

Maxwell Municipal Schools

PO Box 275, 411 Parque
Maxwell, NM 87728
Telephone: (575) 375-2371
www.maxwellp12.com

Welcome to Maxwell Municipal Schools for the 2017-2018 school year!

Success for each student and the school as a whole is due to the concern and involvement of parents/guardians. We encourage you to become involved in your child's education by staying in close contact with your child's teachers and taking advantage of opportunities such as joining our Parent Advisory Committee (PAC), volunteering or serving as a resource person in your child's classroom. Working together, as a team we can ensure a successful, safe, and enriching experience for students during their school years.

It is your responsibility to know the policies, rules and procedures at Maxwell Municipal Schools. **Please take the time to read this document and familiarize yourself with its contents.** It has been prepared to provide you, as parents/guardians and students with essential information. Please feel free to call or visit school any time with questions and concerns. We are looking forward to a successful and rewarding school year!

Please complete all of the colored forms at the back of the handbook and return them to school with your child.

We look forward to having a great school year!

Kris Forrester, Superintendent

Our Colors and Mascot

Purple, Gold and White - THE BEARS

Board of Education

Mary Lou Kern	President
Randy Casper	Vice President
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Frank Taylor	Member
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Notice of Nondiscrimination

Maxwell Municipal School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies, Title IX or Section 504:

Kristen Forrester, 411 Parque Avenue, PO Box 275, Maxwell, NM 87728
575-375-2371
FAX: 575-375-2375

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

ACCREDITATION

Maxwell Municipal Schools are accredited by the New Mexico Public Education Department.

ACADEMIC HONORS (grades 1-12)

A. Superintendent's Honor Roll

- Students who earn an "A" in all classes.

B. Principal's Honor Roll

- Students who earn an "A" or "B" in all classes.

ACTIVITIES

Extracurricular activities offer opportunities for students to explore interests outside of the classroom. All interested students and parents are encouraged to learn about the possibilities of school-sponsored organizations.

ALCOHOL, TOBACCO AND DRUG ABUSE

Alcohol and drug dependency is an illness and a hazard that can interfere with a student's ability to learn and function responsibly in the school setting. When it becomes apparent that a student is using alcohol or illicit drugs, the school has the responsibility to:

- ✓ Document the data that indicates the student's performance, attendance or behavior is inappropriate.
- ✓ Share that information with the student and parents.
- ✓ Outline school and community resources available to the student and parents for diagnosis and treatment of the illness.

The possession/distribution of illegal substances is a criminal act; school officials must report the violation to the parents, police, and work with the courts and community agencies to ensure that a student who commits such a violation is afforded rehabilitative services. (See Drug Free Campus for more information.)

To safeguard the health, character, citizenship, and personal development of students in the school, Maxwell Municipal Schools will:

- Provide curriculum addressing the effects of controlled substances.
- Establish and maintain procedures for dealing with the use of controlled substances within the school system that adhere to the requirement of the law.
- Provide rehabilitative assistance to students who use controlled substances through school counselors and through cooperation with governmental and private agencies that offer aid to such students.

ALCOHOL, TOBACCO AND DRUG ABUSE (Continued)

- Provide a continuing in-service education program for all teachers with specific emphasis in the recognition of behavior brought on by drug use and the immediate steps that should be taken to bring problems to the attention of school authorities.
- The schools shall endeavor to educate and counsel students and employees concerning abuse of alcohol, illegal drugs, and/or controlled substances. Every reasonable effort shall be made to provide for students and employees an environment that is free of alcohol, illegal drugs, and/or controlled substances.

ARRIVAL

The cafeteria will be open at 7:15 am for students. Students will not be allowed into their building, without being accompanied by a teacher before the start of school. Students are not allowed to leave campus after arrival at school without permission from parents and administration.

ATTENDANCE POLICY – NOTE: Authorized school trips are not absences.

New Mexico State law provides that all students must attend school as long as school remains in session. It is important that parents/guardians and students be aware of the New Mexico "Compulsory Attendance Law." Relevant portions follow: *"A person subject to the provisions of the Compulsory School Attendance Law (22-12-1 to 22-12-7, NMSA, 1978) shall attend school for at least the length of time of the school year that is established in the school district in which the person is a resident. Any parent, guardian or person having custody and control of a person subject to provisions of the Compulsory Attendance Law is responsible for the attendance of that person."*

It is important that students are at school on a regular basis. The school recognizes that unavoidable circumstances may result in absences due to illness or injury and these situations will be dealt with on a case-by-case basis.

Parental Notification of Absence

Parents/guardians will need to call the school on or before the day of the absence by 9:00 a.m. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns by a signed parental note, in time for the student to obtain an admission approval prior to class time. Absences not excused by parental or administrative authorization will be considered unexcused. If a student has been absent for two (2) or more consecutive days due to illness, administration may require a written note from the student's doctor.

Excused Absence

- Illness or personal injury
- Death in the family
- Medical appointments that cannot be scheduled on days school is not in session.
- Family emergencies (with administrative discretion)
- Educational experience (previously approved by administration)
- Religious holidays (prior notice given to superintendent)
- Unsafe travel conditions

School administration is authorized to excuse students from school for necessary and justifiable reasons. School personnel will work in cooperation with parents in the matter of school attendance and punctuality, particularly in regard to the scheduling of medical and dental appointments and family vacations outside of school hours and during school vacations.

Prolonged Illnesses

In cases of chronic/prolonged illnesses that last 10 days or more, if the student is able to do school work as shown by a note from the doctor, the student may be placed on homebound study until they can return to school.

Unexcused Absence

Unexcused absences are absences for which the student's parent/ legal guardian has provided no appropriate excuse, within 24 hours. Classroom work where a grade was taken for that class or day of the unexcused absence may be counted as a zero. Out of school suspension is an unexcused absence caused by student conduct. Out-of-school suspension/expulsion will not be used as a consequence for an unexcused absence.

Make-Up-Work

Teachers are happy to assist students with make-up work for excused absences. It is the student's responsibility to ask for make-up work and to arrange for a time to make up tests upon their return. Students will have the number of days absent plus one to make up missed work. Assignments that were due and tests that were to be taken on the first day of the absence are due to be turned in on the first day the student returns to school. *When absences are pre-planned and make-up work is provided prior to the absence, students should be prepared to make-up tests on the day of their return. A student shall not be provided the opportunity to make up the work missed during an unexcused absence, with the exception of out-of-school suspension.*

Compulsory School Attendance and the Coalition Against School Truancy

- **Three Day Unexcused Absence** - The school administration will notify the parents by phone and certified mail of a student's third (3rd) unexcused absence. The school will schedule a meeting to develop an intervention contract for both the student and his/her parent(s).
- **Five Day Unexcused Absence** - The school administration will notify parents by phone and mail of a student's fifth (5th) unexcused absence. Written notification will also be made to the Probation Services Office. The student is considered "truant" in the eyes of the law. A meeting with the parent will be scheduled to further discuss the intervention contract.
- **Seven through Nine-Day Absence** - The school administration will notify parents by phone and mail of the unexcused absence. On the 9th absence a mandatory meeting is scheduled with the student and parent to review the consequences of a 10th absence.
- **10 Day Unexcused Absence** - The school will notify parents, by certified mail, of a student with ten (10) unexcused absences. Written notification will also be made to the Probation Services Office. The student is considered "habitual truant" in the eyes of the law.

Tardy Policy

Students will be considered tardy if they are not in the classroom when the bell rings. If a student misses more than twenty (20) minutes of class it will be counted as an unexcused absence. These absences shall be applied to the 10-Day Rule Policy. Students are expected to be in class until the last bell dismisses them for the day. Three tardies in a class will result in Friday School (FS) or detention.

10-Day Rule

Any student absent ten (10) days in semester (**excused or unexcused**) may lose credit. A student who reaches ten (10) absences will be required to continue attending school. Students who do not attend class will be referred to the Juvenile Probation Officer for failing to follow the Compulsory School Attendance Policy. Parents/Guardians and the student will be notified by return receipt mail of the ten absences and loss of credit. Within 10 days of the receipt of the notification parents/guardians and the student shall have an opportunity to request a hearing with the Attendance Appeals Committee, PO Box 275, Maxwell, NM 87728

10-Day Rule Procedures:

- **Five (5) excused or unexcused** absences: Student/parents will be contacted by administration and sent an *Initial Letter of Notification*, warning that the student is in jeopardy of loss of credit and a request for a meeting. If the parent/guardian refuses to participate in the meeting, the principal shall place in the student's attendance records documentation of such a refusal.
- **Seven (7) excused or unexcused** absences: Students/parents will be contacted by administration and sent a *Second Letter of Notification* warning that the student is in jeopardy of loss of credit. A mandatory meeting will be held with the student, their parents/guardians and administration to address the issues of tardies and/or absences. The student and parent/guardian will be offered a contract to address these issues.
- **Ten (10) excused or unexcused** absences: Students/parents will be contacted by administration and sent by certified mail, a *Final Letter of Notification* outlining the possibility of loss of credit, the need for a remedial program and the hearing appeal process. The Juvenile Probation Officer will be notified to investigate whether the child should be considered a neglected child or a child in need of services because of habitual truancy.
- Within 10 days upon receipt of a request for a hearing, the Attendance Committee will determine the date of the hearing.
- At the 10-Day Appeals Hearing the committee will determine if the student shall be retained, placed in a remedial program or lose/retain credit for work completed.

Appeal Process for 10-Day Rule

When a student has reached the 10-day limit because of tardies or absence, the school will send a letter to the parent(s) of the student notifying them of the loss of credit. If the parents and the student wish to appeal this ruling they must do the following:

1. Contact the Appeals Committee in writing within 10 days of notification to set up a meeting with the committee.
2. When the student and their parents/guardians meet with the committee, they may be offered a contract to address the issues of tardies or absences.
3. If a contract is issued and the student fails to adhere to the contract the student will lose credit for the semester.

ASSEMBLIES, GAMES AND SCHOOL SPONSORED EVENTS CONDUCT

Students attending school-sponsored events are expected to adhere to school policy. Students are to refrain from excessive, overt expression of affection i.e., hugging, kissing. Dress code policy is to be followed at all school-sponsored events whether on or off campus. In case of a serious violation involving alcohol, drugs, fighting, weapons, etc., parents will be contacted and law enforcement officials will be notified. Violation of school policy could be grounds for disqualification from future school-sponsored events.

- **During the School Day:** Assemblies, pep rallies, games and other events will be held during the school day throughout the year. These functions are treated the same as a class period and attendance is compulsory unless the student is a member of a religious group whose doctrine forbids such activities. A student who cannot attend will be given an alternate supervised activity.
- **Gymnasium Conduct**
 - ✓ Students should cheer the injured player on either side as they leave the court and should not interfere with cheering from the opposing team.
 - ✓ Students are expected to sit quietly or stand at attention during the playing of the National Anthem, the school song, or the opponent's school song.
 - ✓ Climbing on the gym rails is not permitted. Leaning on the gym rails is highly discouraged.

- ✓ When attending school-sponsored activities, students should act in an orderly manner or they will be removed from the activity.
 - ✓ Hanging from basketball supports or rims is prohibited.
 - ✓ Gym shoes must be worn in the gymnasium.
- **Extra-Curricular Code of Conduct** Students are role models; they represent their team, school, parents, and community. In order to participate in extra-curricular activities, students attending Maxwell Schools must abide by the **code of conduct**.
 - ✓ Students will conduct themselves with class and sportsmanship. The first offense may result in temporary suspension or expulsion from the team/extra-curricular activity.
 - ✓ Students must be in school on the day of the event or have prior approval from an administrator or a doctor's note to participate in the event.
 - ✓ Students will not use profanity. Profanity could result in loss of participation privileges.
 - ✓ Students will report all injuries, no matter how small.
 - ✓ Students will strive for academic excellence. Academic dishonesty (cheating on quizzes or tests, plagiarizing, etc.) can be grounds for suspension or removal from any team and/or club. Violation of this rule will be determined by the school administration.
 - ✓ Students who quit the team or activity during the year will not be reinstated that same season. Students are discouraged from moving from one sport to another in the same season. The decision to allow students to move will be made by the coaches of the sport and administration.
 - ✓ Students will not possess or use alcohol, tobacco, or drugs at any time on or off campus. Students will be dropped from the team and may be suspended from other extra-curricular activities on the FIRST offense and for the remainder of the school year on the SECOND offense.
 - ✓ Students are law-abiding citizens. Students found guilty of a crime resulting in law enforcement/probation referral will be dropped from team/extra-curricular activities and suspended from all extra-curricular activities for 150 school days on the FIRST offense.
 - ✓ Students will not engage in fighting, truancy, or disrespectful behavior. Students found guilty of fighting, truancy, or being disrespectful toward staff may be suspended and/or terminated from the teams/extra-curricular activities.
 - ✓ Students will exhibit exemplary behavior on activity bus trips. The first offense may result in the loss of bus privileges.
 - ✓ Students will not exhibit insubordination toward a teacher, coach or any school personnel. Students suspended for such an offense may be terminated from the team/extra-curricular activity and suspended from other extra-curricular activities for at least 36 school days. On the second offense students may be suspended for the remainder of the school year.
 - ✓ Students will not receive a letter or award until all issued equipment and uniforms are returned.
 - ✓ Students are required to ride the activity bus to and from all events, unless parents and school administration have made prior arrangements with a signed, written release from parents.

ATHLETICS/ACTIVITIES

Maxwell Schools sponsor a variety of athletic/competitive programs. Athletic activities are a privilege, not a right. Athletics are open to student that meets the following criteria:

- Physical examination yearly conducted by an M.D., CNP, and/or PA that is paid for by the parents/guardians.
- Parent permission form
- Proof of medical insurance.
- Maintain academic eligibility

Activity/Athletic Uniforms

All uniforms are property of the school district and may not be permanently altered in any way. Uniforms must be returned to the coach at the end of the season. Failure to return uniforms to the coach will result in payment of uniform replacement costs.

BACKPACK/PULL-ALONG POLICY

Backpacks are not to be stored on the floor in the building hallways, cafeteria or gym. . With teacher's permission, students can store their backpacks in a classroom.

BULLYING/CYBERBULLYING/STUDENT HARRASSMENT PREVENTION

Cyberbullying, is prohibited when such bullying creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities, or performance.

Bullying and harassment is prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Anti-bullying shall be included as a part of the health education curriculum as set forth in 6.29.6.8 NMAC.

- "Harassment" is knowingly pursuing a pattern of conduct that is intended to annoy alarm or terrorize another person.
- "Bullying" is any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to hazing, harassment, intimidation or menacing acts of a student, which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age, or sexual orientation.
- "Cyberbullying" is electronic communication that:
 - ✓targets a specific student;
 - ✓is published with the intention that the communication be seen by or disclosed to the targeted student;
 - ✓is in fact seen by or disclosed to the targeted student; and
 - ✓creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance.

Licensed school employees will complete training on how to recognize signs that a person is being harassed, bullied or cyberbullied and shall be responsible for reading and understanding this policy. Licensed school employees who have information about or a reasonable suspicion that a person is being harassed, bullied or cyberbullied will report immediately to the principal.

School administrators who receive a report of harassment, bullying, or cyberbullying will take immediate steps to ensure a prompt investigation of the report and shall take prompt disciplinary action in response to these acts upon confirmation of the occurrence through the investigation. Such action may include the least restrictive means necessary to address a hostile environment on the school campus resulting from confirmed harassment, bullying or cyberbullying that include:

- *counseling,
- *mediation,
- *discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently utilizes.

Where disciplinary action is deemed necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed. ***To report an incident, complete the complaint form for harassment, cyberbullying and bullying that are available in the MMS office and file it with the Principal.***

CAFETERIA

Maxwell Municipals Schools' students are provided a free breakfast and lunch each school day. Lunch periods are scheduled so that students have at least 30 minutes to eat lunch. The following guidelines apply to students eating in the cafeteria:

1. Food is not to be taken from the cafeteria unless approved by the administration.
2. Students eating in the school cafeteria will conduct themselves in an orderly manner, talk quietly, and clean their eating area before leaving.
3. The cafeteria supervisor is responsible for maintaining order during breakfast and lunch. Any student who is disrespectful to the supervisor or cafeteria cook(s) will be asked to leave the cafeteria, and are subject to further disciplinary action by the administration.
4. A nutritional beverage is provided with each meal. Students are not allowed to bring their own beverage unless they bring their own lunch.

NO STUDENTS ARE ALLOWED TO LEAVE CAMPUS DURING THEIR LUNCH PERIOD!!!

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES (ECD)

Students need a safe, positive and productive learning environment free from disruptions, distractions and threats. Personal Electronic Devices can create disruptions to the learning environment and distract students from the primary purpose of education. It is MMS policy to request all personal electronic devices including cell phones be placed in the "off" position in area that the teacher designates and not visible during the day unless a teacher has provided students an educational opportunity to utilize the device. **Students are allowed to use electronic communication devices before and after school and during their lunch period or under the direction of a teacher or administrator. Students will not be allowed to use their phone between class periods.**

- **First Offense:** Students will have their cell phone confiscated for the remainder of the day for the first offense.
- **Subsequent Offenses** will result in the cell phone confiscated and parent/guardian will be contacted to come retrieve the phone.
- **Loss of and Damage to Personal Electronic Devices:** The District shall not be liable or responsible for the loss or damage to any Personal Electronic Device at school or at school-sponsored activities.

CHANGE OF ADDRESS

Whenever there is a change of address or telephone number, parents/guardians should notify the school office. **In the event of an emergency it is necessary to be able to contact parents quickly** and this cannot be done without correct contact numbers.

CLOSED CAMPUS

Maxwell Municipal Schools operates under a closed campus policy. Upon arrival to school, students are to REMAIN ON CAMPUS, including during lunchtime, until 4 p.m. Authorized areas during lunch include classrooms with teacher supervision, the library, the gym, and other areas directed by staff performing supervision during lunch.

Students needing to leave school for any reason must follow checkout procedures. Students leaving campus without permission will be considered **truant** and will be subject to disciplinary action.

COLLECTION OF DEBTS

Debts may be incurred for the following: lost or damaged textbooks, instructional materials or equipment; lost or damaged library materials, athletic equipment and organization or club material; fund-raising merchandise or money not turned in; damages to school property, building or any other debt deemed to be legitimate by the administration. Debts will be paid to the school Administrative Assistant where it will be received. Debts should be cleared prior to obtaining a course schedule, withdrawing or graduating.

COPYRIGHT PERMISSION

The Maxwell Schools wants to recognize students for their accomplishments, projects, awards, etc. on our website, and in publications, local media or for other lawful purposes. To release your child's photo to media outlets, we require written parent/guardian consent. The *Copyright Form* in the back of this booklet can be used to agree to or opt out of having your child's photo or information used for any publications on the school website, written publications and media outlets.

CURRICULUM/GRADUATION REQUIREMENTS

Elementary/Middle School Required Curriculum:

1. **Grades K-2:** Instruction in language arts skills including phonics and math daily.
2. **Grade 3:** Instruction in language arts skills and math daily.
3. **Grade 4 - 6:** Instruction in language arts skills, with an emphasis on writing and editing, math, science, and social studies, to include geography. Other subjects will be offered such as: art, music, physical education, health, and computer literacy.
4. **Grade 7:** Instruction in English, Reading (with an emphasis on grammar and writing, communication skills), Science, New Mexico History and Geography, Math and Physical Education.
5. **Grade 8:** Instruction in English, Reading, Math, US History, Science and Health.

**Other electives for the 7th and 8th grade include: Industrial Arts, Life Skills, Leadership, and Computer Applications, Family and Consumer Science, Art and other vocational courses.

DISCIPLINE POLICY

The primary goal of the Maxwell Municipal School District student behavior policies is to provide an atmosphere that promotes learning by establishing order and avoiding disruption. The aim of disciplinary measures is to assist each student in the development of self-control, social responsibility and acceptance of appropriate consequences for certain actions. All students are urged to help create a positive educational atmosphere by maintaining proper respect for themselves, for others and for their school. Students are expected to be safe, responsible and respectful members of the school community.

The rules in the elementary school are intended to be simple so that all students can understand them, learn to follow the rules, and abide by the established consequences.

Not all types of infractions and/or circumstances will be included in the handbook. In those instances where an infraction and/or consequence are not listed, the professional judgment of the principal and the building staff will take precedence when determining an appropriate action.

Each classroom teacher has their own established consequences that will address most infractions; however, when an office referral is warranted students will be directed to the principal's office for disciplinary action. The student conduct and behavior consequence chart will be utilized (next page).

PARENT CONTACT WILL BE MADE REGARDING EACH OFFENSE

(See Student Conduct and Behavior Consequences (Next Page))

Student Conduct and Behavior Consequences
Elementary Discipline Action

Level of Offense	1st Offense	2nd Offense	3rd Offense
<p style="text-align: center;">Level 1</p> <ul style="list-style-type: none"> • Inappropriate Items • Teasing/Name Calling • Excluding Others • Inappropriate Horseplay • Disruption • Unsafe Actions 	<ul style="list-style-type: none"> • Student/Principal Conference 	<ul style="list-style-type: none"> • Student/Principal Conference • Loss of Privilege • Contact Home from Teacher 	<ul style="list-style-type: none"> • Student/Principal Conference • Loss of Privilege • Lunch Detention • Contact Home From Principal
<p style="text-align: center;">Level 2</p> <ul style="list-style-type: none"> • Disrespect/Defiance • Disrupting-after asked to stop • Fighting/Provoking • Destruction of Property • Leaving without Permission • Reckless Play • Scratching/Spitting • Minor Threats • Throwing Dangerous Objects • Cheating/Lying/Minor Theft • Obscene Language (Minor) • Pushing/Spitting/Kicking/ • Tripping/Pinching • Computer Misuse 	<ul style="list-style-type: none"> • Student/Principal Conference • Office/Detention and/or Lunch Detention 	<ul style="list-style-type: none"> • Student/Principal Conference • 2 Office Detentions and/or 2 Lunch Detentions • Contact Home from Teacher 	<ul style="list-style-type: none"> • 1 Day Suspension • Parent Contact
<p style="text-align: center;">Level 3</p> <ul style="list-style-type: none"> • Defiance (Persistent) • Bullying • Defacing/Destruction of Property • Severe Fighting • Harassment • Offensive Touching • Punching/Biting/Severe Physical Harm • Theft • Threats • Second Offense/Level 2 	<ul style="list-style-type: none"> • Student/Principal Conference • Student Calls Parent • Office/Detention and/or Lunch Detention • Written Assignment 	<ul style="list-style-type: none"> • Student/Principal Conference • Student Calls Parent • Written Assignment • Before and/or After School Detention • Conference with parents 	<ul style="list-style-type: none"> • Student/Principal Conference • Out of School Suspension (+/-2) • Team Meeting and Conference with parents (Counselor, Teachers, Behavior Specialist, and other Consultants)
<p style="text-align: center;">Level 4</p>	Level 4 offenses will be handled on an individual basis. Student may be referred to SAT team and/or other Services and law enforcement will be notified if necessary.		

BSD - Before School Detention **ISS** - In School Suspension **OSS** - Out of School Suspension
EWS/SAT - Early Warning System/Student Assist Team **BIP** Behavior Intervention Plan **FS** Friday School

Note: Extra-curricular activities are privileges and may be removed due to poor choices.

Note: For criminal offenses where outside authorities are called, the student is still subject to school discipline procedures and penalties.

Note: Administration reserves the right to determine appropriate consequences for student choices in the event specific behaviors or situations do not fit into the above criteria.

DISTRIBUTION OF THIS POLICY AND ACKNOWLEDGMENT OF RECEIPT

By signing the Student/Parent Handbook Form, you are acknowledging that you have read and understand Maxwell Municipal School's Disciplinary Policies.

DRESS CODE POLICY

A student's appearance will be governed by standards compatible with decency, cleanliness, safety and a maintaining a positive atmosphere of learning. Dress, which disrupts and interferes with the educational process, is not allowed. The school has the right and responsibility to intervene anytime it feels that the appearance of a student does not meet these standards. Appropriate dress for school is respectful, in good taste, with modesty being the prevailing model. Personal attire should reflect pride and respect as a student at Maxwell Municipal Schools. The administration may decide the appropriateness of dress or hairstyle. The following is a list of infractions concerning students' dress which are considered in violation of the student dress code:

- Clothing that displays tobacco, alcohol, drug, ethnic slurs, gang related, sexual symbols or messages, disrespect for the American Flag or other socially unacceptable remarks or innuendos.
- No body piercing allowed in school with the exception of ear piercing. Clear plugs may be worn.
- Hair length, colors, and styles that are such extreme deviations from the norm that they detract from the educational environment.
- Hats, caps, or stocking caps worn inside the building. Hats are not to be worn backwards or sideways on school property or at school sponsored events.
- Mesh shirts, tank tops (no less than 2 inch wide), and crop shirts shorter than waist level (Cleavage or the midsection of the body must not show). A shirt must be worn underneath a "Net or Mesh Shirt.
- Button shirts must stay buttoned to the second button from the collar or a shirt must be worn underneath.
- Spaghetti straps or racer back tops.
- Perfumes and other strongly scented products should be kept to a minimum. These may cause allergic reactions and/or migraine headaches.
- Bare feet. Appropriate footwear is required. House shoes are not allowed.
- Cutoffs, skin fitting biker, or spandex shorts, to include leggings without a thigh length top.
- Tattoos or writing on skin that displays tobacco, alcohol, drug, ethnic slurs, gang related, sexual symbols or messages, disrespect for the American Flag or other socially unacceptable remarks or innuendos.
- Oversize or saggy pants.
- Shorts or skirts more than four inches above the knee. Waistbands of all dresses, skirts, shorts and pants shall be secured at the waistline.
- Inappropriately ripped and/or torn clothing.
- Trench-type coats, dusters, or stadium jackets.
- Sunglasses or chains.

Students will call parents and change inappropriate clothing. If a student's parents cannot be reached, students will be provided something to wear by the school. Continual violations of dress code policy will result in disciplinary actions. Sponsors of all activities may impose additional requirements to dress code.

DRUG FREE CAMPUS

Maxwell Municipal School District prohibits students from using, misusing, abusing, possessing, selling, dealing, transportation and/or giving away alcohol, controlled substances, prescription drugs used or possessed without a prescription, solvents/inhalants used for intoxication, and/or drug paraphernalia while at school or while at a school sponsored activity. (Section 22.5-4-3, NMSA 1978) This includes e-cigarettes and nicotine liquid containers.

The Superintendent or designee has the authority to suspend, refer for prosecution, and recommend expulsion of students who have been found to be in violation of school rules and/or state laws on alcohol and/or drugs. The school curriculum will integrate age-appropriate drug and alcohol education and prevention programs for all students.

DUE PROCESS PROCEDURES

Students in Maxwell School District have rights. They also have the responsibility to respect the rights and property of others. If students make bad decisions and fail to respect the rights and property of others, disciplinary action will be taken. In all disciplinary cases, students are entitled to due process. This means students:

- Must be informed of accusation against them.
- Must have the opportunity to accept or deny the accusations.
- Must have explained to them the factual basis for the accusations.
- Must have a chance to present an alternative factual position if the accusation is denied.

WEEKLY ELGIBILITY POLICY

- Students shall have a minimum 2.0 GPA and no grades below 60%.
- At Maxwell Municipal Schools 6- 12 eligibility reports will go out on each Tuesday. If a student has a grade below 60, they will have until the following Tuesday to meet eligibility requirements. If they do not meet eligibility requirements at this time he/she will not compete in any extra-curricular activity until the next week's eligibility report is posted and their grades meet the eligibility requirements.

ENROLLMENT

Requirements:

- **Legal Custody:** The adult enrolling the student must have legal custody of the student. Legal custody is obtained through court proceedings and signed by a judge or biologically.
- **Proof of Residence:** Documents, which meet this requirement, are utility bills (water, gas or electric) or documentation through the County Assessor's Office.
- **Current Immunizations:** A copy of current immunization requirements must be presented at enrollment. All immunizations must be up to date.
- **Current Transcript (HS Students only):** To be able to schedule and place your student in the correct classes, a current transcript is needed. A release of information form signed by the parent/guardian will be required to obtain official school records from the student's previous school.
- Official Birth Certificate

Nonresident Students

A student who does not reside in the District but is a resident of New Mexico who meets the age and other requirements for open enrollment may be admitted to the school without payment of tuition. Admission of students who do not live within Maxwell Municipal School District is allowed as a privilege, not a right, and will not be construed as creating a "property right" for continued attendance for any period.

An Out-of-District Enrollment Application form must be completed and an "Admission of Non-Resident Student Agreement" signed by student and parent/guardian upon enrollment.

Criteria for consideration of admission for Out-of District students include:

- Any student who is currently under expulsion or is currently on long-term suspension from another school district may not be admitted to the Maxwell Schools.
- Maximum class sizes set by the district cannot be exceeded.

EQUAL ACCESS

The Board does not require our schools to create an open forum or meeting place for non-curriculum related student groups to meet on school premises during instructional or non-instructional time. However, if the administration of our schools allow non-curriculum related student groups (e.g. chess club) to meet on school premises during non-instructional time, before or after, groups shall have the right, guaranteed by the Equal Access Act of 1984, to meet on the same basis and are subject to the controls as any other student initiated non-curriculum group. Activities, traditionally sponsored by the school, but not directly related with the curriculum, such as athletic activities, school plays, and school talent shows, etc., shall not be considered as creating a "limited open forum".

FEES

No grades will be issued nor will any transfer forms be sent until all books are returned and fees are paid in full.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records:

The Maxwell Municipal Schools (The District) is providing notice of these rights, as outlined below:

- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the Administrator a written request that identifies the record(s) they wish to inspect. The Administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records, the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school Administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right of a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an Administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has a contract to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The District classifies the following as Directory Information: student's name, parent's name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, student's photograph, and the most recent previous school attended by the student. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his or her consent must notify, in writing, the Administrator of the school where the records are kept by 5 working days following enrollment or re-enrollment. The objection must state what information the parent or student does not want to be classified as Directory Information. If no objection is received by 5 working days following enrollment or re-enrollment, information designated above will be classified as Directory Information until the beginning of the next school year.
- Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Administrator's Office of each school within the District.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Maxwell Municipal School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

FINAL EXAMINATIONS

Final examinations or end-of-year projects will be administered to all students in classes offered for credit. No extracurricular activities will be held during semester examination week (except Thursday through Saturday). Practices may be held during Finals Week, but will end by 4:30 pm.

FIRE DRILLS

As per state law, Maxwell Municipal Schools will have a minimum of one fire drill per week during the first month of school and one every month thereafter. Evacuation routes are posted in each room. When the fire alarm sounds students must evacuate to the area designated for that particular class. Teachers are to review evacuation procedures with each class. Evacuation of students should be orderly, quiet, and taken seriously. Students will return to class after a bell rings and the teacher directs them to do so.

FOOD AND DRINK

- **Computer labs or Library:** No food or drink allowed.
- **Gym:** Drinks and snacks such as popcorn and candy bars are allowed.
- Food and drinks may be taken into classrooms on special occasions with the teacher's permission.

FUND RAISERS

Money collected through fundraisers must be turned into the sponsor and receipted within 24 hours. All fundraiser monies will be used to provide incentives or materials for students.

GANG ASSOCIATION OR ACTIVITY

For the purposes of school discipline, a gang shall be defined as a group or two or more persons whose purposes include the commission of illegal act or acts in violation of disciplinary rules of the District.

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other related item that evidences or reflects membership in or affiliation with any gang;
2. Engage in any act, either verbal or nonverbal, including gestures, showing membership or affiliation in any gang.
3. Engage in any act to further the interests of any gang or gang activity; including but not limited to:
 - Soliciting membership in or affiliation with any gang.
 - Soliciting any person to pay for "protection", or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act.
 - Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property.
 - Engaging in violence, extortion, or any other illegal act, or other violation of school policy.
 - Soliciting any person to engage in physical violence against any other person.
 - Disciplinary actions pursuant to this policy shall follow procedures prescribed by Board Policy.

GRADING POLICY

Academic grades indicate the progress a student is making toward the standards and proficiencies in the subject or program taught. They become an important part of the student's permanent record and are dependent upon the ability, effort, and determination of the student. Citizenship grades separately reflect student conduct and shall not be used in determining academic performance.

Each semester the student will receive two nine-week grades, one semester examination or project grade, and one semester grade.

GRADING POLICY (Continued)

The following grading scales will be used at Maxwell Municipal Schools:

A = 90 - 100	("A" has the point equivalent of 4.0)
B = 80 - 89	("B" has the point equivalent of 3.0)
C = 70 - 79	("C" has the point equivalent of 2.0)
D = 60 - 69	("D" has the point equivalent of 1.0)
F = 59 or below	("F" has the point equivalent of 0)

- "Superintendent's" Honor Roll - all grades are 90 or above (A)
- "Principal's" Honor Roll - all grades are 80 or above (B)
- All final exams are worth 20% of student's semester grade.

Parents should first contact the teacher to resolve the question. If there is still disagreement, a conference with the teacher and administration will be scheduled. Progress reports are sent to parents at the end of the fourth week in each quarter. Report cards are mailed out each nine weeks to student's parents/guardians.

SCHOOL NURSE

Maxwell Municipal School District provides the services of a Registered Nurse who is on duty during the school day. The nurse's office is located in the Administration Building. If a student should become injured or seriously ill, the nurse will be called to attend to the needs of the student. In non-emergency cases, students **must be given a pass to go to the nurse's office. Students are not to go to the nurse's office during passing period.**

Homework Requests

Requests for homework should be made to the school office between 8:00 and 9:00 am, if homework is to be picked up on the same day. Homework may be picked up at the school office.

Students will be granted credit for made-up work due to absences for school-sponsored activities and will make arrangements to make up work before the absence.

INSURANCE

Each year the school provides students with the opportunity to purchase insurance, which will cover them in case of an accident while under school supervision. This is attributed to the fact that the school cannot be held liable for an accident on school property. All students taking part in extra-curricular activities must carry school insurance or present a signed affidavit by parent(s) that the student is covered by the family's insurance.

LIBRARY RULES

The library is a place for work. The rights of those who wish to read and/or do research must be protected by observing the regulations listed below:

Student will:

- Enter the library quietly and remain quiet.
- Bring necessary material for research to the library.
- Check out books for two weeks and renew if necessary.
- Replace reference books, magazines and newspapers before leaving, unless other arrangements have been made with the librarian.
- Not take books from the library unless they are properly checked out.
- Pay for lost or damaged books.
- Check out only two books at a time unless approved by the librarian.

LIBRARY RULES (continued)

- Return all books to the library.
- Pay fines of **five cents each day** that the book is overdue.
- Re-new their books if needed longer than two weeks.

ALL CLASSES MUST REMAIN QUIET WHILE IN THE LIBRARY OR THE CLASS WILL BE ASKED TO LEAVE

LOCKER POLICY/ ASSIGNMENT

Students are assigned a locker at the beginning of the year or upon enrollment. Students are responsible for their personal property and damage to school lockers.

- ✓ Locks are not allowed on hallway student lockers unless a key or combination is provide to the School Office.
- ✓ Lockers or locker numbers will not be shared.
- ✓ Stickers and other items that deface the locker are not to be placed on the locker.
- ✓ Locker room lockers should be kept locked using a combination lock. The combination will be recorded in the coach's office.
- ✓ Students are responsible for the content of their assigned locker.
- ✓ The school reserves the right to inspect lockers.
- ✓ The school is NOT responsible for lost items. Students are encouraged to NOT bring expensive items or cash to school.
- ✓ Inoperative lockers should be reported to the office immediately.

LOST ITEMS

Any unidentified item found should be turned in to the office, unless it is a suspicious object such as a package or unidentified substance. In that case, the superintendent or her designee will determine the proper course of events. On a monthly basis lost and found items will be viewed by students, any unclaimed items will be disposed of at the superintendent's discretion.

MEDICINE (A form is available in the nurses office.)

Prescription Medication

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container.
- Only the superintendent, school health assistant, or superintendent's designee may administer medicines including prescription drugs to students.
- **All medicines must be dispensed from the office. The student may NOT self-medicate during the day.**

Over the Counter Medication (OTC) (Form is included in packet)

Parents/guardians, who permit a school nurse to administer an OTC medication, will supply the medication in an unopened bottle of the OTC medication for which they are giving consent to be given to their child. (The smallest bottle possible is helpful due to space and monetary considerations). To do this a parent must fill out a Consent for "Over the Counter" Medication Form. All medications need to be stored securely.

All medications must be labeled with the name and date of birth of the child for whom they are intended. If more than one child from a family is in the school, the names and dates of birth of all children may be placed on a single bottle of OTC medication. After initial opening to treat the child, the date of opening should be marked on the bottle with permanent marker - the bottle may be re-used to treat that child until empty, the medication expires, the school year ends, or one year from opening has passed, whichever comes first.

MONEY AND VALUABLES

Students should not bring large amounts of money or valuables to school. The Maxwell School District will not be accountable for items stolen or damaged.

NOTIFICATION OF LAW ENFORCEMENT

Administrative authority has the discretion to notify the local children's court attorney, district attorney, or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

Law enforcement will not be allowed to question a student without the administration having verified their authorization to do so by viewing identification, written verification and a phone call to the individual's agency. The officer will be requested to contact parents and the school will make every reasonable effort possible to contact parents unless there is a question of child abuse by the parent. The parent may be present for the questioning unless they give the officer permission to do so in their absence and the interview is not in response to a report of child abuse. If an officer has an arrest warrant they must complete the form for Signature of Arresting Officer, the school will make every reasonable effort possible to contact parents and the student will be released to the officer.

This in no way precludes presentations by law enforcement officials for educational purposes.

OFFICE TELEPHONE USE/MESSAGES

Students may use the telephone in the high school office or the Counselor's Office with permission from authorized school personnel. Messages from parents or guardians will be delivered to students as soon as possible without interrupting class.

PARENT-TEACHER CONFERENCES

Parents who want to have a conference with a teacher may schedule the conference through the principal's office or the classroom teacher. These conferences shall be scheduled during the teacher's preparation period or before or after school.

PLEDGE TO THE FLAGS POLICY

The pledge to the United States and New Mexico flags may be recited in each school each day. We have chosen to do this in individual classrooms. Please note that participation in the pledge is a voluntary activity for any member of our school community. Individuals may choose not to participate for a number of reasons, including:

- family or personal convictions of a religious, philosophical, or political nature;
- citizenship in another sovereign nation; or
- as a logical extension of their constitutional rights.

PROHIBITED ACTIVITIES

State Department of Education 6NMAC - 1.4 sets forth certain prohibited acts in all New Mexico Public Schools and for student whenever they are subject to school control. Acts prohibited by Reg. 9.1.1. The commission of or participation in the activities designated and defined below is prohibited in all public schools and is prohibited by students whenever they are subject to the control of school authorities. Criminal and Delinquent Acts, which include but are not limited to:

1. Willful interference with the educational process, threatening to commit or inciting others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures, or functions of a public school. (False alarms/Bomb Threats)
2. Arson
3. Assault and/or battery
4. Criminal damage to property
5. Criminal libel
6. Criminal trespass.
7. Unlawful assembly or disturbing lawful assembly
8. Extortion
9. Larceny, robbery, or burglary
10. Knowingly making false reports to the administration about school personnel.
11. Illegal sales, possession, transportation or use of alcoholic beverages, controlled substances, firearms or other weapons or explosives.
12. Possession or use of tobacco products to include e-cigarettes and liquid nicotine.
13. Sexual harassment or misconduct
14. Hazing, Intimidation, Bullying/Cyberbullying
15. Gang Activity
16. Criminal or delinquent acts.
17. Disruptive conduct (Willfully obstructing or preventing freedom of movement or use of property, facilities or parts of any public school or the right of ingress or egress).
18. Refusal to identify self (Refusal to Cooperate with School Personnel covers situations where students willfully disobey lawful instructions or orders from school personnel or agents such as volunteer chaperones whose responsibilities include supervision of students).

PUBLIC CONCERNS OR COMPLAINTS

A. Regarding Personnel (forms are available in the office)

- ✓ Should a school community member be aggrieved by personnel, they must complete the appropriate form. The written complaint shall be presented to the employee toward who it is directed, with a suggested solution, by the person(s) filing the complaint.
- ✓ The employee has a minimum of five (5) working days in which to reply to the complaint at each administrative level at which the matter is reviewed.
- ✓ If the complaint is not resolved between the originator of the complaint and the employee, the employee's supervisor shall review the complaint. The Superintendent shall be the final level of review.

PUBLIC CONCERNS OR COMPLAINTS (continued)

B. Regarding Facilities and Services (forms are available in the office)

Level 1. The complaint shall be presented in writing, on the appropriate form, with a suggested solution, to the site administrator. Five (5) working days will be allowed for a reply.

Level 2. If a satisfactory response is not received within five (5) working days, a copy of the complaint may be forwarded to the Superintendent, who will have ten (10) working days to reply.

Level 3. If a satisfactory response is not received within ten (10) working days, a copy of the complaint may be forwarded to the Board for its consideration. Consideration as to the disposition of the complaint will be given within thirty (30) days.

C. Regarding Instructional Resources (forms are available in the office)

School community members having a complaint regarding instructional materials will be asked to present a request for reconsideration, the Superintendent will review the work in question. After review by the Superintendent, copies of the request will be sent to the citizen. If not satisfied with the decision contained in the report, the citizen may appeal the decision to the Board. The Board may refer the matter back to the Superintendent for further review, or the Board by reviewing the materials in question.

PROMOTION, RETENTION AND REMEDIATION POLICY

A parent will be notified at the middle of the first grading period if their child is failing to make adequate yearly progress (AYP). An Early Warning System/Student Assistance Team (EWS/SAT) conference consisting of the parent, one or more teachers and administration will be held to discuss possible interventions and/or remediation. A written plan will be developed containing timelines, academic expectations and the measurements to be used to verify that a student has overcome their difficulties. Parents will be notified upon the completion of the first semester if retention is being considered.

The following will apply to promotion:

- ✓ The student is academically proficient and shall enter the next higher grade;
- ✓ The student is not academically proficient and shall participate in the required level of remediation. Upon certification by the School District that the student is academically proficient, they shall enter the next higher grade; or
- ✓ The student is not academically proficient after completion of the prescribed remediation program and upon the recommendation of the teacher and school superintendent shall either be:
 - Retained in the same grade for no more than one (1) school year with an academic improvement plan developed by the student assistance team in order to become academically proficient, at which time the student shall enter the next higher grade; or
 - Promoted to next grade if the parent refuses to allow the child to be retained. The parent shall sign a waiver indicating a desire that the student be promoted to the next higher grade with an academic improvement plan designed to address academic deficiencies. The student assistance team outlining timelines and monitoring activities to ensure progress toward overcoming academic deficiencies outlined shall develop the academic improvement plan. Students who are not proficient at the end of that year as measured by grades, performance on district/state assessments and measures identified by the district shall then be retained in the same grade for no more than one (1) year in order to have additional time to achieve academic proficiency.

- **At the end of the eighth (8th) grade**, a student who is not academically proficient shall be retained in the eighth (8th) grade for no more than one (1) school year to become academically proficient or if the student assistance team determines that retention of the student in the eighth (8th) grade will not help the student to become academically proficient, the team will design a high school graduation plan to meet the student's needs for entry into the work force or a post-secondary educational institution. If a student is retained in the eighth (8th) grade, the student assistance team will develop a specific academic improvement plan that clearly delineates the student's academic deficiencies and prescribes a specific remediation plan to address those academic deficiencies.
- A student who does not demonstrate academic proficiency for two (2) successive school years shall be referred to the student assistance team for placement in an alternative program designed by the School District. Alternative program plans shall be filed with the department.

By New Mexico state law, parents may only waive their student into the next higher grade level one time between grades K-8.

RECORDING DEVICES

The school district prohibits the recording of others at school without consent on electronic recording devices, which includes cellular phones, tablets, computers or cameras. Exceptions are made for those participating in public functions.

REPORT CARDS AND PROGRESS REPORTS

Progress reports will be sent to parents periodically throughout the school year. This report gives a "snap shot" of a student's current grades at any given time. Maxwell Schools will mail the parent/guardian the student's Mid-Quarter Progress Reports. If the student needs help with class work, parents should take advantage of this service to consult with teachers at this time. Semester report cards will also be mailed to the student's home address at the end of each semester.

SEARCH OF STUDENTS

Administration or their designees are authorized to conduct searches when a search is permissible. An authorized person who is conducting a search may request the assistance of some other person, who upon consent becomes an authorized person for the purpose of that search only. A female authority will search female students and a male authority will search male students. An authorized person may conduct a search when they have reasonable suspicion that a crime or breach of other disciplinary rules is occurring or has occurred. An administrator may direct or conduct a search under the same conditions and also when he or she has reasonable cause to believe that a search is necessary to maintain school discipline.

Students, their personal effects, and their vehicles may be searched when it is determined reasonable to do so. Drug dogs or other detection devices may be used in the searches. If illegal substances, stolen property, or weapons are found they will be confiscated and proper legal action taken.

- ✓ Students may be asked to empty pockets, purse, backpack; they may be asked to remove jackets or coats, unlock vehicles, etc. The conducting of strip body searches is strictly prohibited and not authorized by the Board.

NOTICE: Notice of the search policy shall be given to students through distribution of the policies the beginning of each academic year or upon admission during the school year.

SEX OFFENDER NOTIFICATION

In compliance with the Sex Offender Registration and Notification Act parents may gain access to public information regarding the presence of registered sex offenders residing within the Maxwell Municipal School District by visiting the following website: www.nmsexoffender.com. This website should be used to identify sex offenders within the county, city, and School District. If you do not have Internet access available you may visit the public library or request assistance from school personnel.

SEXUAL HARASSMENT

Sexual harassment is a violation of the policies of the Maxwell Municipal Schools, and it is against the law. As a student, you do not have to tolerate sexual harassment of any kind. A copy of the Maxwell Schools' Policy on Sexual Harassment of Students is available for your review in the school office.

- If you feel another student or other students are sexually harassing you, please report the matter to the administration.
- If you feel any employee or official of the Maxwell Schools is sexually harassing you, please report the matter to the administration.
- If you have any questions about sexual harassment issues, please discuss them with a school counselor or the administration.

SPECIAL EDUCATION STUDENTS

Special Education services are provided to students found eligible under the Individuals with Disabilities Education Act. Each Special Education student will have an Individualized Education Plan (IEP), which will be implemented as designed.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

(Forms are available in the office.)

Students may present a complaint or grievance regarding one (1) or more of the following:

- Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- Intimidation by another student.
- Bullying by another student which means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation, or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District; and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary details.

- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

The Superintendent shall determine any question concerning whether the complaint/grievance falls within this policy.

Students should file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian who wishes to complain (other than an elementary student's parent) should do so by completing the forms on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

STUDENT INFORMATION POLICY

Maxwell Municipal Schools may disclose appropriately designated "directory information" in school publications, or to outside organizations without written consent, unless parents/guardians inform the district not to release information without prior consent. **Parents must notify the District in writing by November 15 of the current school year.** Information released would include the following:

- Student's name
- Address
- Telephone number
- Date of birth
- Grade level
- Dates of attendance
- Participation in school activities
- Recognition honors and awards

SCHOOL BUS TRANSPORTATION

School bus transportation is a privilege. Students should be on time to their bus stop. The bus driver is in full charge of the bus and students and must be obeyed promptly and respectfully. Students will:

- ✓ wait in an assigned area for the bus, off of the roadway.
- ✓ enter and exit the bus by walking without crowding or pushing.
- ✓ remain seated, facing the front with both feet on the floor when the bus is in motion. The windows may be rolled down with the driver's permission. Hands, arms, head and feet may not be stuck out the windows. Nothing shall be thrown within the bus or through the window.
- ✓ obey the directions of the bus driver promptly. Students failing to follow the bus driver's requests or creating a disturbance will be referred to the administration.
- ✓ be required to pay for damages to the bus caused by acts of vandalism.

Students could lose the privilege of riding district transportation due to exhibiting inappropriate behaviors.

The principal must approve unassigned passengers on a school bus. Arrangements must be made at least a day in advance by written request.

SCHOOL DISMISSAL/CANCELLATION OF SCHOOL

School will be dismissed for approved holidays (see calendar). Sometimes, it is necessary to dismiss school early without warning, because of emergency situations. Please make arrangements with your student as to where they should go and what they should do at these times.

At times it is necessary to cancel or delay the start of school due to adverse weather conditions. SchoolReach, Radio, Internet and television will make an announcement of the delay/cancellation as soon as the decision is made. The following stations and website will be contacted and updated for school closing by 6:30 am.

Radio: KTRN, KCRT

TV Station: KOB, KRQE, KOAT, KASA

Internet: www.maxwellp12.com

SchoolReach

Delayed Schedule: All bus schedules and the beginning school times will be delayed two hours.

SCHOOL-SPONSORED TRIPS

The school district provides transportation for local and out of town school activities. When students go to an activity in a school vehicle, it is the school district's responsibility to see that the students arrive at the event safely, conduct themselves in an orderly manner, and return safely. The following guidelines are therefore established for school-sponsored trips:

- For field trip activities and other scheduled athletic events, students must secure written parental approval. The sponsor of the activity will provide a "field trip" authorization form to the parent/guardian. Sponsors/vehicle drivers have the ultimate responsibility for safety and well being of students while on the trip. Students must adhere to the rules of behavior and conduct provided to the student. Sponsors/Vehicle drivers will enforce the rules.
- Upon reaching the destination and upon return to Maxwell Schools, the school sponsor has primary responsibility for the safety and well being of the students. Students will adhere to the rules of conduct and behavior provided or stated by the sponsor.

Any school-sponsored trip or activity, home or away, serves as an extension of Maxwell Schools. Therefore, students are expected to abide by the "Student Code of Conduct", as well as other guidelines of dress and behavior as stated in this handbook.

- Students who depart in the school vehicle are expected to return in the school vehicle. Parents/Guardians must submit a written request to the teacher/sponsor before students can be released to the parent or guardian for an exception to be made.
- A list of students making the trip shall be prepared 48 hours prior to making the trip and sent to the principal. Times of departure, estimates of arrival times, and all programmed events, meeting place, rest stops and eating stops shall be planned ahead and made known to all students and drivers. Eating arrangements shall be made ahead of time, if possible. At no time shall school transportation be furnished except to program events approved by the designated sponsor. At no time shall transportation be scheduled or continued when it is contrary to law or public welfare.
- Students failing to obey the rules of the vehicle driver or sponsor are subject to disciplinary action upon their return, which may include exclusion from trips. Dress for travel shall be appropriate and in good taste for visiting or attending schools. Any student who requires medication to be taken on the trip must inform the sponsor prior to departure.
- On overnight trips sponsored by the school, there must be a male and female sponsor if students of both sexes are planning on attending the scheduled event.

STUDENTS LEAVING DURING SCHOOL HOURS

If it is necessary for a parent/guardian to take their child from school or for the child to leave, including students who are eighteen (18) years old or older, permission must be obtained from the office with a written statement or telephone call to/from the parent/guardian. Students must sign out in the office. In case of emergency, the written permission may follow a telephone call.

IF A STUDENT LEAVES CAMPUS WITHOUT PERMISSION, THE SCHOOL IS NO LONGER RESPONSIBLE IN ANY WAY FOR THAT STUDENT.

SUSPENSION AND EXPULSION

When a student returns to school after being suspended they will be allowed to make up work missed while being suspended. All work is due upon return to school. If a student chooses not to make up the work they will receive zeros for all work missed while suspended.

Procedures For Long-Term Suspensions And Expulsions

The procedure for initiating long-term suspensions and expulsions is outlined as follows: The student will not return to school and will not participate in school activities until these procedures have been followed.

Notice: A written notice will be sent, containing the following information:

The school rule alleged to have been violated, a statement of the possible penalty, the date, time, and place of the re-admittance or hearing, and statement that both the student and parents must be present.

TECHNOLOGY ACCEPTABLE USE POLICY

Maxwell Schools provides computer labs containing computers used for general computer applications, instruction, Internet access, and to access the Maxwell Municipal School District's e-mail. Computers in the lab are available for students to use for research or communication related to any class activity or assignment. They are intended for educational purposes only.

In order for a student to use any computer in the school district, the student and the parent/guardian must sign the Technology Acceptable Use Policy/Student Handbook Form for the current year. The Agreement/Student Handbook Form will be on file in the school office allowing the student to have access to the system.

PLEASE NOTE: STUDENTS WHO DO NOT TURN IN A SIGNED STUDENT ACKNOWLEDGEMENT HANDBOOK FORM WILL NOT BE PERMITTED TO USE THE INTERNET.

TECHNOLOGY ACCEPTABLE USE AGREEMENT

Purpose

The purpose of this agreement is to provide the procedures, rules, guidelines and code of conduct for the use of technology and the information network in the Maxwell Municipal Schools District. Use of such technology is a necessary element of the School District's educational mission, but is furnished to staff and students as a privilege, not a right. The School District seeks to protect legitimate users of technology by establishing limits on such use and sanctions for those who abuse the privilege. Eliminating computer abuse provides more computing resources for users with legitimate needs.

- ✓ To obtain access to technology equipment, Internet services and exchange services, all students must obtain parental consent.
- ✓ **The signatures on the Student Handbook Agreement Form are legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.**

TECHNOLOGY ACCEPTABLE USE AGREEMENT (continued)

Summary

Public technologies such as computer laboratories, desktop computers, servers, electronic mail, Internet access, and any other form of electronic communication are provided as a service by Maxwell Municipal Schools (hereinafter referred to as "MMS") to students at school. Use is a privilege, not a right. Students should be good citizens; they must refrain from activities that annoy others or disrupt the educational experiences of their peers. The student is ultimately responsible for his/her actions in accessing the above listed services. Failure to comply with the regulations below and in the MMS Handbook may/will result in loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the New Mexico Revised Statutes or Federal Law.

Ownership

All hardware, software, voice-mail, electronic mail, and any other stored documents or data on a retrievable medium including, but not limited to, floppy disks, hard-drives, CD-ROMs/DVDs, zip drives, flash drives, etc. that are resident on district equipment, are, and shall remain, the property of MMS. This excludes homework assignments, book reports, and material of a similar nature that the student needs to complete his/her work.

Bring Your Own Device Use

Students may not use any personal devices (laptops, iPad, cell phones, etc.) to connect to the MMS network.

Unacceptable Computer Use:

Inappropriate use of any computer or computer workstation can be a severe offense. Please note that it is a violation of MMS policy to:

- Copy software; Duplicate copyrighted software. It is a criminal offense to copy ANY software that is protected by copyright, unless such copying is expressly provided for within the copyright;
- Use licensed software in a way in which it was not intended; use licensed software in a manner inconsistent with the licensing agreement;
- Copy, rename, alter, examine, install or delete the files or programs of another person or MMS; or to collect, read, or destroy output other than your own without permission of the owner or an MMS official;
- Use a computer to annoy or intimidate others, including, but not limited to, sending offensive messages, threatening another person, or intentionally cause a computer system or network to crash;
- Use a computer for non-school-related activities, including but not limited to, personal or private business, non-MMS sanctioned clubs, organizations, and/or activities; without the express permission of the Network Administrator.
- Create, disseminate, or run a self-replication program (virus, worm, or any other program that inhibits operation of a computer or network (whether destructive or not), distributing large quantities of information that overwhelm the network including, but not limited to, chain letters, network games, mass copying of files for no specific reason, etc.;
- Use software not expressly provided by MMS for use on District computing equipment. Students are not to download executable software off of the Internet for any reason. This does not restrict a student from downloading and/or printing an approved document in conjunction with homework or other teacher assigned activities;
- Access or attempt to access a desktop, network, or host computer without having obtained the appropriate access log-in ID and password legitimately, and/or through use of log-in information belonging to another person. This is considered "hacking" and/or "trespass" and will be dealt with appropriately; and

Unacceptable Computer Use (Continued):

- Tamper with switch settings, move, reconfigure, or do anything that could damage monitors, computers, printers, or other computer related equipment. Individuals responsible for damaging these or any hardware, software, computer system, or computer lab in any manner will be financially responsible for all repairs and/or replacements. This includes, but is not limited to, unplugging cables, plugging cables into inappropriate locations, or other related activities that may cause the network or connection to the network to fail or to function improperly.

Internet Use

The use of your Internet account must be in support of educational research and consistent with the educational objectives of MMS. Internet access may be provided to students for research activities relating to their classes. Their instructor must approve Websites accessed by students. Students may also have access to:

- Electronic mail communication with people all over the world
 - Information and news from hundreds of research institutions
 - Various discussion groups which include chat rooms
 - Many library catalogs
 - The graphics based World Wide Web via a web browser
 - Electronic bulletin boards
 - Online databases for peer-reviewed journals
- Network Etiquette. Students will abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
 - ✓ Be polite. Do not be abusive in your messages to others.
 - ✓ Use appropriate language. Do not swear, use vulgarities or any other inappropriate or suggestive language. Illegal activities are strictly forbidden. Do not insult or demean another person or group.
 - ✓ Do not use the electronic system as a means to harass, intimidate, or cyber bully students, staff or community.
 - ✓ Do not reveal your personal address or phone number or that of other students or staff members, except when authorized by a parent and where instructed to do so by a teacher or MMS staff member.
 - ✓ Note that e-mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
 - ✓ Do not disrupt the use of the network by other users.
 - Inappropriate use of an account. The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of privileges. The following are examples of inappropriate use.
 - ✓ Copying, transferring, or duplicating software owned by or registered to MMS.
 - ✓ Transmission of, or downloading any material in violation of any national, state, or District regulation is prohibited. This includes, but is not limited to, copyrighted documents, threatening or obscene/pornographic material.
 - ✓ Using the network for commercial, political, personal, or private gain
 - ✓ Communication whose sole intent is not for the purpose of education or school-related research/activities.
 - ✓ Chat rooms, social networking or any form of chatting including but not limited to Facebook is unacceptable. (Unless authorized and needed for off-campus courses.)
 - ✓ Use or attempt to use another person's login and/or password.
 - ✓ Deliberate misuse and improper handling of school laptops, personal computer, or technical equipment.

Consequences for Inappropriate Use

The System Administrators will deem what is inappropriate use and may close an account at any time. The administration, faculty, or staff of MMS may request the System Administrator to deny, revoke, or suspend specific user accounts. If, in the opinion of the administration or System Administrator, a student has failed to comply with this policy, the student may:

1. Be removed from the system for a specific period of time or permanently, depending on the nature of the offense;
2. Be assigned in-school suspension;
3. Be assigned out-of-school suspension;
4. Be removed from class for the remainder of the semester or school year;
5. Lose their Internet account, and/or email account;
6. Be permanently restricted from taking any classes where the computer is a significant part of the curriculum;
7. Be required to pay for damages with regard to technician time, computer resources, or other fees;
8. Be criminally charged under local, state, or federal laws.
9. Be financially responsible to compensate the District for damages and/or cost replacement of laptops, personal computers, or technical equipment.

TECHNOLOGY ACCEPTABLE USE CONTRACT

By signing the Student Handbook Acknowledgement Form, the student will abide by the **MMS Technology Acceptable Use Policy**. The student understands that any violation of the regulations above is unethical and may constitute a criminal offense. Should the student commit any violation, the student's access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

The parent/guardian of their student has read and understands the Technology Acceptable Use Policy. The parent/guardian has reviewed and discussed this policy with their student. The parent/guardian understands that this access is designed for educational purposes. The parent/guardian also recognize that it is impossible for the Maxwell Municipal Schools System to restrict access to all controversial materials, and the parent/guardian will not hold Maxwell Municipal Schools responsible for materials acquired on the network. Further, the parent/guardian accepts full responsibility for supervision, if and when their student's use is not in a school setting. The parent/guardian hereby gives permission to issue an account for their student, or to otherwise allow him/her access to MMS District computing equipment and the Internet.

Technology Acceptable Use Contract for E-mail accounts

As a user of the Maxwell Municipal Schools e-mail exchange server:

The student recognizes and understands that the district's e-mail systems are to be used for conducting the educational business only. The student understands that use of this equipment for private purposes is strictly prohibited. Further, the student agrees not to access a file or retrieve any stored communication or data other than where authorized unless there has been prior clearance by an authorized MMS representative.

The student is aware MMS reserves the right to review, audit, intercept, access, and disclose all matters on the district's e-mail systems and servers at any time, with or without employee notice or consent. The student is aware that E-mail is considered district property and public record. Citizens, constituents, staff are legally allowed to request specific users email records under the NM Public Records Law, so that all communication on said system should be edited for content, relevancy, and appropriateness to school functions. The student is aware that use of an MMS provided password or code does not restrict the district's right to access electronic communications. The student is aware that violations of this policy may subject them to disciplinary action.

Technology Acceptable Use Contract for E-mail accounts (continued)

The student acknowledges that they have read and understand the MMS Technology Acceptable Use Policy regarding e-mail, computer hardware usage, computer software usage, and Internet access. The student acknowledges that they have read and understand this notice and that a copy of the entire policy has been provided in the Student Handbook.

By signing the Student Handbook Form, the parent/guardian hereby gives permission to issue an email account for their student, or to otherwise allow him/her access to MMS District exchange services provided for e-mail usage.

TEXTBOOKS

Textbooks, which are issued by title and number, are provided for students from the annual allotment made from the state textbook fund. Each student is responsible for seeing that each book checked out to him/her is well cared for. If books show excessive damage when checking books in, students will be charged accordingly. Due to greatly increased textbook costs, it is absolutely necessary students pay for the lost books before new books are issued. Withdrawals, report cards and transcripts may not be issued until damaged or lost textbooks are paid for.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video and possibly audio surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Video recordings may become part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

VISITORS

Parents and visitors are welcome and encouraged to visit the school. **ALL PARENTS AND VISITORS MUST CHECK INTO THE OFFICE BEFORE GOING TO THE CLASSROOM.**

A guest pass must be obtained and approved a day in advance by administration for student guests that will attend school.

VOLUNTEERS

Volunteers can make many valuable contributions to students and the educational programs of the District. A volunteer program is approved subject to suitable rules, safeguards, and regulations as developed by the Superintendent.

In order to protect the safety and security of children and school staff, any volunteer given access to students without the presence (line of site view) of a licensed staff member shall have a background and criminal history check, with the results received prior to allowing the volunteer such access. Volunteer applicants must submit to a background investigation by completing an application form and background consent form in accord with current district policy. If a background check conducted from these criteria fails to return all necessary information, a background check using fingerprints may be conducted.

Volunteers are to be made aware of and comply with all district policies and procedures relevant to the

performance of volunteer duties including but not limited to conduct, privacy, discipline, supervision and ethics. Each volunteer will be provided with a job description of duties, time requirements and qualifications, and be provided training, supervision and evaluation.

This policy shall not apply to:

- ✓ adults who visit a school but have no ongoing individualized interaction with a student or students, including, but not limited to, adults who have been invited to speak to a class or assembly, to judge academic competitions, to give a musical performance, or to participate in a sponsored program;
- ✓ a parent or legal guardian who is accompanying his or her child's class on a one-day field trip or on another type of occasional extra-curricular activity that does not involve an overnight stay.

WEAPONS IN SCHOOL

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to administration. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to law enforcement.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period, if ever. The Superintendent may modify the one (1)-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws. For the purposes of this policy: **Weapon** means any of the following:

- ✓ Firearms.
- ✓ Knives except a knife with a blade length of 2 inches or less that will not lock in open position.
- ✓ Destructive devices.
- ✓ Dangerous instruments.

Simulated weapon means an instrument displayed or represented as a weapon.

Firearm means any of the following:

- ✓ Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
- ✓ The frame or receiver of any such firearm.
- ✓ Any firearm muffler or silencer.
- ✓ Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or similar device.
- ✓ Any combination of parts that could be readily assembled to form a firearm.

Destructive device means:

- ✓ Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.
- ✓ Any collection of parts that could be readily assembled to form a destructive device.

Dangerous instrument means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

School premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.

Deadly weapon means any weapon designed for lethal use, including a firearm.

MAXWELL MUNICIPAL SCHOOLS

School Board Message

The Maxwell Municipal Schools Board of Education is principally charged with developing the educational policies for the District, employing a superintendent, and approving the District's budget. As such, the Board has carefully reviewed the following Handbook and found the rules, policies, and procedures set forth to be consistent with our goal to provide all students with the highest quality educational opportunities.

The Board encourages you to carefully review the Student Handbook; it is a "living document" and is always open to revision and improvement by the Board when those changes enhance the learning opportunities for students and provide for the safe and orderly operation of the District. The Board looks to you—students, parents, teachers, and community members—to provide recommendations on how we all can improve Maxwell Municipal Schools.

Mary Lou Kern, President
Maxwell Municipal Schools Board of Education

Maxwell Elementary School BEAR Expectations

Location	B Be Responsible	E Expect Success	A Act Safely	R Respect
Library	<ul style="list-style-type: none"> • Leave food and drinks outside. • Treat computers gently. 	<ul style="list-style-type: none"> • Handle books lovingly. • Use bookworms. 	<ul style="list-style-type: none"> • Share and respect spaces. • Walk and use classroom rules. • Put loose books in basket. 	<ul style="list-style-type: none"> • Use quiet voices. • Be courteous and respect Librarian's desk.
After school Program	<ul style="list-style-type: none"> • Bring homework assignments, pencil, and paper. 	<ul style="list-style-type: none"> • Be ready to start work promptly. • When in doubt, follow all school policy and rules. 	<ul style="list-style-type: none"> • Follow Library Rules. 	<ul style="list-style-type: none"> • Obey and listen to adults at all times.
Classroom	<ul style="list-style-type: none"> • Have your materials ready to start class. • Complete make-up work when absent. 	<ul style="list-style-type: none"> • Come to class ready to learn. • Have homework complete and ready to turn in. • Stay on task. 	<ul style="list-style-type: none"> • Respect others' personal space. 	<ul style="list-style-type: none"> • Use quiet voice. • Turn in lost and found items to the teacher.
Hallway/ Bathroom	<ul style="list-style-type: none"> • Walk straight and tall; hands at your sides. 	<ul style="list-style-type: none"> • Leave the halls and bathrooms as clean as you would like to find them. 	<ul style="list-style-type: none"> • Leave play behavior outside. • Pick up litter. • Close lockers quietly. 	<ul style="list-style-type: none"> • Use quiet voices and helpful words.
Playground	<ul style="list-style-type: none"> • Notify an adult if problems occur. • Keep hands, feet, and other objects to yourself. 	<ul style="list-style-type: none"> • Share the play areas and the fun. • Keep your attitude bright. • Keep playground clean. 	<ul style="list-style-type: none"> • Feet first, one at a time on the slides. • Be a straight swinger. 	<ul style="list-style-type: none"> • Allow everyone to participate. • Think of others feelings, teasing hurts.
Gym	<ul style="list-style-type: none"> • Use gym shoes or socks. • Use equipment appropriately. • Gather your things before leaving. 	<ul style="list-style-type: none"> • Return equipment to its place. • Follow playground rules. 	<ul style="list-style-type: none"> • Use good health habits. • Leave jewelry in your locker or backpack. 	<ul style="list-style-type: none"> • Follow the teacher's directions.
Bus	<ul style="list-style-type: none"> • Stay seated. 	<ul style="list-style-type: none"> • Greet the driver. • Thank the driver. 	<ul style="list-style-type: none"> • Walk single file onto the bus. • Stay a safe distance away from the bus when waiting to load. 	<ul style="list-style-type: none"> • Clean up after yourself.

Appendix of Documents

STUDENT/PARENT CHECKLIST

I have read, understand, and signed the following documents:

Forms needing signatures (Lavender)

- _____ Student/Parent Handbook Acknowledgment Form (A)
- _____ Student Registration Form (B)
- _____ Attendance Policy Acknowledgment Form (C)
- _____ Health Center Authorization Form (D)
- _____ Sharing Information with Medicaid/SCHIP (E)
- _____ Sharing Information with Other Programs (F)
- _____ Student's Medical Authorization Form (G)
- _____ Student's Emergency Release Form (H)
- _____ Parental Trip/Copyright Permission Authorization (I)
- _____ Language Inventory (K)
- _____ Over the Counter Medication Authorization Form (L)

Optional Forms needing signatures (Yellow)

- _____ After School Program Registration Form

Please see or call nurse for these forms: (Phone: 575-375-3003)

- _____ Authorization for Prescription Medication at School
- _____ Authorization for Medication at School (Asthma and Diabetes)
- _____ Diet Prescription for Special Meals in the Child Nutrition Program

Parent Signature

Date

Student Signature

Date

Student.Parent Checklist.frm

MAXWELL MUNICIPAL SCHOOL

STUDENT/PARENT HANDBOOK ACKNOWLEDGMENT FORM 2017-2018

We, _____ and _____
Student's Name Parent/Guardian's Name

have received a written copy of the Maxwell Municipal School Student/Parent Handbook and understand its content. We acknowledge that the student named above will agree to abide by these rules and regulations and that disciplinary action will take place if these rules and regulations are broken.

Students and parents/guardians of our students, it is your responsibility to know the rules, regulations, and standards contained in the Maxwell Municipal School Student/Parent Handbook.

It is important for you and your student to go over the handbook, and retain it for future reference.

PLEASE COMPLETE THE FOLLOWING:

___I DO NOT give permission for the release of directory information to ANY OUTSIDE organization.

___I DO NOT give permission for the release of directory information to ANY MILITARY organization.

Should your child become eligible for honor roll recognition on KRTN Radio Station and/or the local newspaper
Do you give your permission to disclose their name? ___yes ___no

Student's signature

Date

Parent/Guardian's signature

Date

CONFIDENTIALITY OF STUDENT RECORDS

I have received and read the Maxwell School Student/Parent Handbook statement titled "Confidentiality of Student's Records". I understand my FERPA rights as a parent to review my child's records, to request a copy (upon paying the copying charge), and to challenge the content if I believe it is inaccurate or misleading.

I do _____, or do not _____ wish to have directory information concerning
_____ released without my prior written consent.
Student's name

By signing this form, you are acknowledging receipt of Notification of Rights under the Family Education Rights and Privacy Act (FERPA) for elementary and secondary schools in the Maxwell Municipal School Student/Parent Handbook.

Please return this form to the high school office no later than August 25, 2017.

Parent/Guardian Signature

Date

MAXWELL MUNICIPAL SCHOOLS

STUDENT REGISTRATION FORM

2017-2018

Student's Full Name: _____ Grade: _____
Date of Birth: _____ Ethnicity: _____
Place of Birth: _____

Student's Mailing Address: _____
Physical Address: _____
School Reach Number: _____

Is the student eligible to ride a bus? Yes _____ No _____
Does student need bus transportation? Yes _____ No _____

Biological Father's Name: _____
Mailing Address: _____
Physical Address: _____
Home Phone Number: _____ Cell Phone Number: _____
Place of Employment: _____
Work Number: _____

Biological Mother's Name: _____
Mailing Address: _____
Physical Address: _____
Home Phone Number: _____ Cell Phone Number: _____
Place of Employment: _____
Work Number: _____

Attended Maxwell Schools Before: Yes _____ No _____
Enrolled in any Special Education Programs: Yes _____ No _____
If yes, what services does he/she receive: _____

****NEW STUDENTS TO THE DISTRICT NEED TO PRESENT A COPY OF THEIR BIRTH CERTIFICATE AND A COPY OF THEIR IMMUNIZATIONS.
** ALL ENROLLMENT FORMS MUST BE IN PLACE BY AUGUST 25, 2017**

CUSTODY/GUARDIANSHIP DOCUMENTS:
If parenting plan of divorce decree affecting custody is in effect, please provide a notarized copy to the school office.
If a document of legal guardianship is in effect, please provide a notarized copy to the school office.

Parent/Guardian signature: _____ Date: _____ Form B

**MAXWELL MUNICIPAL SCHOOLS
ATTENDANCE POLICY ACKNOWLEDGMENT FORM
2017-2018**

Maintaining regular school attendance is an important part of your child's education. Parents and guardians are responsible for the prompt attendance of the students in their charge.

Parental Notification of Absence

When a student is absent from school, the parent shall call the school on or before the day of the absence by 9 a.m., in order to advise the school as to the reason for the absence. If a telephone is unavailable and it is impossible to call on the day of the absence, the school should be notified on the morning the student returns by signed parental note, in time for the student to obtain an admission approval prior to class time. All absences not excused by parental or administrative authorization will be considered unexcused. If a student has been absent for three (3) or more consecutive days due to illness, the administration may require a written note from the student's doctor.

Excused Absence

- Illness or personal injury
- Death in the family
- Medical appointments that cannot be scheduled apart from the school day
- Family emergencies (with administrative discretion)
- Educational experience (previously approved by administration)
- Religious holidays (prior notice given to superintendent)
- Unsafe travel conditions

Please read the Maxwell Municipal Schools Attendance Policy that is included in the Student Handbook. **After you have read these policies, we ask that you sign the bottom of this Acknowledgment Form and return it to the district office.**

Parent/Guardian's Name _____
Please Print

Parent/Guardian's Signature _____ Date _____

Student's Name _____ Grade _____

Student's Signature _____ Date _____

Form C

SHARING INFORMATION WITH MEDICAID/SCHIP

Dear Parent/Guardian:

If your children get free or reduced price school meals, they may also be able to get free or low-cost health insurance through Medicaid or the State Children's Health Insurance Program (SCHIP). Children with health insurance are more likely to get regular health care and are less likely to miss school because of sickness.

Because health insurance is so important to children's well-being, *the law allows us to tell Medicaid and SCHIP that your children are eligible for free or reduced price meals, **unless you tell us not to.*** Medicaid and SCHIP only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children. Filling out the Free and Reduced Price School Meals Application does not automatically enroll your children in health insurance.

If you do not want us to share your information with Medicaid or SCHIP, fill out the form below and send in (Sending in this form will not change whether your children get free or reduced price meals).

No! I DO NOT want information from my Free and Reduced Price School Meals Application shared with Medicaid or the State Children's Health Insurance Program.

If you checked no, fill out the form below to ensure that your information is NOT shared for the child(ren) listed below:

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information, you may call Yolanda Trujillo at 575 375-3000 **or e-mail at ymitchell@maxwellp12.com**.

Return this form to Maxwell Municipal School with student packet.

Form E

SHARING INFORMATION WITH OTHER PROGRAMS

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify. For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application.

No! I **DO NOT** want school officials to share information from my Free and Reduced Price School Meals Application.

If you checked yes to the box above, fill out the form below to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information, call Yolanda Trujillo at **575 375-3000** or e-mail at **ymitchell@maxwellp12.com**.
Return this form to: Maxwell Municipal Schools with Student packet

Form F

**MAXWELL MUNICIPAL SCHOOL
2017-2018
STUDENT'S MEDICAL AUTHORIZATION FORM**

TO GRANT CONSENT FOR: _____

Student's name

Permission is granted for the above student to be transported by, Maxwell Municipal School District to various activities during the 2017-2018 school year. I fully understand that Maxwell Municipal School District is not liable for bodily injury, property damage, or personal injury sustained by said student on these trips.

Permission is hereby granted in case of emergency involving my child and I cannot be reached, I hereby give consent to transport my child to the following medical care providers, hospital and to the attending physician and authorize these providers and hospital to give any reasonable and customary medical and health care deemed necessary. This includes proceeding with any medical or minor surgical treatment, x- ray, examinations and necessary medication for the above named student. In the event of serious illness, the need for major surgery, or significant accidental injury, I understand that every attempt will be made by the attending physician to contact me in the fastest way possible. If said physician is not able to communicate with me, the treatment necessary for the best interest of my child will be given.

Nothing in this section shall be construed to impose liability on any school official or school employee, who, in good faith, attempts to comply with this section. It is understood that I will be financially responsible for all emergency care.

Doctor _____ **Phone** _____
Dentist _____ **Phone** _____
Hospital _____ **Phone** _____

PHYSICIAN SHOULD BE ALERTED

Please indicate if student has had or is currently under treatment for any of the following conditions: Give year or age when problem occurred.

___ ASTHMA _____ MENINGITIS
___ DIABETES _____ MIGRANT HEADACHES
___ EAR/HEARING PROBLEMS: (type) _____ MUSCULAR WEAKNESS OR PARALYSIS
___ EMOTIONAL PROBLEMS: (type) _____ BLEEDING DISORDERS
___ SEIZURES _____ HIGH BLOOD PRESSURE
___ HEART PROBLEMS: (type) _____ TETANUS SHOT (date) _____
___ OTHER _____
___ ALLERGIES: (type) _____
___ REACTION TO MEDICINE INJECTION _____
___ HOSPITALIZED FOR SERIOUS ILLNESS, SURGERY ACCIDENT _____ USE OF

CONTACT LENSES: _____ USE OF GLASSES

___ LONG TERM MEDICATIONS _____

___ HAVE YOU EVER BEEN INFORMED OF THE NEED TO BE ON ANTIBIOTIC THERAPY PRIOR TO DENTAL TREATMENT: IF YES IDENTIFY REQUIRED

THERAPY _____

PLEASE ADD ANY PROBLEM NOT

LISTED _____

PLEASE NOTE: The back of this form must be notarized.

**MAXWELL MUNICIPAL SCHOOL
2017-2018
STUDENT'S MEDICAL AUTHORIZATION FORM**

Signature of Parent/Guardian_____Date_____

STATE OF NEW MEXICO COUNTY OF_____.

Acknowledged before me this _____day of _____.

My commission expires:_____.

Notary Public

**MAXWELL MUNICIPAL SCHOOL
Parental Trip Permission
2017-2018**

I _____ give permission for
(Parent/Guardian Name)
_____ to be transported by Maxwell Municipal School
(Student Name)
District to various activities during the 2017-2018 school year.

I fully understand that the Maxwell Municipal School District is not liable for bodily injury, property damage, or personal injury sustained by students on these trips.

Signature of Parent/Guardian

Date



Copyright

I give Maxwell Municipal Schools the right to copyright and/or publish, reproduce, or otherwise use my child's name, voice, and likeness and/or written material, photographs, motion pictures, and audiovisual recordings about or by my child for instructions, advertising, website use, publications or brochures, or any other lawful purpose whatsoever. This includes the use of my child's name and photo in the 2017-2018 Maxwell School Yearbook.

I hereby agree to relinquish all rights, title and interest I may have in the finished product and waive all rights to any compensation thereof.

Parent or Legal Guardian (printed name)

Parent or Legal Guardian (signature)

Date



STRICT USE ONLY

District:

School:

NEW MEXICO PUBLIC EDUCATION DEPARTMENT

LANGUAGE USAGE SURVEY

~for parent or guardian to complete~

The purpose of this survey is to ensure that your child receives the highest quality education and services to which he or she is entitled. The information you provide will be used only to assist the school in making program decisions. You will complete this form only once in your child's educational career.

Student's Name:

Date of Birth:

Grade Level:

Answer each question by marking either the YES or NO box.

YES

NO

1. Does the student use a language(s) other than English with his/her family and friends?

2. Do you use a language(s) other than English with the student?

3. Does the student understand when someone communicates with him/her in a language other than English?

4. Does the student read in a language(s) other than English?

5. Does the student write in a language(s) other than English?

6. Does the student interpret for you or anyone else in a language(s) other than English?

7. If you answered YES on one or more of questions 1-6, what language(s) other than English does the student use most frequently at home? Choose up to three.

_American Sign Language (ASL)

_Keres

_Tiwa

_Arabic

_Khmer

_Tewa

_Cantonese

_Korean

_Towa

_Diné

_Mescalero

_Vietnamese

_French

_Apache

_Zuni

_Greek

_Mandarin

_Other

_Hmong

_Portuguese

_Jicarilla Apache

_Russian

_Italian

_Somali

OTHER QUESTIONS

8. Is the student transferring from another state, district, or school?

If yes, please provide location and name of school:

9. Has the student received schooling/education in a language(s) other than English? If YES, which language(s)?

10. In what language do you prefer to receive communication from the school?

11. In what language would you prefer to communicate with school staff?

12. Is there anything else we should know about how to best serve your child?

Signature of Parent or Guardian:

Date:

Translator:

Language:

Date:

Sólo para uso del distrito:	District:	School:
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**ENCUESTA DEL USO DEL IDIOMA
DEPARTAMENTO DE EDUCACIÓN PÚBLICA DE NUEVO MÉXICO**

~ padres o tutores deben llenar~

El propósito de esta encuesta es asegurar que su hijo/hija reciba una educación de la más alta calidad y los servicios que tiene el derecho de recibir. La información que usted proporcione será utilizada solamente para ayudar a la escuela a tomar decisiones programáticas. Responderá a este formulario solamente una vez en la trayectoria de educación de su hijo/hija.

Nombre del estudiante:	Fecha de nacimiento:	Nivel/Grado:
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Responda a cada pregunta marcando la casilla bajo **SÍ** o **NO**

	SÍ	NO
1. ¿Usa el/a estudiante otro idioma(s) además del inglés con su familia o sus amigos?		
2. ¿Usa usted otro idioma(s) además del inglés con el estudiante?		
3. ¿Comprende el estudiante cuando alguien se comunica con él o ella en un idioma además del inglés?		
4. ¿Lee el/a estudiante en otro idioma(s) además del inglés?		
5. ¿Escribe el estudiante en otro idioma(s) además del inglés?		
6. ¿Le interpreta o traduce el estudiante a usted o a alguna otra persona en otro idioma(s) además del inglés?		

7. ¿Si respondió **SÍ** a una o más de las preguntas 1-6, ¿cuále(s) idiomas además del inglés usa el estudiante con más frecuencia en casa? Escoja hasta tres:

D árabe	D Jicarilla apache	D tewa
D cantonés	D keres	D tiwa
D diné	D koreano	D towa
D español	D lengua de señas americana (ASL)	D vietnamés
D francés	D mandarín	D zuni
D griego	D mescalero pache	
D hmong	D portugués	D Otros
D italiano	D ruso	
D jemer	D somali	

OTRAS PREGUNTAS

8. ¿Se traslada el estudiante de otro estado, distrito o escuela?
Si este es su caso, favor de proveer la ubicación y el nombre de la escuela:

9. ¿Ha recibido el estudiante instrucción escolar en otro(s) idioma(s) además del inglés? ¿Si la respuesta es sí, cuál idioma(s)?

10. ¿En cuál idioma prefiere recibir información de la escuela?

11. ¿En cuál idioma prefiere comunicarse con los empleados de la escuela?

12. ¿Hay algo más que deberíamos saber para servir mejor a su hija/hijo?

Firma del padre o tutor: _____ Fecha: _____

Traductor/intérprete: _____ Idioma: _____ Fecha: _____

Maxwell Municipal Schools
Consent for treatment with "Over the Counter" (OTC) Medication
2017-2018



Student name: _____ DOB _____ Grade _____

Allergies: _____

If my child becomes ill at school and other non-medication treatments have been attempted without relief, such as snack, water, rest, etc., I give my permission for my child to receive Over the Counter medications as deemed necessary by the school nurse or other designated school staff for relief. Please check all medication's to be allowed:

- _____ Tylenol
- _____ Ibuprofen
- _____ Hydrocortisone or anti itch cream
- _____ Triple Antibiotic Ointment
- _____ Orajel
- _____ Eye drops
- _____ Benadryl
- _____ Pepto-Bismol
- _____ Tums
- _____ Lozenges or cough drops

_____ **I DO NOT WISH TO HAVE MY CHILD TREATED WITH OTC MEDICATIONS WHILE AT SCHOOL**

Comments: _____

Parent/Guardian Signature: _____ Date: _____

Please note: The school nurse or other designated staff will utilize Local Board of Education Policy and State Guidelines for safe medication storage and administration.

MAXWELL MUNICIPAL SCHOOL AFTER SCHOOL PROGRAM

HOMEWORK HELP

The After School Program is designed to assist Kindergarten through 12th grade students with their homework needs.

**Monday— Thursday
3:40 pm—5:00 pm**

If you would like your child to attend, please complete a Youth Registration Form and return it to your child's teacher.

We appreciate your picking up your child by 5:00 pm.

**If you have any questions,
please contact
Carol Martinez at 375-2371.**

**Maxwell After School Program
Youth Registration Form 2017-2018**

Child's Name: _____

Age: _____ Birth date: _____ Grade: _____
Last First Middle

Classroom Teacher _____

Home Address: _____

Street Apt. # City Zip Code

Parent/Guardian Information:

Child Lives With: Mother _____ Father _____ Guardian _____ Other _____ Specify _____

Name of Parent or Guardian Occupation/Business Address Business Phone

Home Phone Cell E-mail

In case of emergency, contact: _____ Relationship: _____

Emergency Phone Number: _____ Place: _____

Primary Physician's Name: _____ Phone: _____

Other children enrolled in program: _____

Authorized person(s) to pick up your child from the program other than parent/guardian:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

How will your child get to, and home from the program? _____ Walk _____ Will Pick Up _____ Other
(describe) _____

Please let us know if your child has any physical/behavioral limitations and/or food allergies? Describe in detail:

Is your child taking any medications we should know about? List: _____

**Authorization for Medical Services
Maxwell School District**

We take every precaution for the safety of your child, in the event your child becomes ill or injured during the After School Program, a reasonable effort will be made to contact you to obtain consent in advance of medical services being given. If we are unable to contact you, the site facilitator/activity leader will consent to such services for your child by acting in your behalf based on your written advance authorization. That authorization is in the consent form below.

Selection of a doctor or hospital will be made on the basis of family preference, if known. If family preference is unknown, student will be taken to the closest hospital or one consistent with the existing circumstances.

Authorization for Medical Services

I, the parent or guardian of _____, have
Name of Student

read the above and hereby designate the site facilitator/activity leader to act in my behalf in the event of a medical emergency. He or she may authorize such hospitalization, medical attention, and surgery as may be required in an emergency because of illness or injuries sustained by my child while participating in the After School Program. I hereby assume financial responsibility for hospitalization, medical attention, and surgery provided.

List medication(s) student is taking:

List allergies student may have:

Preferred Doctor: _____

Preferred Hospital: _____

Signature of Parent/Guardian

Address

Date

Emergency Phone Number(s)

Limited or No Medical Services Authorized

If participation in the After-school Program is permitted but medical services are not authorized, please attach a written statement of procedures to be followed, and your signature, if your child is injured or gets ill during program hours.
