

STUDENT HANDBOOK

2026 - 2027

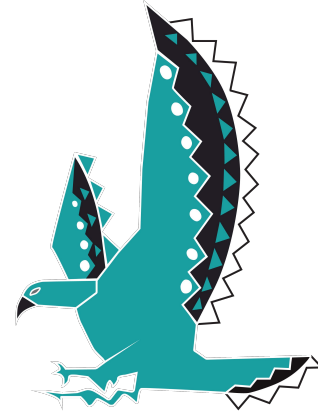
Laguna Elementary School



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.*

**Laguna Elementary School
P. O. Box 191
Laguna, NM 87026
505-552-9200
505-551-7294 (fax)**

**Laguna Middle School
P. O. Box 268
Laguna, NM 87026
505-552-9091
505-551-6466 (fax)**

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ACADEMICS

LDOE students will receive instruction aligned with academic standards adopted by the LDOE Board of Education, including the Common Core State Standards, and/or academic goals outlined in their IEPs. Additionally, staff will be trained to use the New Mexico Indigenous Instructional Scope to assure cultural relevance and sensitivity across content.

AGENDAS

Every child is provided an agenda. Agendas are intended to be a form of communication between families and school staff. Homework information, along with pertinent classroom and school correspondence, will be shared through the agenda. Families are encouraged to check student agendas nightly.

CULTURE/LANGUAGE

All LDOE students will receive instruction focused on Laguna culture and language. LDOE staff will work closely with the Office of Laguna Learning, as well as members of the Laguna community, to provide deliberate and focused instruction on the Pueblo of Laguna values, traditions, and beliefs.

Please note that attendance at Culture Days is mandated and will follow the LDOE attendance policy. Additionally, students will receive a minimum of 45 minutes 4 days per week of daily native language instruction.

GRADES

Students will receive notices of progress each quarter. First and third quarter grades will be discussed during academic conferences. Second and fourth quarter grades will be mailed to the address on file.

Students in grades K-2 will receive updates on their levels of proficiency toward grade-level standards as part of the quarterly progress reports. Students in grades 3-8 will receive letter grades. Students with IEPs will receive Progress Toward IEP Goal documents for areas indicated on their IEPs and grade-level marks based on their grade-level performance on any areas not serviced by special education per their IEPs.

LMS students will receive mid-term progress reports. Mid-term progress reports will be mailed to the address on file five weeks into each quarter.

HOMEWORK

Homework is assigned as reinforcement of concepts taught in the classroom. Homework may include: incomplete classwork, nightly reading, projects or other activities deemed appropriate by classroom teachers.

Families are encouraged to review homework regularly.

INTERVENTION POLICY (per LDOE Board of Education, 2011)

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

THREE-TIERED INSTRUCTION

LDOE staff will use a three-tiered system of instruction to assure that students are receiving adequate academic support.

- **Tier 1 Instruction** is grade-level instruction provided to every child in the class.
- **Tier 2 Instruction** is provided to students who are not showing progress in Tier 1 (after students have received quality instruction through varied modalities).
 - o Tier 2 instruction may include additional exposures in the classroom or support from intervention staff in a pull-out situation.
 - o Families will be notified prior to Tier 2 intervention implementation.
- Students who do not respond positively to Tier 2 interventions will be referred to the Student Assistance Team for academic review.
 - o The Student Assistance Team will provide opportunities for classroom teachers to review student data with peers and discuss additional strategies for addressing student academic difficulties.
 - o The SAT may determine that the student should be referred to related service staff or an educational diagnostician for evaluation for potential academic disabilities and/or a need for Tier 3 intervention strategies.
- o **Tier 3 Instruction** is intensive intervention typically provided to children who have been diagnosed as having learning needs.
 - o Tier 3 intervention will not be implemented without written consent and a formal meeting.

The three-tiered system will be used for both academic and behavior/social emotional struggles. The LDOE Health and Wellness Teams will oversee the three-tiered system for behavior or emotional needs.

ATTENDANCE

ATTENDANCE POLICY

All LDOE students are required to attend school on a regular basis. LDOE makes the following distinctions between excused and unexcused absences.

- Excused absences include: illness, limited family emergencies, family deaths, medical, health or legal appointments or religious commitments.
- All other absences are unexcused.

Communication with the School Attendance Liaison is vital so that documentation related to absenteeism is accurately documented. Assistance and support can be provided to families whose children are chronically absent. For attendance support, please contact the attendance liaison.

Lack of communication and/or violation of the Attendance Policy may require intervention per LDOE and Pueblo of Laguna Children's Code. A copy of the POL Children's Code regarding school attendance is included at the end of this document.

COMMUNICATION OF ABSENCE

If a child is ill or injured or has to miss school for any other reason, please call the attendance line at (505) 552-9200 option 1 for LES students and (505) 552-9091 option 1 for LMS students no later than 8:30 a.m.

This serves several purposes:

- First and foremost, it assures that children are safe and that families are aware that they are not present. In the event of an emergency, this could save valuable time in providing the help that a child may need. To that end, robocalls will be generated each day at 9:00 a.m. for any student who is reported absent but who has not been called in for and excused by a family member.
- Second, this assures that the first step in having the absence excused is taken.
- If the child is out for more than 3 consecutive days, or if he/she visits the doctor, please provide a doctor's note to the front office staff upon return.
- Please make sure that you call every day that the child is out.

MAKE-UP WORK

- In the event of absence, students will be afforded the opportunity to make up missed work.
- Students will be given the same number of days the student was absent to submit the work.
 - Should the student need additional time, families are encouraged to communicate with the classroom teacher(s).
 - The teacher will use his/her discretion to determine whether more time will be awarded.
- The Make-up Work Policy holds true in the event of student suspension as well.

TARDINESS

- Daily, on-time attendance is vital to student success. Starting school late leads to student anxiety and disruption of the daily routine. A student is considered tardy if he/she is NOT physically inside the classroom by 8:05 a.m.
- Students who arrive on campus after 7:55 a.m. MUST be escorted to the office and signed in by a parent/guardian.
- Students who are habitually tardy to school and/or class will be referred to the school Health and Wellness Team for family/student support.
- Chronic tardiness may be referred to the POL Truancy Officer when school-level intervention is unsuccessful.
- Parents/Guardians of students who are chronically tardy are 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.
- Please note that three tardies equal one unexcused absence.

TRUANCY (supports the Laguna Truancy Resolution)

A student is considered truant under the following conditions:

- The student is absent from school without parental knowledge.
- The student leaves school without administrative approval.
- The student is excessively tardy to a class.
- The student is continually tardy to school.
- The student is absent from school more than ten days in a semester.
- The student reports to any class without authorized permission from the teacher of the class for which they were presently assigned.

CAFETERIA PROGRAM MEALS

Laguna Department of Education provides free breakfast and lunch for all students. All students are entitled and encouraged to participate. Families must notify the school, in writing, if they prefer that their child(ren) opt out.

DIETARY CONCERNS

Parents/Guardians must submit a physician's order to school personnel if a child is to be excluded from breakfast or lunch due to food allergens or other health related issues. Food allergen information should be provided to classroom teachers as an additional precaution.

CALENDAR OF EVENTS AND ACTIVITIES

A school events calendar is included with this document and available for reference online. Please note that activity dates are subject to change.

CAMPUS HOURS

The school campus is open to students from 7:30 a.m.-3:00 p.m. For safety reasons, **students should not be dropped off prior to 7:30 a.m. or left on campus after 3:00 p.m.** unless a school activity dictates an exception (i.e., field trip or afterschool program).

Pueblo of Laguna Police Department may become involved if a student is not picked up within 30 minutes of the end of the school day and/or school activity or if a student is chronically dropped off prior to 7:30 a.m.

CAMPUS MAINTENANCE

Students are responsible for helping to maintain our campus. Children are expected to respect all areas of the school campus including: the school building, playground and buses. Students should help by picking up after themselves, appropriately disposing of trash, cleaning up any spills or other messes and/or promptly reporting maintenance issues to staff.

Chewing gum is not allowed in the classroom without prior approval by the classroom teacher. Gum and trash should be disposed of in trash cans. Sunflower seeds and piñons are not allowed within the building, on buses or on campus.

Students/families will be held financially responsible for any intentional damage and/or vandalism to school structures or property.

We are fortunate to have a beautiful campus that we are all expected to treat with pride and respect.

CHAIN OF COMMUNICATION

Should you have questions or concerns, please follow the order of communication listed below for the most efficient results. LDOE staff will make every effort to address concerns issued through the Chain of Communication within 24-36 hours.



CONTACT INFORMATION

Every effort will be made to communicate with families in the event of illness or emergency. To that end, we request that the following information be provided and kept current at all times, for every student:

1. EMERGENCY CONTACT INFORMATION
2. Parent/Guardian medical treatment preferences. (Every effort will be made to follow preferences)

3. Written notification (from a physician) of any existing medical condition that may require emergency medical treatment while at school (i.e. prescription medications, allergies, seizure disorders, fainting disorders, etc.)

DELAYED START/CANCELLATION DAYS

The “delayed start school day schedule” is a shortened day that begins 2 hours later than a typical school day. The most common need for delayed start is weather. Delays will be announced on messenger, reported on the news and posted on the LDOE website.

In the event of a 2-hour delay, buses will run 2 hours later than normal and school will begin at 10:00 a.m. If weather or road conditions warrant, activities will go on as scheduled.

A decision to delay school shall be made by the superintendent. Notification will be given no later than 6:30 a.m.

If weather conditions worsen, and it is necessary to cancel school for the day, a decision and announcement will be made no later than 8:00 a.m.

In the event that school is cancelled, athletic events, practice sessions and all other activities will be cancelled as well. The LDOE website www.lagunaed.net will be updated regularly.

EARLY DISMISSAL SCHOOL DAYS

Emergencies, such as extreme weather, water main breaks, hazardous materials spills, or gas leaks, may necessitate an early dismissal. Every effort will be made to notify parents before students are released.

Should an emergency require students to be sheltered at another location, every effort will be made to notify parents. These efforts will include contacting Laguna Tribal authorities, notification on the LDOE website, messenger, TV and radio stations.

ENROLLMENT REQUIREMENTS

Families must present the following documents for every student, prior to enrollment:

Birth Certificates for incoming kindergarten students. Students must be 5 years old by 11:59 p.m. on August 31st to start kindergarten.

Returning students:

- A completed registration packet (paper or digital)
- A current physical (if planning to participate in athletics).
- A current immunization record

New students:

- A completed registration packet (paper or digital)
- A current immunization record
- A birth certificate
- A current physical (if planning to participate in athletics).
- Documentation from a doctor regarding any health concerns or food restrictions
- CIB/Tribal enrollment information
- Home Language Survey

A copy of a current IEP, 504, Behavior Intervention Plan, Health Plan and/or custody arrangements should be provided when applicable.

DISENROLLMENT

Parents or guardians must visit the front office to begin the disenrollment process. Textbooks, library books, and school equipment must be returned or paid for before a student can officially withdraw.

FIRE/EMERGENCY DRILLS

Fire/emergency drills are required safety procedures under LDoE Board policy and applicable federal safety requirements. Such drills are in place to ensure that the Laguna community is prepared in the event of an emergency. While the thought of a school emergency is uncomfortable, preparedness saves lives!

Students will be trained in emergency protocols within the first few weeks of school. Students are expected to treat any emergency alert as if it were real, by following appropriate procedures.

It is essential that everyone follow the appropriate protocols in a prompt, orderly fashion, using the prescribed routes. Evacuation routes are posted throughout the building.

Students are required to follow all instructions given by employees and/or emergency responders.

IT IS EXTREMELY DANGEROUS FOR FAMILIES TO BREAK PROTOCOL BY GIVING CONTRADICTIONARY INSTRUCTIONS TO STUDENTS BY PHONE OR ANY OTHER MEANS.

PLEASE SUPPORT US IN DOING ALL THAT WE CAN TO KEEP OUR CHILDREN AND STAFF SAFE.

CAMPUS ACCESS AND STUDENT SAFETY

CLOSED CAMPUS

LDOE maintains and enforces a closed campus. Students are not permitted to leave school grounds during the school day unless accompanied by an authorized adult coming to the office and signing them out.

PICK UP/DROP OFF

While bus transportation is provided for all LDOE students, we understand that families may prefer to provide their own transportation. For everyone's safety, please use the designated pick up/drop off area when picking up or dropping off students.

Please note that, for safety reasons, phone messages regarding changes in pick-up procedures will not be relayed to students. Guardians must come to school, in person, with proper identification if changes in pick-up procedures are to be made.

STUDENT CHECKOUT

We prefer that students attend school for the entire instructional day. However, should the need arise for picking up a student during the instructional day, please note the following:

- 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.

IN ALL CASES, A PARENT, GUARDIAN, OR OTHER ADULT LISTED ON THE STUDENT CHECKOUT FORM MUST PROVIDE GOVERNMENT ISSUED IDENTIFICATION, SIGN THE STUDENT OUT OF SCHOOL AND WAIT IN THE OFFICE AREA WHILE THE CHILD IS CALLED TO THE OFFICE.

VISITORS

As a precaution for the safety of students and staff, any visitor wishing to speak with an LDOE employee or student, observe a class, or tour the facility must schedule an appointment through administration at least 24 hours prior to their visit.

Guests will not be allowed to visit classrooms unannounced and/or without prior approval from administration. This includes dropping off items such as birthday treats, gifts, etc. Upon approval, visitors must report to the front office, provide government issued identification, sign in and wear a guest pass at all times.

Additionally, guests should follow all safety procedures while on campus.

DRESS CODE

As per Laguna Department of Education Board of Education policy, all K'awaika Schools' students will follow the dress code policy.

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

1. Leggings may be worn with a top that is at least fingertip length.
2. Skirts, "skorts" and shorts may not be more than two inches above the knee.
3. Clothing that is excessively tight may not be worn.
4. Clothing should cover the stomach, bottom, chest, arm pits, back and shoulders.
5. High cut tops that show the midriff, low cut tops showing cleavage, thin straps and strapless tops are not permitted.
6. Bottoms with tears, holes, and/or cutouts may not be higher than two inches above the knee.

7. Outerwear (coats, jackets, caps, hats, backpacks, jewelry, etc.) advertising alcoholic beverages, liquor establishments, illegal drugs, tobacco products, or containing inappropriate language and/or messages are NOT allowed.
8. Clothing (coats, jackets, caps, hats, backpacks, jewelry, etc.) indicating and/or reflecting membership or affiliation with any gang or groups is NOT permitted.
9. Undergarments may not show above a waistband of pants.
10. The crotch of the pants may not extend unnaturally.
11. Pants must be worn at the waist.
12. Belt loop or chain wallets, spiked jewelry, and extended belts are not allowed.
13. Hats and/or caps may not be worn inside the building.
14. Hoods on sweatshirts, jackets, and other apparel covering the head must be removed inside the building.
15. Sunglasses must be removed in the building.
16. Appropriate shoes must be worn at all times. No sandals, slippers or open-toed shoes may be worn. Athletic-type shoes are highly recommended.
17. Students may not bring nail polish, or body spray/perfume to school.
18. Body piercing jewelry (with the exception of earrings worn in the ear lobes) is prohibited.

Any student in repeated violation of the LDOE Dress Policy will remain in the office until 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.

Continued violation of the Dress Code Policy may result in a referral to the school Health and Wellness Team for intervention.

ELIGIBILITY FOR PARTICIPATION IN ATHLETIC PROGRAMS

Athletic programs are a reflection of our school and community. They show neighboring communities who we are and what we expect regarding sportsmanship and behavior. It is important for students, parents, and visitors to demonstrate pride, respect, and responsibility during all events, both on and off campus. Students engaging in unacceptable, excessive, and/or recurring incidents of negative behavior will be deemed ineligible to participate in the sport/activity 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.

In accordance with LDoE Board policy, students must maintain a grade point average of 2.0 or higher on a 4.0 scale with no failing grades in order to participate in extracurricular activities and athletics. Schools conduct eligibility checks at the beginning of each sport/activity season and weekly thereafter. The athletic director and/or coach may set higher eligibility standards to encourage student academic performance.

Students must attend school on the day of the game/event in order to participate. Students under school suspension (ISS or OSS) are not allowed to participate in any school-sponsored activities including practice and/or games at home or away.

FIELD TRIPS/EXTRA-CURRICULAR ACTIVITIES/ AFTERSCHOOL PROGRAMS

BEHAVIORAL EXPECTATIONS

Students who attend school sponsored activities and events are expected to follow the same code of conduct as when they are at school. All campus discipline policies apply to school sponsored activities and events occurring during school, after school, and on the weekend. The policies also apply to school sponsored activities or events that are held off campus.

Failure to comply with conduct guidelines may result in a loss of eligibility to attend and/or participate in any school-sponsored event.

FUNDRAISING

Fundraising requires prior written authorization from the Superintendent. Approved fundraising activities must be conducted in accordance with LDOE financial controls.

GUARDIANSHIP

Please advise office personnel and school administration of any anomalies regarding guardianship of children. It is the responsibility of the family to provide the most current documentation to office personnel. LDOE will honor the most recent court documents. Therefore, any changes to custodial rights should be provided to the school principal or designee as soon as possible.

Only parents or legal guardians will be allowed to make changes to school records. A government issued ID is required for any changes in enrollment information

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

HALL PASSES

Any student who is out of class during instructional time must have a staff issued pass in his/her possession. Students are to complete errands and return to class promptly without loitering in the halls or on campus. Any student out of class without a pass and official "business" is subject to disciplinary action.

HEALTH/WELLNESS

HEALTH OFFICE STAFF

LDOE schools have certified health aides available to assist students with any medical needs which may arise while on campus. Additionally, the health aides oversee: vision, hearing and dental screenings, health and immunization records, allergy notifications, health (asthma) plans, medication distribution, etc.

Parents/Guardians of students who have been prescribed medication to be taken during the school day must give the medication (in its original package) and a copy of the prescription to the health aide. The

health aide (or other certified personnel) will administer the medication to the student per the doctor's orders.

Distribution of over-the-counter medications must follow the same process.

See the Medication section of this document for further information.

COMMUNICABLE INFESTATIONS

Infestations such as bed bugs, fleas, ticks or any transmittable organisms will result in referrals to the school health aides. Such infestations will be reported to families as well as Laguna Behavioral Health in an effort to reduce transmission.

HOMEBOUND INSTRUCTION

Families whose children experience prolonged illness or physical injury, who cannot attend school for an extended period of time, should contact school administration. LDOE will work closely with families to assure academic access under such circumstances.

ILLNESS

While we encourage timely, regular attendance, we understand that illness is sometimes inevitable. In order to limit the spread of germs, please keep children home if they:

- Have fever
- Have vomited or had diarrhea within 24 hours of the school day
- Have communicable illness such as pink eye, chicken pox, etc.
- Have evidence of lice
- Please remember to contact the attendance line prior to 8:00 a.m. to report an absence.

INJURY

Injury of a child is never pleasant. However, it is occasionally a part of growing up. Please contact us if your child has an injury so that we may assist with a safe and comfortable return to school as appropriate.

IMMUNIZATIONS

In accordance with LDoE enrollment policy, students must maintain current immunization records meeting the standards established by the LDoE Board of Education. Students without current immunization records on file will not be permitted to attend class.

LICE PROTOCOL

In the event that lice is identified on a student, the student's family will be notified via phone call or in writing.

- The parent/guardian will be asked to treat the condition.
- If live nits are found, the parent/guardian may be asked to pick the child up before the end of the school day.

- The health aide (or other authorize staff member) will provide information on treatment options so as to limit the spread to other students and to assure the student's prompt return to school.
- After treatment, and upon return to school, the student will be checked prior to returning to class.
- Head lice are a nuisance but have not been known to spread disease.
- Personal hygiene or cleanliness of the home or school are not known contributors to acquisition of head lice.
- To further assist with controlling the spread of head lice or other health concerns, please do not allow students to bring stuffed animals, pillows or blankets to school.
- Additionally, please remind students not to share hats, clothing, hair brushes or other personal items which may contribute to the potential spread of lice or illness.

MEDICATION AUTHORIZATION

In the event that a student has to take any type of medicine during the school day, please take such medication to the health office and complete a Medication Authorization Form. Please note that medication must be in the original container with the label intact.

(Exception: Medication for asthma or seizures may be kept with students as long as the Medical Authorization Form and a Health Plan are on file in the health office.)

SCHOOL FACULTY (OTHER THAN TRAINED STAFF) ARE NOT ALLOWED TO DISTRIBUTE MEDICATION TO STUDENTS.

PHYSICAL, SOCIAL, EMOTIONAL, BEHAVIORAL SUPPORT SERVICES

The Laguna Department of Education school Health and Wellness Teams consist of school counselors, social workers, health aides, school psychologists, teaching staff and administration. Team members work together to provide proactive support.

Certified members of the team are available to work with students who are experiencing physical, social, emotional or behavioral issues by providing support in either a one-on-one and/or a small group setting.

Parents/guardians and teachers may refer students to the Health and Wellness team. Additionally, students may self-refer. Should this need arise, family members will be invited to attend Health and Wellness meetings to strategize a course of action.

In cases where student/family need exceeds the role of the team, LDOE has a positive working relationship with the Laguna Health and Wellness Division. Should the need arise, LDOE staff will assist with facilitating outside resources to support families.

Families are encouraged to contact the school counselor or Director of Student Services if they have a need for physical, emotional, social or behavioral support for a student or family.

STUDENT ACCIDENTS OR SUDDEN ILLNESSES

In the event of a sudden illness or accident during the school day, every attempt will be made to notify a parent, guardian or emergency contact of the student. The student will be under the direct care of an LDOE employee until his/her parent or guardian arrives or until proper and reasonable medical care can be arranged. Treatment and follow-up for the illness or injury is the responsibility of the family.

In the event of a life-threatening emergency, first responders may be contacted prior to or in conjunction with parent contact. District personnel has the discretion to make treatment decisions if contact with families cannot be made.

EVERY EFFORT WILL BE MADE TO COMMUNICATE WITH FAMILIES!

SUICIDE PREVENTION AND INTERVENTION

The Laguna Department of Education has procedures in place to assess the risk of, intervene in, and respond to potential suicidal risk. School personnel are trained in protocols to appropriately address suicidal threats/concerns and to provide intervention as quickly as possible. Per protocol, family members and Laguna Behavioral Health Services will be contacted to arrange for a formal suicide assessment.

SUSPECTED CHILD ABUSE AND NEGLECT

While maintaining positive relationships with families is vital, assuring the safety and well-being of our children is always our priority. School personnel are mandated reporters anytime child abuse is disclosed or suspected.

Pursuant to POL Tribal Code §7-1-4 and §15-7-17, 42 U.S.C. §13031, and the Indian Child Protection and Family Violence Prevention Act (P.L. 101-630; 25 U.S.C. §3203), all Laguna Department of Education employees are mandated reporters and are required to report any suspected child abuse or neglect to the Pueblo of Laguna Police Department and Pueblo of Laguna Social Services.

Please note that school personnel are legally required to REPORT; we are not responsible for INVESTIGATING or determining the validity of the suspicion. That responsibility lies with Pueblo of Laguna Police Department.

INSTRUCTIONAL MATERIALS

Library and text books, Chromebooks and other instructional materials are provided for student use as they enrich the educational experience. Students are responsible for the care of instructional

materials. Families are responsible for the cost of replacement or loss, damage or destruction of borrowed instructional materials including but not limited to: library books, text books, technology, etc.

BACKPACKS/SUPPLIES

LES and LMS will provide students with free backpacks and school supplies. Both will be distributed at the Back-to-School Bash. For safety reasons and to ease the transition to Laguna Acoma High School, all LMS students will be required to use clear backpacks.

PERSONAL PROPERTY

Bringing valuable items to school is a risk that should be avoided. Students will not be reimbursed for lost, stolen or broken items brought from home. School personnel will not invest time in investigating loss or damage of personal property.

Please note that toys, stuffed animals, video games, trading cards (ie. Pokemon), or other items of value will be confiscated, if found on campus. Items will be returned to the student at the end of the instructional day. In the event of a repeat violation, the item will be held until retrieved by a parent or legal guardian.

LDOE will not be responsible for lost or stolen items. Students and parents/guardians assume all liability for any phones or other electronic devices and/or headphones brought to school.

STUDENT CONDUCT

BEHAVIORAL EXPECTATIONS

Students are expected to behave in a manner reflective of Pueblo of Laguna Traditions and Values. Courtesy, good manners and a positive attitude toward all members of the community are expected. Students shall demonstrate respect for property including but not limited to: 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 Pueblo.

CLASSROOM MANAGEMENT PROCEDURES

Our first step in assuring that conduct by LDOE students is conducive to student learning and safety is each teacher's development and implementation of a consistent classroom management plan which aligns with school, district and pueblo policies.

The classroom teacher is expected to review the classroom rules/policies and consequences for violating the rules with students, share them (in writing) with families and post them in the classroom. If a student is not behaving responsibly, the teacher will redirect the student and assign the appropriate consequence.

Classroom rules and consequences will respect students and require that students respect one another. The teacher will model, teach, and reinforce all classroom expectations. The student is expected to follow directions the first time they are given. The student is responsible for maintaining behavior conducive to learning.

Disciplinary actions are intended to create positive changes in student behavior, not to demean or penalize students. Referrals to the Health and Wellness Team will be made 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 the process unless the child commits a major infraction.

PROHIBITED CONDUCT

BULLYING

While we at LDOE have a zero-tolerance policy for bullying, there is a vast difference between bullying and isolated inappropriate or mean behavior.

TO BE CLEAR, NEITHER BEHAVIOR WILL BE TOLERATED.

However, bullying has very specific criteria and will be dealt with as such.

Bullying defined: *"the REPETITIVE, INTENTIONAL hurting of one person or group by another person or group where the relationship involves an IMBALANCE OF POWER."* (The National Bullying Alliance)

The three specific criteria that determine if behavior constitutes bullying are:

1. Repetition
2. Intentional
3. Imbalance of power

Behavior that does not meet all three criteria, while it may be inappropriate or unkind, does not constitute bullying. Such behavior will be dealt with as Prohibited Conduct as outlined below.

That being said:

Any incidence of bullying is taken seriously and handled according to the procedures outlined below. LDOE schools adhere to the Pueblo of Laguna Children's Code for bullying, as follows:

S7-2-281. 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 LDOE schools to document each reported case of bullying with the Pueblo of Laguna School Safety 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, the School Safety Officer or any available Police Officer of the incident.
- Pueblo of Laguna Police Department 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 LDOE 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; the School Safety Officer or any available Police Officer of the incident.
- Pueblo of Laguna Police Department will issue a 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 or SRO.
 - Student will be suspended 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.
- Any available Police Officer will take the accused student into custody.
- The 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 principal will follow through with witness interviews and establishing the details of the bullying incident.
- Once the principal determines the accuracy of the incident report, 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 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 by the school to the parent/guardian regarding the identity of the accused or the victim.

The parent/guardian may request the police report directly from Laguna Police Department.

MINOR VIOLATIONS:

Children who exhibit:

- Disrespect of others
- Disrespect of property
- Unkind words
- Unkind actions
- Violation of campus, school or bus rules
- Use of improper or profane language/gestures
- Inappropriate displays of affection
- Cheating
- Dress code violations
- Leaving a classroom and/or campus without permission
- 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)
- Making false reports

Will receive the following consequences:

First Offense

1. Redirection from school level adult
2. Parent notification

Second Offense

1. Written incident slip to school administrator
2. Redirection by school administrator
3. Written reflection and/or
4. Restorative Justice (i.e.. in lieu of recess...clean cafeteria during recess, community service in a different classroom or school space, picking up trash, washing windows, etc.)
5. Parent/guardian contact by school administrator

Third Offense

1. Written referral to school administrator
2. Referral to Health and Wellness Team
3. Parent/guardian meeting

MAJOR VIOLATIONS:

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

- Assault and battery (fighting, physical altercations, etc.)
- The possession of firearms, knives, or other weapons (including "look-alikes").
- The use, possession, dispensing or trafficking of tobacco products, e-cigarettes, vaping devices, alcoholic beverages, or illegal drugs by students on school property or at school activities.
- 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 LDOE
- Threatening and/or menacing of a student or employee of LDOE
- Verbal or physical harassment of an employee or another student of LDOE
- Vandalizing, damaging or stealing school or private property
- Sexual Harassment (see section on Sexual Harassment)
- Bullying (see section on Bullying)
- Cyberbullying
- Theft

GANG ACTIVITY:

LDOE does not tolerate gang activity in any form. 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.

Prohibitions:

Students on or around school property or at any school activity are prohibited from:

- Wearing, possessing, using, distributing, displaying, or selling clothing, jewelry, emblems, badges, symbols, signs, or any other item that evidences or reflects membership in, or affiliation, with any gang
- Engaging in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang
- Engaging in any act in furtherance of the interest of any gang or gang activity, including, but not limited to:
 - Soliciting membership in or affiliation with any gang
 - Soliciting any person to pay for "protection" or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act
 - Painting, writing, drawing or otherwise inscribing gang related graffiti, messages, symbols, or signs on school property
 - Engaging in violence, extortion, or any illegal act or other violation of school rules
 - Soliciting any person to engage in physical violence against any other person

SEARCH & SEIZURE

Maintaining a safe and positive environment where learning can take place is a priority for LDOE. Therefore, school property assigned to a student and a student's person, or property, while under the authority of Laguna Department of Education, will be subject to search and the items found subject to seizure in accordance with the requirements below:

1. The principal or designee may conduct a search of an individual and/or their property 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. 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.
3. Items that threaten the safety and/or security of the school community, items of an offensive nature, or items that are disruptive and/or obstructive to the educational process may be seized. Seized items shall be maintained in secure storage within LDOE, released to the appropriate authorities, or released to the student's parent/guardian as justified by each individual situation.
4. The LDOE administrative authority shall notify the local or other Pueblo of Laguna Police Department officers when a search discloses illegal possession of contraband material or evidence of some other crime or delinquent act.

SEXUAL HARASSMENT

Any conduct that constitutes sexual harassment, including electronic activity as defined in the LDOE Student Internet Policy is strictly prohibited.

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 designee. The school will thoroughly investigate any reported incidents and disciplinary action may result.

POTENTIAL CONSEQUENCES FOR INAPPROPRIATE STUDENT CONDUCT

DETENTION:

In an effort to keep students in school and minimize the educational impact of behavior problems, students will be considered for detention/restorative justice/community service for minor infractions. Administration will make the sole determination as to when detention will be used as an alternative to other possible consequences.

IN SCHOOL SUSPENSION (ISS):

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

When students are placed in ISS, they will be provided supervision and academic assignments on campus for a prearranged period of time. 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 be restricted from attending after-school activities.

OUT OF SCHOOL SUSPENSION:

A suspension is a short-term (10 days or less) removal from the regular school environment. A parent conference is required.

LONG-TERM SUSPENSION/EXPULSION 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. Before a student is placed on long-term suspension, a hearing will be scheduled with the hearing officer (the Superintendent or designee), 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 any student who has been suspended prior to him/her being readmitted into the regular school environment.

This meeting will be facilitated by the principal or designee in coordination with school personnel, parents/guardians, and the student. Students who are involved in violations will be required to attend mandatory counseling sessions.

RESTORATIVE JUSTICE ACTIONS:

Such actions may include: conference, reflection, apology, conflict mediation, and/or community service.

TELEPHONES/ELECTRONICS

Social media and smart phones are a distraction from the educational process. Cell phones and electronics are allowed on school property but must be in the off position and stored in the student's backpack. This applies to electronic music devices as well. Gaming devices are not permitted on campus.

Headphones/ear buds are allowed for instructional purposes only. Headphones worn outside of the classroom are in violation of school rules and will be confiscated.

If the cell phone/electronic device is turned on or taken out of the student's backpack during the school day, it will be confiscated. The student will be allowed to pick the item up in the office at the end of the day. A second incident will result in a parent or guardian being required to pick up the item in the office. After three offenses, the item will not be allowed on campus for the rest of the semester.

TRANSPORTATION

Student safety is the most important component of the LDOE Transportation Contract. School bus transportation is a privilege that can be withdrawn as a result of unsafe/unruly behavior. The bus driver is in charge of the bus and its occupants at all times. Students riding the bus **MUST** comply with directions given by the driver.

Students are only allowed to ride the buses to which they are assigned. Students are only allowed to enter and exit buses *at their designated stops*.

For safety purposes, it is highly recommended that a responsible party accompany children in grades kindergarten through second to the bus stop in the morning and meet them at their pick-up locations in the afternoon.

Written requests from a parent/guardian to ride a different bus or to change from a student's usual stop will be approved but only on a permanent basis. *No one-time requests will be approved.*

Specific responsibilities for student behavior 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 discipline procedures up to and including suspension of bus riding privileges.

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

USE OF SCHOOL FACILITIES FOR SCHOOL RELATED FUNCTIONS

Special Use Request Forms are available from the principal's office for anyone who wants to request the use of an LDOE facility for a special function. The event sponsor should fill out the form and return it to the principal's office for approval 30 days prior to the scheduled event.

VOLUNTEERS

LDOE welcomes volunteers who would like to share their time or talents with our students. Background checks are required for any volunteer who will have unsupervised access to students, or who will spend 16 or more cumulative hours on campus during the school year. Volunteers approved for less than 16 hours must be supervised by an LDoE staff member at all times. See the school office for volunteer application requirements.

LMS SPECIFIC POLICIES

LOCKERS

All LMS students will be assigned two lockers. Students are expected to use the lockers to store backpacks, binders, and other instructional materials.

Students 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.

8TH GRADE COMPLETION CEREMONY

LMS 8th grade students must meet all academic requirements prior to the end of the second semester. Students must maintain acceptable academic and disciplinary standing in order to participate in the completion ceremony. All 8th grade students must complete 8 hours of community service in order to participate in the completion ceremony. All student accounts (e.g. library, textbooks, technology) must be cleared prior to participation in the completion ceremony.

LMS 8th grade students who are retained will not be allowed to participate in the completion ceremony.

LAGUNA
DEPARTMENT OF EDUCATION

APPROVED BY LDOE SCHOOL BOARD 5/20/26

JULY 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
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30	31					

SEPTEMBER 2026						
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NOVEMBER 2026						
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29	30					

DECEMBER 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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27	28	29	30	31		

JANUARY 2027						
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31						

FEBRUARY 2027						
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28						

MARCH 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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APRIL 2027						
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MAY 2027						
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30	31					

JUNE 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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27	28	29	30			

Ø NO SCHOOL / IDOE CLOSED			
NATIONAL HOLIDAYS		LAGUNA FEAST DAYS	BREAKS
JUL 4, 2026	INDEPENDENCE DAY (3RD)	AUG 15, 2026 MESITA FEAST	THANKSGIVING 2026
SEP 7, 2026	LABOR DAY	SEPT 8, 2026 ENCINAL FEAST	NOV 23-27, 2026
OCT 12, 2026	INDIGENOUS PEOPLES' DAY	SEPT 19, 2026 LAGUNA FEAST	WINTER 26-27
NOV 11, 2026	VETERANS DAY	SEPT 25, 2026 PAGUAITE FEAST	DEC 21 - JAN 5
NOV 26, 2026	THANKSGIVING DAY	OCT 17, 2026 PARAIE FEAST	SPRING 2027
DEC 25, 2026	CHRISTMAS DAY	MAR 19, 2027 LAGUNA FEAST	MAR 15-19, 2027
JAN 1, 2027	NEW YEAR'S DAY	RELIGIOUS DAYS	PD/WORK DAYS
JAN 18, 2027	MARTIN L. KING DAY		
FEB 15, 2027	PRESIDENTS' DAY		
MAY 31, 2027	MEMORIAL DAY		
JUNE 19, 2027	JUNETEENTH	JAN 6, 2027 MAR 26, 2027 MAR 29, 2027	FIRST FRIDAY OF EVERY MONTH, EXCEPT AUG '26/JAN '27

A graphic for the Paydate and Culture Days calendar. It features a red vertical bar on the left with the text "PAYDATE" and "CULTURE DAYS" in white. To the right of the bar, the dates and days of the week are listed: SEPT: 18, OCT: 30, NOV: 20, DEC: 18, JAN: 29, FEB: 26, APR: 30, and MAY: 14.

☆	1ST DAY OF SCHOOL	AUGUST 10, 2026
✕	LAST DAY OF SCHOOL	MAY 21, 2027
☆	STAFF 1ST DAY	AUGUST 3, 2026
✕	STAFF LAST DAY	MAY 21, 2027
BACK TO SCHOOL BASH: AUGUST 7, 2026		
MINI FEAST: MAY 14, 2027		8TH PROMOTION: MAY 20, 2027
KINDER, 5TH, PROMOTIONS: MAY 19, 2027		

PARENT/TEACHER CONFERENCES OCT 22/23, 2026 MAR 24/25, 2027	QUARTERS END OF Q1: 10/09/26 END OF Q2: 12/18/26 END OF Q3: 03/12/26 END OF Q4: 05/21/26
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PAYDATE

HALF-DAY

NO SCHOOL / IDOE CLOSED

Appendix

FEDERAL REGULATIONS OVERVIEW

AMERICANS WITH DISABILITY ACT (ADA), SECTION 504

As a department of the sovereign Pueblo of Laguna, LDoE is not subject to the federal Americans with Disabilities Act (ADA). Congress abrogated state sovereign immunity under the ADA but did not abrogate tribal sovereign immunity, and courts will not infer abrogation without clear congressional intent. See *Drake v. Salt River Pima-Maricopa Indian Community*, No. CV-19-04996-PHX-MTL (D. Ariz. Oct. 31, 2019). However, as a recipient of federal financial assistance, LDoE is subject to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794), which prohibits discrimination on the basis of disability in programs and activities receiving federal funds. LDoE does not discriminate on the basis of disability in any program, service, facility, or sponsored activity, including extracurricular activities and athletics, consistent with its obligations under Section 504 and LDoE Board policy. Students or families who believe they have experienced disability discrimination may contact the school office or LDoE administration.

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/or World Wide Web is prohibited on the LDOE network. Using unauthorized 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.

EVERY STUDENT SUCCEEDS ACT (FORMERLY "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 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 programs 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 visit this webpage

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 visit this webpage

<http://www2.ed.gov/policy/elsec/leg/esea02/pg20.html>

TITLE VI

Title VI funds support efforts to meet the educational and culturally related academic needs of American Indian students. These funds help ensure that LDoE's educational programs are based on the challenging academic achievement standards adopted by the LDoE Board of Education, consistent with federal Title VI requirements

For further information, please visit this webpage

<http://www2.ed.gov/policy/elsec/leg/esea02/pg98.html>

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 of 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 his/her 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 Safety 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 Board of Educations 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 the School
- C. Attendance Liaison will monitor the child to make sure he/she is fully complying with the 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 (i.e. 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 Board of Education 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 Penalties- in general; defense: suspension of fine: complaints to Court.

- A. 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 toll or fined not more than twenty-five dollars (\$25.00) for each day of unexcused absence from school.
- B. 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 (i.e., Failure to Send Children to School...).

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 Pueblo of Laguna Police Department 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 information
- 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 including student safety with regard to:

- a) Safety on the Internet
- b) Appropriate behavior while on online, on social networking websites, and in chat rooms
- c) Cyber bullying awareness and response
- d) Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA")

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.