

# **STUDENT HANDBOOK**

## **2024-2025**

### **Laguna Middle School**



#### **MISSION STATEMENT**

*It is the responsibility of all school employees, parents, students, and the community working cooperatively, to ensure:*

*All Laguna Middle School students will emerge as successful learners, who are responsible and participating members of Laguna and other world societies.*

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Dear Learning Community of Laguna Middle School,

Welcome to the 2024-25 school year! We look forward to working with you this coming school year to assist you student(s) in furthering their academic and social-emotional growth. Kindly review and reference this handbook to understand school/district policies and procedures, which is part of creating a positive, safe learning environment for students. Feel free to call the front office, if you have any further questions.

The future is in the hands of our young people. So with this in mind, the LMS staff will strive to provide learning experiences that will allow students to learn grade level standards, apply their knowledge, make connections to their lives and the real world, allow opportunities for development via extracurricular activities, and provide culturally relevant learning experiences.

Warmest Regards,

Robert Stephens  
Principal of Laguna Middle School

# **GENERAL INFORMATION**

## **PARENTS/GUARDIANS**

- Parents/guardians are to ensure that their contact information stays current.
- Parents/guardians are to keep their children home if they are not feeling well, or if they are showing any symptoms of illness. This includes if they tested positive for COVID. It is the parent's responsibility to COVID test their child(ren). Parents can work directly with the Pueblo and EOC to accomplish this.
- Parents/guardians are required to immediately pick up students who are not allowed on the bus or in school.
- Parents/guardians are encouraged to wait at their student's bus stop to ensure the student is allowed to board the bus.
- Parents/guardians are permitted to be on campus to conduct essential business which could not otherwise be handled online or via telephone. They are also permitted to be on campus when invited by the school for events/activities or when invited to be guest speakers or presenters. Parents/guardians who have a known exposure to COVID should wear a mask and avoid coming to campus.
- Parents/guardians who transport their children to and from school should utilize the pick/up and drop/off areas. If one needs to exit the vehicle or come into the school, kindly park in the parking lot, so that traffic is not blocked.
- LMS will follow the Pueblo of Laguna School Attendance and Truancy Ordinance. Parents should ensure that students who enroll at LMS attend school when they are scheduled.

## **LDOE CHAIN OF COMMAND**

Parents/Guardians are required to follow the LDOE chain of command when issuing a complaint or concern with school procedures. The chain is as follows: Teacher, Administration, Director of Academics, Superintendent, School Board, and Tribal Council. All complaints and concerns will be referred to the originating source and follow this protocol.

## **PARENT / TEACHER ORGANIZATION**

The PTO is a volunteer organization made up of parents, teachers, administrators, and support staff who are dedicated to using its resources, both manpower and monetary, to support students' educational and recreational needs, promote open communication between all members, and to encourage school spirit and pride.

## **CAFETERIA PROGRAM**

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

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

### **CALENDAR OF EVENTS AND ACTIVITIES**

A school events calendar and school newsletter is available on the LDoE website. Written notices are also sent home with students.

### **CAMPUS HOURS**

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

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

### **CLOSED CAMPUS POLICY**

LMS maintains and enforces a closed campus. Students will not be permitted to leave the school grounds during the school day without a parent/guardian, or other adult listed on the student checkout form physically coming to the office and signing them out.

### **DELAYED START SCHOOL DAYS**

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

A decision to delay school shall be made by the Superintendent. Notification will be given no later than 6:30 a.m. and will appear on the LDoE website. TV and radio stations will be called as well as all bus drivers and staff. Notice will also appear on the LDoE website. If weather conditions worsen, and it is necessary to cancel school for the day, an announcement will be made no later than 8:00 a.m.

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

### **EARLY DISMISSAL SCHOOL DAYS**

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

## **ENROLLMENT and REGISTRATION vaccine**

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

Currently enrolled students need:

- A registration packet
- Updated physical if planning to participate in athletics.
- Current immunization record

New students need:

- A registration packet
- Current immunization record
- Birth certificate
- Social security card
- Updated physical if planning to participate in athletics
- Documentation from a doctor regarding health and food concerns and/or restrictions
- CIB/Tribal Enrollment information

## **FIRE/EMERGENCY DRILLS**

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

Teachers will have their class roster in their possession during the fire drill and take attendance on arrival at the destination point. Students are required to remain with their class and to follow all instructions given by staff and emergency responders. Students will promptly return to their designated classrooms once the fire drill is cleared.

## **FOOD AND DRINKS**

Food and/or drinks are not allowed in classrooms during class time unless approved by both the classroom teacher and the principal. Students are responsible for cleaning up any spills and messes made and must report spills to the custodial staff immediately. Chewing gum is not allowed in the classroom without prior approval by the classroom teacher. Sunflower seeds and piñons are not allowed within the building. All these items take extra work for custodians to clean. Only clear, transparent water and water bottles will be allowed.

There is no food and drink allowed on the buses.

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

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

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

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

### **LOCKERS**

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

Students should keep their combination numbers private and NOT share them with their friends. Students are responsible for safeguarding their lockers' security. The school is NOT responsible for any items lost or stolen from a student's locker. Students may not store food or drinks in their lockers for prolonged periods of time.

Student lockers are school property and remain at all times under the control of the school. School authorities may conduct periodic general inspections of lockers at any time for any reason without notice, without student consent, and without a search warrant.

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

It is the responsibility of all members of the LMS community to maintain the school facility and grounds; so that they are kept in an attractive condition and free of litter. Everyone should help by picking up after themselves, throwing items in the trash cans, cleaning any spill or messes, and promptly reporting maintenance issues to staff.

### **PASSES**

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

### **PERSONAL PROPERTY**

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

### **STUDENT CHECKOUT**

It is encouraged that students attend school the full day. Being checked out an excessive number of times, even for valid reasons, leads to missing instructional time and can create academic problems.

Whenever possible, doctor's or other appointments should be scheduled outside of school hours or on non-school days. Students will not be permitted to leave the school grounds during the school day without a parent, guardian, or other adult listed on the student checkout form physically coming to the office to sign students out.



## **PHONE/CELL PHONES/ELECTRONICS**

School phones may be used by students for school business only.

Cell phones and electronic devices are allowed on school property but must be maintained in their locker and must be turned off. However, students may listen to music using their cell phones/electronic devices with the explicit permission of that classroom teacher or coach. Headphones are only to be used in the classroom when audio use is authorized by the teacher.

Students must adhere to each classroom's use procedures and be aware that approved use is specific to that classroom. Headphones worn outside of the classroom, observable on a student's ears, neck, clothing, etc. are in violation of school rules and will be confiscated.

If the cell phone/electronic device is turned on and taken out of the student's locker during the school day, it will be confiscated and the following consequences will occur.

1. For the first offense, students may pick up the device at the end of the school day.
2. For a second offense, a parent/guardian may pick up the device at the end of the school day.
3. For a third offense, the device will not be permitted on campus for the rest of the semester. If brought after this, the device will be held in the office until the end of the semester.

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

Students are responsible for the safety of their personal items/electronic devices. The school will not be responsible for items lost, stolen, or damaged. Students and parents/guardians assume all liability for personal items/electronic devices brought to school.

## **TRANSPORTATION**

Student safety on the bus is of utmost importance. School bus transportation is a privilege that can be withdrawn for unsafe behavior. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus are expected to comply with directions given by the driver.

Students are to ride the bus to which they are assigned. Students are allowed off and on the bus only at their designated stop.

Only permanent written requests from a parent/guardian to ride a different bus or to change from a student's usual stop will be approved. If parents need to keep a student off the bus (due to being picked up) or get a student on the bus (because they can't be picked up), they must notify the school no later than 2:30 pm.

Students will NOT be allowed to drive to and from school unless properly licensed by the State of New Mexico and approved by the school administration. Students will NOT be allowed to be

picked up after school by any individual unless their name appears on the official checkout list for that student.

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

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

### **VISITORS**

All visitors are to report to the front office upon entering the building and wear a guest pass at all times. Visitors wishing to speak with an LMS employee or student, attend a class, assembly, or just look around, must receive permission from the principal or designee.

## **ACADEMIC INFORMATION**

### **AGENDAS/STUDENT PLANNERS**

Students are provided an agenda/student planner that contains homework information and important classroom and school correspondence. They are intended to be a form of communication between families and school staff. So, families are encouraged to review them nightly.

### **CULTURALLY RELEVANT INSTRUCTION**

LMS continues to be dedicated to providing cultural learning experiences, in particular via Laguna Language and Culture classes, school wide/community cultural activities, and community guest speakers/presenters, and the end of year Discovery Days/experiential learning. These actions will continue as well as providing 25 additional days of cultural instruction, which are listed on the LDoE school calendar. Information regarding cultural instruction, activities, and events will be shared in the school newsletter and notes home.

### **INSTRUCTION**

LMS students will receive instruction aligned with the Common Core State Standards and/or academic goals outlined in their IEPs. Students will receive instruction in English language Arts, math, science, social studies, culture, technology, physical education, family consumer science, art and/or music, and library skills.

### **ACCELERATION**

Students will be challenged and provided accelerated materials as warranted by the subject area teacher. If a student in grade 8 exhausts all middle school course offerings in math, the student could take a course offered at the high school level. It is the decision of the future high school to award high school credit for the course. If the high school accepts the credit, it would affect the student's Grade Point Average and count toward the total credits required for graduation. GPA is awarded according to a school's district policy.

## **AFTER SCHOOL PROGRAM**

LMS will provide an afterschool program pending funding and staffing availability. The services provided may include extended day learning programs like tutoring, cultural, language, tribal arts and crafts, and physical and health activities. The targeted student outcomes from these services will assure that students are engaged in healthy and supported learning beyond and connected to the classrooms.

## **COMPLETION CEREMONY**

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

LMS eighth grade students are not permitted to participate in the completion ceremony if they are retained.

## **ELIGIBILITY FOR STUDENT ACTIVITIES**

It is important for students, parents, and visitors to demonstrate pride, respect, and responsibility during all events, both on and off campus. Coaches, sponsors, and the administration will monitor behavior. Students engaging in unacceptable, excessive, and/or recurring incidents of negative behavior will be deemed ineligible to participate in the sport/activity for a length of time to be determined by the coach, sponsor, and/or administration. Zero tolerance infractions will result in student removal from the team or activity.

Eligibility for LMS student activities follow the NMAA eligibility guidelines, which state that to participate in extracurricular activities or athletics, a student must have a grade average of 2.0 or better with no F's on a 4.0 grading scale (NMAA Bylaws, §6.2, 6.2.1 A. 1.). Eligibility checks are conducted at the beginning of each sport/activity season and weekly.

Students are to attend school on the day of the game/event in order to participate unless they have documentation of a medical appointment or court date. Students under school suspension (ISS or OSS) are not allowed to participate in any school-sponsored activities, including practice and/or games at home or away.

## **GRADING SYSTEM**

The following is the Board of Education approved scale:

<b>LETTER VALUE</b>	<b>GRADED EFFORT</b>	<b>GPA VALUE</b>
A+	97% - 100%	4
A	94% - 96%	
A-	90% - 93%	3
B+	87% - 89%	
B	84% - 86%	
B-	80% - 83 %	
C+	77% - 79%	2
C	74% - 76%	

C-	70% - 74%	
D+	67% - 69%	1
D	64% - 66%	
D-	60% - 63%	
F	Below 60%	0
INC		

Students receive grades for their classes each of the four quarters. There are no semester grades for semester 1 and 2. A progress report and report card will be mailed to parents/guardians each quarter. Students with Individualized Education Plans will also receive Progress Toward IEP Goal documents for areas indicated on their IEPs.

### **HOMEWORK**

Homework is assigned to help enhance instruction, is considered part of the classroom lesson, and will count toward the student’s grade. Homework is not assigned as a form of punishment and/or “busy work.”

Procedures for homework assignments are:

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

Students are responsible for completed homework. Communication with parents /guardians regarding homework may include:

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

### **MAKE UP WORK**

*Work missed while a student is absent for an excused absence is the responsibility of the student.* Minimum time allowed to make up work will be the same number of days the student was absent. A teacher may allow a student more time to complete assignments at their discretion. Out of school suspensions are considered unexcused absences; so, it is left to the discretion of the teacher as to whether students will be allowed to make-up the assignments missed as a result of an OSS. Students placed on OSS are not eligible to have makeup work sent home during their absence unless approved by the Principal.

### **ACADEMIC INTERVENTIONS**

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

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

### **SAT REFERRAL PROCESS**

Academic issues with students whose GPA is under 2.0 at grade checks or who are struggling to master academic concepts as measured by standardized assessments are referred to the school counselor to establish a plan of action for grade improvement through the Student Assistance Team Process. This involves regular meetings of selected staff, parents/guardians, and students to develop, implement, and monitor interventions, which are designed to improve students' learning. Parents/guardians are notified for a conference if academic improvements are not made by students.

### **RETENTION**

Parents/Guardians will be involved in each step of the retention process. They are given the opportunity to participate in the development and implementation of their student's academic improvement plan via the SAT process. .

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

If the parents/guardians fail to attend scheduled meetings without giving prior notice, the school principal will make the final decision regarding retention based on SAT recommendations.

### **COUNSELING**

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

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

### **SUICIDE PREVENTION AND INTERVENTION**

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

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

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

## **Health Information**

### **PHYSICAL HEALTH**

LMS has a certified Health Aide that is available to assist students with any medical needs. The health aide oversees vision, hearing and dental screenings, health and immunization records, and allergy notifications.

### **MEDICATION**

In the event that a student has to take any type of medication during the school day, parents/guardians are to take the medication in its original container with the label intact to the school health office and provide the doctor's orders that lists directions for taking the medication. The health aide will administer to the student per the doctor's orders. Only trained staff are allowed to distribute medication to students. An exception are medication prescriptions for asthma, seizures, allergic reactions, which are to be kept with students as long as the doctor's orders and health plan are on file in the health office.

### **HEAD LICE PROCEDURES**

If a student is identified as having head lice, the student's parent/guardian will be called. The parent/guardian will be asked to treat the child for head lice. If live lice are found, the parent/guardian may be asked to pick up the child before the end of the school day. The nurse or health aide will provide the parent/guardian with treatment options; so, the student can return to school quickly. After treatment and upon return to school, the student will be checked by the nurse or health aide before returning to class. Head lice can be a nuisance but have not been shown to spread disease. Personal hygiene or cleanliness in the home or school are not known contributors to getting head lice. Additionally, please remind students not to share hats, clothing, hair brushes or other personal items which may contribute to the potential spread of lice or illness.

### **COMMUNICABLE INFESTATIONS**

This involves bed bugs, fleas, ticks, and any organisms that are transmittable between people and items of clothing and bags. Students reported to have this issue will be checked by the health aide or designee and parents/guardians will be notified. To prevent the spread, a plan will be developed and implemented.

### **STUDENT IMMUNIZATIONS**

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

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

In the event of a sudden illness or an accident, the parent or guardian of the student will be notified immediately. The student will be under the direct care of an LMS employee until their parent or guardian arrives or until proper and reasonable medical care can be arranged.

Treatment and follow-up on the illness or injury is the responsibility of the family and their physician. In an event of a life-threatening emergency, first responders may be contacted prior to or in conjunction with parent/guardian contact. District personnel has the discretion to make treatment decisions if contact with parents/guardians cannot be made. Please contact us if your child has an injury outside of school, so that we may assist with a safe and comfortable return to school as appropriate.

Student information on file with their school office will include:

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

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

In order to limit the spread of illness, kindly keep your students home if they have fever; vomited or had diarrhea within 24 hours of the school day; have a communicable illness like pink eye, chicken pox, or etc.; or have evidence of lice.

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

In order to limit the spread of illness, kindly keep your students home if they have fever; vomited or had diarrhea within 24 hours of the school day; have a communicable illness like pink eye, chicken pox, or etc.; or have evidence of lice.

# ATTENDANCE

## ATTENDANCE POLICY FOR LES/LMS

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

**NOTE:** *Laguna Middle School makes the following distinctions between the terms “excused” and “unexcused” when documenting a student’s absence.*

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

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

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

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

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



child may be dis-enrolled from school after 10 absences. The parent will need to approach the LDOE School Board to re-enroll the student. See Attachment: Laguna Truancy Resolution.

### **HOMEBOUND POLICY**

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

### **TARDIES**

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

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

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

A student is truant under the following conditions:

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

## **DRESS CODE POLICY**

As per Laguna Department of Education Board of Education policy, all K'awaika Schools' students will follow the dress code policy. Students on school property or at any school activity, including field trips, will abide by the following:

1. Leggings may be worn with a top that is at least fingertip length.
2. Jean/denim pants, shorts, skirts are allowed.
3. Skirts, "skorts" and shorts cannot be more than two inches above the knee.
4. Clothing that is extremely tight may not be worn. Clothing should cover the stomach, bottom, chest, arm pits, back, and shoulders. No high cut tops that show the midriff, no low cut tops that show cleavage, and no tops with thin straps or strapless tops. If straps are thin, the shirt should be covered by a jacket or sweater at all times. Tears, holes, cutouts on bottom clothing are not to be higher than two inches above the knee.
5. Shirts may be untucked but not extend beyond the hips.

6. Outerwear (coats, jackets, caps, hats, backpacks, jewelry, etc.) advertising alcoholic beverages, liquor establishments, illegal drugs, tobacco products, or containing inappropriate language and/or messages are NOT allowed.
7. Outerwear indicating and/or reflecting membership or affiliation with any gang or groups (coats, jackets, caps, hats, backpacks, jewelry, etc.) are NOT allowed. Professional sports teams logos on jackets, caps, and other clothing are NOT allowed (7/Council Meeting No. 43).
8. School spirit wear including t-shirts, jackets, etc. are encouraged.
9. Bandanas, handkerchiefs, kerchiefs of any kind are prohibited.
10. Sagging pants:
  - a. Undergarments may not show above a waistband of pants.
  - b. Pants must be held up by the waist or require a belt.
  - c. Not more than one inch of excess waist band is allowed.
  - d. The crotch of the pants may not extend unnaturally.
11. Body piercing jewelry (with the exception of earrings worn in the ear lobes) is prohibited.
12. Belt loop or chain wallets, spiked jewelry, and extended belts are not allowed.
13. NO hats and/or caps may be worn inside the building. Hoods on sweatshirts, jackets, and other apparel covering the head must be removed inside the building.
14. NO “shades” (sunglasses) are to be worn in the building.
15. Appropriate shoes must be worn at all times. No sandals, flip flops, slippers/house shoes, or open-toed shoes may be worn. Athletic-type shoes are highly recommended. No shoes should be worn that may cause a disruption and accident. Shoes should fit properly, provide support, and have a back strap around the heel.
16. Students may not bring make-up, nail polish, or body spray/perfume to school. It will be confiscated and discarded.

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

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

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

## **STUDENT CONDUCT**

LMS students have an obligation to behave in responsible and appropriate ways and to display qualities of good citizenship and civility. Courtesy, good manners and a positive attitude toward teachers and fellow students will make school more enjoyable for all. Students are expected to have respect for property and to take good care of books, furniture, equipment, etc.

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

A student's best conduct is expected in all school areas and in public when representing LMS..

## ACTIVITIES

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

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

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

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

## BULLYING

Bullying is Defined as: *“the REPETITIVE, INTENTIONAL hurting of one person or group by another person or group where the relationship involves an IMBALANCE OF POWER.” The National Bullying Alliance*

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

1. Repetition
2. Intentional
3. Imbalance of power

Behavior that does not meet all three criteria, while it may be inappropriate or unkind, does not constitute bullying. Such behavior will be dealt with/addressed.

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

§7-2-281. G. *Bullying.* No child, or any person under this Code, shall or attempt to cause distress upon one (1) or more students through any written or verbal expression, or physical act, threat or gesture, or any intentional display of force, or a pattern thereof, intended to intimidate, terrorize, or give the victim reason to believe they were in fear of expecting immediate bodily harm. This prohibited behavior can occur not only on any school campus within the exterior boundaries of the Pueblo of Laguna, but also any public place where children may congregate.

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

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

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

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

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

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

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

If a student is the victim of bullying, the student is encouraged to report the incident to teachers, school administrators, school counselor, or other school personnel. The adult receiving the report is responsible for notifying the School Principal. The School Principal will follow through with witness interviews and establish the details of the bullying incident. Once the Principal determines the incident report to be accurate, the principal will proceed with the reporting process outlined in this procedure. The Principal will also notify the parent/guardian of the incident and refer the victim for further services including counseling, victim advocacy, and other available options. False reports of bullying will be treated as a violation of the Prohibited Conduct section of the LMS Student Handbook and the student who falsifies the report will receive consequences, as determined by the Principal.

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

## **CLASSROOM MANAGEMENT PROCEDURES**

Each teacher is responsible for developing and implementing a consistent classroom management plan and is expected to incorporate a behavior management system that allows the conditions needed for students to be able to focus and learn. Each teacher has their classroom rules posted and teaches their classroom procedures on a regular basis. If a student is not behaving responsibly, the teacher will use a warning system that is non-threatening to create a learning opportunity before behavior gets out of hand.

Each student will be treated with respect and is required to meet all classroom obligations. The teacher will model, teach, and reinforce all classroom expectations. The student should follow directions and is responsible for maintaining behavior conducive to learning.

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

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

Disciplinary referrals made to the principal or designee are to be submitted on a referral form or electronically via NASIS and include complete documentation of the student's behavior.

## **PROHIBITED CONDUCT**

For LMS to serve its intended purpose and for its programs to function properly, it is imperative that an atmosphere conducive to learning prevail at all times.

### ***MINOR VIOLATIONS:***

Students who exhibit:

- Disrespect of others
- Disrespect of property
- Lapses in judgment
- Unkind words
- Unkind actions
- False/untrue reports
- Violation of playground, school or bus rules
- Use of improper or profane language/gestures
- Inappropriate displays of affection

- Cheating
- Violating dress code
- Leaving a classroom and/or campus without permission
- Disruptive conduct on campus and/or on the school bus
- Interfering with the educational process (any disruption of the educational process)
- Refusal to cooperate with school personnel (non-compliance)
- Inappropriate beverages, i.e. Monster Drinks, Red Bull or any other energy drinks
- Use of skateboards, roller-skates, and roller blades on the LMS campus
- Excessive number of tardies (see attendance policy)

Instructors will provide redirection and classroom consequences which includes but is not limited to: written reflection, conference, and implementing a solution to redirect the behavior. Students can be assigned to complete a work session or lunch detention with the instructor.

After an instructor provides redirection and a classroom consequence and misbehavior continues, the student will receive the following consequences for minor violations:

1. Referral to school administrator or designee
2. Reflection
3. Conference with administrator or designee
4. Implementation of a resolution like an apology and/or mediation
5. Lunch detention, school community service, and/or in-school suspension
6. Parent notification

After 3 referrals of minor and/or major violations, a student will be provided support via a behavior intervention plan. If misbehavior continues, a student will be placed in the Student Assistance Team process to receive further support which includes meetings involving the student, parent/guardian, instructors, administrator, and school counselor. Counseling services may be recommended.

***MAJOR VIOLATIONS:***

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

- Assault and battery (fighting, physical attack/altercations, etc.)
- Aggressive confrontation
- The possession of firearms, knives, or other weapons.
- The possession, use, dispensing, or trafficking of tobacco products, e-cigarettes, vaping devices, alcoholic beverages, or illegal drugs by students on school

property, at school activities, and on the bus. This includes possession of paraphernalia. .

- Extortion (use of force or threat to obtain something) of a student or an employee
- Threatening and/or menacing of a student or employee
- Verbal or physical harassment of an employee or another student
- Vandalizing, damaging or stealing school or private property
- Sexual Harassment (see section on Sexual Harassment)
- Bullying (see section on Bullying)
- Cyberbullying
- Libel/False Reports (stating or publishing a false statement that is damaging to a person's reputation)
- Ditching/not attending or assigned class or campus without permission
- Continued refusal to cooperate with school personnel (non-compliance)
- Repeated minor misbehavior

### **GANG ACTIVITY**

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

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

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

Associating with or "hanging around" individuals, violation of LMS rules and/or policies and/or actively participating in the cover-up of such activities, are considered gang activity and will be processed as such.

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

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

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

### **SEARCH & SEIZURE**

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

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

### **SEXUAL HARASSMENT**

LMS strictly prohibits any conduct that constitutes sexual harassment, including electronic activity as defined in the LDOE Student Internet Policy.

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

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

### **STUDENT CONDUCT - CONSEQUENCES**

**Restorative Justice Actions:** conference, reflection, apology, conflict mediation, and/or school community service

#### **Lunch Detention**

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



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

### **In School Suspension (ISS)**

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

When students are placed in ISS, they will be provided supervision and academic assignments for a prearranged period of time on campus. Students serving ISS will be required to participate with all academic requirements and disciplinary consequences, which may include written/verbal apologies, mediation, restitution, and/or other service to the school community. Students in ISS during the regular school day may also be placed in ISS during the after-school program or may be restricted from attending the after-school program.

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

### **Out of School Suspension**

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

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

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

### **Expulsion**

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

## **Corporal Punishment**

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

## **Continued Violations of the Code of Conduct**

If misbehavior continues, actions will be taken to assist and stop the misbehavior that is interfering with learning and student safety. This will include:

1. Behavior Interventions to be developed and implemented in classrooms and throughout the school day.
2. Placement in the Student Assistance Team process to develop, document, and monitor behavior interventions, which are meetings that involve the student, parents/guardians, instructors, administrator or designee, and school counselor.
3. A school level behavior contract will be put in place if more support is needed beyond behavior Interventions and SAT and/or if misbehavior is continuing after a reinstatement agreement.
4. If misbehavior continues after a school level behavior contract is in place, a hearing will be scheduled and conducted, which could result in a district level behavior contract, mandatory counseling, and/or long-term suspension. If the district level behavior contract is violated, another hearing will be scheduled and conducted, which could result in long term suspension/expulsion. Certain major violations like possession/use of a weapon and major threat/threat against another's life will result in hearing at the first offense.

The School Safety Officer will be contacted for misbehavior that is illegal, aggressive/violent, or harmful. This includes but is not limited to: fighting/physical altercations, aggressive confrontation, sexual assault, major libel, possession/use of a weapon, major threat/threat against another's life, major theft, major damage to property, possession/use/disturbing tobacco, alcohol, or other drugs/substances.

The administrator or designee at LMS will make specific determinations as to policy implementation as needed.

## **FAQS**

1. **LOSE A TEXT/LIBRARY BOOK:** Library books are provided by LMS and our students are encouraged to utilize them. However, it is the student's responsibility to pay for any replacement whether lost, stolen, or damaged. The librarian will provide the replacement cost and the secretary will handle the transaction. Debts must be paid before the student is allowed to check out another book and before grades/transcripts are released.

2. **FUNDRAISING PROJECTS:**

All fundraisers must be run through an organization on campus and be approved by the group sponsor and school principal

Personal fundraisers are not allowed. Collection of money except through a registered club or school activity is strictly prohibited.

3. **WITHDRAWAL:** Parents or guardians must go to the front office and begin the checkout procedure. All textbooks, library books, and school equipment must be returned or paid for before a student can officially withdraw.

4. **CHANGE ADDRESS/TELEPHONE NUMBER BUT CONTINUE ATTENDING LES/LMS:**

Check with the office to get the official address/telephone number changed on the computer.

5. **SEE THE COUNSELOR:** Sign-up sheet in the counselor's office or inform the teacher to notify the counselor. The counselor will create an appointment as soon as possible. Emergency situations will be given special preference.

6. **USE SCHOOL FACILITIES FOR SCHOOL RELATED FUNCTIONS:** Special Use request forms are available from the principal's office. Fill out the form and return it to the principal's office for approval.

7. **ILL OR INJURED:** Contact the most immediate teacher, administrator or other school employee. Ask to report to the nurse/office.

8. **EXTENDED ABSENCE:** Notify the principal at least 24 hours in advance. Arrange make-up work with all necessary teachers.

# FEDERAL NOTIFICATION

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

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

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

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

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

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

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

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

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

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

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

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

The Indian Child Protection and Family Violence Prevention Act of 1990 (P.L. 101 630) details the child protection requirements which all employees of Bureau of Indian Education funded schools are required to follow. Furthermore, under POL Tribal Code 7-1-4 and 15-7-17 and N.M.S.A. 1978 32A-

4-2,3; and 42 U.S.C. 13031, all LDOE employees are mandated to report any alleged incidents of child abuse or neglect.

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

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

### **STATEMENT OF ASBESTOS**

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

### **TITLE I**

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

### **TITLE II**

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

### **TITLE VI**

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

# ACCEPTABLE INTERNET USAGE

## **Student Internet Policy**

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

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

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

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

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

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials

- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

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

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

# LAGUNA MIDDLE SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY

## STUDENT FORM

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

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

### STUDENT SECTION

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

#### Policies for Acceptable Use:

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

#### Rules for Acceptable Use:

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

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

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

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

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

\_\_\_\_\_  
Date



# LAGUNA MIDDLE SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY

## PARENT FORM

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

### PARENT/GUARDIAN SECTION

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

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

**(Please Initial next to your response.)**

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

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

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

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

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

\_\_\_\_\_  
Date

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

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

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

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

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

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

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

## Laguna Middle School Parent Compact

It is the responsibility of Laguna Middle School to:

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

It is the responsibility of the parent/guardians to:

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

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

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

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

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

# PUEBLO OF LAGUNA

## SCHOOL ATTENDANCE AND TRUANCY ORDINANCE

### Section 1.

#### Policy:

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

### Section 2.

#### Purpose:

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

### Section 3.

Coverage; who is covered:

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

### Section 4.

#### Definitions:

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

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

## **Section 5.**

### School attendance mandatory:

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

## **Section 6.**

### School Attendance Liaison: duties.

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

## **Section 7.**

### Pueblo Juvenile Probation Officer: duties.

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

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

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

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

## **Section 8.**

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

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

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

## Section 9.

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



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

#### **Section 10.**

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

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

#### **Section 11.**

##### Confidentiality.

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

#### **Section 12.**

##### Use of other proceedings under Pueblo of Laguna law.

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

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## Laguna Middle School 2024- 2025 Parent Compact

List all children who attend LMS.

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

It is the responsibility for Laguna Middle School to:

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

It is the responsibility of the parent/guardians to:

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

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

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

Administrator Signature: Robert Stephens, Principal, LMS

Date: SY 2024-25

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# STUDENT HANDBOOK

## 2024-2025 PARENT SIGNATURE PAGE



### Laguna Middle Schools

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

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

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

Please list all your children who attend Laguna Middle Schools below:

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

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

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

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

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

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