

# STUDENT HANDBOOK

## 2021 - 2022

### Laguna Elementary School



#### MISSION STATEMENT

*Irske Hanu – Each of these statements is reflective of LES staff, parents, and students:  
Our school will be one people by respecting each other;  
Our school will be one people by achieving our goals in academics;  
Our school will be one people enriched by all cultures;  
Our school will be one people recognized by our character.*

### Laguna Middle School



#### MISSION STATEMENT

*It is the responsibility of all school employees, parents, students, and the community working cooperatively, to ensure:  
All Laguna Middle School students will emerge as successful learners, who are responsible and participating members of Laguna and other world societies.*

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Students and Parents

Welcome to the 2021-2022 school year. We are honored to serve as your community school. We are excited to be able to welcome students back to our campus and will continue to meet the needs of our distance learners. We wish you the best this school year and look forward to watching the student’s growth throughout the year. Please refer to this handbook when you have questions about the expectations, rules, and procedures at Laguna Schools.

Information about our COVID-19 response is included in this handbook. In areas where the COVID-19 information differs from other areas of the handbook, the COVID-19 information will supersede other information.

Sincerely,

Laguna Department of Education Schools

# COVID-19 INFORMATION

As part of our COVID-19 response, everyone entering LES/LMS is required to follow the expectations outlined below. More detailed information about our COVID response can be found in the LES/LMS School Re-Opening plan which is posted online at [www.lagunaed.net](http://www.lagunaed.net).

## STUDENTS:

- All students will have their temperature checked prior to boarding the bus, being dropped off, or entering the school.
- Students who have a temperature of 100.4+ will not be allowed onto the bus or into the building.
- Students should NOT come to school if they are showing symptoms of illness or do not feel well.
- Masks/face coverings are required for students on the bus and in all areas of the school.
- LES/LMS requires face coverings to be worn by students in the classroom.
- Students must present a note from a doctor if they have a medical reason for not being able to wear a face covering.
- Social distancing is required on the bus and in all areas of the school.
- School entryways, hallways, and common areas will include directional arrows to aid in traffic flow patterns; students should follow the directional arrows.
- Students should practice safe habits such as frequent hand-washing, social distancing, covering coughs, and wearing face coverings as required.
- Students should engage in on site and at-home learning activities; Assignments will be graded.
- Students should attend school on days they are expected to be on site.
- Students who have a known exposure to COVID should self-quarantine and follow all guidelines of the Pueblo.
- LES/LMS should be informed of any student who has a positive test result.
- Any student who tests positive will be excluded from school until they receive an EOC release.

## VACCINATION REQUIREMENTS

- As per Executive Order #4, the Pueblo of Laguna and the EOC have authorized LDOE to determine reentry guidance for all LDOE schools.
- Only students from fully vaccinated households or students age 12 and older that are fully vaccinated will be allowed to participate in onsite in-person instruction.
- Parents/guardians will be able to send their children to school if all eligible household members have been vaccinated.
- Vaccinated household members means every eligible member that lives in the house with the student is fully vaccinated, including 12 years of age and older.
- Written verification of vaccinations must be provided to LES/LMS prior to child attending school.
- Failure to provide verification will result in student being taught virtually.
- Students that are 12 years old or older must be fully vaccinated and provide LMS verification of vaccination.

## **PARENTS**

- Parents should ensure that their contact information stays current for both LES/LMS.
- Parents must keep their children home if they are not feeling well or if they are showing any symptoms of illness.
- Parents should ensure that their child wears their mask daily to school.
- Parents should clean and disinfect their child's mask daily.
- Parents are required to immediately pick up students who are not allowed on the bus or in school.
- Parents are encouraged to wait at their child's bus stop to ensure student is allowed to board the bus.
- Parents are not allowed on campus unless they are conducting essential business which could not otherwise be handled online or via telephone.
- Parents who have a known exposure to COVID should not come to campus. Parents who have a known exposure to COVID should self-quarantine and follow all guidelines of the Pueblo.
- Anyone entering the facility will have their temperatures taken prior to entering facility.
- Anyone who has a temperature of 100.4+ or is exhibiting symptoms will not be allowed into the building.
- Anyone who is on campus for essential business should follow all social distancing, face covering, and directional arrow guidelines, as well as other safety precautions such as covering coughs and frequent hand washing.
- Parents who transport their children to and from school should utilize the pick/up and drop/off areas. Parents should not exit their vehicles when picking up or dropping off their students.
- Parents should notify the school if their student tests positive for COVID.
- Should LES/LMS have a positive COVID result, parents will be notified.
- It is the parent's responsibility to COVID test their child(ren). Parents can work directly with the Pueblo and EOC to accomplish this.
- For any student who tests positive, parents must provide EOC release documentation.
- LES/LMS will follow the Pueblo of Laguna School Attendance and Truancy Ordinance. Parents should ensure that students who enroll in LES/LMS attend school when they are scheduled.

## **VISITORS:**

- Visitors are not allowed on campus unless conducting essential business which could not otherwise be handled online or via telephone.
- Anyone entering the facility will have their temperatures taken prior to entering facility.
- Anyone who has a temperature of 100.4+ or is exhibiting symptoms will not be allowed into the building.
- Anyone who is on campus for essential business should follow all social distancing, face covering, and directional arrow guidelines, as well as other safety precautions such as covering coughs and frequent hand washing.

# GENERAL INFORMATION

## CAFETERIA PROGRAM

LES/LMS have breakfast and lunch programs for all students. All students are entitled to participate in both programs at no charge. Both programs will be a required part of the student's daily program. A parent must notify the school, in writing, that they wish for their child not to participate in the breakfast and/or lunch programs for a student to be omitted from the requirement of reporting through the cafeteria line. Students will not be allowed to participate on a part time basis.

Parents/Guardians must submit a specific physician's order to school personnel to exclude any affected student from meals/food containing those items identified as food allergens. Food allergen information is also provided to classroom teachers as a further precaution.

As part of our COVID-19 response, students will practice social distancing in the serving lines and at the cafeteria tables.

## CALENDAR OF EVENTS AND ACTIVITIES

A school events calendar is also available on the school website and sent home.

## CAMPUS HOURS

Due to safety concerns, students cannot be dropped off prior to 7:30 am unless specific arrangements have been made with the principal. Students are to be picked up/leave the school campus immediately after school is dismissed if they are not participating in a scheduled school activity. Students are not allowed on campus after hours unless they are participating in a supervised school sponsored activity.

Unsupervised students on campus may be included in any investigation of any destruction of school property that may occur during these visits to school. Activity sponsors are encouraged to contact Laguna Police Department and Laguna Social Services if students are not picked up within one hour following the end of school and/or school activities in a timely manner.

## CLOSED CAMPUS POLICY

LES/LMS maintain and enforce a closed campus. Students will not be permitted to leave the school grounds during the school day without a parent, guardian, or other adult listed on the *student checkout form* physically coming to the office. **Phone calls will not be honored.**

## DELAYED START SCHOOL DAYS

The "delayed start school day schedule" is a shortened day that begins 2 hours later than a regular school day. The most common use of the delayed start is during winter months when ice, snow, and extremely cold temperatures occur. On 2-hour delay days the buses will run 2 hours later than normal and school will begin at 10:00 a.m.

A decision to delay school shall be made by the Superintendent. Notification will be given no later than 6:15 a.m.; TV and radio stations will be called as well as all bus drivers and staff. Notice will also appear on the LDOE website. If weather conditions worsen, and it is necessary to cancel school for the day, an announcement will be made no later than 8:00 a.m.

A delayed start school day will be considered a regular school day. Unless weather or road conditions warrant it, all activities may go on as scheduled. If, however, school is cancelled, any and all athletic and other activities shall be cancelled. This would include all practice sessions. More information is available on the LDOE website at <http://www.lagunaed.net/>.

## **EARLY DISMISSAL SCHOOL DAYS**

Emergencies, such as ice, snow, water main break, hazardous materials spill, or gas leak, may necessitate dismissing school early to ensure student safety. Every effort will be made to notify parents by phone before students are released. If an emergency requires the students to be sheltered at another location, every effort will be made to notify parents. These efforts will include contacting Laguna Tribal authorities, TV and radio stations.

## **ENROLLMENT and REGISTRATION vaccine**

All students must present a CIB (Certificate of Indian Blood) along with other required registration documents in order to enroll at LES/LMS; exceptions will require authorization of the LDOE School Board.

Currently enrolled students need:

- A registration packet
- Updated physical if your child will be participating in athletics.
- Vaccination verification for all eligible household members.

New students need:

- A registration packet
- Copy of current shot record
- Student's birth certificate
- Student's social security card
- Physical
- Food Allergies - must have a doctor's note specifying the allergy
- CIB/Tribal Enrollment information

## **FIRE/EMERGENCY DRILLS**

Fire drills are an important safety precaution and are required by law at regular intervals. It is essential that at the first signal, everyone promptly clear the building in an orderly fashion by the prescribed routes.

At the beginning of the year and periodically throughout the year, the teachers in each classroom will give the students instructions on the procedure to follow for that particular classroom or area. Evacuation routes will be posted in each classroom.

All teachers will have their grade books in their possession during the fire drill and roll will be taken on arrival at the destination point. Students are required to remain with their class and to follow all instructions given by any employee of LES/LMS. Students must promptly return to their designated classrooms once the fire drill has been cleared.

**Code Red/Lockdown:** Code Red/Lockdown is the signal used to implement the Emergency Lockdown/Shelter in Place procedure. All staff and students remain in the closest safe location until the Code Red/Lockdown is cleared. This is done to protect people from the external environment and used whenever **100% student accountability** in response to an outside threat is needed.

## **FOOD AND DRINKS**

Food and/or drinks will be allowed in classrooms (except Science and Computer laboratories) during class time at the discretion of the teacher and approved by the principal. Students are responsible for cleaning up any spills and messes made and must report spills to the custodial staff immediately.

The chewing of gum will only be allowed in the classroom at the discretion of the teacher. Sunflower seeds and piñons are not to be eaten within the building. The extra work the shells create for custodians requires this rule to be strictly enforced.

There is no food or drink allowed on the buses.

### **GUARDIANSHIP/CUSTODIAL PARENT/LOSS OF CUSTODIAL RIGHTS**

It is the responsibility of the parent to provide the most up-to-date information regarding the custody and/or guardianship of their child/ren. LDOE will honor the most recent court documents provided; therefore, any changes to the custodial rights of a child/ren, should be provided to the school principal or designee as soon as possible. Only the current legal parent/s or guardian/s may make changes to school records. LDOE can only share a student's information with the most current legal parent/s or guardian/s.

At a minimum, we request that parents and guardians update their child/ren's records each school year or sooner, if necessary.

Student checkout procedures also adhere to the most recent court documentation received by the school.

### **LOCKERS (LMS)**

Each LMS student will be assigned a locker. No student will be allowed to share locker space with another student. This practice will result in loss of a student's locker privilege.

Students should **NOT** give their combinations to their friends and should take every precaution **NOT** to have other students see their combinations. Students should remember that they are responsible for safeguarding their lockers' security. The school is **NOT** responsible for any items lost or stolen from a student's locker. Students may not store food or drinks in their lockers for prolonged periods of time.

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities, for any reason, may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant.

### **MAINTENANCE OF THE SCHOOL FACILITY**

Maintaining the school facility and grounds in an attractive condition, free of litter and other trash, is a responsibility shared by all members of the school community, including students. At times, students may be required to assist the staff in maintaining the cleanliness of the classrooms and/or the school grounds.

### **PASSES**

Any student out of class must have an agenda/pass (signed and dated by a staff member) in their possession. Students are to complete their errands and promptly return to class without loitering in the halls or on campus. Any student out of class without a pass may be considered "ditching" and may be considered for disciplinary action as determined by administration.

### **PERSONAL PROPERTY**

Students cannot be reimbursed for lost, stolen, or broken items brought from home. Care of personal items needed for school is the direct responsibility of the person bringing such items. Students and staff are discouraged from bringing to school any large amounts of money or items of value. LES/LMS does not assume liability for any lost, damaged, or stolen items and is not responsible for the retrieval of such.

### **STUDENT CHECKOUT**

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside of school hours or on school holidays whenever possible. ***A PARENT, GUARDIAN, OR OTHER ADULT LISTED ON THE STUDENT CHECKOUT FORM, IN ALL CASES, MUST SIGN THE STUDENT OUT OF SCHOOL IN PERSON.*** Students will not be permitted to leave the school grounds during the school day without a parent, guardian, or other adult listed on the *student checkout form* physically coming to the office. ***Phone calls will not be honored.***

Remember, a parent checking out their child an excessive number of times, even for valid reasons, can create academic problems for their child. The end of the day is a very busy time for students as they wrap up their learning for the day. Please try to refrain from picking up your child before the end of the school day.

As part of our COVID-19 response, anyone entering the facility must wear a face covering and will be subjected to a temperature scan. Anyone who has a temperature of 100.4 or above, or has a known exposure to COVID-19, will not be allowed in the building. When parents come to pick up their children at the end of the day, they should use the designated pick up/drop off area. Parents should remain in their vehicles at all times.

#### **TELEPHONE/CELL PHONES/ELECTRONICS**

The school telephones may be used by students at staff discretion for school business only.

Cell phones and electronics are allowed on school property but must be maintained in backpacks and must be turned off. Electronic music devices (ipods, mp3s, etc.) will be allowed for use in classrooms and/or on field trips, away games, etc. at the discretion of the school administrator and with explicit permission of the classroom teacher. Headphones are only to be used in the classroom when audio use is authorized by the teacher. Teachers will include use of electronic devices and/or headphones in lesson plan and/or classroom procedures prior to use.

Students must adhere to each classroom's use procedures and must be made aware that approved use is specific to that classroom. Headphones worn outside of the classroom, observable on a student's ears, neck, clothing, etc. can be confiscated; the headphones (only) may be returned to the student at the end of the day. If the cell phone is turned on or taken out of the student's backpack (other than transporting it), or if a music device (e.g. iPod) is used inappropriately and/or without permission, it will be confiscated at which time parents/guardians must pick up the item in the front office. If confiscated a second time, the item will be kept until the end of the school year in the front office. A confiscated electronic device does not distinguish between a mobile phone and other music/tablet devices.

All items that do not conform to the school rules will be confiscated. The items that do not constitute a threat to others in the school community and are not considered illegal and/or contraband material will be returned to the parent/guardian at their request. The school will make no attempt to notify the parents about any items confiscated; it will be the responsibility of the student to notify his or her parents. All confiscated items not returned would remain in the possession of the administration until the end of the year at which time an attempt will be made to return all items.

The student is responsible for the safety of his/her own electronic devices. In the event loss or theft of personal electronics becomes problematic for daily school operations, the school administrator may rescind authorization for all students to use such devices.

***The school will not be responsible for items lost or stolen.*** Students and parents/guardians assume all liability for any electronic devices and/or headphones brought to school. The school cannot guarantee that these items will be protected from loss, damage, or theft.

## TRANSPORTATION

Student safety is the most important component of the LES/LMS bus transportation contract. School bus transportation is a privilege that can be withdrawn for unsafe behavior. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus **MUST** comply with directions given by the driver.

Students are to ride only the bus to which they are assigned. Students will be allowed off and on the bus only at their designated stop. It is highly recommended that a responsible party be at the bus stop with students in grades Kindergarten - Second in the morning and the afternoon for safety purposes. Only permanent written requests from a parent/guardian to ride a different bus or to change from a student's usual stop will be approved. ***No one-time requests will be approved.*** If parents need to keep a student off the bus (due to being picked up) or get a student on the bus (because they can't be picked up), they must notify the school no later than 2:30 pm.

Students will NOT be allowed to drive to and from school unless properly licensed by the State of New Mexico and approved by the school administration. Students will NOT be allowed to be picked up after school by any individual unless their name appears on the official checkout list for that student. ***NO EXCEPTIONS WILL BE MADE.***

Specific responsibilities for students are detailed in the Student Bus Contract. All students must adhere to the bus rules at all times. Students who do not follow the rules of conduct will be subject to the discipline procedures, up to and including suspension of bus riding privileges.

As part of our COVID-19 response, LDoE practices these Stay-Safe Procedures:

- Students are required to wear masks at the bus stop and on the bus at all times.
- Students are expected to maintain social distancing at the bus stop and on the bus at all times.
- Parents should NOT send child(ren) if they have a fever or are showing any signs of illness.
- Students will be screened prior to boarding the bus. Any student who shows a temperature of ***over 100.4 will NOT be allowed to board the bus and WILL BE SENT HOME.***
- Parents will be called if their child(ren) cannot board the bus. Parents should notify the school of updated contact information.
- The bus ***CANNOT wait at the bus stop*** for parents to pick up child(ren).
- Parents are requested to wait at the bus stop until their child(ren) board.

Please refer to the Student Bus Contract in the LDOE Transportation Handbook for further details. The Transportation Handbook is available on the LES and LMS websites at <http://www.lagunaed.net/>.

## VISITORS

As part of our COVID-19 response, visitors are not allowed on campus unless conducting essential business which could not otherwise be handled online or via telephone. Anyone entering the facility will have their temperatures taken prior to entering facility. Anyone who has a temperature of 100.4+, has a known exposure to COVID-19, or is exhibiting symptoms will not be allowed into the building.

All visitors must report to the front office upon entering the building and must wear a guest pass at all times. In addition, anyone who is on campus for essential business should follow all social distancing, face covering, and directional arrow guidelines, as well as other safety precautions such as covering coughs and frequent hand washing. Visitors wishing to speak with an LES/LMS employee or student, attend a class,

assembly, or just look around, may be permitted at the discretion of the principal. **No school-aged guests allowed without prior approval of principal and superintendent.**

## ACADEMIC INFORMATION

### ACCELERATION POLICY

**The Laguna Department of Education is committed to providing education of high academic standards, which will promote the maximum intellectual, social, emotional and physical development of each child who is enrolled in Laguna Elementary School and Laguna Middle School.**

A. Acceleration Definition: Acceleration is any modification of the regular instructional program that enables a student to progress more rapidly and to complete a program in less time or at an earlier age than is traditional. These acceleration opportunities include advanced grade placement in core academic subject areas, skipping an entire grade and obtaining high school credit while in middle school, for core academic subject areas.

#### Types of acceleration:

1. **Subject Acceleration-** (K - 8th) Allows students to move to an advanced grade level in one or more core academic subjects but remain identified with their own age mates. An example of subject acceleration is a 3<sup>rd</sup> grade student attending a 4<sup>th</sup> grade reading class or a 6<sup>th</sup> grader attending an 8<sup>th</sup> grade math course, and so on.
2. **Whole Grade Acceleration-** (K - 8<sup>th</sup>) Permits grade-skipping that allows students to proceed to a higher grade level in all subject areas.
3. **Acceleration Class** (3<sup>rd</sup> - 8th) A class of mixed grade levels, where the students have a variety of advanced abilities, but whole grade acceleration has been deemed inappropriate for the student by the Student Assistance Team (SAT) or Individual Educational Program (IEP) team.

**Subject Acceleration:** (K – 8th) To be considered for subject acceleration, the student must demonstrate:

- Academic skill levels superior to age/grade peers as demonstrated on district assessments, skill levels superior to age/grade peers and/or test scores of 90th percentile or above in one or more subjects on a nationally normed test, skills levels rated as proficient or advanced on the MAP and/or individual assessments administered by the educational diagnostician.
- Academic readiness
- Social and emotional readiness based on observation
- Commitment to the opportunities of acceleration

**Whole grade acceleration:** To be considered for whole grade acceleration, the student must meet all above criteria as well as demonstrate:

- A score worthy of acceleration according to the Iowa Acceleration Scale.

The decision to accelerate or not to accelerate will be the result of a consensus agreement of the Student Assistance Team or the Individual Education Program team, which may include: the administration, teachers, school counselor, parent/guardian, academic/instructional coaches and, as appropriate, the student.

### ACCELERATION PROCEDURES:

1. A written application shall be made by the student, parent/guardian, teacher, Student Assistance Team Chair or Individual Education Program case manager and submitted to the SAT or IEP team, as appropriate. The form **Request for Acceleration** will be used.

2. The Student Assistance Team or Individual Education Program team will meet, along with the parent/guardian and student, as appropriate. The team will consider available information, along with the acceleration policy criteria to reach a consensus recommendation. In the event that consensus cannot be reached, the administrative representative will make the final decision.
3. If acceleration is deemed appropriate, the Student Assistance Team or Individual Education Program team will document the need for acceleration in the SAT plan or in the present levels of performance section of the IEP and place the acceleration plan on the IEP service plan.
4. The Student Assistance Team or Individual Education Program team will reconvene annually to review the appropriateness of the acceleration plan.

### **ACCELERATION GUIDELINES**

If a student in grade 8 exhausts all middle school course offerings in math and successfully completes a course offered at the high school level, he or she will be awarded high school credit for it. This credit will count toward the total required for graduation and will also fulfill the state's specified high school subject credit requirements. Grade points will be awarded according to district policy. The student's GPA will be affected by this credit.

#### *Traveling*

When an elementary grade student has exhausted the core academic curriculum and an accelerated core academic class is not available at the elementary site, the student will be allowed to attend middle school for the core academic class that is needed.

### **AFTER SCHOOL PROGRAM**

LES/LMS will provide an afterschool program pending funding availability. The services provided may include the following: a school based health center, and/or extended day learning programs (tutoring, cultural, language, tribal crafts, and physical and health activities). The targeted student outcomes from these services will assure that students are engaged in healthy and supported learning beyond and connected to the classrooms.

### **COMPLETION/TRANSITION CEREMONIES**

All student academic requirements must be completed prior to the end of the final trimester. Likewise, students must maintain acceptable academic and disciplinary standing in order to participate in the completion ceremonies. All student accounts (e.g. library, uniforms, textbooks, fines) must be cleared prior to participation in completion ceremonies.

LMS eighth grade students will not be permitted to participate in the transition ceremonies that are held at the end of each school year if they are retained.

### **ELIGIBILITY FOR STUDENT ACTIVITIES**

Students must remember that it is important to demonstrate pride, respect, and responsibility during all events, both on and off campus. Coaches, sponsors, and the administration will monitor behavior. Students not meeting the expectations of the school and/or program through unacceptable, excessive, and/or recurring incidents of negative behavior will become ineligible for a length of time to be determined by the coach, sponsor, and/or administration. Zero tolerance infractions will result in student removal from the team or activity. Students represent our schools and therefore must always maintain high standards of conduct.

Laguna Middle School is a member of the New Mexico Activities Association (NMAA). The NMAA eligibility guidelines state that to participate in extracurricular activities or athletics, a student must have a grade average of 2.0 or better with no more than one F (NMAA Bylaws, §6.2, 6.2.1 A. 1.). LMS conducts initial eligibility checks at the beginning of the season and on the weekly eligibility cards/grade checks. Students must be eligible before being allowed to participate in any activity or sport. The Athletic Director and/or Coach may set a higher eligibility limit to encourage student academic performance. While Laguna Elementary School is not a member of NMAA, LES does follow the same eligibility criteria for students (GPA of 2.0 or better/no more than one F).

Students must have attended school on the day of the game/event in order to participate. Students on any form of school suspension will not be allowed to participate in any school-sponsored activities including practice and/or games at home or away.

### GRADING SYSTEM

The following is the Board of Education approved scale:

| LETTER VALUE | GRADED EFFORT | GPA VALUE |  |  | LETTER VALUE | GRADED EFFORT | GPA VALUE |
|--------------|---------------|-----------|--|--|--------------|---------------|-----------|
| A+           | 97% - 100%    | 4         |  |  | D+           | 67% - 69%     | 1         |
| A            | 94% - 96%     |           |  |  | D            | 64% - 66%     |           |
| A-           | 90% - 93%     |           |  |  | D-           | 60% - 63%     |           |
| B+           | 87% - 89%     | 3         |  |  | F            | Below 60%     | 0         |
| B            | 84% - 86%     |           |  |  | INC          |               |           |
| B-           | 80% - 83%     |           |  |  |              |               |           |
| C+           | 77% - 79%     | 2         |  |  |              |               |           |
| C            | 74% - 76%     |           |  |  |              |               |           |
| C-           | 70% - 73%     |           |  |  |              |               |           |

### HOMEWORK

Homework is assigned to help enhance what the teacher in the classroom has taught. It will count toward the student's grade as homework and is considered part of the classroom lesson. Homework will not be assigned as a form of punishment and/or "busy work."

Procedures for Homework Assignments:

1. Sufficient instruction will be given in the classroom to complete the homework assigned.
2. Homework will be assigned based on the grade level, maturity, and ability of student.
3. Homework will be graded as part of the classroom program and returned to the student within a reasonable time.
4. Agendas must be signed regularly by parents and teachers as a school wide homework policy.

Students will be held responsible for completed homework. Communication with parents /guardians regarding homework may include:

- Grade Checks
- Phone Calls and/or Emails to Parents/Guardians
- Letter(s) of Concern
- Student Agenda

### INTERVENTION POLICY (per LDOE School Board, 2011)

The Laguna Department of Education is committed to providing education of high academic standards, which will promote the maximum intellectual, social, emotional and physical development of each child who is enrolled in Laguna Elementary School and Laguna Middle School.

## **ACADEMIC INTERVENTIONS**

The intent of this policy is to minimize social promotion in the Laguna Schools. The classroom teachers have ultimate responsibility for their student's learning. The Instructional Coaches, the Student Assistance Team, and the Special Education Team are available to support the teachers, as needed. Students that are not performing at their current grade level placement in Kindergarten – Eighth grade, in the areas of reading, language usage, and math, based on internal assessments, will be provided intervention strategies before being recommended for retention.

### **Procedures:**

1. Any student not performing at grade level will receive the appropriate tier level service.
2. If a student is two or more years below grade level, they will be referred to the Student Assistance Team (SAT).
3. The Student Assistance Team will consist of the guidance counselor, current teachers, and parents/guardians.
4. Parents/Guardians will be notified of their child's scores and grade level equivalency from these internal assessments.
5. The Student Assistance Team will address academic deficiencies with remediation strategies and timelines for the student's academic improvement plan. This plan will include specific interventions and accommodations, such as additional tier time, classroom modifications, related services, After School Program, and/or Summer School.
6. Parents will be notified of possible retention by February of the current academic year. Final determination for retention will be made by May 15<sup>th</sup> of that school year.

### **Parents/Guardians Support:**

Parents/Guardians will be involved in each step of this decision making process. They will be given the opportunity to participate in the development and implementation of their child's academic improvement plan.

Parents/Guardians will have the opportunity to deny retention of their child. Should parents/guardians decide to refuse retention, they will sign a waiver indicating their desire that their student be promoted to the next higher grade with an academic improvement plan. Parents/Guardians may only refuse recommended retention for their child once in the student's academic career (grades K-8).

If the parents/guardians fail to attend meetings that are arranged, and there are no contacts made to the school in regard to them not participating with the meetings, the school principal will make the final decision based on Student Assistance Team recommendations.

## **COUNSELING/SAT REFERRAL PROCESS**

LES and LMS school counselors are highly qualified, licensed professionals. They are available to work with students, both one-on-one and in small groups. They can help students with a variety of social, emotional and academic issues, including social skills, health and life-skills, academics and college/career counseling.

Parents and teachers may refer a particular student to work with the counselor. In addition, students may self-refer to see the counselor. There may be times when it is determined that a student's needs would be better met by a counselor outside of the school setting. In this case, the school counselor and/or Director of Student Services is available to help with the referral process to the appropriate services. Parents are encouraged to contact the school counselor or Director of Student Services if they have any concerns about their student.

## **MAKE UP WORK**

Work missed while a student is absent is the responsibility of the student. Minimum time allowed to make up work will be the same number of days the student was absent. A teacher may allow a student more time

to complete assignments at their discretion. When a student is suspended out of school, it is the discretion of the teacher whether the student will be allowed to make-up the assignments missed as a result of the suspension. Students placed on out of school suspension are not eligible to have makeup work sent home during their absence unless approved by the Principal.

### **PHYSICAL HEALTH**

LES and LMS have a certified Health Aide that is available to assist students with any medical needs. The health aide oversees vision, hearing and dental screenings, health and immunization records, and allergy notifications. Parents/Guardians of students who have been prescribed medication to be taken during the school day must give the medication and a copy of the prescription to the health aide; the health aide will administer the medication to the student per the doctor's orders.

LES and LMS have experienced, physical education teachers. At LES, students have a combination of PE/Health class along with daily recess periods. At LMS, students must take PE class at least one full year; they also are able to take PE as an elective.

### **PROGRESS REPORTS and REPORT CARDS**

Progress reports will be made available to parents at grade checks, approximately every three weeks for LMS and every 6 weeks for LES. We strive to inform parents of all changes in academic status, both positive and negative. It is important that parents/guardians maintain an updated address and phone number with the school so that progress can be reported regularly.

### **SAT REFERRAL PROCESS**

Academic issues with students whose GPA is under 2.0 at grade checks or who are struggling to master academic concepts as measured by standardized assessments will need to see the school counselor to establish a plan of action for grade improvement. Parents will be notified for a conference if academic improvements have not been made by students.

### **SUICIDE PREVENTION AND INTERVENTION**

The Laguna Department of Education has procedures in place to assess the risk of, intervene in, and respond to possible suicidal behavior. School personnel know that protocols exist to identify and refer at-risk students to trained professionals so that the students receive the best possible care. Students who may be experiencing suicidal thoughts will be seen immediately by the school counselor and/or school psychologist. Parents/Guardians will be contacted by the school administration and will be asked to report to the school as soon as possible. Laguna Behavioral Health services will be contacted to provide a suicide assessment.

### **SUSPECTED CHILD ABUSE AND NEGLECT**

As required under POL Tribal Code 7-1-4 and 15-7-17 and N.M.S.A. 1978 32A-4-2,3; 42 U.S.C. 13031 and P.L. 101-630, 25 U.S.C. 3203, all Laguna Department of Education employees are mandated to report any suspected child abuse and neglect to the Pueblo of Laguna Police Department and Pueblo of Laguna Social Services.

## **HEALTH INFORMATION**

### **PPE PROCEDURES as part of our COVID-19 RESPONSE**

Anyone entering an LDoE facility will have their temperature checked prior to entering the school. Anyone who has a temperature of 100.4+, has a known exposure to COVID-19, or is exhibiting symptoms will not be allowed into the building. Anyone who is on campus for essential business should follow all social distancing, face covering, and directional arrow guidelines, as well as other safety precautions such as covering coughs and frequent hand washing.

Parents should notify the school if their student tests positive for COVID. In addition, LDoE will notify parents if there is a positive test for COVID related to LES/LMS. Any student or staff member who tests positive will be excluded from school until they have no fever (without the use of fever-reducing meds) and show improvement in respiratory symptoms AND provide an EOC release. LDoE will follow all POL, CDC, and other established guidelines to clean and disinfect the school after a known positive case on campus. In addition, LDoE will work with the POL and the Department of Health (as appropriate) to follow contact tracing protocols.

### **HEAD LICE PROCEDURES**

If a student is identified as having head lice, the student's parent/guardian will be called. The parent/guardian will be asked to treat the child for head lice. If live bugs are found, the parent/guardian may be asked to pick up the child before the end of the school day. The nurse or health aide will provide the parent/guardian with treatment options so the student can return to school quickly. After treatment and upon return to school, the student will be checked by the nurse or health aide before returning to class. Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

### **MEDICATION**

No school staff member may give aspirin or any other medication to any student without prior written authorization from the parent. If it becomes necessary for a student to take medication at school, a parent or guardian must complete a medication authorization form available through registration and at the front office. All medication will be kept in and dispensed through the nurse's office or in another secure area as determined by the administration. (Exception: Medical prescriptions for inhalers may be kept with a student.)

### **STUDENT IMMUNIZATIONS**

Students must be in compliance with the New Mexico School Immunization Law in order to enroll and remain in Laguna Elementary/Laguna Middle School. Students will **NOT** be allowed to attend classes without up-to-date immunization records.

### **STUDENT ACCIDENT AND SUDDEN ILLNESS**

In the event of a sudden illness or an accident, the parent or guardian of the student will be notified immediately. The student will be under the direct care of an LES/LMS employee until their parent or guardian arrives or until proper and reasonable medical care can be arranged. Treatment and follow-up on the illness or injury is the responsibility of the family and their physician.

Student information on file with their school office will include:

1. An **IMMEDIATE EMERGENCY CONTACT** - Parents/Guardian/Other. Parents/Guardians must report any changes to emergency contact numbers to the school registrar as soon as possible.
2. Parent/Guardian preference on medical treatment.
3. Listing of any existing medical condition that may need emergency medical treatment at school, including all prescription medications and allergies. Allergies require a doctor's note.

Parents are requested **NOT** to send their children to school when they are too ill to participate in academic activities and/or when the illness may be contagious. Parents/guardians must call to inform the school when their child will be absent and follow up with a doctor's excuse or a written excuse from parent/guardian.

## **ATTENDANCE**

## **ATTENDANCE POLICY FOR LES/LMS**

All LES/LMS students are required to attend school on a regular basis for the entire school year as set by the Board of Education – Pueblo of Laguna. A student who is not in school for whatever reason is not benefiting from the education opportunities being provided.

***NOTE:** Laguna Elementary/Laguna Middle School makes the following distinctions between the terms “excused” and “unexcused” when documenting a student’s absence. Excused absences include illness, limited family emergencies, family deaths, medical, health, or legal appointments, suspensions, religious commitments, or college visits. All other absences are considered unexcused.*

For attendance purposes, three tardies will equal one unexcused absence. When students become habitually tardy or absent to school or to individual classes, they will be referred to the school administration/counselor. Parents will be notified in writing when their child has more than three unexcused absences.

***Parents/Guardians are required to inform the school in writing any time a student will be absent – acceptable forms of excuses include doctor’s notes, notes from home, notes from village officials, etc. Notification in writing may also be made following the absence.***

LES/LMS Attendance Policy: This policy is aligned with the Pueblo of Laguna Mandatory School Attendance ordinance (POL Code, Title VII Sec 7-3-1 & 7-3-5).

1. Any school-sponsored activity will NOT result in an official absence from school and will NOT be counted in the cumulative ten-day semester total defined in this policy.
2. All other reasons for an absence will accumulate toward the ten-day semester total defined in this policy and will result in an absence being recorded.
3. Parents/guardians are strongly encouraged to call and inform the school when their child is absent and to provide a note on their child’s return. Providing documentation from doctor and dental visits are necessary. Parental effort to keep the school informed regarding their child’s absence will lessen the possibility of truancy from occurring and will be beneficial in the contractual process if the student exceeds the ten days of allowed absences.
4. All daily attendance will be cumulative. All full day absences will add one to the cumulative ten-day total. If a student is absent for two or more periods, a full half (.5) day will be included in the cumulative ten-day total.
5. In any event, if the student has 5 absences, the School Attendance Liaison shall refer the matter to the School Resource Officer as per POL Ordinance No. 300-04, Section E. A hearing may be scheduled at the discretion of the School Resource Officer at which time an Attendance Contract will be developed. Monitoring from the School Resource Officer and the School Attendance Liaison will take place at the school in order to insure the compliance of the Attendance Contract. Other appropriate POL agencies may also be notified of this hearing.
6. In the event that the child and/or parent(s) fail to fully comply with the terms of the Attendance Contract, the School Resource Officer may refer the matter to the Tribal Prosecutor for further action (POL Ordinance No. 300-04, 7-D).
7. In any event, if the child has ten (10) unsubstantiated absences in an attendance period, the School Resource Officer shall refer the matter to the Tribal Prosecutor for the purpose of pursuing action against the child and/or parent(s) for violations of this Ordinance (POL Ordinance No. 300-04, 7-E). A child may be dis-enrolled from school after 10 absences. The parent would need to approach the LDOE School Board to re-enroll the student. See Attachment: Laguna Truancy Resolution.
8. Habitual tardiness delaying the arrival of a student to school in excess of four (4) late arrivals per trimester will be reported to the POL Truancy Office for further investigation and will impact the student’s daily attendance record.

## **HOMEBOUND POLICY**

Parents/Guardians who have a child who is physically incapacitated and cannot attend school for a prolonged length of time should contact the principal. LES/LMS will try to do everything possible to help students when they are out of school including alternative education for any length of time. A doctor's recommendation for prolonged absence from school will be required if alternative education is considered.

## **TARDIES**

A student is tardy to class if the student is NOT physically inside the classroom when the tardy bell rings. Parents/Guardians who bring their child to school **MUST sign their child in at the office if they report to school after 7:55 a.m.** Students who are habitually tardy to school and/or class will be referred to the school administrator/counselor and to the POL Truancy Officer. For attendance purposes, three tardies will equal one unexcused absence.

Parents/Guardians who repeatedly bring students late to school will be subject to the Pueblo of Laguna School Attendance and Truancy Ordinance (POL Code, Title VII §7-3-1 & §7-3-5) and risk further involvement with the Pueblo of Laguna legal system.

## **TRUANCY (supports the Laguna Truancy Resolution)**

A student is truant under the following conditions:

1. If the student is absent from school without parental knowledge.
2. If the student leaves school without administrative approval.
3. If the student is excessively tardy to a class without a pass.
4. If the student is continually tardy to school.
5. If the student is absent from school more than ten days in a semester.
6. If the student reports to any class without authorized permission from the teacher of the class for which they were presently assigned.

# **DRESS CODE POLICY**

The dress policy at Laguna Elementary School/Laguna Middle School is an attempt to teach students proper and appropriate dress. **As per Laguna Department of Education Board of Education policy, all K'awaika Schools' students will wear uniforms. Students will wear uniforms daily to all school events unless administration declares a day when students may wear LES/LMS school t-shirts/sweatshirts or other school approved apparel.**

## ***DRESS POLICY***

Students on school property or at any school activity, including field trips, will abide by the following:

1. Uniforms for boys will consist of uniform trousers ("khaki" pants) or shorts in black, khaki or navy blue with polo shirts in black, royal blue, green, navy or white. DENIM pants (jeans) are not allowed **in any color.**
2. Uniforms for girls will consist of uniform trousers ("khaki" pants), skirts, skorts or shorts in black, khaki or navy blue with polo shirts in black, royal blue, green, navy or white. DENIM pants (jeans) are not allowed in any color.
3. Skirts, "skorts" and shorts cannot be more than two inches above the knee.
4. Clothing that is extremely tight may not be worn (**NOT ALLOWED: "skinny" pants**, leggings worn without a skirt, or clothing that restricts movement).
5. Students may wear **plain, single-colored sweatshirts or sweaters** of royal blue or black, green, navy or white.

6. Shirts, sweatshirts and sweaters may not have a logo other than the school's logo. Students may be asked to remove any item of clothing that does not meet this criterion and store it in their lockers or backpack until the end of the day. Discreet logos may be permissible (3" or smaller and/or the same color as the shirt/ sweatshirt/ sweater material at the discretion of the Principal).
7. Shirts may be untucked but not extend beyond past the hips. T-shirts may be worn under the uniform shirt but may not extend past the hips.
8. Headphones may NOT be worn outside of the authorized classrooms (see electronics policy).
9. Students may wear coats or jackets in DESIGNATED classrooms ONLY (Computer Lab and other classrooms designated by school principal).
10. Outerwear (coats, jackets, caps, hats, backpacks, jewelry, etc.) advertising alcoholic beverages, liquor establishments, illegal drugs, tobacco products, hard rock or heavy metal bands or containing inappropriate language and/or messages will **NOT** be worn.
11. Outerwear with professional athletic team's logos (coats, jackets, caps, hats, backpacks, jewelry, etc.) will **NOT** be worn by the request of the Laguna Tribal Council –September 25, 1992.
12. Outerwear indicating and/or reflecting membership or affiliation with any gang or groups (coats, jackets, caps, hats, backpacks, jewelry, etc.) will **NOT** be worn. The principal will make all determinations on an individual case-by-case basis when necessary.
13. **NO** "rags" – Bandanas, handkerchiefs, kerchiefs of any kind.
14. **NO** sagging pants. Extremely baggy pants are not allowed.
  - a. Undergarments are not showing above a waistband of pants.
  - b. Pants can be held up by the waist or belt.
  - c. Not more than one inch of excess waist band is allowed.
  - d. The crotch of the pants may not extend unnaturally.
15. Body piercing jewelry (with the exception of earrings worn in the ear lobes) is prohibited.
16. Belt loop or chain wallets, spiked jewelry, and extended belts are not allowed.
17. **NO** hats and/or caps will be worn inside the building. Hoods on sweatshirts, jackets, and other apparel will **NOT** be worn (covering the head) inside the building.
18. **NO** "shades" (sunglasses) are to be worn in the building.
19. Appropriate shoes must be worn at all times. **No sandals, slippers or open-toed shoes** may be worn. Athletic-type shoes are highly recommended.
20. Students may not bring make-up, nail polish, or body spray/perfume to school. It will be confiscated and discarded.

Administrators at LES/LMS will make specific determinations as to policy implementation as needed. Any student in repeated violation of the LES/LMS Dress Policy will be removed from the school community and placed in isolation pending notification of the parent/guardian and one of the following conditions is met:

- a) Clothes that meet the standards set in the dress policy are obtained, or
- b) The student modifies their dress to meet all dress policy standards.

In addition, a student who violates the dress policy two times or more will be subject to the full range of school disciplinary measures for non-compliance.

#### Dress Code Note:

- The LES/LMS Dress Code was enacted by Tribal Council on September 25, 1992. As such, the school uniform policy is still an expectation for all students. However, we recognize that purchasing uniforms items may be an issue for some families due to COVID restrictions.
- Uniforms will not be required for the first trimester.
- The dress policy listed above numbered 3-20 need to be followed.

- We plan to start the process to review our uniform policies this coming semester.

## STUDENT CONDUCT

LES/LMS students have an obligation to behave in responsible and appropriate ways and to display qualities of good citizenship and civility. Civility is the key to a student's conduct at school. Courtesy, good manners and a positive attitude towards teachers and fellow students will make school more enjoyable for all. Students are expected to have respect for property and to take good care of books, furniture, equipment, etc.

Obedience to laws, respect for Laguna traditions and values, respect of our country's flag, appreciation of the Constitutions of the Pueblo of Laguna and the United States of America, respect for parents and family, and recognition of the dignity and value of the human spirit are characteristics desired and expected of all of our students.

A student's best conduct is expected in all school areas and in public when representing Laguna Middle School and Laguna Elementary School.

### ACTIVITIES

Students at school sponsored activities and events follow the same expectations of student conduct as when they are at school. Failure to obey or comply with conduct guidelines may result in a loss of eligibility to attend and/or participate in any school-sponsored event and/or have other disciplinary action taken.

1. Students must travel to school activities under the supervision of the activity's sponsor and in transportation provided by the school.

***NOTE: Subject to Principal discretion, students may be checked out of an activity directly at the activity site. In order for the person other than the parent or legal guardian to check out a student from an activity, the school must receive written approval, from the student's parent or legal guardian for the checkout prior to the student's departure for the activity. Provided the school has received this notification, anyone on the student's checkout list may sign them out from school activities. Students may be released to their parents/guardians without the prior notification to the school, only if documentation is provided to the sponsor of the activity. Students being checked out must report to the activity sponsor prior to leaving the event.***

2. All campus discipline policies apply to school sponsored activities and events occurring during school, after school, on the weekend and on vacations. The policies also apply to school sponsored activities or events that are held off campus.
3. Students must represent LES/LMS with pride, respect and responsibility in their actions.

### BULLYING

Any incidence of bullying will be taken seriously and handled according to the procedures outlined below. LES/LMS adheres to the Pueblo of Laguna Children's Code for bullying, as follows:

§7-2-281. G. *Bullying*. No child, or any person under this Code, shall or attempt to cause distress upon one (1) or more students through any written or verbal expression, or physical act, threat or gesture, or any intentional display of force, or a pattern thereof, intended to intimidate, terrorize, or give the victim reason

to believe they were in fear of expecting immediate bodily harm. This prohibited behavior can occur not only on any school campus within the exterior boundaries of the Pueblo of Laguna, but also any public place where children may congregate.

*Sentence* – Any child or person under this Code shall be subject to incarceration not to exceed twenty (20) days in jail or a one hundred fifty dollar (\$150.00) fine or both. In addition, the court may order community service not to exceed fifty (50) hours of service and juvenile probation not to exceed four (4) months.

It is the intention of Laguna Elementary /Laguna Middle School to document each reported case of bullying with the Pueblo of Laguna School Resource Officer. Students are encouraged to report bullying to their teachers, school administrators, school counselors, and/or the Pueblo of Laguna Police Department.

Bullying may involve, but is not limited to: unwanted teasing, threatening, intimidating, stalking, cyber-stalking, cyber-bullying, physical violence, theft, sexual/religious/racial harassment, public humiliation, destruction of school or personal property, social exclusion including incitement and/or coercion, rumor or spreading of falsehoods. Bullying also includes any behaviors outlined in the Laguna Department of Education Student Internet Policy.

The school will respond to reports of bullying in the following manner:

**First Incident Report** – School Administrator will notify the Pueblo of Laguna Police Department of the incident; the School Resource Officer or any available Police Officer will file an informational report. Parents/guardians of the accused student will be notified in a timely manner. Student will be placed on an in-school monitoring program and corrective action will be required of the student, up to and including out of school suspension depending on the severity of the situation, as determined by the School Administrator. **Please note: physical altercations fall under the Major Violations section of LES/LMS Prohibited Conduct and will be referred to the Pueblo of Laguna Police Department for Assault and Battery charges.**

**Second Incident Report** - School Administrator will notify the Pueblo of Laguna Police Department of the incident; the School Resource Officer or any available Police Officer will issue a non-traffic citation. Accused student will be referred to the Juvenile Probation Office. Parents/guardians of the accused student will be required to attend a meeting with the School Administrator and Laguna Police Department responding Officer. Student will be placed on in-school suspension and additional corrective action will be required of the student, up to and including out of school suspension depending on the severity of the situation, as determined by the School Administrator.

**Third Incident Report** - School Administrator will notify the Pueblo of Laguna Police Department of the incident; the School Resource Officer or any available Police Officer will take the accused student into custody. Student will report to the Juvenile Probation Office as directed. Parents/guardians of the accused student will be required to follow up with the Laguna Police Department arresting Officer. Student will be placed in out of school suspension, pending release from Police custody; a reinstatement hearing with the School Administrator will be required.

If a student is the victim of bullying, s/he is encouraged to report the incident to teachers, school administrators, school counselor, or other school personnel. The adult receiving the report is responsible for notifying the School Principal. The School Principal will follow through with witness interviews and establishing the details of the bullying incident. Once the Principal determines the incident report to be accurate, s/he will proceed with the reporting process outlined in this procedure. The Principal will also notify the parent/guardian of the incident and refer the victim for further services including counseling, victim advocacy, and other available options. False reports of bullying will be treated as a violation of the

Prohibited Conduct section of the LES/LMS Student Handbook and the student who falsifies the report will receive consequences, as determined by the Principal.

To the greatest extent possible, all reports of bullying will be treated as confidential in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. At no time will information be released to the parent/guardian by the school regarding the identity of the accused or the victim. The parent/guardian may request the police report directly from Laguna Police Department.

### **CLASSROOM MANAGEMENT PROCEDURES**

Each teacher is responsible for developing and implementing a consistent classroom management plan and is expected to incorporate a behavior management system to allow the learning process to proceed normally. Each teacher should have their rules posted and should teach their classroom procedures on a regular basis. If a student is not behaving responsibly, the teacher should use a warning system that is non-threatening to create a learning opportunity before behavior gets out of hand.

Each student should be treated with respect and is required to meet all classroom obligations. The teacher will model, teach, and reinforce all classroom expectations. The student should follow directions the first time they are given. The student is charged with the responsibility of maintaining behavior conducive to learning.

Disciplinary actions are intended to create changes in student behavior, not to demean or penalize students. Counseling referrals may be made to the counselor when a teacher has exhausted all measures at his/her disposal for correcting ongoing behavior issues.

The principal will address serious and/or ongoing behavior problems. Referral to the principal is the last resort in a process that includes extensive teacher efforts of working with the student and use of counselor/social worker interventions.

All referrals to the counselor will be made using the LES/LMS Counseling Referral Form and will include complete documentation of the student's behavior. All disciplinary referrals to the principal will be on an LES/LMS Disciplinary Referral Form and will include complete documentation of the student's behavior.

### **GANG ACTIVITY**

Gangs and gang activity are prohibited at Laguna Elementary /Laguna Middle School.

Prohibitions: No student on or about school property or at any school activity will:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or any other item that evidences or reflects membership in, or affiliation, with any gang;
2. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang;
3. Engage in any act in furtherance of the interest of any gang or gang activity, including, but not limited to:
  - a) soliciting membership in or affiliation with any gang;
  - b) soliciting any person to pay for "protection" or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
  - c) painting, writing, or otherwise inscribing gang related graffiti, messages, symbols, or signs on school property;
  - d) engaging in violence, extortion, or any illegal act or other violation of school rules;
  - e) or soliciting any person to engage in physical violence against any other person.

Associating with or “hanging around” individuals, knowing that LES/LMS rules and/or policies are being violated in the group and/or actively participating in the cover-up of such activities, will be considered gang activity on their part and will be processed as such.

LES/LMS will not tolerate gang activity. Any student who violates this rule shall be subject to the full range of school disciplinary measures, in addition to any applicable criminal and civil penalties.

### **PROHIBITED CONDUCT**

For LES/LMS to serve its intended purpose and for its programs to function properly, it is imperative that an atmosphere conducive to learning prevail at all times. In order to achieve and maintain a favorable learning environment, it is necessary to have a set of rules that must be followed.

**Major Violations:** Students will be immediately suspended for no more than 10 days for the following behaviors and proper authorities will be notified. Further disciplinary actions may occur pending a disciplinary hearing.

- Assault and battery (fighting, physical altercations, etc.)
- The possession of firearms, knives, or other weapons.
- The use, possession, dispensing or trafficking of tobacco products, alcoholic beverages, or illegal drugs by students on school property or at school activities.

Any student who is proven to have any involvement in committing the following behaviors will be disciplined at the discretion of the administration and in accordance with IDEA regulations, if applicable:

- Being under the influence of illegal drugs and/or alcohol at school or school sponsored activities, including the school bus
- Extortion of a student or an employee of LES/LMS
- Threatening and/or menacing of a student or employee of LES/LMS
- Verbal or physical harassment of an employee or another student of LES/LMS
- Use of improper or profane language/gestures
- Inappropriate displays of affection
- Excessive number of tardies (see attendance policy)
- Cheating
- Violating dress policy
- Leaving a classroom and/or campus without permission
- Ditching/not attending assigned class
- Insolence, disrespect or insubordination
- Vandalizing, damaging or stealing school or private property
- Disruptive conduct on campus and/or on the school bus
- Interfering with the educational process (any disruption of the educational process)
- Refusal to cooperate with school personnel (non-compliance)
- Sexual Harassment (see section on Sexual Harassment)
- Bullying (see section on Bullying)
- Inappropriate beverages, i.e. Monster Drinks, Red Bull or any other energy drinks
- Use of skateboards, roller-skates, and roller blades on the LES/LMS campus

### **SEARCH & SEIZURE**

Maintaining a safe and positive environment in which learning can take place is a priority for LES/LMS. Therefore, school property assigned to a student and a student’s person, or property while under the

authority of Laguna Elementary/Laguna Middle School, will be subject to search and the items found will be subject to seizure in accordance with the requirements below:

1. The principal or designee may conduct a search **WHEN THERE IS REASONABLE SUSPICION** that the health and safety of others is endangered, or that a crime, or a breach of school rules has occurred.
2. The principal or designee may direct or conduct individual and/or general searches under the same conditions **WHEN THERE IS REASONABLE CAUSE** to believe that a search is necessary to help maintain school safety.
3. School authorities for any reason may conduct periodic general inspections of all school property, including lockers and buses, at any time without notice and without student consent.
4. Items that threaten the safety and/or security of the school community, are of an offensive nature, or are disruptive and/or obstructive to the educational process may be seized. Seized items shall be maintained in secure storage at LES/LMS, released to the appropriate authorities, or released to the student's parent/guardian as justified by each situation.
5. The Laguna Elementary/Laguna Middle School administrative authority shall notify the local or other law enforcement officers when a search discloses illegal possession of contraband material or evidence of some other crime or delinquent act.

### **SEXUAL HARASSMENT**

Laguna Elementary/Laguna Middle School strictly prohibits any conduct that constitutes sexual harassment, including electronic activity as defined in the LDOE Student Internet Policy.

Sexual harassment is defined as any unwanted or unwelcome sexual advances, which condition a benefit upon an exchange of sexual favors, or any conduct, which creates a hostile or offensive environment. This conduct includes verbal, physical, and visual harassment as well as unwanted sexual advances and/or electronic messages.

Any student who believes he or she has been subjected to sexual harassment should immediately report the incident to the principal or counselor. The school will thoroughly investigate any reported incidents and disciplinary action may result.

## **STUDENT CONDUCT - CONSEQUENCES**

### **LUNCH DETENTION**

In an effort to keep students in school and minimize the educational impact of behavior problems, students will be considered for lunch detention for minor infractions. Administration will make the sole determination as to when **Lunch Detention** will be considered as an alternative to other possible consequences.

When students are serving lunch detention, they will take their lunch to a designated area during the lunch/recess time. Students in this area are supervised. Students return to class at the completion of lunchtime.

### **IN SCHOOL SUSPENSION (ISS)**

In an effort to keep students in school and minimize the educational impact of behavior problems, students will be considered for in-school suspension (ISS). Administration will make the sole determination as to when **ISS** will be considered as an alternative to other possible consequences.

When students are placed in ISS, they will be provided supervision and academic assignments for a prearranged period of time on campus. Students serving ISS will be required to participate with all

academic requirements and disciplinary consequences, which may include written/verbal apologies, mediation, restitution, and/or other service to the school community. Students in ISS during the regular school day may also be placed in ISS during the after-school program or may be restricted from attending the after-school program.

**Reinstatement:** Students will be reinstated to the regular classroom environment by the Principal upon completion of all required consequences.

**Long-Term ISS:** Continued disregard for school rules and failure to respond to disciplinary measures may result in requiring a student to be placed in an alternative classroom setting for an extended period of time to be determined by the administrator. A student placed in an alternative classroom setting will be provided supervision and academic work. The student will not participate in regular classroom activities with peers and may also be restricted from after-school activities. Long-term ISS is the final preventative measure to keep a student in school before expulsion is considered.

### **OUT OF SCHOOL SUSPENSION**

A suspension is a short-term (10 days or less) removal from the regular school environment. At the discretion of the principal, a parent conference may be required.

**Long-Term Suspension** occurs when a student is removed from school for the remainder of the current semester. This action becomes necessary to preserve student and employee health and safety and/or preserve the learning environment for all students in excess of ten days but less than one year. Before a student is placed on long-term suspension, a hearing will be scheduled with the hearing officer, parents/guardians and the student. The hearing officer will make the determination to place a student on long-term suspension.

**Reinstatement:** There will be a reinstatement meeting for a student who has been suspended prior to being readmitted into the regular school environment. This meeting is administered by the principal or designee in coordination with school administrators, parents/guardians, and the student. Students who are involved in violations will be required to attend mandatory counseling sessions.

### **EXPULSION**

An expulsion is a long-term (up to one year) removal from school. An expulsion of up to one year may occur based on the decision of the disciplinary hearing officer for major and/or chronic violations of school rules. A student will be expelled only as a last resort for the school.

### **CORPORAL PUNISHMENT**

Laguna Elementary/Laguna Middle School will not allow nor condone corporal punishment for any reason.

## **FAQS WHAT TO DO IF YOU...**

1. **LOSE A TEXT/LIBRARY BOOK:** Library books are provided by LES/LMS and our students are encouraged to utilize them. However, it is the student's responsibility to pay for any replacement whether lost, stolen, or damaged. The librarian will provide you with the replacement cost and the secretary will handle the transaction. Debts must be paid before you will be allowed to check out another book and before grades/transcripts are released.
2. **WISH TO HAVE A MONEY MAKING PROJECT:** First talk to your club/organization sponsor. All fundraisers must be run through an organization on campus and be approved by the principal.

Personal fundraisers are not allowed. There will be NO collection of money except through a registered club or school activity.

3. **ARE WITHDRAWING:** Your parents or guardians must go to the front office and begin the checkout procedure. All of your textbooks, library books, and school equipment must be returned or paid for before you can officially withdraw.
4. **CHANGE ADDRESS/TELEPHONE NUMBER BUT CONTINUE ATTENDING LES/LMS:** Check with the office to get your official address/telephone number changed on the computer.
5. **WANT TO SEE THE COUNSELOR:** Get your name on the counselor's sign-up sheet in the office or tell your teacher to advise the counselor of your need. The counselor will work you into his/her schedule as soon as possible. Emergency situations will be given special preference.
6. **WISH TO USE SCHOOL FACILITIES FOR SCHOOL RELATED FUNCTIONS:** Special Use request forms are available from the principal's office. You need to fill in the form and return it to the principal's office for approval.
7. **BECOME ILL/INJURED:** Check with your teacher and ask to report to the nurse/office. Contact the most immediate teacher, administrator or other school employee.
8. **HAVE AN EXTENDED ABSENCE:** Notify the principal at least 24 hours in advance. Arrange make-up work with all your teachers.

## **FEDERAL NOTIFICATIONS**

### **AMERICANS WITH DISABILITY ACT (ADA), SECTION 504**

The Americans with Disabilities Act (ADA), Section 504, is a federal law that prohibits discrimination against persons with a disability. No discrimination will knowingly be permitted in any of the programs and practices at the LDOE. This Policy extends to all aspects of the LDOE's educational program, as well as to the use of all facilities, and participation in all sponsored activities, including extracurricular activities and athletics. For further information, please contact your child's school and/or visit this webpage - <http://www2.ed.gov/about/offices/list/ocr/504faq>

### **CHILDREN'S INTERNET PROTECTION ACT (CIPA)**

All users of the Internet must comply with the Children's Internet Protection Act (CIPA), 47 U.S. C 254. Access by minors to inappropriate matter on the Internet and World Wide Web is prohibited on the LDOE network. Using electronic mail, chat rooms, and other forms of direct electronic communications is prohibited on the LDOE network. Unauthorized access including "hacking" and other unlawful activities by minors online is prohibited on the LDOE network. Unauthorized disclosure, use, and dissemination of personal information regarding minors is prohibited by the LDOE. Measures designed to restrict minors' access to materials harmful to minors are in place at the LDOE. For more information on LDOE's internet policy, please see page 26 of this handbook.

### **EVERY STUDENT SUCCEEDS ACT (FORMALLY "NO CHILD LEFT BEHIND" ACT)**

The Every Student Succeeds Act states that parents have the right to information regarding the qualifications of a school's teaching staff and yearly student assessment data. If you are interested in receiving this information, please contact the school principal.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The U.S. Family Educational Rights and Privacy Act requires that the LDOE not disclose personally identifiable information from a child's educational records to the public without parent/guardian consent. The LDOE may disclose some information, known as *Directory Information*, without written consent, unless a parent/guardian informs the school of their wish to not disclose. This act does not apply to internal school documents, only to documents released to the public.

Directory Information is information that is generally not considered harmful or an invasion of privacy if released. It may be used for the following school purposes: the annual yearbook, honor roll or other recognition lists, and program or sports activity lists. The LDOE has identified the following as directory information:

- Student's name and age
- Participation in officially recognized school activity or sport
- Awards, Honors or Special Recognitions
- Grade level

Parents choosing to restrict their child's directory information must submit a written request to their child's school. For further information, please contact your child's school and/or visit this webpage - <http://www2.ed.gov/policy/gen/guid/fpco/pdf/2012-final-regs.pdf>

## **INDIAN CHILD PROTECTION AND FAMILY VIOLENCE PREVENTION ACT**

The Indian Child Protection and Family Violence Prevention Act of 1990 (P.L. 101 630) details the child protection requirements which all employees of Bureau of Indian Education funded schools are required to follow. Furthermore, under POL Tribal Code 7-1-4 and 15-7-17 and N.M.S.A. 1978 32A-4-2,3; and 42 U.S.C. 13031, all LDOE employees are mandated to report any alleged incidents of child abuse or neglect.

## **MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT**

The McKinney/Vento Homeless Education Assistance Act is a federal law that protects the rights of homeless children and youth by ensuring immediate enrollment, educational stability and academic support while they or their families are homeless. For further information, please contact your child's school and/or visit this webpage - <http://www2.ed.gov/policy/elsec/leg/esea02/pg116>

## **STATEMENT OF ASBESTOS**

The LDOE values the health and safety of all community members. Per the Asbestos Hazard Emergency Response Act (AHERA), all schools are required to create a Management Plan that addresses asbestos in the schools. The LDOE has an Asbestos Management Plan available for review, which identifies all locations of asbestos containing building materials in each building and includes an Operations and Maintenance Plan to manage this asbestos. The Asbestos Management Plan is available for review during normal hours of school operations at the Facilities Administration office.

## **TITLE I**

Title I funds provide supplemental educational support to help improve the basic educational program and support the academic achievement of students. The purpose of the Title 1 program is to ensure that all children have fair, equal, and significant opportunities to obtain a high-quality education. The goal is for students to obtain, at a minimum, proficiency on challenging state academic standards and state academic assessments. For further information, please contact your child's school and/or visit this webpage- <http://www2.ed.gov/policy/elsec/leg/esea02/pg1.html>

## **TITLE II**

Title II funds are to assist with increasing student academic achievement through strategies such as improving teacher and principal quality. The program focuses on increasing the number of highly qualified teachers and principals in schools and increasing the effectiveness of teachers and principals by holding schools accountable for improvements in student achievement. For further information, please contact your child's school and/or visit this webpage-<http://www2.ed.gov/policy/elsec/leg/esea02/pg20.html>

#### **TITLE VI**

Title VI funds support the efforts to meet the educational and culturally related academic needs of American Indian students. These funds help to ensure that the schools' educational programs are based on the same challenging academic achievement standards that are used for all students across New Mexico. For further information, please contact your child's school and/or visit this webpage-<http://www2.ed.gov/policy/elsec/leg/esea02/pg98.html>

## **ACCEPTABLE INTERNET USAGE**

### **Student Internet Policy**

CIPA. All users of the Internet must comply with the Children's Internet Protection Act (CIPA), 47 U.S.C 254. Access by minors to inappropriate matter on the Internet and World Wide Web is prohibited on the LDOE network. Using electronic mail, chat rooms, and other forms of direct electronic communications is prohibited on the LDOE network. Unauthorized access including "hacking" and other unlawful activities by minors online is prohibited on the LDOE network. Unauthorized disclosure, use, and dissemination of personal information regarding minors is prohibited by LDOE. Measures designed to restrict minors' access to materials harmful to minors are in place at LDOE.

Internet access to global electronic information resources on the World Wide Web is provided by the Laguna Department of Education to assist students in obtaining school related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. All Internet usage is filtered through a web filter and firewall.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the Department and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. Abuse of the Internet access provided by LDOE in violation of law or LDOE policies will result in disciplinary action, up to and including suspension from school. Students may also be held personally responsible for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in

disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

The I.T. department or designated representatives will provide age-appropriate training for students who use the LDOE's Internet facilities. The training provided will be designed to promote the LDOE's commitment to:

1. The standards and acceptable use of Internet services as set forth in the LDOE's Internet Safety Policy;
2. Student safety with regard to:
  - a. Safety on the Internet;
  - b. Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - c. Cyber bullying awareness and response.
3. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").
4. Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District acceptable use policies.

# LAGUNA ELEMENTARY/MIDDLE SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY

## STUDENT FORM

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

### STUDENT SECTION

As a user of the LDoE computer network, the Internet, and the World Wide Web, I agree to comply with the rules and policies stated below and to use the above in a constructive manner.

#### Policies for Acceptable Use:

1. Do not install any software, shareware, or freeware.
2. Do not violate copyright laws. (No plagiarism-cite your sources)
3. Do not view, send or display offensive messages or pictures. This includes, but is not limited to, profanity, racist material, and images or text concerning drug abuse and pornography.
4. Save any important data to the designated folder on the network or another media as directed by your teacher. Do not save work to any computer hard drive unless otherwise instructed. Save always, early and often.

#### Rules for Acceptable Use:

1. Do not use the computer to harm other people or their work.
2. Do not check or send email, enter or participate in chat rooms, check or send Instant Messages while on school computers.

#### Consequences for Breaking the Rules for Acceptable Use:

1. **First Offense:** 3 week suspension of all computer privileges.
2. **Second Offense:** 6 week suspension of all computer privileges.
3. **Third Offense:** Suspension of all computer privileges for remainder of the school year.
4. **Any further infractions** will result in suspension from school.
5. I acknowledge that I have read and understand the above information and pledge to use the hardware, software and network resources at my disposal responsibly. Furthermore, I understand that if I misuse the privilege, my access will be denied.

I have read the LDoE's Student Internet Use Policy with my parent. I agree to follow the rules contained in this policy. I understand that if I violate the rules in this policy, my account can be terminated and I shall face other disciplinary measures.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

# LAGUNA ELEMENTARY/MIDDLE SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY

## PARENT FORM

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

### PARENT/GUARDIAN SECTION

I have read the LDoE's Student Internet Use Policies listed above with my child and I have read the LDoE Student Internet policy, which is provided as a separate document. I hereby release the LDoE, its personnel, and any instructions with which it is affiliated from any and all claims and damages of any nature arising from the child's use of, or inability to use, the LDoE connection, including but not limited to claims that shall arise from the unauthorized use of the connection to purchase products or services or exposure of potentially harmful or inappropriate material or people.

I understand that I can be held liable for damages caused by my child's intentional misuse of the connection. I shall instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the LDoE policy. I shall emphasize to my child the importance of following the rules for personal safety.

#### **(Please Initial)**

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

I hereby give \_\_\_\_\_ do not give \_\_\_\_\_ permission for the school to post the following information and material on the Internet: Student shall use limited student identification (first name and last initial or other school-developed identifier).

I hereby give \_\_\_\_\_ do not give \_\_\_\_\_ permission to post my child's picture, whether single or in a group, identified with the limited student identification or in a group not identified on the LDoE Internet website.

I hereby give \_\_\_\_\_ do not give \_\_\_\_\_ permission to post my child's works, whether single or in a group, under the copyright policy, on the LDoE Internet website.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **Laguna Elementary/Middle School Parent/Family Involvement Policy**

The Board of Education for the Pueblo of Laguna and Laguna Elementary /Middle School recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school district to educate all students effectively, the schools and parents must work as knowledgeable partners.

Although parents are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. This school district and the schools within its boundaries, in collaboration with parents, shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

To this end, the Board supports the development, implementation, and regular evaluation of a parent involvement program in each school, which will involve parents at all grade levels in a variety of roles. The parent involvement programs will address all aspects of the school program, including but not limited to the following components of successful parent involvement programs:

- Communication between home and school is regular, two-way, and meaningful.
- Responsible parenting is promoted and supported.
- Parents play an integral role in assisting student learning.
- Parents are welcome in the school, and their support and assistance are sought.
- Parents are full partners in the decisions that affect children and families.
- Community resources are made available to strengthen school programs, family practices, and student learning.

The Board of Education supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The Board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

In addition to programs at the school level, the Board of Education supports the development, implementation, and regular evaluation of a program to involve parents in the decisions and practices of the school district, using to the degree possible, the components listed above. Engaging parents is essential for improving student achievement. This school district will foster and support active parent involvement.

## Laguna Elementary/Middle School Parent Compact

It is the responsibility of Laguna Elementary /Middle School to:

1. Provide high quality instruction and a challenging curriculum so that students are prepared to meet college and career expectations.
2. Provide a safe and supportive learning environment.
3. Have and train qualified professional staff.
4. Solicit participation and input in all decisions affecting LES/LMS students.
5. Provide frequent student progress reports to discuss student progress.
6. Provide information about school functions and activities in a timely manner.
7. Welcome parents and guardians as participating and equal partners in their children's education.
8. Inform parents of school rules & disciplinary procedures.
9. Address parent concerns in a timely manner.
10. Provide open and timely communication with staff for parents regarding their children.
11. Allow classroom visitation and observation of instruction in coordination with school administration.

It is the responsibility of the parent/guardians to:

1. Ensure that students attend school in accordance with LDOE policy and PoL School Attendance and Truancy Ordinance.
2. Ensure that homework is completed in a timely manner.
3. Support the school and its goals by assisting and volunteering when possible.
4. Participate in decision-making processes at LES/LMS when invited.
5. Keep the school informed of all pertinent information that might impact their child's education including current contact information, phone numbers and guardianship documents, in a timely manner.
6. Make sure your child comes to school rested, ready for school, and clothed for current weather conditions.
7. Ensure that your child is prepared for full participation in all available opportunities for learning.
8. Participate in and attend all sponsored activities to support your child's education.
9. Actively participate in and attend all meetings scheduled at school to discuss your child's education.
10. Ensure students follow the standards of conduct, including bullying and harassment, as outlined in the student handbook.
11. Notify school administration promptly of any conduct or academic concerns.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administration Signature

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

PARENT COPY

# PUEBLO OF LAGUNA

## SCHOOL ATTENDANCE AND TRUANCY ORDINANCE

### Section 1.

#### Policy:

It is hereby declared as a matter of tribal policy that the Pueblo of Laguna's response to the high incidence or absenteeism and truancy in our schools cannot be tolerated or ignored. By the establishment of this school attendance and truancy ordinance, the Pueblo recognizes its obligation to students and their parents to work with them to understand the problems with a student's attendance, to provide alternative resolutions to the problems; to establish a closer working relationship between the schools, the service providers, and the Pueblo; and to promote a fair, equal, and impartial system that can effectively deal with the problem. The establishment of this Ordinance also recognizes the obligation of the Pueblo, through its schools, agencies, and departments, to assist every single student to reach their goal of attaining an education.

### Section 2.

#### Purpose:

- A. To provide a process whereby the Pueblo of Laguna may directly intervene to provide assistance to any child covered by the Ordinance.
- B. To create a mechanism whereby the Pueblo of Laguna works cooperatively with schools and school districts located in whole or part on Pueblo of Laguna lands or who educate students covered by this Ordinance in order to improve the attendance and behavior of children covered by this Ordinance.

### Section 3.

Coverage; who is covered:

- A. This Ordinance, and its provisions, shall apply to all enrolled members of the Pueblo of Laguna, to all members of recognized Indian tribes who have significant ties to the Pueblo of Laguna, and to all students of Indian descent and their parents or guardians (to the extent not otherwise covered) who consent to be covered by the terms and conditions of this Ordinance.

### Section 4.

#### Definitions:

- A. Child - means an individual who is less than eighteen (18) years old.
- B. Parent - includes natural or adoptive parents, or a person having legal custody of or having been appointed as the legal guardian of a child. This definition does not include persons whose parental rights have ceased pursuant to an order of the Children's Court, nor does it include the unwed father whose paternity has not been acknowledged, adjudicated, or established.
- C. Home school - means a home based instructional program that provides a basic academic educational program, including but not limited to reading, language arts, mathematics, social studies and science operated by a parent or other person having custody of a school-aged person.
- D. School – shall include the following;
  - 1) A state supported public school located within the Pueblo of Laguna
  - 2) A private school or extension program approved under the Pueblo of Laguna or state law;
  - 3) Any schools established by the Pueblo of Laguna and administered by the Laguna Department of Education:

- 4) A home-based instructional program that meets all of the necessary state requirements under Section 22-1-2.1, NMSA..., 1978, as amended.
- 5) School Attendance Officer or School Resource Officer - means a person appointed or designated by school administration to oversee the school attendance of students, and who is authorized to take certain actions when a student does become truant.
- 6) Truant - means a student who stays out of school without permission or is found to have committed certain acts that put that student in violation of a school's truancy policy.
- 7) Habitual truant - a student who has accumulated ten (10) or more unexcused absences per semester or twenty (20) days total for the school year.
- 8) Unexcused absence - an absence for which no appropriate excuse has been provided by the student's parent or legal guardian in accordance with the school attendance policy.
- 9) School Liaison - means a person designated by a school to serve as a liaison between the school and parents, the Pueblo Juvenile Probation Officer, Pueblo officials and the School Boards as needed.

## **Section 5.**

### School attendance mandatory:

- A. All children under 18 years of age and covered by this Ordinance are required to attend school for the full time when such school may be in session unless they have been excused in accordance with subsection C, or unless they have graduated from high school.
- B. All parents of any child at least six (6) years of age and under eighteen (18) years of age and otherwise covered by this Ordinance shall cause such child to attend school as provided herein for the full time when such school may be in session.
- C. A child and his or her parent shall be excused from the requirements of this Ordinance and shall not be subject to the penalties set out herein if:
  - 1) The school attended by the child has excused such child from attendance because the child is satisfying all legally required services in a home-based or other approved program;
  - 2) The child is physically or mentally unable to attend school;
  - 3) The child is attending a residential school operated by the Pueblo or other Indian education agency or the Department of Social and Health Services;
  - 4) The child has been temporarily excused upon the request of his/her parents for purposes agreed upon by the school authorities and parents; provided, that such excused absences shall not be permitted if deemed to cause a serious adverse effect upon the student's educational progress
  - 5) The child is at least sixteen (16) years of age and if:
    - a) The school attended by the child determines that such child has already attained a reasonable proficiency in the branches required by law to be taught in the first nine grades of the schools as established by the Pueblo; or
    - b) The child regularly and lawfully engaged in a useful or remunerative occupation; or
    - c) The child has already met graduation requirements in accordance with the standards set by the Pueblo of Laguna Department of Education and the State of New Mexico, and approved by the appropriate Boards of Education; or
    - d) The child has received a certificate of educational competence under rules and regulations established by the Pueblo of Laguna Department of Education, and approved by the appropriate Boards of Education; or
    - e) The child has already met graduation requirements, if any, that are lawfully imposed by the Pueblo of Laguna and that preempt state requirements; or
    - f) The child has been emancipated under the terms of the Pueblo of Laguna Children's Code.

## **Section 6.**

### School Attendance Liaison: duties.

- A. Every school that enrolls children 6 years of age and older shall designate a School Attendance Liaison who shall serve as a liaison between the school and the parents, the Juvenile Probation Officer, the Pueblo officials and the School Boards as needed.
- B. The School Attendance Liaison shall be responsible for notifying students and parents of unexcused absences in writing, arranging parent conferences with school officials, referring truants to the Pueblo Juvenile Probation Officer, and monitoring attendance of students who have signed Intensive Attendance Contracts with the school.
- C. Whenever a child is referred to a School Attendance Liaison, or whenever a parent of an enrolled child, or a Tribal Official informs a School Attendance Liaison that a child required to attend school fails to attend school without valid justification, for three (3) days in a semester, the Liaison shall, where appropriate, take some or all of the following actions:
  - 1) Inform the child's custodial parent, parents, or legal guardians by a notice in writing and by other means reasonably necessary to achieve notice of the fact that the child has failed to attend school for three (3) days in a semester, without valid justification; and
  - 2) Schedule a conference(s) with the custodial parent, parents or legal guardians and child at a time and place reasonably convenient for all persons included, for the purpose of analyzing the causes of the child's absences; not to exceed more than a 2 week notice from the date of truancy notification.
  - 3) Take steps in coordination with the school that the child is required to attend to eliminate or reduce the child's absences. These steps may include, where appropriate, adjusting the child's school program or school or course assignment, providing more individualized or remedial instruction, preparing the child for employment with specific vocational courses or work experience, or both, and assisting the parent or student to obtain supplementary services that might eliminate or alleviate the cause or causes for the absence from school; and
  - 4) Provide additional or continuing counseling for the parent and/or child. Provide any other program that is reasonably designed to correct the attendance problems of the child.
- D. If the child and/or parent fail to cooperate with the School Attendance Liaison by missing scheduled conferences without valid justification, by the child continuously missing classes even though steps have been taken by school officials to adjust the student's school program and/or course assignments in order to help eliminate and/or reduce the child's absences, or by failing to participate in counseling services that have been arranged by the School Attendance Liaison, all in violation of Subsection C, (2) (3) and (4) above, the matter shall be referred to the Juvenile Probation Officer.
- E. In any event, if the child has five (5) unexcused absences, the School Attendance Liaison shall refer the matter to the Pueblo Juvenile Probation Officer.

## **Section 7.**

### Pueblo Juvenile Probation Officer: duties.

- A. In those situations where a School Attendance Liaison refers a child and/or parent to the Juvenile Probation Officer, the Probation Officer in cooperation with the school shall develop a program that is designed to correct the behavior of the child, which program can include the child and the parent, and Pueblo Officials.

**In reference to the use of Pueblo officials, the Probation Officer may contact the Village Mayordomos of the village where the child and his/her parent are residents and request that a**

**family conference be called if appropriate. The purpose of the family conference is to have the village officials counsel and advise the child and the parents in reference to the truancy problem, which is part of the customary and traditional functions of the village officials. This type of alternative dispute resolution mechanism may want to be looked at prior to any formal judicial action is taken. This type of informal action may precede any other actions considered under paragraph B, C, D, and E of this Section.**

- A. Upon referral of a child and/or parent, from the School Attendance Officer, the Juvenile Probation Officer shall inform all interested parties by a notice in writing and by other means reasonably necessary to achieve notice of the fact that the child has failed to attend school for five (5) days in a semester, without valid justification, or has failed to comply with measures taken under Section 6., above.
- B. The Juvenile Probation Officer shall arrange or schedule a Truancy conference with the child and his/her parent(s). At this conference, the Probation Officer will explain that informal action will first be taken to have the child and the parent (s) be enrolled in a diversion program consisting of a six (6) week program, and the entering into of an Intensive School attendance contract. The Probation Officer, in coordination with tile School
- C. Attendance Liaison will monitor the child to make sure he/she is fully complying with title conditions of the diversion program and the attendance contract. If the child and/or the parents successfully complete the program and fully adhere to the conditions of the attendance contract, the case will be closed out and no further action taken by the Probation Officer. The Probation Officer will also explain the consequences of not fully complying with this informal process.
- D. In the event that the child and/or the parent(s) fail to fully comply with the terms of the attendance contract or with the conditions of the diversion program, the Juvenile Probation Officer may refer the matter to the Tribal Prosecutor for further action.
- E. In any event, if the child has ten (10) unexcused absences in a school year, the Juvenile Probation Officer shall refer the matter to the Tribal Prosecutor for the purpose of pursuing action against the child and/or the parent(s) for violations of this ordinance.

## **Section 8.**

### **Petition to Children's Court for violations by a Parent or child.**

- A. If action taken pursuant to Sections 6 and 7 is not successful in substantially reducing a child's absences from school or if the parent(s) or child's refuse to comply voluntarily, any of the following actions may be taken:
  - 1) The Juvenile Probation Officer through the Tribal Prosecutor may petition the Children's Court to assume jurisdiction for the purpose of alleging a violation of this Ordinance by the child, and the Court may also exercise jurisdiction over extended family in accordance with Part 2 (g) of Pueblo of Laguna Children's Code; or
  - 2) A petition alleging a violation of this Ordinance by a child may be filed with the Children's Court by
    - a) the parent of such child or
    - b) by the Juvenile Probation Officer through the Tribal Prosecutor at the request of the parent. If the Court assumes jurisdiction in such an instance, the provisions of this Ordinance, except where otherwise stated, shall apply.
  - 3) The Juvenile Probation Officer may also recommend to the Tribal Prosecutor that charges be filed under the Laguna Pueblo Criminal Code (ie. Failure to Send Children to School or Criminal Neglect) in the Pueblo Criminal Court, or that charges under the Pueblo of Laguna Children's Code be filed in the Children's Court.

- B. Prosecuting Attorney - The Tribal Prosecutor shall act as attorney for the complainant in all Court proceedings relating to the compulsory attendance of children as required by this Ordinance, except for those petitions filed against any child by the parent without the assistance of the Juvenile Probation Officer.
- C. Filing and Content of Petition - Proceedings under this section shall be initiated by a petition filed by the Tribal Prosecutor on behalf of the Juvenile Probation Officer or by the parent(s) of the child. The petition shall be entitled, "In the Matter of \_ (name of child), a child and shall set forth with specificity:
  - 1) The name, birth date, residence, and Tribal affiliation of the child;
  - 2) A citation to the specific section(s) of this Ordinance giving the Court jurisdiction over the proceedings;
  - 3) That the child is habitually truant and without justification absent from school;
  - 4) That the school and a child's parent(s) have held a meeting or the child's parent(s) has/have refused to attend a meeting to discuss the child's habitual unjustified absence from school;
  - 5) That the school has provided an opportunity for counseling to determine whether a curriculum change would resolve the child's problem and if the local school board or governing authority of a private school provides an alternative education program, that the child has been provided with an opportunity to enroll in the alternative program;
  - 6) That the school has conducted a review of the child's educational status which may include medical, psychological and/or educational testing of the child in accordance with the school regulations to determine whether learning problems may be a cause of the child's absence from school and, if so, what steps have been taken to overcome the learning problems;
  - 7) That the School Attendance Liaison of the child's school has conducted an investigation to determine whether social problems may be a cause of the child's absence from school and, if so, that appropriate action has been taken; and
  - 8) That the School Attendance Liaison has referred the matter to the Juvenile Probation Officer and the Probation Officer has taken appropriate measures under Section 7 of this Ordinance to eliminate the child's unexpected absences, without compliance by the child and/or the parent(s).

## **Section 9.**

- A. Penalties in general; defense: suspension of fine: complaints to Court.
- B. Any person found by the Tribal Court to have violated or to be violating any of the provisions of this Ordinance shall be subject to diversionary a<:tiol1 or fined not more than twenty-five dollars (\$25.00) for each day of unexcused absence from school. In addition, a child found to be in violation shall be required to attend school. Failure by a child to comply with an order issued under the Section shall be punishable by a fine of twenty-five dollars (\$25.00) for each day that the child fails to comply. The Court may order that the parent or the child or both comply with the program set out by the Juvenile Probation Officer, in coordination with appropriate school officials and/or Pueblo officials, or as modified by the Court.
- C. It shall be a defense for a parent charged with violating this Ordinance to show that he or she exercised reasonable diligence in attempting to cause a child in his or her custody to attend school or that the child's school did not perform its duties as required under the law. Any fine imposed pursuant to this Section may be suspended upon the condition that a parent charged with violating this Ordinance shall participate with the Pueblo, the school and the child in a supervised plan for the child's attendance at school or upon condition that the parent attend a conference or counseling scheduled by the Juvenile Probation Officer for the purpose of analyzing the causes of a child's absence, or on condition that the parent comply with any other plan determined to be appropriate to assist the child to attend school.

- D. Where the Court proceeding involves a child referred for discipline reasons, the Court may suspend any fine imposed if the child agrees to comply with a plan developed by the Juvenile Probation Officer, as it may be modified by the Court.
- E. Where appropriate and recommended by the Juvenile Probation Officer, the Court may refer the matter to Village Mayordomos for a family conference as part of a sentence or, in the Court's discretion, prior to a sentencing of the child and/or the parent(s).
- F. Whenever the Court orders the payment of a fine to enforce the provisions of this Ordinance, that fine shall be entered as a judgment of the Court and may be collected as any judgment(s), including the withholding of any per capita payment, or part thereof until fully paid; provided, that when a fine is imposed against a child who is not fully and gainfully employed the Court, at its discretion, may imposed community service hours in lieu of a fine.
- G. Any parent or child subject to this Ordinance refusing to comply with the provisions of this Section within a reasonable time after being ordered to do so pursuant to an action initiated pursuant to Section 8 shall be subject to the fines and penalties set out in the Pueblo of Laguna's Law and Order Code and Criminal Code.

**Section 10.**

Reports by Juvenile Probation Officer; compilation of information and reports.

- A. The Juvenile Probation Officer shall report annually to the Laguna Tribal Council on the petitions filed alleging a violation by a child under this Ordinance. The report shall at a minimum contain:
  - 1) The number of petitions filed by a Probation Officer or by a parent;
  - 2) Statistical information as to the percentage of males to females that are truant or absent from school and from which school, how many are involved in the diversionary program, what the success rate is in resolving the absentee and/or truancy problems, how many are going through the formal Court process, how many cases are pending further action, etc.;
  - 3) Disposition of cases filed with the Tribal Court, including the frequency of orders issued to enforce a Court's order.

**Section 11.**

Confidentiality.

- A. All records, files and other documents that are kept by school officials and relate to a student's attendance, absence, or truancy from school and any records, files or other documents associated with a Court proceeding governed by this Ordinance shall be kept confidential in accordance with existing school and Court policies, unless ordered released by order of the Children's Court. Such records, files or documents shall not be open to public inspection other than by Court authorized personnel or by any person except for the following:
  - 1) the child and/or his/her parent or parents;
  - 2) any guardian or legal custodian of the child;
  - 3) school personnel and/or officials;
  - 4) Village officials;
  - 5) Probation Officer; and
  - 6) the Tribal Prosecutor and the child's attorney, if the child is being represented in any proceedings.

**Section 12.**

Use of other proceedings under Pueblo of Laguna law.

- A. The failure of a parent to comply with an Order entered pursuant to this Ordinance may be grounds for Court action brought pursuant to the Pueblo of Laguna Criminal Code (ie., Failure to Send Children to School...).

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## Laguna Elementary School/Laguna Middle School 2020 - 2021 Parent Compact

List all children who attend LES/LMS.

| <i>Student's Name</i> | <i>Grade</i> |
|-----------------------|--------------|
|                       |              |
|                       |              |
|                       |              |
|                       |              |

It is the responsibility for Laguna Elementary School/Laguna Middle School to:

1. Provide high quality instructions and a challenging curriculum.
2. Provide a safe and supportive learning environment.
3. Have and train qualified para-professional, teaching, and support staff.
4. Solicit participation and input in all decisions affecting Laguna Elementary School/Laguna Middle School students.
5. Provide frequent student progress reports to discuss student progress.
6. Provide information about school functions and activities in a timely manner.
7. Welcome parents and guardians as participating and equal partners in their children's education.
8. Inform parents of school rules and disciplinary procedures.

It is the responsibility of the parent/guardians to:

1. Ensure that students are at school every day and on time.
2. Ensure that homework is completed in a timely manner.
3. Support the school and its goals by assisting and volunteering when possible.
4. Participate in decision-making processes when invited.
5. Keep the school informed of all pertinent information that might impact their child's education.
6. Make sure your child comes to school rested, ready for school and clothed for current weather conditions.
7. Ensure that your child is prepared for full participation in all available opportunities for learning.
8. Participate in and attend all sponsored activities to support your child's education.
9. Actively participate in and attend all meeting schedules at school to discuss your child's education.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

Date: SY 2021-2022 \_\_\_\_\_

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# STUDENT HANDBOOK

## 2020 – 2021 PARENT SIGNATURE PAGE



### Laguna Elementary / Middle Schools

By signing below, you acknowledge that you have received a copy of the LES/LMS student handbook and that you understand the contents.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please list all your children who attend Laguna Elementary and/or Middle Schools below:

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_