- Dogs and other animals are not permitted on the bus.
- Firearms and other dangerous objects shall not be carried on the bus. Consequences will be consistent with the policy of firearms or dangerous objects on school property.
- Students will follow their normal transportation arrangements unless the office staff notifies the teacher or student. There must be a note or phone call to the office from a parent/guardian before a change can be made. Calls requesting changes will not be accepted after 1:45 in the afternoon. NO EXCEPTIONS!

### CHECKING STUDENTS OUT OF SCHOOL

If for some reason a student has to leave school, his parent/guardian/authorized person must properly check him/her out of the office. Once the parent or guardian fills out the checkout form, the secretary or authorized person will send for the student. All student checkouts must go through the office.

A brother or sister under the age of 18 years will not be allowed to check out a student unless a permission slip signed by the parent/guardian is sent to the school and cleared by the principal.

Any person other than the parent/legal guardian will not be allowed to check out any child without the written permission of the parent/guardian.

### COMMUNICATIONS:

In an attempt to keep parents informed, information is often sent home with the students. In case of individual messages, correspondence is sent through the US Postal Service, such as progress reports, invitations, or discipline notes.

A monthly activities calendar and lunch menu will be sent home at the beginning of each month with your child.

Memos regarding early dismissals and special events are sent home prior

to the activity. Short notice communication is broadcast through KCIE Radio and any other available communication such as cable television, other radio stations, newspaper, etc.

## COMPUTERS

The use of computers in the school setting is very important. However, their use must be appropriate at all times. Each child and his/her parent will be required to sign an “Acceptable Use Policy” at the beginning of each school year. Failure to do so may limit the student’s rights to access the computers. Located at the end of this Handbook is a page that all parents and students must sign and return to your child’s teacher. *Upon receipt of the signed form, your child will be able to participate in classes in the Computer Lab or be able to use the computers in their classroom.*

## COMPUTER & INTERNET—ACCEPTABLE USE POLICY \*\*\*

### **Definition:**

“User” shall mean all persons who are granted access to the School District’s computer resources.

“Computer Resources” shall mean all computer hardware, software, communications devices, facilities, equipment, networks, passwords, licensing and attendant policies, manuals and guides.

### **No Expectation of Privacy:**

*No expectation of privacy.* The computers and computer accounts given to Users are to assist them in performance of their jobs. Users do not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the School District for business and/or education program purposes.

*Waiver of privacy rights.* Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Users consent to allowing personnel of the School District to access and review all materials. Users create, store, send, or receive on the computer or through the Internet or any other computer network. Users understand that the School District may use human or automated means to monitor use of its computer resources.

### **Prohibited Activities:**

*Inappropriate or unlawful material.* Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, threatening or potentially violent, defamatory, racially offensive, proselytizing, inappropriate or otherwise unlawful, or in violation of School Board policy may not be sent by e-mail or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored in computers. Users encountering or receiving this kind of material should immediately report the incident to their supervisors.

*Prohibited uses.* Without prior written permission from the District's Technology Coordinator, computer resources may not be used for dissemination or storage of commercial or personal advertisements, promotions, destructive programs (including but not limited to self-replicating codes or viruses), political or religious material, receipt or distribution of inappropriate or unlawful material as defined above, participation in or accessing chat lines, chat groups or chat sites (unless directly related to the school curriculum and such access has been authorized in advance by the building supervisor or Director of Computer Resources), accessing any site which displays or distributes inappropriate or unlawful material as defined above, or any use which is unauthorized or in violation of School Board policy.

*Waste of computer resources.* Users may not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending or forwarding mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, sending or forwarding jokes, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic.

*Misuse of software.* Without prior written authorization from the School District's Technology Coordinator, Users may not do any of the following: (1) copy software for use on their home computers; (2) provide copies of software to any third person; (3) install software on any School District workstations or servers; (4) download any software or run executable files from the

Internet, email or other online service to any School District's workstations or servers; (5) modify, revise, transform, recast, or adapt any software; or (6) reverse-engineer, disassemble, or decompile any software. Users who become aware of any misuse of software or violation of copyright law must immediately report the incident to their supervisors.

*Communication trade secrets.* Unless expressly authorized by the School District's Technology Coordinator, sending, transmitting, or otherwise disseminating proprietary data, trade secrets, or other confidential information of the School District is strictly prohibited. Unauthorized dissemination of this information may result in substantial civil liability as well as severe criminal penalties under the Economic Espionage Act of 1996.

## **Passwords**

*Responsibility for passwords.* Users are responsible for safe-guarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No User may access the computer system with another User's password or account.

*Passwords do not imply privacy.* Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on the computer system. The School District has global passwords that permit it access to all material stored on its computer system-regardless of whether that material has been encoded with a particular User's password.

## **Security**

*Accessing other user's files.* Users may not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users may not use the computer system to "snoop" or pry into the affairs of other users of School District operational systems by unnecessarily reviewing their files and e-mail without authority.

*Accessing other computers and networks.* A User's ability to connect to other computer systems through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

*Computer security.* Each User is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of School District Computer Resources. This duty includes taking reasonable precautions to prevent intruders from accessing the District's network via Internet connections or by leaving systems on

and logged into the network without authorization and to prevent the introduction and spread of viruses.

### **Viruses**

*Virus detection.* Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the School District's network. To that end, all material received on floppy disk or other magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to the School District MUST be scanned for viruses and other destructive programs before being placed onto the computer system or network. Users should understand that their home computers and laptops may contain viruses. All disks transferred from these computers to School District's network MUST be scanned for viruses.

### **Encryption Software**

*Use of encryption software.* Users may not install or use encryption software on any of the School District's computers without first obtaining written permission from their supervisors. Users may not use passwords or encryption passwords that have not been provided to their supervisors.

*Export restrictions.* The federal government has imposed restrictions on export of programs or files containing encryption technology (such as e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology is not to be placed on the Internet or transmitted in any way outside the United States without the prior written authorization from the School District's Technology Coordinator.

### **Miscellaneous**

*Compliance with applicable laws and licenses.* In their use of Computer Resources, Users must comply with all software licenses; copyrights; all other state, federal, and international laws governing intellectual property and online activities.

*Other policies applicable.* In their use of Computer Resources, Users must observe and comply with all other policies and guidelines of the School District.

*Computer configuration.* The following items are considered user configurable and may be changed by the operator: approved screen savers, mouse pointers and additions to the Microsoft Office Suite. Manipulating computer configuration items not in this list may be subject to disciplinary action if not authorized by the school District's Technology Coordinator.

*Amendments and revisions.* This policy may be amended or revised from time to time as the need arises. Users shall comply with all amendments and revisions once adopted by the School Board.

*No additional rights.* This Policy is not intended to, and does not grant, Users any contractual rights.

### **Violation/Consequences**

*Students.* Students who violate this policy shall be subject to revocation of district system access up to and including permanent loss of privileges, and discipline up to and including expulsion.

Violations of law will be reported to law enforcement officials.

Disciplinary action may be appealed by parents and/or students in accordance with existing district procedures for suspension or revocation of student privileges.

*Staff.* Staff members who violate this policy shall be subject to discipline, up to and including suspension, termination or discharge, in accordance with Board policy, negotiated agreements and applicable law.

Violations of law will be reported to law enforcement officials.

### **DISCIPLINE POLICY \*\*\***

Orderly conduct in the schools is of major importance to the educational process for all children. The school must maintain an atmosphere that supports safety and health of all and also maximizes learning. Effective discipline is necessary for quality education.

The purpose of this policy is to:

1. Define conduct that may result in discipline of a student;
2. Set forth due process procedures for various types of discipline, and

3. Reward students for putting forth an effort to follow the policy of the Elementary School.

This policy is intended to regulate conduct of a student when the student is: 1) On school grounds or at a school-sponsored event; 2) Traveling to or from school or a school-sponsored event.

When a student is disrupting the educational process or becomes a danger to himself/herself or others, the parents will be called to take the child home for the rest of the day. A meeting with the principal or assistant principal shall be held to determine further consequences.

*Application of Policy:*

A student who engages in conduct prohibited by this policy, may be disciplined. Discipline may include, but is not limited to, any one or a combination of the following:

- \* Verbal reprimand
- \* Parent conferences
- \* Detention
- \* Loss of privileges
- \* Temporary exclusion from the classroom
- \* In-house suspension
- \* Out-of-school suspension
- \* Expulsion

MAJOR INFRACTIONS:

*Disruptive conduct:* A student shall not continually engage, or attempt to engage, in any conduct that is reasonably likely to disrupt, or that does disrupt any school function, process, or activity.

*Violation of Federal, State, Tribal or Local Law:* A student shall not violate any federal, state, tribal or local law.

*Violation of Federal, State, Tribal or Local law:* A student shall not violate any Governing Board Policy, administrative regulation or school rule.

*Defiance of Authority-Truthfulness:* A student shall obey the instructions of teachers, administrators, instructional assistants, and other school district employees and shall respond to requests for information from these persons in a truthful manner.

*Alcohol, Drugs, and Drug Paraphernalia:* A student shall not possess, sell and/or offer to sell, use or be under the influence of alcohol or drugs (except the use of medication prescribed by a physician and used in accordance with the prescription of Governing Board policies). For the purpose of this policy, drugs are defined as narcotic drugs, dangerous drugs, toxic

substances, marijuana, and peyote as those terms are defined according to federal, state, tribal and local laws. The Dulce Independent School Board of Education adopted a Substance Abuse Policy and Tobacco Free School Policy on 9/17/91 (see DSB policy 3.60 (B) (1).

*Threats, Assaults and Fighting:* A student shall not verbally or physically threaten, abuse, assault or engage in a fight with any student, school employee or other person.

*Vandalism, Littering and Destruction of Property:* A student shall not damage, destroy or deface any school property, to include schoolbooks, or property belonging to any other person, and shall not litter on school property. Parents will be held accountable for expenses caused by their child's willful destruction of school property.

*Cursing and Belittling:* A student shall not curse, use obscene words, use phrases or distribute offensive or obscene materials. Offensive words or materials include those that are false and expose a person to hatred, ridicule, contempt, disgust or an equivalent reaction or are false and have a tendency to attack a person's occupation, business, or office. Obscene materials are those that an average person, apply contemporary standards of the school community, would find, taken as a whole, are offensive and lack serious literary, artistic, political, or scientific value. The standard to be used is that of the school community, in recognition of the fact that students are, as a group, younger and more sensitive than the general adult population.

*Dress and Appearance:* A student's dress and appearance shall not present health and safety problems or cause disruption of educational activities. Items of attire with obscene words, alcohol/drugs, satanic emblems, slogan or graphics shall not be worn. Attire depicting gang recognition signs, such as black-hooded sweatshirts, baggy pants, caps, or any other clothing which indicates gang affiliation. Immodest or indecent attire is not acceptable (shorts or skirts may be no shorter than an inch above the knee). Shoes must be worn at all times.

*Forgery and Cheating:* A student shall not use, or attempt to use, the identity, signature, academic work or research of another person as his or her own. A student shall not share his or her knowledge of work with another student during an examination.

*Misrepresentations/Extortion and Theft:* A student shall not take, use, or borrow any property by misrepresentation, deception or by express or implied threat. A student shall not take, use or borrow property belonging

to another person without the person's permission to use or take the property.

*Endangering the Health and Safety of Others:* A student shall not engage in conduct that endangers, or reasonably appears to endanger, the health or safety of other students, school employees, or other persons.

*Emergency Alarms and Fire Control Devices:* A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists, justifying use of the device.

*Arson:* A student shall not start, attempt to start, or promote the continuation of any fire or explosion. This does not preclude teacher-approved class activities such as an approved and supervised experiment in a supervised class.

*Unauthorized Entry:* A student shall not gain, or attempt to gain, forceful or unauthorized entry to, or occupation of, school buildings or school grounds.

***Police will be asked to be involved with these incidents.***

*Consequences:*

- A Disciplinary Report Form will be completed by the school staff, stating the infraction. A copy will be sent to the parent, a copy will be retained in the student's file and in the teacher's file.
- A conference may be held with parents, principal/assistant principal, teacher and student to develop a behavioral contract.
- A teacher may require a student to spend time, under supervision, in excess of the regular school day. Parents will be notified prior to detention. This does not apply to in-school suspension. Detention must be approved by the principal or assistant principal.
- When necessary, the Due Process Procedure will be followed.
- Appropriate legal procedures will be followed when the Police and Legal Authorities are involved in the investigative process.

#### DULCE ELEMENTARY EXPECTATIONS:

*Dulce Elementary Students Will:*

- Listen attentively
- Complete all classroom work and homework

- Bring necessary supplies
- Follow district, building and classroom rules
- Walk while inside the school
- Walk to and from the bus
- Be courteous and respectful to others
- Use all school and playground equipment appropriately

*Dulce Elementary Students Will Not:*

- Bring gum, candy, soda or sunflower seeds into the school building
- Bring radios, CD players, cell phones, Ipods, or any electronic devices as well as toys, games, etc to school
- Wear hats inside the building
- Abuse school property
- Behave in an unsafe manner
- Use inappropriate language

EXTRACURRICULAR ACTIVITIES-ELIGIBILITY REQUIREMENTS:

Student Extracurricular Activity Programs in the Dulce Schools include all school-sponsored athletics, activities, organizations, clubs and positions of honor available in the district. Extracurricular activities are an important part of the educational process, and students are encouraged to participate in order to broaden their education experience. Athletics, clubs and organizations are not only interesting and fun, they also provide students with opportunities to develop leadership skills, self-discipline, personal responsibility and the ability to work in harmony with others toward common goals.

*For Participation in School Activities:*

- Students must have and maintain a cumulative grade point average (GPA) of at least 2.0 for each nine-week grading period. Activity/athletic eligibility checks will be conducted every two weeks throughout the competitive season. Coaches are required to file eligibility checks with the appropriate principal.
- Students must have properly completed parent permission forms and a physical examination, valid for the current school year, on file in the Office.
- Students must be covered by medical insurance with proof on file with the principal.

HARASSMENT AND VIOLENCE

For purposes of this policy, the term “third party” shall mean any person who is not an agent of the school district.

1. Dulce Independent Schools has a policy prohibiting harassment due to an individual’s race, color, sex, national origin, or disability.
2. It shall be a violation of District Policy for any individual(s) or third party, including speakers from the outside who are participating in assemblies, activities, events, or programs being conducted on school grounds or in school facilities to engage in harassment because of an individual’s race, color, sex, national origin, or disability. This includes sporting events and other extra-curricular activities conducted under the auspices of the school district.
3. The school district will act promptly to investigate all complaints and take appropriate action to protect individuals from further harassment, to include taking lawful or civil action reasonably calculated to end the harassment.
4. A copy of these written procedures shall be made available to all persons and third parties who are not agents of the school involved in activities within the schools, on school grounds, and in school facilities.

### HEALTH SERVICES

Health service is a support service staffed by a school nurse and is readily available to all students during school hours. Health service also includes any social/emotional problems the student may wish to discuss with the nurse and appropriate referrals may be made. According to school policy, a student must be seen by the school nurse prior to being sent to a physician, clinic or hospital. Exceptions are emergencies or absence of the nurse. As consent form for school health services for each student must be on file in the school nurse’s office before treatment or medication is dispensed to a student. Any parental concerns regarding student’s health should be discussed with the school nurse. The following directions must be adhered to:

1. To be able to register for school, all students must have a completed immunization record form. This can be obtained from the HIS Clinic or your primary physician.
2. Any prescription medication to be given during school hours must be stored in the nurse’s office. The container must have student’s name,

- name of medication and dose to be administered. A written consent from parent/guardian must accompany medication. Any over the counter medication, such as Tylenol, Ibuprofen, cough drops/syrup or antacids will only be given to students if a consent form is on file.
3. Any student with a suspected contagious disease such as chicken pox, measles, impetigo, herpes, ringworm or scabies will be sent home. Students with head lice will be sent home as soon as possible with medication and instructions not to return to school until the condition is cleared.
  4. Vision/Hearing screening will be conducted each school year on students in selected grades and parents will be notified of problems.

*Immunizations: (Adopted by the Dulce Board of Education during their Regular Meeting of August 15, 1989)*

No student will be enrolled in any school in the district unless h/she has been immunized, as required under the rules and regulations of the State of New Mexico and can provide satisfactory evidence of such immunization. If the student produces satisfactory evidence to having begun the process of immunization, he/she may enroll and attend school as long as the immunization process is being accomplished in the prescribed manner. It is unlawful for any parent to refuse or neglect to have his/her child immunized unless the child is properly exempted. Out-of-state students shall have a six-week period after enrollment to become immunized or to provide proof of immunization.

*Exemptions:*

Any minor child, through his/her parent or guardian, may file with the principal of the school the certificate of duly licensed physician stating that the physical condition of the child is such that immunization would seriously endanger the life or health of the child.

Any minor child, through his/her parent or guardian, may file affidavits or written agency, health and Social Services Department, stating that such child's parents or guardian are bona fide members of a denomination whose religious teachings requires reliance upon prayer or spiritual means alone for healing.

Any minor child, through his/her parent or legal guardian, may file affidavits or written affirmation with the State Health Agency, health and Social Services Department, stating that such child's parents or legal guardians religious beliefs, held either individually or jointly with others, do not permit the administration of vaccine or other immunizing agent.

Upon filing and approval of such certificate, affidavit, or affirmation, the child is exempt from the legal requirement of immunization for a period not to exceed nine months on the basis of any one certificate, affidavit or affirmation.

#### HEALTH AND WELLNESS POLICY:

A copy of the Dulce Independent School Wellness Action Plan is available in the school's office or nurse's office for information purposes.

#### INCLEMENT WEATHER:

Should inclement weather or emergency situations result in the delay or closing of district schools, or in an adjustment to school start or dismissal times, the information will be conveyed to local radio stations and New Mexico television stations on Channels 4, 7, and 13.

#### LIBRARY

Students are responsible for materials checked out in their names, and must pay for any books or materials lost or not returned to the Library.

#### PARENT/TEACHER CONFERENCES

Report cards will be distributed during parent/teacher conferences immediately following the nine-week grading period. Teachers are expected to attend all parent/teacher conferences. Parent/teacher conferences will be held in the classrooms. Teachers will be expected to share sample work from each student's portfolio during the conference. Teachers are encouraged to implement project-based learning in their classrooms and share these projects during parent/teacher conferences.

#### PARENTAL RIGHTS

Some of the following are stated in this handbook and in the District Policies and Procedures Book. As parents/guardians, you have the right to:

1. Look at your child's school records. You may challenge any record you believe is untrue or unfair;
2. Look at all official school policies;
3. Be a member of any parent/citizen group and have your group recognized and heard by school officials;
4. Take legal action against a school employee, if your child has been

- disciplined with “excessive or unreasonable” physical force;
5. Appeal the suspension of your child from school;
  6. Review instructional materials;
  7. Have your handicapped child placed in an “appropriate” public school program. Parents also must be consulted about the evaluation and placement of their handicapped child;
  8. Visit your child’s classroom(s) at any time during the school day, providing you notify the school office when you arrive;
  9. Attend conferences with your child’s teachers;
  10. Request that your child be excused from studying a subject you object to on religious, moral, or other reasonable grounds;
  11. Request that your child be excused from assigned reading books you object to on religious, moral, or other reasonable grounds;
  12. Request that your child be excused from school activities you object to on religious, moral, or other reasonable grounds;
  13. Request to see the professional qualifications of the classroom teachers who instruct you child. This is in accordance with the No Child Left Behind Act, Title I, part A, Section 1111 and New Mexico Public School Code 22-10A-16. Contact your child’s principal for further information.

#### PARENT INVOLVEMENT POLICY, TITLE I

The strength of Dulce Elementary School rests in our commitment to children and our families through the development of the total child as evidenced by the programs we offer and our outreach into the community. Our program is directed toward the expansion of excellence in our students by promoting academic distinction, physical wellbeing and the development of leadership skills and social responsibility.

Our goal at Dulce Elementary is to nurture positive relationships, mutual respect and a better quality of academics for student, teachers and parents in order to foster educational success and sensitivity to individual differences. The faculty and staff of Dulce Elementary recognize the importance of parental involvement and participation in their child’s education and are committed to implementing the Board of Education Policy. Every effort is made to develop opportunities for parental involvement across a broad spectrum of school programs, activities and procedures, as illustrated by, but not limited to, those listed below:

- Take-home Everyday Math, Open Court Reading activities
- Information on homework policies
- Information on how to assist student with skills they need to improve
- School Wide Assemblies

- Parent Advisory Council meetings
- Open House activities
- Report Card Conferences
- Use of Parent Volunteers
- Distribution of Student/Parent Handbooks
- Members of both school and district wide committees on school climate, school improvement and safety
- Open Door Policy for Parent Visits
- Monthly School newsletters
- Bi-weekly Class/Grade Level newsletters
- Provision of school-based Family Activities at all Grade Levels
- Parent surveys to share information about children's goals, strengths and special talents
- After School Programs
- Sharing and discussion of New Mexico Standards, curriculum alignment, student expectations and assessment procedures

We believe that children succeed best when there is a strong partnership between home and school. This partnership thrives on open communication between parents and the school, parental involvement in their child's education and parental responsibility for all aspects of their child's education. Parents can become partners in their child's education by:

- Becoming familiar with their child's school activities and academic programs, including special programs offered by the district
- Discussing with child advocates, teachers and principals the options and opportunities available to their child
- Monitoring their child's academic progress and contacting teachers when necessary
- Attending scheduled teacher/school conferences
- Monitoring their child's attendance at school. Regular school attendance is important if a child is to achieve his/her full potential. Parents are urged to make extra effort to ensure their child establishes a regular attendance pattern
- Learning does not end when the school day is over. We encourage parents to set aside time for reading, informal learning activities and assisting their child in homework assignments.

The school and family working together are powerful forces that can help students achieve the expected learning results of the school. We believe parental involvement has the greatest impact when parents, students and the school share responsibility for the growth and development of each student.

There will be an annual evaluation of the content and effectiveness of the parental Involvement Program, and parents will be asked for their input. The evaluation will include an assessment/survey of how much involvement is increasing and what barriers to parental participation still need to be overcome. The school will revise its parental involvement program on the basis of the annual review. Last modified in May, 2008.

**PARENT/STUDENT/TEACHER/PRINCIPAL  
TITLE 1 COMPACT—  
09-10\*\*\***

Effective schools are a result of families and school staff working together to ensure that children are successful in school. Learning can take place when there is a combination of effort, interest and motivation. This signed agreement is a promise between the student, parent(s), the teacher and principal to work together. We believe that this agreement can be fulfilled by a team effort. Together we can improve teaching and learning in our school.

**Parent/Guardian Agreement:**

We, as parents, will support our children's learning in the following ways:

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Establish a time and place for homework and review homework regularly.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning by checking homework folder/planner daily.
- Promote a positive use of my child's extracurricular time (i.e. quality time with your child, reading together. . .)
- Stay informed about my child's education and communicating with school.

**Student Agreement:**

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically I will:

- Attend school regularly and arrive to school on time.
- Come to school each day with necessary tools for learning.
- Complete and return homework assignments.
- Obey the rules of student conduct and act respectfully and responsibly.
- Ask my teachers and parents for help when I need it.
- Use my homework folder/planner each day.

**Teacher Agreement:**

It is important that students achieve, "Therefore, I will do the following":

- Provide homework assignments for students.
- Provide necessary assistance to parent and students regarding assignments.

- Communicate to parents and provide information about student progress.
- Make learning enjoyable by using a variety of activities.
- Welcome parents who would like to visit and/or volunteer time for the students.
- Maintain discipline in the classroom to ensure optimum learning.
- Establish a routine to check homework planners/folders.

**Principal Agreement:**

I support this form of collaborative involvement. Therefore, I shall strive to do the following:

- Create a welcoming environment for students and parents.
- Communicate to students and parents the school’s mission and goals.
- Ensure a safe and orderly learning environment.
- Reinforce the partnership between parent, student and staff.
- Provide appropriate in-services and training for teachers and parents.
- Enforce school/district policies in a fair and consistent manner.

Dulce Elementary and the parent’s of the students participating in activities, services and programs funded by Title1, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help students achieve the State’s high standards. This school parent compact is in effect during the 2008-2009 school year.

**PAYMENT OF DEBTS**

Student report cards or records will not be released until all debts to the school have been paid.

**PERMISSION TO PHOTOGRAPH, VIDEO TAPE \*\*\***

There are occasions throughout the school year when the use of pictures and recordings best describes our programs for our children. In order to utilize pictures and recordings to the best advantage of all concerned, we are requesting your permission to photograph, video tape, and/or tape record your child with the understanding that use of such photographs and recordings will not reflect negatively upon your child. (For example, school newsletters, yearbook, classroom and school bulletin boards, etc.)

At the end of this handbook is a signature line on which you are asked to indicate permission or non-permission. After reading, please respond and sign for you and have your child sign as well. Thank you!

**PHYSICAL EDUCATION:**

A sound body as well as a sound mind is important to the overall educational program. Students from grades K-5 have scheduled physical education classes. Children will have the opportunity to develop skills in balance, coordination, stamina, and games. A written note from a doctor is required for those students unable to participate in physical education. Any child without a note will be expected to participate. Each student must provide a pair of tennis shoes to participate in the PE class. (This is to protect the surface of the gymnasium floor).

#### PROMOTION/RETENTION:

Every teacher shall make the decision for promotion/retention. A meeting will be scheduled with the parent and administration before retention takes place. The parent or legal guardian has the option to refuse the recommended retention one time. If the child is still not able to complete the required mastery on performance standards, the school has the right to retain the child without parental permission.

#### REPORT CARDS:

Report cards will be issued at the end of each nine-week period. The grades will be explained at the parent/teacher conferences.

Communications between the school and the home is essential. Parents are encouraged to attend each scheduled parent/teacher conference. Parents may schedule additional teacher conferences by making an appointment through the counselor's office. The staff's regular work hours are from 7:45 – 3:45, Monday through Friday.

#### SAFETY DRILLS & VIDEO SURVEILLANCE CAMERAS

*Fire drills, lock downs, and evacuation drills* are conducted on a regular basis. Drills help to ensure safe evacuation of students and staff from buildings in case of a real emergency. Teachers are responsible for ensuring that all of their students know and understand fire drill, lockdowns and evacuation procedures. A false alarm is a very serious offense and will be reported to law enforcement officials.

##### NMPED Required Activities:

- A School Safety Plan at each school building focused on supporting healthy and safe environments and including, but not necessarily limited to, prevention, policies and procedures and emergency response plans.
- Perform 12 emergency drills in each public school in New Mexico. Emergency drills shall consist of 9 fire

drills, 2 shelter in place drills and one evacuation drill at the intervals set forth in subsection M of 6.30.2.10 NMAC.

*Video Surveillance Cameras:*

All students, parents and staff are advised that as a public school facility, students, staff, parents and building visitors do not have a right to expect privacy in connection with their actions and activities while in or about the school facilities. In an effort to increase school district security, provide greater safety for students, staff and building visitors, and to reduce vandalism and theft, many areas of the elementary campus, both internal and external shall be subject to observation and monitoring by video cameras. The tapes of such observations shall be available for use by the school district and its administrative staff, if necessary to enforce the law and the provision of school district policy. Any questions should be addressed directly to the building administration.

SEARCH AND SEIZURES

School administration reserves the right to search and seize when there is reason to believe that material of matter detrimental to the safety, health and welfare of all students exists. Desks are provided as a convenience to the students, but remain the property of the school and are subject to its control and supervision. A safe and harmonious campus is of vital performance to all of us. Your support in this matter is necessary and appreciated.

SPECIAL EDUCATION: The district provides programs for children with disabilities. Programs are available at the school for the following conditions: Specific Learning Disabilities, Emotionally handicapped and Educable Mentally Handicapped. Other services include audiological services, language development, homebound instruction, psychological and physical therapy.

SPECIAL PROCEDURES/RULES

HALLWAY:

- Always walk quietly
- Keep your hands to yourself
- Use hall passes
- Walk on the right side of the hall

LUNCHROOM:

- Students walk to the cafeteria in an orderly line
- Cutting in line is not acceptable
- Shoving or pushing is not permitted
- Students are to use “soft” voices while in the cafeteria
- Students approach the serving doorway via the left aisle; after receiving their tray they walk to the tables via the middle aisle
- Students clean their table area before they are dismissed to properly dispose their tray; then they line up in their respective places.

**PLAYGROUND:**

- Students dispose of litter in the trash cans
- Throwing stones, snowballs and other objects that may cause injury is forbidden
- Students should show respect for all staff
- Students are to play in a safe manner
  - Kicking, tripping or play-fighting are not safe
  - Keep your hands to yourself
  - Abusive behavior is not acceptable
  - Chase or tag games that involve any kind of rough-housing, tackling, kicking, or dragging are not allowed
- Bullying or hazing is not allowed
- No swearing or talking back
- Stay on the playground
- Use playground equipment properly:
  - One child per swing; no pushing on swings
  - No twirling on bars
  - Stand in line when waiting to use equipment
  - Keep hands off other people’s clothes, lunch boxes, books, etc.

**STUDENT AND SCHOOL RIGHTS AND RESPONSIBILITIES**

*Statement of Policy:*

A primary responsibility of the Dulce Independent Schools and their professional staff shall be to instill in students an appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal process whereby necessary changes are brought about.

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 obligation.

The right to attend public schools is not absolute. It is conditional on each student’s acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through established processes.

Teachers, administrators, and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for learning in their classrooms and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating an educational program by ensuring an orderly, safe environment in the public schools. In discharging 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.

The schools have both the authority and responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established.

Decisions made by school personnel that students may believe are unfair or a violation of pertinent Board policies or individual school rules may be appealed to the principal or a designated representative or by following the specific appeal process created for particular complaints.

Grievance procedures shall be available for students to receive prompt and equitable resolution of all allegations of discriminatory actions on the basis of race, color, national origin, sex and handicap which students are encouraged to report.

#### STUDENT WITHDRAWAL

Parents are asked to complete the student withdrawal form in the office when moving.

#### VISITORS

State law requires that all visitors to the school campus must first report to the school office to state the nature of their business. The school accepts only those visitors who have legitimate business at the school.

Upon entering the school all visitors must sign in at the Office to obtain a "VISITOR PASS". Parents are always welcome to visit the school to volunteer and participate in school activities. Parents are invited to conference with staff to consult with them addressing their student's progress in school.

#### WEAPONS IN SCHOOL

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the school. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, and use of weapons by unauthorized persons in or around school property.

This policy is enacted to implement the requirements of the Federal Gun Free Schools Act of 1994, 33 U.S.C. § 3351 (a)(1) and it is the intention of the Board that it be interpreted to conform to provisions of that law.

*Definitions:*

Weapon: For purposes of this policy, a “weapon” is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has potentially violent use, or any “look-a-like” object that resembles an object that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

Firearm: For purposes of this policy, and for purposes of compliance with the federal Gun Free Schools Act, a “firearm” is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; and firearm muffler or firearm silencer, or any destructive device.

*Prohibitions:*

It is the policy of the Board that no student shall bring a weapon to a school, nor carry or keep any weapon on school property or while attending or participating in any school activity, including during transportation to or from such activity.

*Enforcement:*

A. This policy is enforced according to the Board’s Student Search & Seizure Policy. Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the State Board of Education Regulation No. 81-3, as amended, and the policies of the District.

B. Any student who brings a firearm or weapon to a school or school sponsored activity shall, in addition to penalties imposed under School Board policy, be referred to appropriate law enforcement authorities for prosecution.

*Penalties for Violations:*

A. Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion.

B. In compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a firearm, as defined in this policy, shall, at a minimum, be expelled from school for a period of not less than one year, provided that the Superintendent or Board of Education may modify such penalty in appropriate cases in their discretion.

C. This policy shall be interpreted in a manner consistent with the Individual with Disabilities Education Act (IDEA).

WHEELYS/HEELYS

Heelys or any shoes that have rollers in the heel that can be popped in/out and used to roll instead of walk **are not allowed**. There have been numerous injuries associated with this type of footwear. It is our goal for DES students' to be as safe as possible. Thank you for understanding.