

**Pueblo of**  
**Isleta Elementary School**



**Student - Parent Handbook**  
**2021-2022 SY**

**SCHOOL CONTACT INFORMATION:**

1000 Moonlight Drive, Albuquerque, NM 87105

Phone: (505) 869-2321

Fax: (505) 869-1625



# Pueblo of Isleta Elementary School

*A Tribally Controlled Grant School*



## VISION

The Pueblo of Isleta Elementary School will educate the whole child based on our core community values so each child has the knowledge and skills to be successful."

## MISSION

The Pueblo of Isleta Elementary School provides opportunities to inspire educational success!

## COMMUNITY CORE VALUES

Respect

Honor

Courage  
Culture

Wisdom

Tiwa

## Eagle PRIDE Pledge

I pledge today to do my best  
In Reading, Math, and all the rest.  
I will follow all the rules  
In my class and in school.  
I'm responsible, respectful, and safe, too;  
I'll give my best in all I do.  
Today I'll try my best to soar;  
I'm an Isleta Eagle to the core!

## EAGLE SOAR

Who are we? Isleta Eagles  
What do eagles do?  
We SOAR!  
Where do Eagles SOAR?  
Beyond the clouds....

# TABLE OF CONTENTS

	Page
<b>VISION STATEMENT &amp; EAGLE PLEDGE</b>	3
<b>TABLE OF CONTENTS</b>	4
<b>INTRODUCTION</b>	6
<b>RIGHTS AND RESPONSIBILITIES</b>	6
• Student Rights & Responsibilities	6
• Parent Rights & Responsibilities	7
• Teacher Rights & Responsibilities	7
• Parent/Guardian Rights for Section 504 of the Rehabilitation Act of 1973	7
<b>SCHOOL INFORMATION</b>	8
• Student Enrollment	8
• Attendance/Tardy Policy & Procedures	8
• Absence Policy	9
• Tardy Policy	10
• Student Checkout during School Hours	10
• Checkout Procedures during school hours	10
• Perfect Attendance	10
<b>SCHEDULES</b>	11
• School Hours	11
• Early Release Schedule	11
• Emergency Dismissal	11
• School Delays & Cancellations	12
<b>REPORTING STUDENT PROGRESS</b>	12
• Progress Reports	12
• Report Cards	12
• Parent/Teacher Conferences	12
• Report Card Distribution	12
• Reports for Special Programs	13
<b>ACADEMIC PROGRAMS</b>	13
• Title I Part A School-wide Program	13
• 21 <sup>st</sup> Century Community Learning Centers Program	13
• Assessment	13
• Instructional Resources	14
<b>CLASSROOM OPERATIONS</b>	14
• Classroom Issues/Concerns	14
• Classroom Activities	14
• Lost & Damaged Materials	15
<b>SUPPLEMENTAL PROGRAMS</b>	15
• POI Diabetes Program	15
• Guidance & Social Services	15
• Technology	15
<b>EXTRACURRICULAR ACTIVITIES</b>	15
• Cultural Events	15
• Science Fair	15
• Scholastic Book Fair	15
• Fine Arts	16

<b>FIELD TRIPS</b>	16
• Day Trips	16
• Overnight Trips	16
<b>POLICIES</b>	16
• Health & Medication Policy	16
• Medication Procedures	17
• Promotion Policy	17
• Sixth Grade Promotion Policy	17
• Student Assistance Team (S.A.T.)	18
• Retention Policy	18
• Internet Use Policy	18
• Drug-Free School	19
<b>FOOD SERVICES</b>	20
• Hours of Operation	20
• USDA Meal Accountability	20
• Parents/Guardians or School Guests	20
• Cafeteria Rules/Behavior Expectations	19
<b>TRANSPORTATION</b>	20
• Bus Breakdown	21
• Bus Rules & Expectations	22
<b>DISCIPLINE</b>	22
• Eagle Pride & Character Counts	22
• School-wide Discipline Rules	24
○ Role of Stakeholders	26
○ Behaviors addressed in Classroom	27
○ Consequences addressed by Staff	27
○ Behavior needing Administrative Intervention	28
○ Consequences addressed by Administration	28
• Items Not Allowed at School	28
○ Electronic items and cell phones	28
○ Personal Property	29
• Expected Behaviors at Special Events	29
○ Discipline Procedures for Field Trips	29
○ Sixth Grade Activities	29
• Student Dress Code	29
• Discipline Hearing Procedures	30
• Discipline Guidelines-Levels of Consequences	30
○ Bullying	30
○ Bullying-Level of Consequences	30
○ Discipline Guidelines-Levels of Consequences	32
• Level Descriptions and Consequences	33
• School Discipline Procedures	34
○ Reinstatement of Suspension	35
○ Special Education Considerations	35
○ Section 504 & No Child Left Behind Mandates	36
○ Reinstatement of Expulsions	36
○ Hearing Board/Appeal Procedures	36
○ Athletics/Sports Participation	37

<b>SAFETY PROCEDURES</b>	39
o Visitors & Volunteers	39
o Child Protection: (25CFR 38.9)	40
o Suicide Prevention Plan	40
o Emergency Preparedness Plan	40
o Continuity of Operations Plan (COOP)	40
<b>SCHOOL PERSONNEL</b>	41
<b>AHERA ASBESTOS MANAGEMENT PLAN NOTICE</b>	42

## **INTRODUCTION**

In its fifth year of being a P.L 100-297 Tribally Controlled Grant School, the Pueblo of Isleta Governing Board has grown and has successfully created an excellent educational institution. It oversees all aspects of the school's management and is continually developing and improving necessary school policies for the operation of the school, insuring that a highly qualified staff is available to lead the school through curriculum initiatives. The Educational Administrator, who is cognizant and supportive of Native American issues of sovereignty and self-determination, leads and guides the staff to providing a high quality academic program.

An additional component of our program is the Native Language and Culture component which is crucial in maintaining the culture and traditions of our Pueblo. A community and school-wide understanding of one's Native Language and Cultural heritage provides personal relevance and meaning to student learning activities and thereby directly impacts student learning. To do so, it requires continual alignment and integration with curriculum, instructional, and assessment systems.

The education of our students is a joint responsibility of the tribe, community leaders and families to ensure students are able to take advantage of high quality learning opportunities. The Pueblo of Isleta Elementary School will continue to implement New Mexico State Systems of Support-as identified under the new "Educating Every Student Succeeds" legislation.

## **RIGHTS AND RESPONSIBILITIES**

### **Student Responsibilities**

Students have the responsibility to:

- Follow all the rules and regulations at school. In addition to knowing the rules, I will understand that I will face consequences when I break the rules.
- Treat others with kindness and respect, this means I will not laugh at others, tease others, or hurt anyone's feelings.
- Respect others as individuals and not treat others unfairly because of their weight, gender, appearance, height, ancestry, disability, etc.
- Respect other people's property and not destroy the property of others.
- Actively engage in the learning process and being responsible for completing learning assignments.

## **Parent and Teachers Right and Responsibilities**

### **Parent Rights**

Parents have the right:

- to be given a copy of Pueblo of Isleta Elementary School policies
- to contact teachers or administration with questions regarding my child
- to expect my child to be taught in a safe and respectful classroom

### **Parent Responsibilities**

Parents have the responsibility:

- to teach children socially acceptable standards of behavior
- to teach children to be responsible for their actions
- to support the school, staff and school standards
- to encourage children to do their best through the learning process

### **Teacher Rights**

Teachers have the right:

- to be treated with respect by parents, students and community
- to contact parents about students' progress both academically and other.

### **Teacher Responsibilities**

Teachers have the responsibility:

- to communicate classroom expectations and consequences to parents and students.
- to maintain open communication with parents and students at all times.
- to maintain a safe and respectful environment
- to teach and educate your child according to the NMCC standards

### **Rights and Responsibilities of School Policies**

An essential part of education is maintaining discipline and order; therefore, it is pertinent to develop policies that guide the school operations, academic, and instructional programs. The Pueblo of Isleta Elementary School has developed policies and procedures that allow for a safe and positive climate for all students. Parents of children attending Pueblo of Isleta Elementary School are reminded to contact the principal or person in charge to resolve issues/concerns pertaining to their child's welfare. *Parents are not to take the investigation into their own hands, in accordance with the Code of Federal Regulations – Indian Education Policies (25 CFR, part 32.1-5).* See attachment 1

### **Parent/Guardian Rights for Section 504 of the Rehabilitation Act of 1973**

It is the policy of the Pueblo of Pueblo of Isleta Elementary School Governing Board to provide appropriate education to each student within its jurisdiction. It is the intent of Pueblo of Isleta Elementary School to ensure the students with disabilities, within the definition of Section 504 of the *Rehabilitation Act of 1973* and *IDEA Regulation Section 300* are defined, evaluated and provided with appropriate educational services.

## **SCHOOL INFORMATION**

### **Student Enrollment**

The Pueblo of Isleta Elementary School abides by 25 CFR, Part 31.3 definition of Indians as ¼ degree for enrollment. All incoming Kindergarten students must be five years of age by September 1. Immunization records are REQUIRED for all Kindergarten and newly enrolled students. Parents are expected to submit information at the time of enrollment. Students lacking up-to-date immunizations will be notified.

To be considered for admission, the parent/guardian must provide the following registration documents:

- Birth Certificate
- Immunization Record (DPT/DT), Polio, Rubella (Measles), Mumps Rubella (German Measles and Hepatitis Series)
- Certificate of Indian Blood (CIB) and must be ¼ degree Indian
- Physical Examination (Kindergarten students, newly enrolled students and athletes)
- Home Language Questionnaire
- Official Transfer Records from previous school (new student enrollment requires a transcript from previous school and updated medical information)
- Medical/Consent form for Medical Services
- Student Emergency Contact and Bus Information Form

### **Attendance /Tardy Policy and Procedures**

New Mexico State law states that all students, ages 5 through 18, attend school. Therefore, it is necessary that your child attend school regularly not only to comply with the law but to ensure that your child is successful in school. Pueblo of Isleta Elementary School has an Attendance policy that requires daily recording of your child's "on time" attendance. Student attendance is a high priority for the Pueblo of Isleta Elementary School. Its attendance goal for the upcoming school year is to achieve a 95% attendance rate. To meet the established 'Adequate Yearly Progress' goal for attendance, a student cannot miss more than nine (9) days. Our policy also stipulates that if a student has extended absences and/or tardies or has established a pattern of frequent absenteeism and tardiness, the school will take action which includes referrals to the Isleta Truancy Office, Social Services and/or Tribal Court.

We understand that there are circumstances that do not permit students to attend on a regular basis. Our policy has made accommodations to address such incidents. If a student is faced with a medical condition that prohibits his/her attendance, parents may request a special study status for the student and the student may be placed on a home study program (Homebound). This action is taken under 'Section 504 services. Such arrangements are the responsibility of the parent/guardian.

All teachers are required to take roll/attendance by 8:00 a.m. each day. Therefore, it is important that parents contact the office or the teacher regarding the student's absence. A student will be marked absent if he/she is not physically present in the classroom. Students participating in school sponsored activities during school hours will be considered present.

The following is an overview of the school's attendance/tardy policy.

## **Absences**

There are two types of absences, “**excused**” and “**unexcused**”. If a student is going to be absent, parents should notify the school **no later than 8:00 a.m.** Parents may call the front office at **(505) 869-2321** or provide a written note on the day the child returns to school. If a child is absent due to illness, it is considered “excused”. Other “excused” absences are death in the family or participation in a cultural activity. Although an absence may be excused, it is still considered an absence and will reflect as such on the report card. If a student is absent for two consecutive days without any parent notification, the school will contact the parent/family.

To be considered “present” students must attend school a minimum of four (4) hours on a full day of school and a minimum of three (3) hours on an early release day. Any student who fails to meet this requirement will be counted as absent.

**AE – Absence Excused:** Allows a student to make up class work. The following are the **ONLY** valid reasons for excusing a student from school:

- Illness, accident or medical appointment (medical statement must be submitted the day the student returns to school).
- Death in the immediate family (parent/guardian/notification must be submitted).
- Participation in a traditional ceremony (parent/guardian notification must be submitted).

**AU – Absence Unexcused:** Any absence without a valid reason.

**AEX – Absent Exempt:** School sponsored activities.

## **Absence Policy**

To ensure students’ success in education, the attendance policy will be strictly enforced. It is important for academic staff/teachers to keep written documentation.

- 3<sup>rd</sup> unexcused absence – Notification letter will be sent to parents from Isleta Truancy Office. Home visit from Isleta Police – Resource officer.
- 5<sup>th</sup> unexcused absence – 2<sup>nd</sup> Notification letter will be sent to parents from Isleta Truancy Office. A plan will be developed including an attendance contract.
- 7<sup>th</sup> unexcused absence – 3<sup>rd</sup> Notification letter will be sent to parents from Isleta Truancy Office. Referral to Truancy Office Prevention Program (TOPP’s).
- After 10 days of unexcused consecutive absences, an automatic withdrawal will be put in effect.

According to Pueblo of Isleta Law and Order Code: 30-05-06, failure to send a child to school:

- A. Any person who, without justification or excuse, fails to send or deliver a child under his or her care and supervision to school is guilty of a failure to send a child to school.
- B. Any person found guilty of failing to send a child to school is guilty of a Class E Misdemeanor. Each day of school missed shall be considered a separate offense.

**Class E misdemeanor, up to thirty (30) days imprisonment, up to sixty (60) hours of community service, a fine/forfeiture not to exceed \$100.00, or any combination of the three.**

The Isleta Law and Order Code applies to **all** students and families that are enrolled at Pueblo of Isleta Elementary School.



### Tardy Policy

All classes will take roll by 8:00 a.m. A student will be counted tardy if he/she reports after 8:00 a.m. If a student is late or tardy, parents must bring the child in to the front office and complete a tardy slip. School policy states that if a student is tardy three (3) times, this will be counted as (1) absence.

### **Three (3) tardies will constitute one absence**

The following steps will be followed:

- After 3<sup>rd</sup> Tardy – Parent notification will be made by school and Isleta Truancy Office.
- After 5<sup>th</sup> Tardy – 2<sup>nd</sup> Parent notification will be made by school and Isleta Truancy Office.
- After 7<sup>th</sup> Tardy – A phone call will be made to the parents and a mandatory meeting will be scheduled with the parent, principal, school counselor and/or Isleta Truancy Officer.

### Student Check-out during School Hours

- Early check out deprives students of valuable class time; therefore, it is highly discouraged.
- Pueblo of Isleta Elementary School is a closed campus and students may not leave campus at any time without being accompanied by a parent, guardian or authorized adult whose name appears on the emergency contact form.
- Students will be permitted to leave campus only with an authorized adult. Adults must sign out a child at the office, once this is done, office staff will call the student from class. Pueblo of Isleta Elementary School stipulates that three (3) early check outs equal one absence. Students who are continuously checked out early will be referred to the school principal and truancy office. **Note:** *Students who leave campus without permission are considered truant and parent will be immediately contacted.*

### Check-out Procedures during School Day

- All students will be checked out at the front office.
- All visitors, including parents, must sign in at the office and receive a visitor's pass.
- All parents must have a completed current school **Emergency Authorization Form** on file. This form will authorize specific individuals with parental permission to check out his/her child. The school will ONLY release the child to those individuals listed on the form. Parents may change or delete the names of authorized persons at any time. Valid picture ID must be shown when checking out students.
- School Officials reserve the right to refuse checkout privileges to anyone who may pose a threat to the student. If releasing a student to the custody of the parent/guardian pose a potential danger or there is a suspicion of drugs or alcohol abuse, the school may contact the Department of Social Services or Law Enforcement. Once a child is released to the authorized adult, **all liability for the child's safety is transferred to the authorized individual.**

### Perfect Attendance

- In order to be considered for Perfect Attendance, a student needs to be present and have **no** absences (excused or unexcused), **no** early checkouts, and **no** tardies.

### **SCHEDULES**

During the School Year, the Pueblo of Isleta Elementary School will observe the following schedule: The Pueblo of Isleta Elementary School has designated blocks of times for reading and math instruction. Classes will not be disturbed during these designated times. It is strongly discouraged to check a child out during instructional blocks.

Daily Schedule:

7:30 – 7:55	Students Arrive/Breakfast
7:55	Students line up
8:00	Tardy Bell Rings
8:00 – 11:35	Instructional Block begins Lunch
11:35 – 12:05	(K-3)
12:05 – 12:35	Lunch (4-6)
12:35 – 3:00	Instructional Block II
3:00	Student Dismissal

### **School Hours**

Regular day school hours are from **8:00a.m.** to **3:00 p.m.**

Early release day schedule is from **8:00 a.m.** to **12:30 p.m.**

Due to the lack of supervision, children should not be “dropped off” before **7:30 a.m.** or remain on campus later than **3:15p.m.** Unless children are participating in a school sponsored **supervised** activity, children will not be allowed to remain on campus.

If a child is **NOT ‘picked up’** by the specified time of 3:15 p.m., the Isleta Police Department will be notified. In case of bad weather, buses will run two hours later, and school will begin at 10:00a.m.

**Breakfast will not be served.**

### **Early Release Schedule**

During the SY 2021-2022, the Pueblo of Isleta Elementary School has designated staff development days listed below. On these days, students will be dismissed at 12:30 p.m. All students must be picked up by 12:45 p.m. Student ‘pick up’ rules will be enforced.

**August 13th & 27th**  
**January 14th & 20th**  
**May 6th & 20th**

**September 10th & 24th**  
**February 11th & 25th**  
**October 22nd**

**March 11th & 25th**  
**December 17th**  
**April 8th & 22nd**

### **Emergency Dismissal**

In the event of an emergency (such as: a water or electrical outage, unusually heavy snow, etc.) that requires an early dismissal, busses will transport children home. School personnel will make every attempt to contact parents by text message. Therefore, it is essential that contact information is always on file at the school. Please ensure that the school is notified of any changes in your contact information immediately. All notices of the situation will be announced on Channel 13, Channel 7, and Channel 4. Tune in for updated information.

### **School Delays and Cancellations**

School administration will make the final decision regarding any school closures or delays.

Administration will notify the Transportation Department no later than 6:00 a.m. of the closure or delay.

School administration will make the final decision regarding any school closures or delays. Administration will notify the Transportation Department no later than 6:00 a.m. of the closure or delay. School closure or cancellation will be announced via a text message going out to all parents/guardians. The text message will be sent out from # 30939. Notices regarding closure/delay will be posted at the entrance to the school building and cafeteria. A text message will go out to all parents on their cell phones. The text message will be from: 30939. School closure and/or cancellation will be announced on the local television stations. These stations include KOAT (Channel 7), KOB (Channel 4) and KRQE (Channel 13). Announcements will be made no later than 9:00 a.m. Websites: [www.KOAT.com](http://www.KOAT.com), [www.KRQE.com](http://www.KRQE.com) and [www.KOB.com](http://www.KOB.com).

## **Reporting Student Progress**

### **Progress Reports**

Progress reports will be issued regularly or as needed. Teachers will inform parent/guardian of any concerns regarding their child's performance. Comments regarding academic assessment, notification of any special programs, referrals and retention will be made at this time.

### **Report Cards**

Performance reports/report cards will be completed and sent home every nine weeks. Teachers will inform parent/guardian of any concerns regarding their child's performance. Comments regarding academic assessment, notification of any special programs, referrals and retention will be made at this time. If you have any concerns or wish to discuss any report card items, you may contact your child's teacher. Pueblo of Isleta Elementary School follows a quarterly reporting schedule:

1st quarter ends: October 1, 2021	Report Card Day	October 22, 2021
2nd quarter ends: December 17, 2021	Report Card Day	January 28, 2022
3rd quarter ends: March 4, 2022	Report Card Day	March 18, 2022
4th quarter ends: May 25, 2022	Report Card Day	May 27, 2022

### **Parent/Teacher Conferences**

Pueblo of Isleta Elementary School strongly encourages Parents to participate in Parent/Teacher Conferences. It is important that parents actively participate in their child's education. Monitoring your student's academic progress is a key step to helping your child learn to high levels of performance. During SY 2018-2019, parent-teacher conferences are scheduled as follows.

1 <sup>st</sup> quarter	Parent-Teacher Conferences:	October 22, 2021
2 <sup>nd</sup> quarter	Parent-Teacher Conferences:	January 28, 2022

### **Report Card Distribution**

Report cards will be distributed at each parent/teacher conference. Report cards of children whose parents did not attend conference will be sent home with the student. Copies of the final report card not picked up will be filed in the student's cumulative folder.

### **Reports for Special Programs**

Students receiving special education services will also receive progress reports that coincide with the school report cards. The special education teachers, as well as, ancillary staff will assess students and complete these progress reports.

## **ACADEMIC PROGRAMS**

All instructional programs and services at Pueblo of Isleta Elementary School, as with all schools across the country, are guided by Every *Student Succeeds Act* (ESSA) of 2016 and the New Mexico Public Education Department (NMPED) content/performance standards. ESSA establishes the framework for education reform, specifically in the areas of accountability, assessment and improving the quality of instruction. A basic principle of this law is to ensure that all students have equal and fair opportunities to quality instruction that is based on rigorous and challenging state standards. The academic program offered at Pueblo of Isleta Elementary School is grounded on the Common Core State Standards, on which the school bases their curriculum planning and drive instruction.

The Pueblo of Isleta Elementary School offers a wide variety of enrichment programs to ensure students are well-rounded in their education. We refer to these activities as “Specials.” They include: Music, Physical Education, Art, Technology, and Tiwa Language.

### **Title I, Part A School-wide Program**

The Pueblo of Isleta Elementary School is eligible for school-wide Title I funding. As a Title I school, Isleta Elementary receives additional resources to develop a support program to assist all students in the areas of Reading and Math. These services include additional curricular materials, tutoring and individualized instructional support for students, summer school support, training sessions for parents and intensive professional development or training for teachers. The purpose of this program is to ensure that all eligible students perform at grade level or above in all academic areas but especially in Reading and Math. **ALL** students at Pueblo of Isleta Elementary School benefit from this program.

### **Assessment**

The Pueblo of Isleta Elementary School will be administering the Northwest Educational Association's (NWEA) Measure of Academic Progress or MAP as its short-term assessment. The MAP is administered three times a year: fall, winter, and spring. Additional short-term assessments will be used to gather additional academic data that will drive our instruction.

The Pueblo of Isleta Elementary School participates in the State of New Mexico adopted summative assessment. This assessment is the Partnership for Assessment of Readiness for College and Careers or ELA and Math assessments that assess the mastery skills of the New Mexico Common Core Standards.

The Pueblo of Isleta Elementary School participates in the Language Assessment Survey (LAS) administered annually to assess English language proficiency levels of our students.

### **Instructional Resources**

The Pueblo of Isleta Elementary School implements the Common Core State Standards. The Common Core State Standards are **clear** goals, rather than broad and vague; they are specific about what students should know and be able to do at each grade level in each content area.

The Common Core State Standards are **consistent**: what one student learns in the 5<sup>th</sup> grade in one state is the same thing that a student learns in the 5<sup>th</sup> grade in another state. This is also true from school to school. If your child were to transfer from one school to another, the expectations and learning standards would now be the same. This does not mean *how* they learn will be the same, or that classroom activities will be the same – teachers and local communities will still decide on their own curriculum.

The Common Core State Standards set **high learning goals**: they require students to go beyond the surface of a long list of topics and support in-depth study and understanding of key concepts and skills. The learning goals are intended to help students make real-world applications and to adequately prepare them for higher education and career pathways.

A comprehensive instructional program is the heart of any school. Pueblo of Isleta Elementary School's program is well grounded in the Common Core State Standards. Standards guide instruction in that these statements provide information on "*what the student should know and be able to do*". All Isleta Elementary teachers are provided copies of the Common Core State Standards and NM State Standards to guide them in preparing their individual level lesson plans.

## **CLASSROOM OPERATIONS**

The operation of any school must be efficient, effective, safe and accountable. The Pueblo of Isleta Elementary School strives to meet this standard of excellence in operating a comprehensive and quality school that addresses the needs of *all* children. Our staff is committed to providing all students a comprehensive educational experience.

### **Classroom Issues/Concerns**

Pueblo of Isleta Elementary School strives to provide a quality education for all students as well as a safe environment. Should an issue or concern arise we ask that you address your concern with your child's teacher. If you feel your concern was not addressed appropriately please contact the Teacher, the Assistant Principal, and then the Education Program Administrator, **in this order**. It is important that you follow the appropriate protocol in addressing your concerns.

### **Classroom Activities**

Individual classrooms have the opportunity to plan celebrations for special occasions, rewards for students and other activities. Check with your child's teacher for additional classroom guidelines. Movies are shown once in a while but, *only G-rated movies can be shown to grades K-6*.

### **Lost and Damaged Materials**

Textbooks and equipment are provided for all Isleta students. These items are on a loan basis and will be treated as borrowed property. Students are responsible for the proper care and return of the books and equipment. If a student loses, misuses, or destroys any textbooks, library books or equipment, and interest student will be charged a fine. Report cards, student records and/or library privileges will not be granted until fines are paid. As part of the transfer process, students who are withdrawing or transferring out of Isleta Elementary will have to complete a clearance form.

## **SUPPLEMENTAL PROGRAMS**

### **Pueblo of Isleta Diabetes Program**

To assist with the well-being of all Isleta Elementary students, the Pueblo of Isleta Health Center, Diabetes Program may provide training and activities to the students. Their work is centered at the classroom level and targets health and wellness issues which include exercise and nutrition.

### **Guidance and Social Services (25 CFR 36.42)**

Guidance and counseling services are available for all students. The focus of these services include: assistance in helping students grow physically, socially, intellectually, and emotionally. Lessons and services that address the prevention and awareness of substance abuse, one to one counseling and small group counseling to address behavior issues and vocational development are also available. To address more serious needs Pueblo of Isleta Elementary has established partnerships with Isleta Social Services, Isleta Behavioral Health and Isleta Health Center, Isleta Recreation Center, Isleta Elder and Assisted Living Center. Referrals and student support to these agencies are available. Both parents and student may also seek help through self-referral.

### **Technology**

Students have access to some of the most up to date technology available. Isleta has an excellent computer lab and desk top computers in every classroom. Tablets will be added to the classrooms this year to aid student learning.

## **EXTRACURRICULAR ACTIVITIES**

### **Cultural Events**

Pueblo of Isleta Elementary School provides an opportunity for students to participate in culture awareness and community events.

### **Science Fair**

Pueblo of Isleta Elementary participates in the annual Coalition of Educators of Native American Children (CENAC). All students are eligible to participate in designing and presenting their science project.

### **Scholastic Book Fair**

Isleta Elementary sponsors the Scholastic Book Fair on a yearly basis. This book fair offers both students and their families the opportunity to purchase books and other instructional supplies.

### **Fine Arts**

The Pueblo of Isleta Elementary School provides our students with art and musical experiences throughout the year. Students will have the opportunity to perform twice a year: winter and spring concerts.

### **FIELD TRIPS**

To enhance the learning experience, Isleta Elementary will offer both day and overnight field trips as a part of student learning. These field trips must relate to and support the school's curriculum and student learning targets.

### **Day Trips**

Day field trips are class specific and are designed to support student learning for a particular lesson. Each individual class selects and schedules their field trip. Before any student can participate in a field trip activity, an official school permission form must be signed by the parent/guardian. Handwritten notes will not be accepted. **NO PERMISSION SLIP, NO TRIP!**

State and federal regulations only allow students and staff on the bus. Parent volunteers are asked to provide their own transportation to and from the field trip site. We also request that parent volunteers leave other siblings at home so that full attention can be given to the supervision of the school children on the field trip. While on these field trips, children are expected to exhibit excellent behavior and must obey all school rules. If you need to 'check out' your child during the field trip, please provide a written request and make prior arrangements with the teacher.

### **POLICIES**

### **Health and Medication Policy**

Pueblo of Isleta Elementary School implements a health program that ensures the safety and well-being of every child and staff at the school. Pueblo of Isleta Elementary School follows a simple rule,

*"If your child is sick, please keep him/her at home as we want to prevent other students and staff from becoming ill."* This is critical if your child has a contagious illness such as pink eye. Students with such conditions will not be allowed to return to school until they have a doctor's release form. All routine health care appointments and transportation are the responsibility of parents and/or guardians. Parents are responsible to seek medical attention for their child. All chronic health problems need to be reported to the front office.

### **Medication Procedures**

- If your child needs to take prescription medication during the school day, the parent/guardian must administer these medications; the school will NOT provide students with over the counter drugs (i.e., Tylenol/Ibuprofen) for complaints of headaches, body aches, or other sickness.
- Parents are responsible for making the necessary arrangements for all scheduled health/dental appointments.
- Students with food related allergies must provide a **doctor's statement** to the office staff who will then forward the statement to the cafeteria and student's teacher. Written notes **Medication Procedures cont.** from parents regarding this condition will not be accepted. Parents must provide an annual update on the student's condition.
- In the event your child has an asthmatic condition, a prescribed inhaler along with physician's statement and signed authorization form must be on file. The prescribed inhaler will be given to the teacher to ensure your child has the inhaler should an emergency arise. Updating the school on the child's condition and maintaining current required paperwork is the parent's responsibility.
- In the case of head lice or other infestations, parents will be required to pick up their child and to address the problem immediately. Children with such conditions must have a doctor's statement or written clearance form from a health professional before returning to school. If this condition continues, there may be a referral to, social services. A note informing all parents of children in the affected classroom will be sent home.
- Any student suspected of having a contagious/communicable sickness or condition (e.g., strep throat, pink eye, impetigo, scabies, chicken pox and others) will be sent home and not permitted to return to school until a signed statement from a physician confirms that the condition has been resolved.

### **Promotion Policy: (25 CFR 36.31(a-c))**

Promotion is the advancement to the next grade level. Promotion recognizes attainment of the curriculum content standards for each grade level. Promotion acknowledges successful progressive development and academic achievement.

#### **Guidelines:**

- Promotion shall be considered on an individual basis, based on assessment of performance and progress made by the student.
- Promotion may be granted to students who have demonstrated appropriate individual progress in the core content areas of reading, mathematics, writing, social studies and science.

### **Sixth Grade Promotion**

Sixth graders are expected to maintain good academic standing. A student must pass all classes in academic contents to be considered in good academic standing.



## **Student Assistance Team (S.A.T.)**

### **What is S.A.T.?**

Students experiencing difficulties in school will receive support from the Student Assistance Team (SAT). The SAT is a school team which includes the staff, the parent, and student (if appropriate) in a positive, problem solving, intervention process. It assists students by ensuring that the school and community are doing everything possible to make students' school lives successful. The team meets to explore possibilities and strategies that will best meet the educational needs of the referred student.

1. The student (when appropriate) and parents meet with a group of teachers, and wellness staff. The meeting takes approximately 40 to 60 minutes, depending on the individual case.
2. A facilitator leads the group through a process, which results in a written plan of action.
3. The team discusses the student's strengths, concerns, gathers pertinent history and information and discusses present interventions and outcomes. The team then brainstorms interventions and chooses actions to complete a plan of action for student success.
4. As the parent, you will also be asked to contribute information regarding your child's learning needs and help with the development of an intervention plan.
5. The student's intervention plan is implemented and is reviewed after several weeks to check student progress.
6. The student's plan of action is implemented and is reviewed to check progress after several weeks.

### **Retention**

Retention is the required repeating of a grade level. Retention will be recommended on an individual basis. Excessive absenteeism that impedes academic progress may result in retention in a grade level. Failure to demonstrate mastery of the core curriculum may result in retention if academic progress is less than adequate for success. Parents will be notified by the teacher of the possibility of retention by the end of the first semester. The School Assistance Team (SAT) will meet with parents and student to establish a plan to help student through the learning process.

## **Internet Use Policy**

### **Usage Philosophy**

This policy is being established to remind everyone that use of the Internet and the technology required to obtain it must remain in line with the mission of the school and serve to meet its goals and objectives. The ability to research, explore and respond to data and information relevant to the educational process is an essential skill for all students. Both the school and the home facilitate the development of these abilities. Access to such relevant information should be provided through whatever means may be currently available.

### **Guidelines for Use**

Students utilizing school-provided Internet access must first have parental permission and must always be supervised by professional staff. Students utilizing school-provided Internet access are responsible for appropriate behavior on-line, just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply. ***A signed waiver will be needed before students are allowed to access the World Wide Web.***

## **Unacceptable Use**

The following uses of school-provided Internet access are not permitted.

- To access, upload, download, or distribute pornographic, violent, obscene or sexually explicit material
- To transmit obscene, abusive/violent (cyber-bullying), or sexually explicit language and/or material
- To violate any local, state or Federal statute;
- To vandalize, damage or disable property of another individual or organization;
- To access another individual's materials, information or files without permission;
- To purchase any products or services.
- *Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others.*

Any violation of school policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved. **All staff is responsible for upholding internet usage policy throughout the school.**

## **Drug Free School Policy (P.L. 107-110, NCLB 4112; Section 4121-4)**

Pueblo of Isleta Elementary School is committed to promoting and providing a drug-free academic environment for all students. Therefore, alcoholic beverages, tobacco and other drugs are prohibited on school premises or at school related activities in which a student participates or represents the school (athletic event, field trip or dance). If a student, parent, or visitor violates the established guidelines, consequences will be administered according to the discipline policy and legal ramifications. Bags and personal belongings may be searched by the school administration and the Pueblo of Isleta law enforcement with probable cause.

***Note: Non-students, who violate the provisions of the Drug Free School Zone, are subject to severe penalties under the law.***

## FOOD SERVICES

The food service program at Pueblo of Isleta Elementary School provides nutritious meals for the student both on campus and on field trips. Cafeteria personnel will assist in monitoring students and participate in enforcing cafeteria etiquette.

### Hours of Operation:

7:30 a.m. – 8:00 a.m.	Before school in the cafeteria
11:35 a.m. – 12:35 p.m.	Lunch



### Food Allergies

Please refer to Health and Medication Policy and Procedures

### Parents/Guardians or School Guests

Parents/Guardians, as well as school guests, are invited to eat in the cafeteria with approval from the Principal/Education Program Administrator. As part of the accountability for the USDA, all visitors are required to sign in on a Cafeteria sign-in sheet. Parents and guests must eat in the cafeteria. Any exceptions must have prior approval from the principal.

### CAFETERIA RULES & EXPECTATIONS

 <b>CAFETERIA</b> 			
<b>Safety FIRST</b> <b>S</b> <b>Be Safe</b>	<b>Organized &amp; Responsible</b> <b>O</b> <b>Be Here &amp; Be Ready</b>	<b>Act with Kindness</b> <b>A</b> <b>Be Kind</b>	<b>Respect our Community</b> <b>R</b> <b>Be Respectful</b>
* Keeps hands and feet to self * Walk in single file line * Remain seated until dismissed * Follow directions	* Keep food in your own space * Clean up after yourself * Keep all food in cafeteria * Put school equipment in crate during lunch	* Treat others as you like to be treated * Think about and recognize others' feelings	* Wait in line * Use indoor voices * Use table manners (say "please", "thank you" and "excuse me")

## TRANSPORTATION

Maintaining a safe environment is a high priority at Pueblo of Isleta Elementary School, this includes transporting students to and from school. To ensure your child's safety, the Pueblo of Isleta Elementary School transportation department operates in accordance with and complies with all New Mexico Transportation Rules and Regulations and the Federal Motor Vehicle Safety Standards (F.M.V.S.S.) In addition to complying with all state and federal safety and transportation requirements, Isleta Elementary will follow guidelines as prescribed by the state and tribe.

- A copy of each student's emergency contact form with current information will be kept on file in each bus.
- Each child will be assigned to a bus which he/she will ride to and from school.

- Each child will be picked up and dropped off at a specific site on the bus route. Drivers will permit students to leave the bus only at regular stops.
- Parents must not ask bus drivers to pick up or drop off children at sites other than the original site. Bus drivers are not allowed to make alternative pick up or drop off changes, **UNLESS** they have a written request from parent or the Principal.
- If parents need to make alternative arrangements for student pick up and/or drop off, write a note and give to the driver.
- In the event of an **emergency** and drop-off/pick-up changes must be made, contact the school by telephone. If parents need to change drop-off, please call school before 2:00 pm to insure driver is notified in time.
- All students should be in line while waiting for the school bus to arrive.
- Once the bus has left a stop, the school bus will not stop until the next pick up or drop off site.
- Only Pueblo of Isleta Elementary School students who are assigned to a specific bus and authorized staff may ride the bus.
- Students are not allowed to eat or drink on the school bus.
- Students should refrain from bringing big items (such as science boards) or glass items on the bus.
- Supervision of students at bus stops is the parents' responsibility.
- Parents/Guardians are financially responsible for destruction of bus or equipment caused by their child(ren).
- Inappropriate or unsafe behavior on school buses can endanger other students; therefore, any student who does not follow the bus rules could be suspended from riding the bus. Follow up procedures for reinstatement will be determined by the school administrator.
- Primary grade level students (grades K-3) are not allowed to exit the bus in the afternoon if no one is home. The bus driver is required to return to the school with the child and make phone contact with the parent/guardian or emergency contact.
- 

Remember, **RIDING THE BUS IS A PRIVILEGE!**



*For further information, contact the transportation department or refer to the New Mexico Public Education Department Transportation Bureau: Standards for Providing Transportation for Eligible Students (6.41.4 N.M.A.C.)*

### **Bus Breakdown**

In the event of a break down with students on the bus, the second bus driver will complete their route and will then come to the location and pick-up students and complete drop-off. In the meantime, the school will be contacted for roadside assistance. The school will send out a text message or call in the event of break down or in the event the one bus is responsible for both routes.

To address safety threats such as those that require campus evacuations all students are taken off-campus to a safe location at the Recreation Center.

## Bus Rules and Expectations

 <b>BUS</b> 			
<b>Safety FIRST</b> <b>S</b> <b>Be Safe</b>	<b>Organized &amp; Responsible</b> <b>O</b> <b>Be Here &amp; Be Ready</b>	<b>Act with Kindness</b> <b>A</b> <b>Be Kind</b>	<b>Respect our Community</b> <b>R</b> <b>Be Respectful</b>
<ul style="list-style-type: none"><li>* Keeps hands and feet to self</li><li>* Board the bus one at a time</li><li>* Remain seated while bus is moving</li><li>* Follow directions</li></ul>	<ul style="list-style-type: none"><li>* No food or drinks on bus</li><li>* Clean up after yourself</li><li>* Keep balls and other materials in your backpack.</li></ul>	<ul style="list-style-type: none"><li>* Treat others as you like to be treated</li><li>* Think about and recognize others' feelings</li></ul>	<ul style="list-style-type: none"><li>* Line up single file while waiting for bus</li><li>* Use indoor voices</li><li>* Use good manners (say "please", "thank you" and "excuse me")</li></ul>

## **DISCIPLINE**

### Behavioral Expectations

Appropriate student behavior and high expectations for student discipline is a priority at Isleta Elementary. The school has established clearly stated student behavioral expectations. These expectations place the responsibility for appropriate behavior on the student. These expected behaviors are to create a safe and supportive environment for all students. It is important that students know and understand these expectations. They must clearly understand that for any poor behavior or negative action there is a consequence. The Pueblo of Isleta Elementary School Discipline Policy details the procedures that will be followed in ensuring a safe environment for all students.

### EAGLE PRIDE and Character Counts

Pueblo of Isleta Elementary School has established clear expectations for behavior within the school environment in order to support the learning community. These behaviors fall into the categories which define our philosophy of **EAGLE PRIDE**.

Positive Attitude  
Respect  
Integrity  
Determination  
Excellence

### Character Counts Program

At Isleta Elementary School students regularly participate in character-building education. The Six Pillars of Character **is a framework** for teaching good character and is composed of six ethical values (characteristics) everyone can agree upon: Trustworthiness; Respect; Responsibility; Fairness; Caring; and Citizenship. Each of the six-character traits are used within our **CHARACTER COUNTS** Program to help instill a positive learning environment for students and a "culture of kindness" making schools a safe environment for students to learn. The Six Pillars of Character values are not political, religious, or culturally biased. Students learn the traits of good character through studying a Pillar (character trait)

each month; Morning Announcements; Posters; classroom instruction/ activities, and regular student assemblies. The pillars include:

**TRUSTWORTHINESS** Be loyal • Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

**RESPECT** Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

**RESPONSIBILITY** Do what you are supposed to do • Plan ahead • Be diligent • Persevere • Do your best • Use self-control • Be self-disciplined • Think before you act • Be accountable for your words, actions, and attitudes • Set a good example for others

**FAIRNESS** Play by the rules • Take turns and share • Be open-minded; Listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

**CARING** Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need • Be charitable and share.

**CITIZENSHIP** Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

### **SCHOOLWIDE DISCIPLINE RULES**

School wide rules have been established which fall into categories:

## **EAGLES S.O.A.R.**









**S**= Safety First; **O**=Organized & Responsible; **A**=Act with Compassion; **R**=Respecting our Community

### **EAGLE SOAR**

Who are we? Isleta Eagles  
What do eagles do?  
We SOAR!  
Where do Eagles SOAR?  
Beyond the clouds....

Adherence to these expectations contributes to a positive and effective school community in which children are able to succeed and grow. Students will be learning them during the first days at school. Our unified rules are as follows:

## EAGLES SOAR RULES

 <b>CAFETERIA</b> 			
<b>Safety FIRST</b> <b>S</b> <b>Be Safe</b>	<b>Organized &amp; Responsible</b> <b>O</b> <b>Be Here &amp; Be Ready</b>	<b>Act with Kindness</b> <b>A</b> <b>Be Kind</b>	<b>Respect our Community</b> <b>R</b> <b>Be Respectful</b>
<ul style="list-style-type: none"> <li>* Keeps hands and feet to self</li> <li>* Walk in single file line</li> <li>* Remain seated until dismissed</li> <li>* Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>* Keep food in your own space</li> <li>* Clean up after yourself</li> <li>* Keep all food in cafeteria</li> <li>* Put school equipment in crate during lunch</li> </ul>	<ul style="list-style-type: none"> <li>* Treat others as you like to be treated</li> <li>* Think about and recognize others' feelings</li> </ul>	<ul style="list-style-type: none"> <li>* Wait in line</li> <li>* Use indoor voices</li> <li>* Use table manners (say "please", "thank you" and "excuse me")</li> </ul>
 <b>CLASSROOM</b> 			
<b>Safety FIRST</b> <b>S</b> <b>Be Safe</b>	<b>Organized &amp; Responsible</b> <b>O</b> <b>Be Here &amp; Be Ready</b>	<b>Act with Kindness</b> <b>A</b> <b>Be Kind</b>	<b>Respect our Community</b> <b>R</b> <b>Be Respectful</b>
<ul style="list-style-type: none"> <li>* Keep hands and feet to yourself</li> <li>* Walk in classroom</li> <li>* Keep classroom clean</li> <li>* Use materials and equipment correctly</li> </ul>	<ul style="list-style-type: none"> <li>* Do your best work</li> <li>* Turn in your work</li> <li>* Be honest</li> <li>* Follow rules</li> <li>* Be prepared to learn</li> </ul>	<ul style="list-style-type: none"> <li>* Treat others as you like to be treated</li> <li>* Think about and recognize others' feelings</li> </ul>	<ul style="list-style-type: none"> <li>* Use kind words and actions</li> <li>* Wait your turn</li> <li>* Pick up after yourself</li> <li>* Follow directions</li> <li>* Enter classroom quietly</li> </ul>
 <b>HALLWAY</b> 			
<b>Safety FIRST</b> <b>S</b> <b>Be Safe</b>	<b>Organized &amp; Responsible</b> <b>O</b> <b>Be Here &amp; Be Ready</b>	<b>Act with Kindness</b> <b>A</b> <b>Be Kind</b>	<b>Respect our Community</b> <b>R</b> <b>Be Respectful</b>
<ul style="list-style-type: none"> <li>* Hands, feet and objects to self</li> <li>* Walk on right side of hallways</li> <li>* Report spills</li> <li>* Walk forward and walk single file</li> </ul>	<ul style="list-style-type: none"> <li>* Stay with your class</li> <li>* Go directly to your destination</li> <li>* Fountains are for drinking only</li> <li>* Enjoy artwork with your eyes</li> </ul>	<ul style="list-style-type: none"> <li>* Treat others as you like to be treated</li> <li>* Think about and recognize others' feelings</li> </ul>	<ul style="list-style-type: none"> <li>* Quiet in the Hall</li> <li>* Pick up litter</li> <li>* Use indoor voices and calm bodies</li> <li>* Use appropriate language</li> <li>* Respect school property</li> </ul>
 <b>OFFICE</b> 			
<b>Safety FIRST</b> <b>S</b> <b>Be Safe</b>	<b>Organized &amp; Responsible</b> <b>O</b> <b>Be Here &amp; Be Ready</b>	<b>Act with Kindness</b> <b>A</b> <b>Be Kind</b>	<b>Respect our Community</b> <b>R</b> <b>Be Respectful</b>
<ul style="list-style-type: none"> <li>* Hands and feet to self</li> <li>* Honor personal space</li> <li>* Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>* Passes required</li> <li>* Wait your turn</li> <li>* Speak truthfully</li> </ul>	<ul style="list-style-type: none"> <li>* Treat others as you like to be treated</li> <li>* Think about and recognize others' feelings</li> </ul>	<ul style="list-style-type: none"> <li>* Follow adult directions</li> <li>* Use quiet voice</li> <li>* Respect other's privacy</li> <li>* Wait your turn</li> </ul>

 <b>PLAYGROUND</b> 			
<b>Safety FIRST</b> <b>S</b> <b>Be Safe</b>	<b>Organized &amp; Responsible</b> <b>O</b> <b>Be Here &amp; Be Ready</b>	<b>Act with Kindness</b> <b>A</b> <b>Be Kind</b>	<b>Respect our Community</b> <b>R</b> <b>Be Respectful</b>
<ul style="list-style-type: none"> <li>* Use playground equipment properly</li> <li>* Follow the rules of all games</li> <li>* Organized games on field only</li> <li>* Stay away from animals on playground</li> </ul>	<ul style="list-style-type: none"> <li>* Return playground equipment</li> <li>* Go to your designated area when bell rings</li> <li>* Report inappropriate activity or actions</li> <li>* Drink water and use restroom during recess</li> </ul>	<ul style="list-style-type: none"> <li>* Help those in need or get a duty teacher to help</li> <li>* Share play equipment</li> <li>* Treat others as you like to be treated</li> <li>* Think about and recognize others' feelings</li> </ul>	<ul style="list-style-type: none"> <li>* Follow playground rules</li> <li>* Use appropriate language</li> <li>* Respect personal space</li> <li>* Be Respectful</li> </ul>
 <b>BUS</b> 			
<b>Safety FIRST</b> <b>S</b> <b>Be Safe</b>	<b>Organized &amp; Responsible</b> <b>O</b> <b>Be Here &amp; Be Ready</b>	<b>Act with Kindness</b> <b>A</b> <b>Be Kind</b>	<b>Respect our Community</b> <b>R</b> <b>Be Respectful</b>
<ul style="list-style-type: none"> <li>* Keeps hands and feet to self</li> <li>* Board the bus one at a time</li> <li>* Remain seated while bus is moving</li> <li>* Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>* No food or drinks on bus</li> <li>* Clean up after yourself</li> <li>* Keep balls and materials in your backpack.</li> </ul>	<ul style="list-style-type: none"> <li>* Treat others as you like to be treated</li> <li>* Think about and recognize others' feelings</li> </ul>	<ul style="list-style-type: none"> <li>* Line up single file while waiting for bus</li> <li>* Use indoor voices</li> <li>* Use good manners</li> </ul>
 <b>BATHROOMS</b> 			
<b>Safety FIRST</b> <b>S</b> <b>Be Safe</b>	<b>Organized &amp; Responsible</b> <b>O</b> <b>Be Here &amp; Be Ready</b>	<b>Act with Kindness</b> <b>A</b> <b>Be Kind</b>	<b>Respect our Community</b> <b>R</b> <b>Be Respectful</b>
<ul style="list-style-type: none"> <li>* Keep bathroom clean and dry</li> <li>* Take care of needs, flush toilet after use</li> <li>* Wash hands</li> <li>* Report to an adult if water doesn't shut off</li> <li>* Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>* Passes required</li> <li>* Go, Flush, Wash and return promptly to class</li> <li>* Report any misbehavior in restroom</li> </ul>	<ul style="list-style-type: none"> <li>* Treat others as you like to be treated</li> <li>* Think about and recognize others' feelings</li> </ul>	<ul style="list-style-type: none"> <li>* Use quiet voices</li> <li>* Knock on stall door before entering</li> <li>* Respect other's privacy</li> <li>* Use urinal/toilet appropriately (aim carefully)</li> <li>* Dispose of toilet paper in the toilet</li> </ul>
 <b>SPECIALS</b> 			
<b>Safety FIRST</b> <b>S</b> <b>Be Safe</b>	<b>Organized &amp; Responsible</b> <b>O</b> <b>Be Here &amp; Be Ready</b>	<b>Act with Kindness</b> <b>A</b> <b>Be Kind</b>	<b>Respect our Community</b> <b>R</b> <b>Be Respectful</b>
<ul style="list-style-type: none"> <li>* Follow classroom rules</li> <li>* Walk in line to your special's classroom</li> <li>* Keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>* Use equipment or materials properly</li> <li>* Listen and follow directions</li> <li>* Restore your environment</li> </ul>	<ul style="list-style-type: none"> <li>* Treat others as you like to be treated</li> <li>* Think about and recognize others' feelings</li> </ul>	<ul style="list-style-type: none"> <li>* Quiet in hall</li> <li>* Follow entry and transition procedures of specials teachers</li> </ul>



## **Role of School Stakeholders in Discipline**

### **Teachers**

The teachers at Isleta Elementary School must maintain an unwavering commitment to providing a sound educational community for all learners. This commitment includes both comprehensive and effective instruction, and the establishment of a positive classroom environment with clear expectations for student behavior. At the start of each school year, teachers are responsible for establishing, with the input of their students, a clear set of positively stated classroom behavior expectations. Further, they are responsible for establishing and consistently applying a set of clear consequences for behaviors—**both positive and negative—in** the classroom.

Teachers are expected to demonstrate regular focus and attention to developing these behaviors in students. They will provide a model of appropriate behavior, as well as provide explicit instruction in the school expectations on a weekly basis utilizing multiple teaching strategies including, but not limited to, role-play and simulation. Teachers must accept responsibility for guiding the behavior of ALL children within the school setting, not just the children enrolled in their classes. Finally, teachers are expected to communicate with parents and students on a regular basis about student performance and behavior in the classroom, and to document these interactions

### **Other School Staff**

All other staff at Isleta Elementary School, including administration, coordinators, paraprofessionals, office staff, cafeteria workers, bus drivers, and custodial staff are also expected to maintain an unwavering commitment to providing a sound educational community for all learners. To this end, other school staff members are expected to be familiar with the schoolwide behavioral expectations and must take responsibility for guiding the behavior of **ALL** children in the school environment in a positive and consistent manner.

### **Students**

Students at Pueblo of Isleta Elementary School are expected to be familiar with all behavioral expectations, both school-wide and in their respective classrooms. Students must take responsibility for their own learning and their behavioral choices. Students must comply with all school staff member requests and make behavioral choices that contribute to their safety and the safety of others. They are expected to abide by these guidelines in all that they do on the school campus in order to create a peaceful and productive learning environment.

### **Parents**

Parents at our school must be familiar with the school's expectation for student behavior and related consequences. Parents are responsible for ensuring that their children arrive at school each morning in a timely fashion, ready to learn. The school expects parents' support in reinforcing behavioral expectations, in communicating regularly with their children's teachers, and in receiving and reading all school related information that is sent home. When consequences for inappropriate student behavior must be implemented at school, parents should follow up at home to be sure the behavior does not reoccur.

### **Behaviors Addressed in the Classroom**

The following are examples of behaviors that, unless persistent and dangerous, will be addressed in the classroom by the teacher, and if necessary, the parent:

- Name calling, use of bad language
- Minor fighting or pushing, instigating fighting among others
- Being disrespectful to adults or other students
- Inappropriate clothing (revealing or not dress code)
- Running in hallways or other areas other than assigned play areas
- Yelling or use of inappropriately loud voices
- Instigating or spreading rumors
- Taking others' belongings
- Not following directions
- Talking in class
- Not completing assigned work

### **Consequences - Addressed by Staff**

<b>Behavior</b>	<b>Low Severity</b>	<b>Severe</b>	<b>Persistent</b>
Inappropriate Language	Conferences with student May include loss of privileges	Teacher note home/or Parent/Teacher conf. Loss of privileges	Incident Report to Administrator Parent conference with Administrator
Minor Fighting (Pushing, Shoving)	Conference w/ student; written warning sent home	Teacher note home/or Parent/Teacher conf. Loss of privileges	Incident Report to Administrator Parent conference with Administrator
Disrespectful to adults/peers	Conference w/ student May include loss of privileges	Teacher note home/or Parent/Teacher conf. Loss of privileges	Incident Report to Administrator Parent conference with Administrator
Congregating for Inappropriate Conduct	Conference w/ student May include loss of privileges	Teacher note home/or Parent/Teacher conf. Loss of privileges	Incident Report to Administrator Parent conference with Administrator
Inappropriate Clothing	Call home requesting change of clothes	Note Home; Parent/Teacher conference	Incident Report to Administrator Parent conference with Administrator
Running in Hallways	Verbal warning May include loss of privileges	Loss of Privileges	Teacher/Parent conference
Initiating or Spreading Rumors	Verbal warning May include loss of privileges	Note home/ Parent/Teacher conf. Loss of Privileges	Incident Report to Administrator Parent conference with Administrator
Taking Others' Belongings	Conference w/ student May include loss of privileges	Note Home; Parent/Teacher conference Loss of Privileges	Incident Report to Administrator Parent conference with Administrator
Not Following Directions	Conference w/ student May include loss of privileges	Note Home	Teacher/Parent conference
Talking in Class	Conference w/ student May include loss of privileges	Note Home	Teacher/Parent conference

<b>Consequences - Addressed by Staff-- continued</b>			
<b>Behavior</b>	<b>Low Severity</b>	<b>Severe</b>	<b>Persistent</b>
Not completing assigned tasks	Adult conferences with student assignments are completed during recess/lunch May include loss of privileges	Teacher note home assignments are completed during recess/lunch Loss of Privileges	Teacher/Parent conference

### **Behaviors Needing Administrative Intervention**

The following are examples of behaviors that are considered major offenses and will result in **administrative intervention**:

- Improper touching (sexual)
- Threatening bodily harm
- Major fighting (thrown punches or kicks)
- Selling on campus
- Defacing school property
- Weapon on campus
- Severe harassing or bullying
- Persistent failure to obey classroom rules and/or continual disrespect to adults in the school

### **Consequences Addressed by Administration**

<b>Behavior</b>	<b>First Offense</b>	<b>Second Offense or Severe Behavior</b>
Improper Touching (Sexual)	Incident Report to Administrator Parent/Teacher Conference  Refer to section: <b><i>DISCIPLINE GUIDELINES – LEVELS OF CONSEQUENCES</i></b> for more information	Incident Report to Administrator Parent/Teacher Conference Option: Referral to Social Services and /or Behavioral Health Refer to section: <b><i>DISCIPLINE GUIDELINES – LEVELS OF CONSEQUENCES</i></b> for more information
Persistent/continual violation of school rules		
Threatening Bodily Harm		
Bullying**		
Major Fighting		
Selling on Campus		
Defacing School Property		
Weapons on campus		
Drugs or Drug paraphernalia		
Severe Harassing or Bullying		

### **Items Not Allowed in School**

- **Electronic Items and Cellular Phones**

Isleta Elementary strongly discourages students from bringing personal electronic devices such as: iPods, MP3 players, PSPs, Nintendo DSs and cell phones to school. These items are easy targets for theft and can be a disruption to learning. The school requests that parents not permit students to bring such items. If a student is found to be using one of these devices, it will be confiscated by staff. Parents will be notified and asked to come in to pick up the item. Items will not be returned to student. Pueblo of Isleta Elementary School will not be responsible for damaged or stolen/lost devices.

- **Personal Property**

Money, valuable items, toys, or sentimental value items should be left at home. Isleta Elementary is not responsible for damage to, stolen or loss of valuable personal items. If these items are found, they will be confiscated by staff. Parent(s) will be notified and asked to come in and item(s) will be returned.

## **Expected Behaviors at Special Events**

### **Discipline Procedures for Field Trips**

Participating in field trip activities is a privilege for Isleta Elementary students. As representative of the Isleta Elementary, appropriate student behavior is expected from all students at all times, especially when they are away from campus. If a student fails to meet these expectations at any time, appropriate disciplinary action will be taken. Refer to the Discipline Policy section in this document. As a result of any such action, the student will not be allowed to attend any other field trips for the remainder of the school year. If a more serious violation of school rules occurs, parent(s) will be called and asked to pick up their child immediately, either from the field trip site or the school.

### **Sixth Grade Activities**

As a reward and recognition for their efforts, Isleta Elementary honors their 6<sup>th</sup> grade students by conducting several *special* activities throughout the school year. If any student fails to demonstrate appropriate behavior or violates established school rules, he/she will not be allowed to participate in these activities. Extremely severe or continuous violations of school rules will result in not being able to attend or participate in the end of year activities, including “End of the year field trip”, 6<sup>th</sup> grade luncheon, and/or the “Rites of Passage.”

## **Student Dress Code**

The fundamental responsibility of determining appropriate student dress lies with the parent. The school has an obligation to the community to enforce standards of decency, cleanliness and safety. Children should dress appropriately for weather conditions and comfortably so that learning is maximized. Appropriate clothing must be worn at school and at all school related events. In the event that a student does not meet the dress code, parents will be contacted and will be asked to bring a change of clothes. Pueblo of Isleta Elementary School abides by a zero tolerance on gang attire policy. Clothing, shoes, or grooming which is disruptive or interferes with the educational process will **not** be allowed. These include, but are not limited to:

- See-through or loosely woven blouses/shirts
- Bare midriff, low-cut jeans or plunging necklines
- Tank tops with large armholes
- Short shorts or short skirts (Shorts may be no shorter than fingertip)
- Saggy pants below the natural waistline
- Bandanas or sweat bands
- Flip-flops or “heelies”
- Hoods or other apparel that conceal the face
- Belts that extend 6 inches beyond the buckle

- Clothing, shoes or jewelry with indecent or suggestive words, violent depictions, metal spikes, depiction of tobacco, alcohol or narcotic products, satanic symbols, or sexually explicit messages or images
- Permanent/temporary tattoos, piercings or other body markings (*permanent markers, etc.*)
- Heavy chains used to secure wallets, dog chains or any types of chains

Although hats/caps are allowed on campus, they may not be worn in the buildings. Caps/hats inside the building will be confiscated and consequences (refer to level of consequences chart) will be enforced.

### **DISCIPLINE HEARING PROCEDURES**

In the interest of maintaining discipline and order, which is viewed as essential for education, Pueblo of Isleta Elementary School has developed policies and procedures that allow for a safe and positive climate for all students. Parents of children attending Pueblo of Isleta Elementary School are reminded to contact the person in charge or principal to resolve issues/concerns pertaining to the child's welfare. *In accordance with the code of Federal Regulations (25 CFR, 42.1-5), parents are not to take investigations into their own hands.*

The Pueblo of Isleta Elementary School is committed to promoting Safe, Responsible, and Respectful approaches to discipline. Specific behavioral expectations have been established and consequences for failing to meet these expectations have also been identified. Consequences will be used on a school wide basis to address any of these issues.

Any actions that are considered an infraction or violations of established rules will be reported on a "Student Incident Report". This report will be filed by the witnessing staff member or member that was notified by the student.

### **DISCIPLINE GUIDELINES – LEVELS OF CONSEQUENCES**

This following information outlines the steps that will be used in addressing inappropriate behaviors. Disciplinary procedures are progressive in nature. The process will be initiated with the completion of an incident report by the witnessing staff. **The severity of the behavior will determine which level of intervention will be applied.** Intervention will be handled by the student's teacher, counselor and/or principal; intervention strategies are designed to promote the development of positive behaviors by establishing clear expectations.

### **BULLYING**

POIES has adopted a "ZERO TOLERANCE for BULLYING BEHAVIORS" policy. The Staff is committed to ensuring that students are safe and free from any type of harassment or fear. Any type of bullying behaviors will not be tolerated.

**Bullying Levels of Consequences:**

Bullying is a serious infraction. The Pueblo of Isleta Elementary School is committed to ensuring that all students feel safe and bullying will not be tolerated. All acts of bullying will be treated seriously and considered harmful towards other students and staff members. Different level of consequences will be used as determined by the number of incidences or infractions the student has committed.

**BULLYING CONSEQUENCES**

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
Incident report completed	Incident report completed	Incident report completed	Incident report completed
Parent Notification	Parent Notification	Parent Notification	Parent Notification
Privilege restrictions (i.e., recess, field trips, class parties).	Privilege restrictions for (2) weeks (i.e., recess, field trips, class parties).	In-school suspension (to be determined by teacher, counselor, and principal).	Suspension from school (to be determined by teacher, counselor and principal)
Referral to school counselor.	Parent meeting with school officials to discuss behavior and consequences.	Counseling services through school counselor or behavioral health will be required.	Counseling services through school counselor or behavioral health will be required.
<b>Bullying offenses that are deemed serious violations are considered criminal acts and may involve law enforcement and social services.</b>			

## DISCIPLINE GUIDELINES – LEVELS OF CONSEQUENCES

BEHAVIORS	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6
CONSEQUENCE	Student/ Teacher CONFERENCE	Refocus Room	BEHAVIOR CONTRACT	SUSPENSION	ALTERNATIVE ED PLAN	EXPULSION
INTERVENTION	Parent Contact	Privilege Restriction Parent Contact	Privilege Restriction Parent Conference	Parent Conference	Parent Conference	Parent Conference
		Refocus Room or After-School Detention Day 1 Day 2		Day Day Day 1 2 3		
Failure to follow directions/disruptive behaviors						
Inappropriate language, gestures, clothing, possessions						
Disrespect						
Theft						
Harassment/Threats						
Truancy						
Defiance of authority, insubordination						
Aggressive behavior, profanity or obscenity						
Cheating and plagiarism	1 <sup>st</sup> offense – zero on assignment 2 <sup>nd</sup> offense – zero & move to level 2					
Vandalism						
Assault and fighting						
Threat-school safety						
Tampering with fire alarms or security equipment						
Drugs, alcohol and tobacco						
Weapons or explosives						

SERIOUS VIOLATIONS ARE CONSIDERED  
CRIMINAL ACTS AND WILL INVOLVE LAW ENFORCEMENT

## LEVEL DESCRIPTIONS AND CONSEQUENCES

<i>Student Behavior(s)</i>	<i>Intervention(s)</i>	<i>Levels of Consequences</i>
<b>LEVEL 1</b>		
<b>Student Misconduct</b> Student fails to follow school/classroom rules: <ul style="list-style-type: none"> <li><b>INAPPROPRIATE and DISRUPTIVE CONDUCT or BEHAVIOR and PHYSICAL CONTACT:</b> low intensity; running, screaming, tripping, hanging on, etc.</li> <li><b>FAILURE TO FOLLOW DIRECTIONS:</b> wearing inappropriate clothing, possess or display of inappropriate material (electronics), failure to complete assignments.</li> <li><b>DISRESPECT:</b> foul language, gestures.</li> <li><b>DELIBERATE DECEPTION:</b> lying, cheating, plagiarism and stealing</li> <li><b>FAILURE TO FOLLOW PLAYGROUND RULES:</b> ignoring teachers request to play properly on playground equipment</li> </ul>	The following will occur: The Student will explain: What he/she is doing wrong? <ul style="list-style-type: none"> <li>What behavior would be appropriate?</li> <li>What future consequences will be if behavior continues?</li> <li>Zero percent for the day's assignment</li> <li>Confiscation of item</li> </ul>	<ul style="list-style-type: none"> <li>Teacher conference with student(s)</li> <li>Parent contact</li> <li>Privilege restrictions</li> </ul>
<b>LEVEL 2</b>		
<b>Student Misconduct</b> Student enters at Level 2 <u>or repeats</u> Level 1 offenses: <ul style="list-style-type: none"> <li><b>INAPPROPRIATE and DISRUPTIVE CONDUCT or BEHAVIOR:</b> high intensity; yelling, throwing objects, leaving room</li> <li><b>DISRESPECT:</b> belligerent/hostile/defiant</li> <li><b>DELIBERATE DECEPTION</b> (that jeopardizes safety/health issues)</li> <li><b>THEFT</b></li> </ul>	<b>The following will occur:</b> <ul style="list-style-type: none"> <li>Parent notification and consultation</li> <li>Written essay or letter of apology; identify school rules</li> <li>Conference with parent</li> <li>Detention determined by teacher or designated staff</li> <li>Referrals/follow-up</li> </ul>	<b>Detention:</b> <ul style="list-style-type: none"> <li><b>Apology letter</b></li> <li><b>Lunch detention: 1 day</b></li> <li><b>Lunch detention: 2 days</b></li> <li><b>Parent Contact or Conference</b></li> </ul>
<b>LEVEL 3</b>		
<b>Student Misconduct</b> Student enters at Level 3 <u>or repeats</u> Level 2 offenses: <ul style="list-style-type: none"> <li><b>Avoid/skip class or assigned area</b></li> <li><b>AGGRESSIVE BEHAVIOR:</b> shoving, chest-bumping, shout in face, stalking; <u>personal confrontation with high intensity behavior</u></li> <li><b>INSUBORDINATION (Disrespect):</b> <u>overt</u> defiance towards authority</li> <li><b>FIGHTING:</b> hit, kick, throw down, pull hair, etc.</li> <li><b>VANDALISM:</b> deliberate damage to property</li> <li><b>TAMPERING WITH FIRE ALARM/SAFETY EQUIPMENT</b></li> <li><b>ALCOHOL/TOBACCO/CONTROLLED SUBSTANCE(S):</b> <u>paraphernalia; possession</u></li> <li><b>WEAPONS/EXPLOSIVES:</b> low intensity; lighter, matches, sharpen pencil, scissors, etc.</li> </ul>	<b>The following will occur:</b> <ul style="list-style-type: none"> <li>Parent notification and consultation</li> <li>Written essay or letter of apology; identify school rules</li> <li>Conference with parent</li> <li><u>Detention determined by teacher or designated staff</u></li> <li>Referrals/follow-up</li> <li>Compensation for damages (where applicable)</li> </ul>	<b>Suspension:</b> <ul style="list-style-type: none"> <li>In or out of school suspension: 1 day</li> <li>In or out of school suspension: 2 days</li> <li>In or out of school suspension: 3 days</li> <li>Behavior Contract</li> <li>Parent conference for reinstatement</li> </ul>



LEVEL 4		
<b>Student Misconduct</b> <b>Student enters at Level 4 for repeated offenses:</b> <ul style="list-style-type: none"> <li>• <b>FIGHTING</b> (after suspension)</li> <li>• <b>WEAPONS/EXPLOSIVES:</b> repeat offense from Level 3</li> <li>• <b>ALCOHOL/TOBACCO/CONTROLLED SUBSTANCE(S)/PARAPHERNALIA:</b> repeated possession, and <u>use</u></li> <li>• <b>VANDALISM:</b> repeatedly</li> </ul>	<b>The following will occur:</b> <ul style="list-style-type: none"> <li>• Parent/student/school conference</li> <li>• Involvement of appropriate authorities/agencies; Law Enforcement/Social Services, etc.</li> <li>• <u>3-day Suspensions</u></li> <li>• Compensation for damages (where applicable)</li> <li>• Referral/follow-up</li> </ul>	<b>Suspension:</b> <ul style="list-style-type: none"> <li>• <b>Out of school suspension:</b></li> <li>• <b>3 days</b></li> <li>• <b>Behavior Contract</b></li> <li>• <b>Parent conference for reinstatement</b></li> </ul>
LEVEL 5		
<b>Student Misconduct</b> <b>Student enters at Level 5 for repeated offenses:</b> <ul style="list-style-type: none"> <li>• <b>ASSAULT:</b> malicious assault (with intent to cause serious injury), with weapon</li> <li>• <b>WEAPONS/EXPLOSIVES:</b> <u>possession of</u> knife, gun, bullets, utility knife (box cutter), home-made bomb, fireworks, brass knuckles, lasers, etc.</li> <li>• <b>ALCOHOL/TOBACCO/CONTROLLED SUBSTANCE(S)/PARAPHERNALIA:</b> <u>repeated possession, use and distribution</u></li> </ul>	<b>The following will occur:</b> <ul style="list-style-type: none"> <li>• Parent/student/school conference</li> <li>• Notify appropriate authorities/agencies</li> <li>• Referral/follow-up</li> <li>• <u>Alternative Education Plan or Possible Expulsion determined by Principal</u></li> </ul>	<b>Alternative Educational Plan:</b> <ul style="list-style-type: none"> <li>• <b>Juvenile Detention</b></li> <li>• <b>Parent conference for reinstatement</b></li> </ul> <b>Possible Suspension or Expulsion</b>
LEVEL 6		
<b>Student Misconduct</b> <b>Student enters at Level 6 for offenses:</b> <ul style="list-style-type: none"> <li>• <b>WEAPONS/EXPLOSIVES:</b> <u>use of</u> knife, gun, utility knife (box cutter), home-made bomb, fireworks, brass knuckles, lasers, etc.</li> <li>• <b>ASSULT:</b> Sexual abuse or assault</li> <li>• <b>THREATS TO SCHOOL SAFETY:</b> bomb, death, terrorist activity, etc.</li> </ul>	<b>The following will occur:</b> <ul style="list-style-type: none"> <li>• <b>Parent/Student/School conference</b></li> <li>• <b>Notify appropriate authorities/agencies</b></li> <li>• <u><b>Expulsion by Principal</b></u></li> <li>• <b>Due Process</b></li> </ul>	<b>Automatic Expulsion</b> <ul style="list-style-type: none"> <li>• <b>Parent Conference</b></li> <li>• <b>Written notification of expulsion</b></li> </ul>

***Note: Injury to oneself (self-mutilation) is not considered punishable; HOWEVER, it's a cry for psychological help and will be referred to Isleta Behavioral Health.***

### School Discipline Procedures

The Pueblo of Isleta Elementary School will adhere to the Levels of Consequences and Discipline Guidelines when addressing adverse behaviors. All incident(s) and applied consequences will be documented and maintained and filed. All parties will be notified of disciplinary actions: student, teacher, parent, counselor and the administrator, etc. All incidents will be handled on a case-by-case basis and the administrator will make final decisions regarding the disciplinary action(s) to be taken.

Violations of any Federal, State or Tribal law will result in immediate disciplinary action, which could include immediate expulsion. Possession of any weapons, drugs or alcohol may result in immediate expulsion for one full calendar year (365 days). Expelled students are not permitted to be on the school campus, buses, or to attend any school related events. Students who have been expelled from any other school will not be allowed to enroll as a student of Pueblo of Isleta Elementary School.

### **Reinstatement for Suspensions**

A suspension, according to the Levels of Consequences chart is related to the number of days a student will be out of school. A meeting between the administrator, parent/guardian and student will be conducted prior to the student's return to the academic program.

### **Special Education Considerations**

Manifestation Determination and Functional Behavior (MDFB) plans will be completed for special education students by the Multi-Disciplinary Team (MDT) or Individual Education Plan Team (IEP). An Interim Alternative Education Plan may be developed for special education students. The student's I.E.P. (Individual Education Plan) will be reviewed and reexamined after 10 cumulative days of suspension.

Under *S-1 v. Turlington* 635 F.2d 342, EHLR 552:257 (5<sup>th</sup> Cir 1981), student(s) with disabilities may not be penalized for behavior caused by the student's disability. In a case where special education students commit an illegal first-degree offense, administration and M.D.T. members will determine the long-term disciplinary actions following any legal actions taken. (*Wood b. Strickland*, 420 U.S. 308, 1975). Court held that the school officials' immunity from liability hinged on the following that officials act with sincere belief that actions are made with no malicious intent to deprive a student of Constitutional rights. Rules and Regulations outlined by Pueblo of Isleta Elementary School also references specific illegal actions and cases and outlined in (Individual with Disability Education Act) IDEA – 504 legal updates. Appropriate rules/regulations will be enforced.

*I.D.E.A.* includes a number of provisions intended to address issues that relate to students with disabilities and their behavior. The Pueblo of Isleta Elementary School will follow the provisions on discipline set forth in the IDEA. The following list is a sampling of those provisions:

- Parents must be given an opportunity to participate in all meetings with respect to the identification and evaluation, education's placement of the student and the provision of a Free Appropriate Education for their child. This provision applies to behavior problems as well as academic problems.
- School personnel may consider on a case-by-case basis unique circumstances that may affect decisions about a change in placement for students who violate a school's student conduct code.
- When a student's placement is changed because of behavior, the student's education must continue so that progress can continue toward the accomplishment of IEP goals and objectives. Access to the general curriculum must be assured and any behavior intervention plan must continue.
- Within 10 school days of a decision to change the placement of a student because of a behavior code infraction, school officials must hold a special meeting to complete a "manifestation determination"-- that is, a decision about whether the behavior is related to the student's disability or poor implementation of the IEP. If the behavior is related to the disability, a Functional Behavior Assessment (FBA) must be completed and a Behavior Intervention Plan (BIP) created and implemented.
- School officials can remove a student to an appropriate interim alternative educational setting or suspend the student for not more than 10 days in the same year (to the extent that such

alternatives are applied to the student without disabilities) if the student violates the school's student conduct code.

- Parents have to be notified of all procedural rights under IDEA including expanded disciplinary rights no later than the day on which the decision to take disciplinary action is made.
- School personnel may remove a student with disabilities to an interim alternative educational setting for up to 45 school days if the student has brought a weapon to school or a school function knowingly possess or uses illegal drugs or sells or solicits the sale of a controlled substance while at a school or a school function or causes serious bodily injury to another person. This action may be taken whether or not the behavior is found to be related to the student's disability, and it may extend beyond 45 days if that policy is in effect for other students and if the student's behavior is not related to the disability.
- In the case of a student whose behavior impedes his or her learning or that of others, the IEP team must consider, when appropriate, strategies to address that behavior. The Functional Behavior Assessment (FBA) must assess contexts to include school, home and community.

### **Section 504 and No Child Left Behind Mandates**

It is Pueblo of Isleta Elementary School policy to provide appropriate education to each student within its jurisdiction. It is the intent of Pueblo of Isleta Elementary School to ensure that students who are handicapped within the definition of Section 504 (a non-discrimination statute) of the Rehabilitation Act of 1973 and IDEA Regulations are identified, evaluated and provided with appropriate educational services. The final regulations in IDEA – Part B regarding discipline procedures will also be utilized. Under the No Child Left Behind Act of 2001, Section 118, Part A Title I Improving the Academic Achievement of the Disadvantaged parental involvement will be included as part of the program. Section 504 of the Vocational Rehabilitation Act of 1973 is a civil rights law that prevents discrimination against all individuals with disabilities in programs that receive federal funds as do all public schools. For children of school age, Section 504 ensures equal opportunity for participation in the full range of school activities. Through 504, some students not eligible for services through special education may be entitled to receive specific types of assistance to help them succeed in school.

### **Reinstatement for Expulsions**

When a student is expelled, he/she will not be allowed to re-enter Pueblo of Isleta Elementary School until the following academic school year. Re-enrollment after that period will be subject to verification by the parent and student of interventions for improvement in areas of need. In cases of sexual abuse or severe injury or harm the expulsion will be permanent. Pueblo of Isleta Elementary School will not enroll students that have been expelled from another school until the following academic school year.

### **Hearing Board/Appeal Procedures – (25 CFR 42-3)**

Students have a right to formally request a hearing within ten (10) calendar days, based on one of the three conditions:

- Student is contesting a charge or charges.
- Student is contesting due process procedures.
- Student is appealing dismissal.

The hearing board will be composed of five members and one ex-officio chairperson. Members shall include teachers, education technician, a staff member, counselor and principal. Members will serve on

the hearing board for the school year. The School Principal will make appointments to the hearing board, ensuring that all levels are represented. The hearing board will view facts and listen to all testimony to determine accuracy and validity of charges.

A hearing will apply to cases for which major school violations were reported and an incident report was filed on a specific student. The due process for a hearing is as follows:

- The Principal will give written notice of violation and consequences to the parent/guardian of the student immediately.
- Appeals by the students or parents/guardian will be considered if one of the three (3) conditions (mentioned above) is met and determined by the Principal.
- After reviewing the grievance, the Principal will determine if there is a need for a hearing.
- If an appeal warrants a hearing as determined by the Principal, the case will be scheduled. Formal correspondence will be forwarded within five (5) calendar days indicating date, time and location.
- If, upon receiving formal correspondence confirming the student's appeal, the student, parent/guardian fails to appear at a scheduled hearing, the board may choose to hear the student's case without the presence of the student or parent/guardian.
- The student has a right to representation by legal counsel, parent/guardian, school counselor, teacher or an outside resource (e.g. doctor, psychologist) at his/her own expense, or such professionals may provide written affidavits.
- The hearing board will hear the appeal and make recommendations to the Principal.
- The Principal will submit a written response to all parties within five (5) calendar days after the hearing.

## **ATHLETIC/SPORTS PARTICIPATION**

### **Athletic Code of Behavior**

The Pueblo of Isleta Elementary School participates at times in athletic and sports programs. It is our belief that participation in such activities is essential to the development of character and ethics. Sportsmanship embodies the elements of character. The six core principles of character education include: trustworthiness, respect, responsibility, fairness, caring and citizenship. Based on these principles, the Pueblo of Isleta Elementary School's code of expectations outlines the expected behavior for students, parents and/or guardians who participate in the various school sponsored athletic activities. All participants, including athletes, parents, guardians, and students are expected to:

- Make it a positive experience for everyone involved (i.e., participants, coaches, officials and spectators).
- Learn the policies of the school and the program and do their best to understand and appreciate the rules of the contest.
- Encourage good sportsmanship by showing respect and courtesy and by being a positive role model at every event and practice.
- Refrain from unsportsmanlike conduct with any official, coach, player, parent or staff member, such as taunting or using profane language or gestures.
- Demand a safe and healthy environment that is free from drugs, tobacco and alcohol and will refrain from any use at all athletic events.

- Refrain from disparaging dialogue or taunting behavior with officials, players, coaches, parents and other spectators before, during and after all events.
- Respect the decisions and authority of officials during competitions.
- Respect the property and equipment used at any sports or school facility.
- Show appreciation for an outstanding play.
- Applaud a good effort in both victory and defeat emphasizing the positive accomplishments and learning from the mistakes.

### **Student Participation Requirements**

When an athletic activity is available, all Isleta Elementary students will be eligible to participate if they meet the eligibility requirements. Students must meet specific requirements relative to academic performance levels, attendance, and behavior expectations. The following section details all requirements:

#### **Eligibility**

All students who participate on Pueblo of Isleta Elementary School athletic teams must be an enrolled student of the school.

#### **Academic Eligibility**

Based on a grading scale, a student must be passing all classes and good behavior in the grading period immediately preceding participation.

#### **Procedure for checking Scholastic Eligibility**

The team coach will be required to check student grades, behavior and attendance to determine eligibility. A student must be in good academic standing; have no incident reports, or more than 2 unexcused absences or tardies during the week of a scheduled game. If the student does not meet the requirements, they will be considered "Ineligible" and will not be allowed to participate in the scheduled event.

#### **Attendance**

In order for students to participate in any athletic activity, students must have good attendance and be on time for school. Attendance and being on time on the day of the scheduled athletic activity is necessary, students must be on time and attend class on the day of the event; must attend up to the time of departure. Unusual circumstances or unforeseen events will be handled on a case-by-case basis by the school administrator.

#### **Attendance Practice Sessions**

Practice sessions are vital for both the student athlete and the team. For this reason, the student athlete should participate in all scheduled practice sessions. If circumstances prohibit a student athlete from attending such practice sessions, it is the parent's responsibility to notify the coach regarding the absence and provide a valid reason for the absence.

### **School and Religious Holidays**

Students who miss practice or athletic events during a school designated and recognized religious holiday will not be penalized.

### **Public Conduct on School Premises**

School sponsored or approved extracurricular activities are an important part of the school program and offer students the opportunity to participate in a variety of activities. We must remember that these activities are for the benefit of the students. Spectators are permitted to attend school sponsored or approved extracurricular activities only as guests of the school and as a condition of such permission; they must comply with the school's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the student participating, other spectators or with the performance of employees and officials supervising the school sponsored activity. Spectators, like the students, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but also embarrassing to the students, the school and the entire community.

To ensure that students participate in these activities without fear of interference from spectators and to permit the sponsors and officials of such activities to perform their duties without interference, the following spectator expectations have been established:

- Abusive, verbal or physical conduct of spectators directed at participants, officials, or sponsors of sponsored approved extracurricular activities or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of sponsored or approved extracurricular activities or at other spectators will not be tolerated.
- The use of vulgar, obscene or demeaning language directed at students, officials, or sponsors participating in any sponsored or approved extracurricular activities or at spectators will not be tolerated.
- If any spectator violates the spectator expectations, he/she will be asked to leave the event and possibly be banned for the remainder of any scheduled events.
- Students will only ride/attend in school transportation.

### **SAFETY PROCEDURES**

The outlined procedures will assist parents, students and staff to become knowledgeable about responsibilities and safety procedures at Pueblo of Isleta Elementary School. Every effort will be made to safeguard students, staff and property of Pueblo of Isleta Elementary School. Safety and emergency procedures are required to ensure a safe and healthy environment for students and school employees. The following procedures have been developed to promote a safe and secure environment.

### **Visitors and Volunteers**

At the Pueblo of Isleta Elementary, we strongly encourage and welcome parent volunteers in the classrooms and in the school. Parents can actively support the education of children by supporting the school and teachers in education in the classroom and during educational events. Some volunteering options include:

- volunteer in the classroom supporting instruction or preparing materials

- chaperone students on a field trip
- help in the library
- volunteer for a PTA committee
- organizing community events
- volunteering at a community event
- attending parent meetings

In order to ensure a safe school environment, it is important that all parents and adults working in classrooms and having direct contact with students schedule an appointment with the teacher.

All volunteers, visitors, including family members and former students, of Pueblo of Isleta Elementary School are expected to sign-in at the front office and attain a VISITOR'S PASS before proceeding to the classroom(s), or other area of the school building. If any visitation exceeds three (3) days a federal background check will need to be conducted.

### **Child Protection: (25 CFR 38.9)** (DOI-BIE-IEF-AFT, Article 22

Discipline and Adverse Action)

The policy of the Bureau of Indian Education (BIE) asserts that child abuse or neglect will not be tolerated. The Indian Child Protection and Family Violence Act (P.L. 101-630) require all school employees to report incidents of suspected child abuse and neglect. (25 CFR 32.4 – Part 63)

### **Suicide Prevention Plan**

Pueblo of Isleta Elementary School will adhere to the plan developed for suicide prevention. The suicide prevention plan includes intervention and prevention procedures. Staff is responsible for implementing and initiating the protocol when a student(s) is at risk and requires immediate attention. Suicide Prevention Plan can be found in Principals Office. For immediate assistance call 911. Other hotline numbers: National Suicide Prevention Lifeline 1-800-273-TALK (8255), National Youth Crisis Hotline 1-800-422-HOPE (4673) and Parent Hotline 1-800-840-6537.

### **Emergency Response Plan**

Pueblo of Isleta Elementary School has developed a functional emergency management plan that would serve to protect students, staff and visitors. The Emergency Response Plan can be found in the Principals office.

### **Continuity of Operations Plan (COO Plan)**

Pueblo of Isleta Elementary School has developed a functional COO Plan that would restore the complete range of activities and functions normally performed by the school.

**Note: COO Plan will take effect when the school building has been deemed unusable and operations are moved to another location. The COO Plan is located in the Principal's office.**