

Des Moines Demons



2019-2020

Parent/Student Handbook

Revised 6/9/19

DES MOINES MUNICIPAL SCHOOLS

PREFACE
Welcome to DMMS for the 2019-2020 school year!

We are excited to have each and every student be part of our school system. We value every child and know that parent concerns and involvement is essential for student and school success. Parents and teachers are encouraged to communicate on a regular basis to monitor student progress. We encourage you to consider joining your school site's Parent Advisor Committee (PAC), as well as volunteer or serve as a resource person in your child's classroom. Together parents/guardians and staff can guarantee a successful, happy, and enriching experience for students during their K-12 school years.

It is your responsibility to know the policies, rules and procedures at Des Moines Municipal Schools included in our handbook. Please take the time to read this document and familiarize yourself with its contents. It has been prepared to provide parents/guardians and students with essential information; however, we cannot anticipate every question. Please feel free to call or visit school any time.

Open communication protects our freedom, our democratic ideas, and our way of life. In the Des Moines Schools, your opportunities for free expression and exchange are carefully protected. Your participation in this communication process provides an excellent opportunity to help make Des Moines the best educational experience possible. The faculty and Administration request your opinions regarding student policy and solicit your ideas for changes or revisions of this handbook. Learning together, we can build a successful future.

These policies were developed to provide guidance and support during your school year. We trust that Des Moines students will carefully read this handbook and adopt these rules for school behavior. As you gain broader knowledge and develop stronger values, your school will support and guide you. However, the decision to become a responsible member of our society belongs to you alone.

Des Moines Municipal School Board of Education
Des Moines Municipal School Administration
Des Moines Municipal School Faculty

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

OUR MISSION

The Des Moines School Community will support excellence so that all students reach their full potential.

BELIEF STATEMENT

The Des Moines Municipal Schools embraces learning as its fundamental purpose and commits to an ongoing examination of all practices in light of their impact on student learning.

OUR VISION

Creating success together....one student at a time.

OUR COLORS AND MASCOT

Yellow and Black- THE DEMON

**Des Moines Municipal Schools
Board of Education**

Damon Brown	President
Barry Hittson	Vice- President
Scott Warner	Secretary
Lloyd "Red" Miller	Member
Zach Osborn	Member

School Staff

Pre-K Teacher: Mrs. Delrae Ward (dwarddms@bacavalley.com)
Kindergarten/First Grade: Mrs. Shannon Hittson (shittsondms@bacavalley.com)
Kindergarten Instructional Assistant: Mrs. Tonna Winford (twinforddms@bacavalley.com)
Second Grade: Mrs. Sue Vincent (svincentdms@bacavalley.com)
Third Grade: Mrs. Anahy Martinez (amartinezdms@bacavalley.com)
Fourth Grade: Mrs. Chesna Smith (csmithdms@bacavalley.com)
Fifth Grade: Ms. Jennifer Roark (jroarkdms@bacavalley.com)
Sixth Grade: Mrs. Kathy Owensby (kowensbydms@bacavalley.com)
English: Mrs. Jennifer Brown (jbrowndms@bacavalley.com)
Agriculture/Director of Programs: Mrs. Ginger Doherty (gdoherthydms@bacavalley.com)
Science: Mrs. Heidi Karr (hkarrdms@bacavalley.com)
Social Studies: Mr. Jarrod Archuleta (jarchuletadms@bacavalley.com)
Math: Mrs. Mary B. Ellis (mellisdms@bacavalley.com)
Special Education: Mrs. Brisenth Doherty (bdohertydms@bacavalley.com)
Instructional Assistant: Mrs. Dorothy Sisneros (dsisnerosdms@bacavalley.com)
Instructional Assistant: Mrs. Georgia Kimsey (gkimseydms@bacavalley.com)
Instructional Assistant: Mrs. Lori Cruz (lcruzdms@bacavalley.com)
Custodian: Mr. Joseph Cruz (jcruzdms@bacavalley.com)
Maintenance/Custodian: Mr. Elijah Trujillo (etrujillodms@bacavalley.com)
Business Manager: Mrs. Debbie Martinez (dmartinezdms@bacavalley.com)
Administrative Assistant: Mrs. Rhonda Wingo (rwingodms@bacavalley.com)
Cafeteria Manager: Sylvia Cisneros (scisnerosdms@bacavalley.com)
Cafeteria: Mrs. Katasha Cruz (kcruzdms@bacavalley.com)
School Nurse: Mrs. Emily Weese (eweeseedms@bacavalley.com)
Bus driver: Mrs. Lori Cruz: (lcruzdms@bacavalley.com)
Bus driver: Mr. Warren Smith (wsmithdms@bacavalley.com)
Bus driver: Carl Wingo (cwingodms@bacavalley.com)
Bus driver: Shawna Lindsley (slindsleydms@bacavalley.com)
Boys Basketball Coach: Mr. Cade Daugherty (cdaughertydms@bacavalley.com)
Principal: Dr. Lynn Burton (lburtondms@bacavalley.com)
Superintendent – Mrs. Kodi Sumpter (ksumpter@bacavalley.com)

NOTICE OF NON-DISCRIMINATION

Des Moines 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:

Debbie Martinez
500 Des Moines Avenue
PO Box 38
575-278-2611
FAX: 575-278-2617
Email: dmartinezdms@bacavalley.com

For further information on notice of non-discrimination, visit <http://wdcrobcopolp01.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

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

**Des Moines MUNICIPAL SCHOOLS
PARENT AND STUDENT HANDBOOK**

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DISCLAIMER: It is impossible to create a handbook to cover all possible situations; this handbook is a guide for the use of teachers, students, parents and administrators. Incidents or circumstances not covered in this handbook will be settled at the discretions of administration. Sections of this handbook may be changed at any time by the administration or Board of Education. Addendums to this handbook will be provided to students and will be effective immediately or at a time specified by the addendum.

ACADEMIC POLICIES

ADMISSION OF NEW STUDENTS

Students enrolling in the Des Moines Schools for the first time must provide a current health record, birth certificate, proof of residency and complete an enrollment card. A parent or guardian may need to sign a Release of Records form to obtain official transcripts from the student's previous school.

ADVISEMENT AND REGISTRATION

A student advisement and pre-registration period is scheduled before the beginning of each academic year. High School students are: (1) classified as freshman, sophomore, junior, or senior, (2) advised on graduation status, including credits completed and credits remaining for graduation, (3) presented with a list of courses offered, (4) advised by counselor, and (5) registered for the school year.

ARRIVAL

The school day begins at 8:05 a.m. and ends at 3:15 p.m. Students should not arrive before 7:45 a.m. In the event of school cancellation due to weather or other emergency situations, the following notifications will occur:

KMLX 1450 AM Radio in Clayton KRTN 93.9 FM Radio in Raton Baca Valley Call Center (278-2101) DMMS Facebook Page

A School Messenger call is sent to the primary contact number on student's enrollment sheet. (make sure to update the number)

CHANGES IN SCHEDULES

Students may change their program of studies within the first week of the semester if the change is approved by the counselor, principal, and teachers involved. Students may not drop courses during the semester unless severe problems are experienced. Approval to drop a course(s) must be secured from the counselor, principal, and the teacher. If a course is dropped before the end of a grading period, no credit will be given for that class.

COURSE LOAD

Students are expected to enroll for a full course load each semester. Exceptions to this policy require written parental or guardian permission and administrative approval.

DUAL CREDIT CLASSES

Dual credit classes at Des Moines High School are offered for both high school and college credit.

1. Only junior and senior students with a cumulative 3.2 GPA who have scored the minimum pre-enrollment score on any required assessments are eligible to enroll in these classes. Other students may request a waiver from the principal.
2. All rules outlined by the sending institution in the ITV contract will continue to be in effect.
3. Any removal from these classes for disciplinary or conduct reasons will result in a loss of credit for the semester.
4. A lack of effort on the part of the student resulting in a failing grade or any circumstance that requires withdrawal from class at the Des Moines site will result in the loss of credit for the semester.
5. A student who withdraws from or fails a dual credit class will not be eligible for Honor Roll.
6. A student who withdraws from Des Moines School may elect to stay in the ITV class at another location.
7. Books for ITV classes are the property of the school.
8. Dual Credit Classes are taken at ½ credit for the subject of the class taken and ½ credit of elective per semester for graduation purposes.

ELGIBILITY POLICY

- ✓ Students shall have a 2.0 GPA with no grade below 70.
- ✓ At Des Moines Municipal Schools 6- 12 deficiency reports will go out on Tuesday afternoon and become effective each Wednesday after the 3rd week of the 9 weeks. If a student has a grade below 70, he/she will not participate in any extra-curricular activity until the next week's deficiency notices are posted and their grade meet the eligibility requirements.
- ✓ Students participating in ITV classes must maintain at least a 60.
- ✓ Coaches/sponsors are responsible to check the eligibility of their students. The use of an ineligible student is a violation of NMAA rules and could result in disciplinary action.
- ✓ At the 9 weeks we revert back to NMAA and students meeting eligibility are eligible until three-week report is run.

GRADING AND REPORT CARDS

Course work is formally evaluated every nine weeks. This evaluation is reported to the Administration. Report cards are completed at this time. It is the policy of the Des Moines Municipal School to give the semester examinations to students in grades 7 through 12 for every class. The Des Moines Municipal School grading system is as follows:

The following grading scales will be used at Des Moines Municipal Schools:

Regular Grading System

A 90-100 (4.0)
B 80- 89 (3.0)
C 70- 79 (2.0)
D 60- 69 (1.0)
F 59 or below (0.0)

Dual Credit Grading

A (5.0) 90-100
B (4.0) 80- 89
C (2.0) 70-79
D (1.0) 60-69
F (0.0) Below 60

If there is a question about grades, the parent should first contact the teacher to resolve the question. If there is still disagreement, a conference with the teacher and superintendent will be scheduled. Progress reports will be sent to parents on approximately the end of the third week and the end of the sixth week each nine weeks. Report cards are given out each nine weeks. The first and third report cards are given at Parent/Teacher conferences. The second and fourth report cards will be mailed to the student's parent or guardian.

HIGH SCHOOL CLASS CREDITS

Full credit classes meet for one period per day for the entire school year. Students may receive one-half (1/2) credit per semester in full credit classes. Classes meeting on a semester basis count for 1/2 credit per semester. Students completing a dual credit class will receive one credit per semester. Credit for correspondence work may be approved by the Administration.

HIGH SCHOOL GRADUATION REQUIREMENTS

At the end of the eighth grade, each student shall prepare an individual program of study for grades nine (9) through twelve (12), with the help of the counselor. A student's parent(s) or guardian(s) shall sign this four-year plan. A minimum of twenty-four (24) units in grades nine (9) through twelve (12) shall be required for graduation from Des Moines Schools. At least one of these units (1) of the following twenty-four (24) units must be earned in an advanced placement or honors program, a dual credit course or distance learning course.

These units are as follows:

1. **Four (4) units in English**, with major emphasis on Grammar, Non-Fiction writing and Literature;
2. **Four (4) units in Mathematics**, one (1) equal to Algebra II or higher;
3. **Three (3) units in Science**, two (2) of which shall have a laboratory component;
4. **Three and one half (3 1/2) units in Social Studies**, which shall include United States History/Geography, World History/Geography, and Government and Economics and one half (1/2) New Mexico History
5. **One unit (1) in physical fitness**, which shall not include athletics;
6. **One unit (1) in employability skills**
7. **One half unit (.5) computer application and (.5) computer based educational class (as selected by administration).**
8. **One Unit (1) of the following:** career cluster course, workplace readiness or language; and
9. **Five and one half (5 1/2) elective units.** Only the following elective units shall be counted toward the requirements for graduation:

English
Physical Education
Foreign Languages
Mathematics
Vocational Education
Drivers Education

Financial Literacy
Science
Social Science
Concurrent Enrollment w/ approved college of university

10. **One half (1/2) unit in Health Education;**

- All graduating seniors must have all classroom work and on-line courses completed at least one (1) week prior to graduation in order to walk with his/her class.
- Determination of commencement and/or baccalaureate speakers is the responsibility of the senior class. Approval of the speakers by the Administration is required. Students participating in commencement exercises must meet all graduation requirements and be currently graduating.
- Valedictorian and Salutatorian- The selection of a Des Moines High School Valedictorian and Salutatorian will be made utilizing the following criteria:
 - ✓ In order to be eligible for Valedictorian or Salutatorian, a senior student must be enrolled as a full-time student of Des Moines High School. A full-time student is a student enrolled more than half of the school day. The senior student must have been enrolled by the 20th day as a junior followed by both semesters as a senior at Des Moines High School and in so doing earn credit over the course of

the four (4) semesters that will occur during this time. Therefore, any student who transfers into the high school after the 20th day of school as a junior will not be eligible to be Valedictorian or Salutatorian.

- ✓ The senior student must have satisfactorily completed any and all requirements for graduation as set forth by the local Board of Education.
- ✓ The senior student must have attained the highest or second highest commutative GPA following a calculation of cumulative GPA's following the completion of the third (3rd) nine (9) week grading period of the student's senior year.
- ✓ In the event that more than one (1) student attains the same cumulative GPA and meets all of the aforementioned criteria as Valedictorian for the graduating class, the student with the higher ACT score will be selected as Valedictorian, and the student with the lower ACT score will be selected as the Salutatorian.
- ✓ In the event that two students competing for Valedictorian have the same cumulative GPA and the same ACT score, the student with the more rigorous course load will be selected as the Valedictorian. For purposes of this selection process, weighted classes are deemed more rigorous than non-weighted classes.

No student shall receive a High School diploma who has not passed a State Competency Examination in the subject areas of Reading, English, Math, Science, and Social Science. If a student exits from the Des Moines Municipal Schools at the end of grade twelve without having passed a State Competency examination, he/she shall receive an appropriate State Certificate indicating the number of credits earned and the grade completed. (Public School Code 22-13-1.1M).

HONORS, AWARDS, AND SCHOLARSHIPS

Each nine weeks will end with academic awards presented to students who have maintained high levels of achievement. The Des Moines Municipal School faculty shall recommend commendations and recognition. The Administration and staff will determine the awards given, based on guidelines for determination of achievement. Community organizations and individuals may also present student awards that are based on approved guidelines and awarded without discrimination.

HONOR ROLL

A published Honor Roll listing both "A" and "A-B" students will be posted at the end of each nine-week grading period.

- ✓ ***"Superintendent's" Honor Roll – all grades are 90 or above with a 4.0 GPA***
- ✓ ***"A & B" Honor Roll - all grades are 80 or above with a 3.0 GPA***
- ✓ ***Grades for College Classes will be weighted by one additional GPA point on a 5.0 scale.***
- ✓ ***All final exams are worth 20% of student's semester grade.***
- ✓ ***Students are ineligible when any grade falls below 70.***

OUT OF DISTRICT STUDENTS

Admission of non-district students is a privilege, not a right, and shall not be construed as a right for continued attendance. Students enrolling in Des Moines Municipal School who reside in another district must conform to the following conditions:

1. Must be accompanied by one or both parents or guardians when enrolling,
2. Must provide necessary transcripts, health records, and testing information when enrolling,
3. Must have a 2.5 GPA and maintain a 2.5 GPA while enrolled,
4. Must not be enrolling as a result of disciplinary action in another district, or must not be eluding law enforcement.
5. Must prove reasonable attendance at previous schools,
6. Enrollment will be contingent on existing class size and subject to final administrative approval,
7. Out of District students are enrolled on a probationary status for nine (9) weeks and are subject to review at least twice yearly.

PROGRESS REPORTS

Progress reports will be issued for all students in every class at the third (3rd) and sixth (6th) week of each nine-week grading period. In addition, teachers will also notify parents/guardians as soon as it becomes apparent that a student is not performing at his/her ability level. Progress reports may be provided weekly for those students. Students and parents are encouraged to request additional assistance from teachers before or after school or by appointment.

PROMOTION/ RETENTION POLICY

School cannot be effective without support from the home. For this reason, the parent or guardian may assist and have input in making the final decision concerning promotion/retention of a student. The teacher does make a recommendation by the end of the 2nd grading

period based on standardized test results, classroom performance, social and physical maturity, and various other factors. A plan will be developed to outline the steps to avoid retention for the student (RTI). If the teacher's recommendation is to retain, but the parent disagrees, the parent or guardian must sign a waiver, which will be placed in the child's permanent file. The waiver releases the teacher and Des Moines Municipal School from any liability concerning the promotion/retention. All struggling students in danger of retention will be referred to SAT and an Academic Improvement Plan will be implemented.

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 AIDE REQUIREMENTS

Eligibility for a teacher aide position requires that the student be classified as a Senior, that the student has taken PE credit already, and that the student has maintained a "B" average the preceding semester. The Principal must approve any exceptions to these requirements.

STUDENT CLASSIFICATION

The number of senior high school units completed and the number of years enrolled in a high school program determine a student's official classification. At the beginning of each school year, students will be classified according to the following schedule:

Freshman	0-6 Units of Credit	Sophomore	7-12 Units of Credit
Junior	13-18 Units of Credit	Senior	19 or more Units of Credit

Reclassification may occur at the end of the first semester. Alternative Credit may be attained with the approval of administration, successful completion of some alternative courses may satisfy graduation requirements listed above.

SCHOOL ACTIVITY POLICIES

The following organizations of Des Moines Municipal Schools are designed to help students pursue additional interests, experience new activities, and promote cooperative, creative, and productive pursuits. Students are encouraged to join these organizations, to benefit from the experiences available through constructive participation. Activities and organizations sponsored through Des Moines Municipal Schools have been approved by the Des Moines Board of Education, and have met appropriate requirements of quality and value as determined by the Board of Education.

AFTER SCHOOL ACTIVITIES

A faculty member or sponsor must supervise students remaining in the building after school hours. Evening activities will also be supervised, including dances, athletic events, concerts, etc. Additionally, elementary students are not allowed to attend extra-curricular school activities unless accompanied by a parent(s), guardian(s), or designated adult.

ATHLETICS

The Des Moines High School sponsors a variety of team sports. Currently, cross country, volleyball, basketball, and track are offered. The development of fair sportsmanship, strong character, good health, and positive attitudes are supported in these activities. Student athletes are required to sign the athletic code of conduct before being allowed to participate.

CHEERLEADERS

Cheerleaders foster school spirit, encourage good sportsmanship, and provide moral support to the school teams. Varsity tryouts are held in the fall. One squad is elected, including six (6) or seven (7) high school students (grades 8-12) for the varsity squad. One mascot can be used with the high school squad.

DUES, FEES, AND FINES

Classes may not assess class dues. Clubs may not charge local dues, but may collect for dues required at the District, State, and/or National level for remittance to these parent organizations. Financial obligations to the school should be met as soon after school starts as possible. Report cards may be held until all fines and fees are paid. (See guidelines for money-making activities).

FUND RAISERS

All monies collected through fund raisers must be turned in to the office and receipted within 24 hours. All fund raiser monies will be used to provide incentives or materials for students. **Please turn money directly into Rhonda Wingo at the front desk, and make sure you receive and keep your receipt.**

FFA

FFA develops agricultural leadership, cooperation, and citizenship. The motto of the organization is "learning to do, doing to learn, learning to live, living to serve". The Des Moines Chapter is governed by the official national organization, which has more than one-third of a million members nationwide. Membership requirements include: enrollment in vocational agriculture, majority approval of other members, and completion of the first degree, the Green Hand Degree. Other degrees include the Chapter Farmer, the State Farmer, and the American Farmer.

NATIONAL HONOR SOCIETY (HIGH SCHOOL AND JR. HIGH)

Honor Society membership is both an award and a responsibility. Honor society is governed by the official national organization. Elected members are charged with promoting leadership, creating enthusiasm for scholarship, rendering service and developing character. Membership is both an honor and a responsibility. Students must demonstrate qualities of scholarship, community service, leadership, and character. Eligible high-school students must maintain a minimum 3.0 GPA and eligible junior high students must maintain at least a 3.0 GPA. Any students violating the National Honor Society standards of academic honesty will be placed on probation from the organization.

JUNIOR - SENIOR BANQUET AND PROM

Regulations governing the Junior - Senior Banquet and prom are as follows:

- 1) Prom date and other arrangements will be left to the majority vote of the Junior class members.
- 2) Des Moines high school students, their dates, and approved guests may participate. Participants must meet age requirements of: freshman and/or age fifteen (15) to age twenty (20). Any date or guest who is not a student of Des Moines High School must be approved by the administration prior to the event.
- 3) Semi-formal attire is required.
- 4) Board members, parents of junior and senior students, and other staff members may be invited to the prom at the discretion of the Junior Class. Guests are expected to follow school regulations and not dominate the dance. Senior class sponsors and administration should be included as guests.

PENALTIES FOR MISCONDUCT ON TRIPS

Sponsors are responsible for disciplinary decisions while on trips. Students who misbehave may be excluded from further participation while on the trip. Students may also be sent home at parent's expense if laws are broken, property is destroyed, or rules and regulations are not followed. Lack of cooperation can also result in being sent home. The Des Moines School Administration and/or the Des Moines School Board may impose additional penalties. Misconduct on one trip may disqualify a student from participation in future trips during the school year.

SCHOOL SPONSORED TRIPS

Travel is a valuable part of the educational experience at Des Moines School. All trips, whether curriculum based or extracurricular, must be approved by the administration and sponsored by at least one (1) school employee.

High standards of conduct are required on all school-sponsored trips, whether curriculum based or extracurricular. The following regulations provide guidelines for student conduct:

1. Students must secure written parental approval and must be academically eligible prior to departure.
2. Students must read and sign all specific rules established for the trip.
3. Sponsors and adult participants have complete authority during school-sponsored trips. Students will abide by school guidelines.
4. **Trip itineraries, including departure and arrival times, will be provided to parents and students participating. Adjustments in the itinerary must have the approval of the sponsor(s).**
5. Students are required to stay with their group, unless they have received specific approval to leave such group and sponsor.
6. Student release forms will be completed by parents if they pick students up any time before the bus returns to the school.
7. Established curfews will be observed.
8. Possession or use of tobacco, alcohol, and/or drugs is prohibited. Firearms, firecrackers, flammable materials, and similar illegal and hazardous objects are prohibited.
9. Personal and public property must be respected. Persons responsible for damaged or stolen property are liable for legal action.
10. Excessive noise is prohibited, especially in cars or buses.
11. Students are not permitted to drive while on school trips.
12. School dress codes will apply during school sponsored trips.
13. Visitors on trips must have sponsor and administrative approval.
14. Sunday trips will be allowed with administrative approval only.

SENIOR SPONSORED TRIPS

Seniors will be permitted to take either one-day trip during the last week of the senior year, provided that:

1. The trip must occur prior to graduation.
2. Each trip must be presented to the School Board at least two (2) meetings prior to the trip, and a complete itinerary must be approved by the administration.
3. Faculty sponsors will have ultimate responsibility at all times.

SOCIAL PROGRAMS

The Des Moines High School will sponsor programs of social interest. Regulations are provided for arranging and conducting these events. Social events will be regularly scheduled on the school activity calendar located in the Principal's office. The time, place, and nature of each event will be stated. Social programs and events must be administratively approved.

Social events will generally be held in or on school property. Proms and dances must be approved by the Des Moines Municipal School Board of Education if held in the cafeteria. Rules of conduct will be strictly enforced during social events. Students not honoring high standards of conduct may be excluded from future participation in school sponsored social events. Students must remain inside the building during any scheduled event. When students leave the premises, they may not return to the event.

Faculty sponsors and students may participate in school sponsored social events. Other individuals and guest wishing to participate must complete an application form provided by the Principal's office. Approval may be granted by the Administration. Signing the application form affirms responsibility for proper conduct and observance of regulations by the visitor.

STUDENT COUNCIL

The Student Council of Des Moines Municipal School represents the entire student body. As the voice of the student body, the Council represents the ideas and goals of each individual enrolled at Des Moines Schools. Skills to govern in a responsive, knowledgeable, and articulate manner are taught in this organization. Council success depends on the student participation and support, as well as on administrative and faculty guidance and understanding. Student Council President, Vice-President, Secretary, Treasurer, and Reporter are elected in the fall of each school year, along with two (2) Representatives from each class (7-12). The students elected to Student Council will also serve as the **SHAC** Student Health Advisory Committee and fulfill the requirements of that committee as function.

GENERAL POLICIES

ACADEMIC DISHONESTY

Students who are academically dishonest (cheating on a test/assignment, turning in work that is not their own, assisting others in cheating) will be given the following consequences:

- First offense: No credit for the assignment or test
- Second offense: No credit for the assignment or test and discipline referral
- Third offense: No credit for the assignment or test, discipline referral and possible loss of credit for the course
- Students in National Honors Society will be on probationary status on the first offense of academic dishonesty.

ALCOHOL, TOBACCO, AND DRUG ABUSE (INCLUDING VAPE PENS)

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:

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

Since the possession/distribution of illegal substances is a criminal act, school officials must report the violation to the parents, to the police, and work with the courts and community agencies to ensure that a student who commits such a violation is afforded rehabilitative services.

To safeguard the health, character, citizenship and personality development of students in the school, Des Moines Municipal School will:

1. Provide curriculum addressing the effects of controlled substances.
2. Establish and maintain procedures for dealing with the use of controlled substances within the school system that adhere to the requirement of the law.
3. 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.
4. 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.
5. 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.

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.”

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. However, as these circumstances are unpredictable it is imperative that students are at school on a regular basis.

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 9:00 a.m., in order to advise the school as to the reason for the absence if a telephone is available. When 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 3 or more consecutive days due to illness, the principal 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 principal)
- Unsafe travel conditions

*School administration is authorized to excuse students from school for necessary and justifiable reasons. School personnel will solicit cooperation from 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, during school vacation. **School administration should be notified and approve prior to the absence.***

Prolonged Illnesses

In cases of chronic or 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 he or she can return to school.

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 absent days plus one to make up missed work. In the case of tests, quizzes, and labs special arrangements will be made to afford the student enough time to make up work in all of his/her classes. *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 unless other arrangements have been made with the classroom teacher.*

Unexcused Absence

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

Compulsory School Attendance and the Coalition Against School Truancy

- A. **Three Day Unexcused Absence** – The school will notify the parents, by certified mail, of a student’s third (3rd) unexcused absence. The school will schedule a meeting in order to develop an intervention contract for both the student and his/her parent(s).
- B. **Five Day Unexcused Absence** – The school will notify parents, by regular mail, of a student’s fifth (5th) unexcused absence. The student is considered “truant” in the eyes of the law.
- C. **10 Day Unexcused Absence** – The school will notify parents, by certified mail, of a student with ten (10) unexcused absences. The student is considered “habitual truant” in the eyes of the law.

Tardy/Early Policy

Promptness to class is very important. Students are to be in their seats and ready to begin work when the bell rings. Students are expected to be in class until the bell dismisses them for the day. Every three tardies/early checkouts will be counted as one absence. These absences shall be applied to the 10 Day Rule Policy.

10 Day Rule

Any student absent ten (10) days in a 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 the loss of credit. Within 10 days following 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 38, 500 Des Moines Ave., Des Moines, NM 88418.

10 Day Rule Procedures:

- All students with five (5) **excused or unexcused** absences shall be sent an Initial Letter of Notification warning the student and parents that the student is in jeopardy of loss of credit.
- All students with seven (7) **excused or unexcused** absences shall be sent a Second Letter of Notification warning the student and parents that the student is in jeopardy of loss of credit. A mandatory meeting will be held with the student and his/her parents/guardians. They will meet with the Attendance Committee; the student and parent/guardian will be offered a contract to address the issues of tardies or absences or a combination of both.
- All students with ten (10) **excused or unexcused** absences shall be sent a Final Letter of Notification outlining the possibility of loss of credit and the need for a remedial program. This letter will be sent as certified mail. The Juvenile Probation Officer will also be notified in order 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. A classroom teacher shall be present at the hearing.
- At the 10 Day Appeals Hearing it will be determined by the committee if the student shall be retained or placed in a remedial program.

Appeal Process for 10 Day Rule

When a student has reached the 10 day limit because of tardiness or absence, the school will send a letter to the parent(s) of the student notifying them of the possibility of retention or remediation. If the parents and the student wish to appeal this ruling they will have to do the following:

- Contact the Appeals Committee within 10 days of notification to set up a meeting with the committee.
- When the student and his/her parents/guardians meet with the committee, the student and parent/guardian will be offered a contract to address the issues of tardiness or absences.
- If the student fails to adhere to the contract the student will automatically be retained in their current grade level.

Absence Due to Travel Conditions

Des Moines Municipal School District resides within a very broad area making it difficult for safe travel decisions to be made for all areas. It can be snowing heavy near the Colorado border or closer to Raton with nice weather conditions in Des Moines. If ever you are concerned about the safety of travel conditions, please keep your child home. Your child will not be penalized for your decision regarding safe travel. Please make your child's sponsor/teacher/administrator aware of your decision ahead of time if possible.

BICYCLE SAFETY

Students riding a bicycle to school must park the bicycle in the bike rack until the end of the school day. Bicycles must follow the flow of traffic and may not be ridden on district sidewalks. A bicycle is not a toy. It is a vehicle! Head injuries are the most serious injury type and the most common cause of death among bicyclists. More than half of all bicyclist deaths occur among school age youth (ages 5-17).

(extracted from: Prevent Bicycle Accidents flyer produced by the U.S. Department of Transportation, National Highway Traffic Safety Administration):

- ✓ All students riding bicycles should wear an approved bike helmet. An approved helmet has a sticker inside, certifying that the helmet meets standards of the Snell Memorial Foundation and/or the American National Standards Institute.
- ✓ To help ensure that the helmet is worn every time the student rides, let the student help pick out the helmet. If the parent is a rider, s/he should also wear a helmet to set a good example. Parents should also encourage their child's friends to wear helmets.
- ✓ Make certain that the bike is the right size for the student, is safely maintained, and has reflectors.
- ✓ Students under age nine should not ride their bikes in the street. They are not able to identify and adjust to the many dangerous traffic situations. When available, ride in designated bicycle lanes.
- ✓ Teach students always to stop and look left, right, and left again, before entering the road. This is a good pedestrian safety practice, too, for crossing the street.
- ✓ If a bicyclist rides in the road, the cyclist must obey traffic laws that apply to motor vehicle operators. Instruct students on the bicycle rules of the road. Bicyclists should ride single file on the right side and signal their intentions to other road users.
- ✓ Never allow students to ride at night or with audio headphones. Stress the need to ride alert since many drivers do not see or acknowledge riders.

BULLYING/ STUDENT HARASSMENT/CYBERBULLYING PREVENTION

Cyberbullying, as defined below, 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" means knowingly pursuing a pattern of conduct that is intended to annoy alarm or terrorize another person.
- "Bullying" by another student means 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" means 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 shall 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.

A licensed school employee who has information about or a reasonable suspicion that a person is being harassed, bullied or cyberbullied shall report immediately to the school principal.

Any school administrator who receives a report of harassment, bullying, or cyberbullying shall 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 such 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 dispenses.

Where disciplinary action is necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed as in policy.

A complaint form for harassment, cyberbullying and bullying are available in the DMMS office and must be completed and filed with the Principal or Superintendent. See Concerns, Complaints, and Grievances.

BUS SERVICE

The following guidelines govern the use of bus transportation:

- 1) Students must board the bus at assigned stops and at the prescribed times, unless written parental permission has been provided.
- 2) Bus drivers have the same authority and responsibility that teachers have. Students who do not obey bus regulations may lose the privilege of riding the bus.
- 3) Students will get on and off their bus at the designated stop unless parental permission to change this schedule has been given.
- 4) Students will remain in their seats while the bus is in motion. Students will enter and leave the bus through the front door.
- 5) All parts of a student's body are to remain inside the bus while riding.
- 6) Objects are not to be thrown inside or outside the bus while riding.
- 7) Tobacco, alcohol, drugs, and profanity are not allowed on the bus.
- 8) There are to be no types of glass or breakable containers on the bus.
- 9) Bus drivers must assign seats.
- 10) Students crossing the highway must cross in front of the bus when signaled by the driver that traffic has stopped.
- 11) While waiting for a bus, students will be orderly and quiet, and will respect surrounding property.
- 12) Shoving and pushing are not allowed. Students should stand approximately six (6) feet from the curb or line of the bus stop until the bus completely stops and the bus door has been opened.
- 13) Students not regularly enrolled on a bus route must secure parental and/or bus driver permission to ride the bus.
- 14) School buses will load in the designated loading area only.

- 15) Bus drivers are responsible for student safety. Bus regulations have been developed to provide protection for Des Moines students.
- 16) Violations of rules will be handled according to the Discipline Policy.
- 17) If your child needs to ride a different bus, parent(s) must clear it with the bus driver prior to the bus run and send a signed note. This note must be initialed by the principal and given to the bus driver when the student boards the bus. This practice needs to be kept to a minimum because of overloaded conditions on some routes.

CAFETERIA

Breakfast and lunch are served each day for students.

- Students must observe rules of conduct such that the cafeteria remains reasonably clean and pleasant with a noise level at a minimum.
- Students who bring sack lunches must eat in the cafeteria.
- Students bringing lunch to school **MAY NOT** share this lunch with others!
- Students will remain in the cafeteria until dismissed (weather and behavior permitting) by the person on duty.
- **Payments for meals should be made in advance.**
- **Application forms for free or reduced meals will be given to parents upon enrollment. Parents will be notified as soon as possible after forms have been submitted if qualifications for the program have been met.**

CELL PHONES AND ELECTRONIC DEVICES

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. Accordingly, it is DMMS policy to request all personal electronic devices including cell phones be placed in the "off" position and not visible during the day unless a teacher has provided students an *educational opportunity* to utilize the device. Students may contact parents utilizing the office phone at the appropriate times during the day. Students not following these guidelines 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 contacted to come retrieve the phone the following day.

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.

CLOSED CAMPUS

Des Moines Municipal School is a closed campus. If a student must leave campus during the day, a parent or guardian **must** sign them out in the office.

- All students being picked up for lunch must be signed out in the office.
- Students who eat at home will be released to the parent and arrangements must be made with the office. Students who wish to eat off campus other than at home must be accompanied by a parent/guardian, or another student's parent/guardian and arrangements must be made through the office.
- If a parent/guardian wants to transport several students to lunch (such as for a birthday party), they must bring a signed and dated note from each parent to the office **prior** to the trip.
- Students are not permitted in the hallways during classes, before or after school, or at lunchtime unless the office or a teacher has granted permission.
- Students returning late from off-campus lunch will be given an **unexcused** tardy.

CLASS SPONSORSHIPS

Teachers will be assigned a class sponsorship at the 7th to 12th grade levels and these sponsorships will be selected in a regular, rotating cycle. New personnel may be assigned to vacated sponsorships. Sponsorships may be changed with administrative approval in situations where a disruption may be avoided. All staff may be assigned various duties to assist the class sponsors with class activities.

COMPUTER USE AND CARE

Major resources have gone into providing computer and internet access to students at Des Moines Schools. It is essential for students to be responsible users of this equipment. Students who use computers for activities or course must limit their use to the course objectives and the directions of the instructor. Students and parents are required to sign the Electronic Information and Service User Agreement (Appendix C) before the student is allowed to Des Moines School Computers and iPads.

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

DISCIPLINE POLICY

The primary goal of the Des Moines 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.

Discipline Rubric	Consequence	Additional Consequences
Minor Offenses	Minor Offenses	
<ul style="list-style-type: none"> • Profanity • Dress Code Violations • Horseplay- pushing and shoving • Missing Assignments after (3) • Tardiness (3) • disruptive • misbehaviors 	<p>1st Offense – Parent contacted, conference with principal, community service, or alternative discipline</p> <p>2nd Offense - Parent contacted, conference with principal, 1 day BSD, community service, or alternative discipline</p> <p>3rd Offense - Parent contacted, conference with principal, 2 days BSD, community service or alternative discipline</p> <p>4th Offense – Parent contacted, 4 days BSD, community service, and Referral to SAT for BIP and /or alternative discipline</p>	<ul style="list-style-type: none"> • After school detention • Before school detention • Behavior contract needed • Community service • Hearing w/possible long-term suspension or expulsion • In-school suspension • Loss of privileges • Lunch detention • Mediation • Out-of-school suspension • Parent conference required • Parent Shadow • Parents contacted • Principal/student conference • Readmit after parent conference • Referral to legal authorities • Referral to SAT • Restitution needed • Warning
Major Offenses	Major Offenses	
<ul style="list-style-type: none"> • Disrespect • Cheating • Defiance of school personnel/rules • Fighting-(aggressive behavior, punching, hitting, throwing objects, kicking or biting) • Gang Related Activity • Misuse/vandalism of Materials, Books, Furniture, Computers • Pornography • Theft • Tobacco Use • Vandalism/Graffiti • Verbal/Physical Harassment of another student (bullying) 	<p>1st Offense – Call to parent, up to one day BSD, or alternative discipline</p> <p>2nd Offense – Call to parent, up to three days BSD, behavior contract, or alternative discipline</p> <p>3rd Offense – Call to parent, up to 5 days ISS or OSS, or alternative discipline</p> <p>4th Offense – Call to parent, up to 10 days BSD up to 10 days ISS or OSS, Referral to SAT for BIP, or alternative discipline</p>	
Prohibited Behaviors	Prohibited Behaviors	Prohibited Behaviors
<ul style="list-style-type: none"> • Assault/Threats/Bullying (p. 12) • Controlled Substances (p. 9) • Sexual Harassment (p. 22) 	<p>1st offense- Parent Contact, OSS for up to 5 days, Referral to Outside Agency, Referred to SA, behavior contract</p> <p>2nd Offense- Parent contact, OSS up to 10 days, Referral to outside agency, referral to SAT and possible expulsion.</p>	
<ul style="list-style-type: none"> • Weapons Real or Fake(p. 24) 	<p>Expulsion up to 365 days</p>	

BSD – Before School Detention **ISS**- In School Suspension **OSS**- Out of School Suspension

SAT - Student Assistant Team

BIP – Behavior Intervention Plan

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

Note: For criminal offences 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.

DRESS CODE

PURPOSE

The Board of Education believes that enforcement of a strict dress code can be a factor in improving student attitudes toward school and that positive change in attitude can lead to improvements in school attendance, dropout rates, and academic performance.

In the appearance of the student body, as perhaps in no other factor, the true nature of the school is exhibited. Nothing speaks more effectively for a student body than a group of appropriately dressed, well-groomed students. Standards of student dress and appearance, which are consistent with current styles and acceptable under the following guidelines, will be maintained at all school sponsored activities.

GOALS OF THIS CODE

1. To create an atmosphere conducive to learning and to minimize disruptions attributable to personal appearance, conduct, grooming, hygiene and attire.
2. To foster an attitude of respect for authority and to prepare students to enter the work place, where rules regarding dress, conduct and appearance are frequently encountered.
3. To insure that the conduct and grooming of students who represent the district in school-sponsored, extracurricular and community activities create a favorable impression of the district and the community.
4. To counter the disruptive effect and potential for interference with the educational mission of the school district which may result when aspects of student appearance or articles of dress represent gang membership or activity, promote use of abuse of alcohol, tobacco or drugs, contain sexually explicit messages deemed to be obscene or vulgar according to local community standards, or depict or advocate violence or seek to incite violent reactions.

STUDENT DRESS STANDARDS

A student's appearance will be governed by standards that are compatible with decency, cleanliness, safety and an atmosphere of learning. Dress, which disrupts the educational process, will not be 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, and with modesty being the prevailing model. Personal attire should reflect pride and respect in who you are as a student at Des Moines Municipal Schools. ***Administration has the authority to use discretion for any instance that Dress Code may be questionable or when violations are not specifically mentioned below. Chronic offenses may include severe consequences.***

1. **HEAD:** Hats, caps, visors, sunglasses, and any other type of headgear may not be worn in the classroom or buildings and must be worn facing forward when on school grounds.
2. **UPPER GARMENTS:** Mesh shirts, tank shirts, and crop shirts shorter than waist level are not permitted. No straps less than 2" wide allowed. Cleavage, the midsection of the body (belly button) and/or undergarments shall not be exposed.
3. **LOWER GARMENTS:** Waistbands of all dresses, skirts, shorts and pants shall be secured at the waistline. These items, when worn as the outer garment, shall extend at least to the tip of the fingers when the arms are held straight at the side.
4. No excessive holes or fraying above the knee showing undergarments or exposing excessive or inappropriate skin or body parts. Hemmed frays on shorts meeting the length requirement are acceptable.
5. No pajama pants are allowed.
6. Body piercing and jewelry/ornamentation must be worn in good taste, small in size and not disrupt the educational process. Tattoos may not be visible.
7. Hair length, colors, and styles that are such extreme deviations from the norm that they attract attention to an individual are considered inappropriate.
8. Perfumes and other strongly scented products should be kept to a minimum. These may cause allergic reactions and/or migraine headaches.
9. Clothing which contains symbols, pictures, and/or printing referring to drugs, alcohol, obscenities, weapons, and other clothing which is deemed offensive are inappropriate.
10. Shoes, sneakers or appropriate footwear must be worn at all times unless specified by an adult authority. No slippers are allowed.

Additional requirements with regard to dress code may be imposed by sponsors of all activities.

EMERGENCY DRILLS

As per state law, Des Moines Municipal School will have a minimum of one emergency drill per week during the first four weeks of the school year; one shelter in place, one evacuation and two fire drills. We are required to have four additional drills of which two must be fire. A shelter-in-place drill, for the purpose of active shooter training will include parent/guardian notification. In addition, Des Moines School will have one tornado drill and a lockdown drill during the course of the year.

FOOD AND DRINK IN THE CLASSROOM

Food and drink (except water and approved vending machine items) are not allowed in classrooms or lockers unless specifically approved by the principal. Sunflower seeds are not allowed in the school building, in school vehicles, or buses. No soft drinks or candy are allowed in the cafeteria area during breakfast or lunch time.

INTERNET SAFETY TIPS FOR PARENTS – ELEMENTARY

The internet offers a world of resources with the click of a mouse, but there is a dark side to the Internet that poses a variety of dangers for our youth. Viruses that could harm your computer; pedophiles that are trying to meet your child; and disclosure of personal information that could lead to identity theft are all risks inherent in using the internet. Every parent must recognize these dangers in order to help their children learn to protect themselves online. The following are some safety tips for parents of elementary students who use the internet.

- Place the computer in a common area. We strongly suggest that your child not have a computer in his or her room, or at least no internet access on the computer in his or her room.
- Learn to use the internet. Experience cyberspace with your child and learn how to check the computer's "History" to see what websites your child is visiting.

TEACH YOUR CHILDREN THE FOLLOWING RULES

- Never accept files or downloads from unknown sources; this includes familiar sources if you were not expecting them.
- Choose an email address/ screen name that DOES NOT contain any part of your name, age, gender, interests or favorite activities.
- Do not fill out a profile without parental review and approval.
- Never give out real name, telephone or cell phone number(s), mailing address, or passwords.
- Do not enter chat rooms.
- Do not post photographs in publicly accessible sites.
- The settings for ANY social networking profiles* should be PRIVATE, and new friends are accepted only if they are known to the child AND parent.

***Social networking sites include: FaceBook, Instagram, Snapchat etc.**

Talk to your child about dangers online. Your child should know that:

- Accepting files or downloads from unknown sources can include a virus that could harm the computer. Giving away personal information can lead to identity theft or worse.
- People may not be who they say they are online -- predators roam cyberspace.
- Open communication with your child is vital. Your child needs to feel s/he can come to you if s/he encounters frightening communications or images without fear of losing Internet privileges.
- **If you have a webcam, your child should use it ONLY if you are present.** Posting pictures online or sending images can have dangerous consequences. Parents *must* control such activity.
- **Note to Parents:** There are many organizations and activities in which your child may be involved that post information online in public locations. It is extremely important for you to pre-approve any information about your child that will be posted for the world to see. Remember, cyber predators are looking, too.

INTERNET SAFETY TIPS FOR PARENTS - MIDDLE SCHOOL

- **If you have a profile on a social networking site*:**
 - ✓ Set up profile to Private or Friends Only – otherwise you are giving cyber predators permission to view it.
 - ✓ Only add people to your friends list that you already know.
 - ✓ Protect your personal information as well as personal information about your friends.
 - ✓ If you are too young to be on a site, don't lie about your age to join.
 - ✓ Delete mean or embarrassing comments.
 - ✓ Beware of invitations through comments or bulletins to view videos or click on links; they may be attempts to capture your password and introduce a virus.
- **Remember that anyone can lie online. A stranger could be a cyber-predator if:**
 - ✓ The stranger asks for your picture.
 - ✓ The stranger invites you to view his/her web cam.

- ✓ The stranger asks if you are alone.
- ✓ The stranger talks about sexual matters.
- ✓ The stranger wants to meet you in person.
- **If you are thinking about posting your pictures on a public site, think about this:**
 - ✓ Once you have placed your picture on a public Internet site, it's out there forever and there is no taking it back.
 - ✓ Software manipulation of photographs makes it possible for that photo to be altered and put back on the Internet or traded among child pornographers.
 - ✓ Be anonymous: Don't provide personal information in your user name or screen name.
 - ✓ Don't use passwords that are easy to guess (i.e., the name of your pet).

INTERNET SAFETY TIPS FOR PARENTS – SECONDARY

- **Tempted to meet someone face-to-face that you know only from online chats?**
 - ✓ Remember anyone can pretend to be someone else online. A skilled predator will pretend to be exactly the type of person you are looking for; otherwise you wouldn't be interested in getting together, would you? If you think you cannot come into contact with a predator, think again. Predators go anywhere you go on the Internet. MySpace found 30,000 sex offenders with profiles, and these are just the ones who used their real names to register.
- **Sharing too much information about yourself?**
 - ✓ Giving out personal information could lead a predator to your door. Set all online profiles of yourself to PRIVATE or FRIENDS ONLY. You, your friends, and your athletic teams are putting information about you onto the web. If the world can see that information, so can a predator or a stalker. Guard your personal information and ask others to be careful with it as well.
 - ✓ There is another potential problem that you might not consider – identity theft. This is a crime in which someone establishes credit in your name. Unfortunately for you, the credit history that is established will not be a good one, and it will take a lot of time and effort to clean up the mess. Giving out personal information should be your decision. Just because an interesting website asks for your personal information doesn't mean you should give it out.
 - ✓ Be careful about posting photos of yourself on the web. Photos placed on public sites can be manipulated and placed back onto public sites. Such photos of you might prove to be embarrassing or worse – not the kind of photo you would want a college admissions committee or potential employer to see.
- **What do you know about intellectual properties?**
 - ✓ Do you know that intellectual properties are protected by copyright law? And using another person's intellectual properties without permission is illegal.
 - ✓ Many owners of intellectual properties view piracy and plagiarism as stealing. Illegal downloading of movies and music can have serious legal and monetary consequences. The music industry has taken legal action against some offenders, typically costing the person thousands of dollars to resolve.

Plagiarizing can seriously damage your academic record, which could adversely affect your college admission or ability to get a job.

EXAMPLES OF INTELLECTUAL PROPERTIES

Music Recordings, Videos, Photographs, Drawings, Magazines, Articles, Computer Games, Computer Software, Books

If you have a profile on a social networking site:

- ❖ Set up profile to Private or Friends Only – otherwise you are giving cyber predators permission to view it.
- ❖ Only add people to your friends list that you already know.
- ❖ Protect your personal information as well as personal information about your friends.
- ❖ If you are too young to be on a site, don't lie about your age to join.
- ❖ Delete mean or embarrassing comments.
- ❖ Beware of invitations through comments or bulletins to view videos or click on links; they may be attempts to capture your password and introduce a virus.

Remember that anyone can lie online. A stranger could be a cyber predator if:

- ❖ The stranger asks for your picture.
- ❖ The stranger invites you to view his web cam.
- ❖ The stranger asks if you are alone.
- ❖ The stranger talks about sexual matters.
- ❖ The stranger wants to meet you in person.

If you are thinking about posting your pictures on a public site, think about this:

- ❖ Once you have placed your picture on a public Internet site, it's out there forever and there is no taking it back.

- ❖ Software manipulation of photographs makes it possible for that photo to be altered and put back on the Internet or traded among child pornographers.
- ❖ Be anonymous: Don't give away personal information in your user name or screen name. Don't use passwords that are easy to guess (i.e., the name of your pet).
- ❖ Social networking sites include, FaceBook, Instagram, Snapchat etc.

Is Your Computer Protected?

- ❖ **What do you do with email from unknown sources?** Opening an email from an unknown source, particularly if there is an attachment, may introduce a virus that could permanently damage your computer.
- ❖ **Do you post your email on public sites?** Spammers can find your email on the Internet and use it to send you junk email.
- ❖ **Does it have anti-virus software installed?** Protect your files and computer from virus attacks that can prove disastrous.
- ❖ **Do you have a firewall?** One of the best ways to protect your computer from the ravages of hackers is to install a firewall.
- ❖ **Do you know the dangers of file sharing?** Someone could infect your computer with a virus or access information from your hard drive. This could be particularly devastating if financial information is stored on the computer.
- ❖ **Do you forward emails from unknown sources?** You may think you are being helpful but by forwarding the email, you have just provided your friend's email address to an unknown source. And, if there is an attachment, you may have forwarded a virus.
- ❖ **Do you disconnect the Internet when it's not in use?** This is the best way to prevent anyone from using the Internet's "two-way street" to get into your computer.

INSTRUCTIONAL MATERIALS

Textbooks and electronic devices, which are issued by title and number, are provided for students. Each student is responsible for seeing that each book and/or device checked out to him/her is well cared for. If your books/devices show excessive damage when you check them in, you will be charged accordingly. Due to greatly increased instructional material costs, it is absolutely necessary students pay for the lost books/devices before new books/devices are issued. Withdrawals, report cards and transcripts will not be issued until damaged or lost textbooks/devices are paid for

LEAVING SCHOOL

If it is necessary to leave school during regular school hours, a student must have written permission from the parent(s) or guardian(s). Before a student leaves the school property he/she must sign out in the office. If a student does not sign out, he/she will be classified as truant for the hours gone from school. Parent(s) or guardian(s) must sign out elementary students.

No students may leave the school building during school hours without permission. To leave school during regular hours requires Principal approval. Ill or injured students are to report to the principal's office before leaving the school building.

LOCKS/LOCKERS

- ❖ Locks are not allowed on hallway student lockers, however lock clips are issued at registration to keep lockers closed. Students are not to share lockers or locker numbers.
- ❖ Locker room lockers should be kept locked using a combination lock. The combination should 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 front office immediately.
- ❖ Lockers in the hallway will be used for books and school supplies.
- ❖ **Locker use form from board policy will be on file in principal's office for 7-12 grade students.**

LOST AND FOUND ARTICLES

A lost and found department is maintained in the cafeteria/gym. Articles found in or near the school should be turned over to this department. Please check in the Lost & Found when an article is lost. Proper identification will be requested to claim lost articles. All students' clothing should be clearly marked with their name, etc. We encourage students to claim their items before we dispose of them.

LOST ITEMS

Any unidentified item found by anyone 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 included in this packet and more are available in the 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, principal, school nurse 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

- Parents/guardians who permit a school nurse to administer an OTC medication, 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). All medications need to be stored securely.
- All medications need to 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.

NOTICE OF NON-DISCRIMINATION

Des Moines 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:

Debbie Martinez
500 Des Moines Avenue
PO Box 38
575-278-2611
FAX: 575-278-2617

Email: dmartinezdms@bacavalley.com

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.

PROPER CARE OF BOOKS AND IPADS

Des Moines Municipal School provides textbooks and iPads to students each year. These books are generally used for six (6) years. Therefore, particular care in handling and protecting books is requested. Students are not to write in their books, except for placing their names on the inside cover. Pencils and pens are not to be carried inside books as this can break the covers. Books and iPads are to be returned at the end of the school year in good condition. All books must have covers. The student must pay for lost or damaged books; cost will be pro-rated, based on the number of years the book has been used. iPads should be treated with great care. They should be stored and plugged into the cart (DAILY). Keyboards should be closed and handled carefully.

PUBLIC CONCERNS OR COMPLAINTS

- **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 whom it is directed, with a suggested solution, by the person(s) filing the complaint.
 - ✓ The employee will have 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 complaint shall be reviewed by the employee's supervisor. The Superintendent shall be the final level of review.
- **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.
 - *If the matters of concern are eligibility and related procedures, procedural safeguards, or provision of a free and appropriate public education, the matter may be referred at any juncture in the procedure to the appropriate compliance coordinator.
- **Regarding Instructional Resources** (forms are available in the office)

School community members having a complaint regarding instructional materials will be asked to complete the form "Citizen's Request for Reconsideration of Instructional Material." Upon receipt of 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 may review the materials in question.

RESPONSIBILITY OF PARENTS

1. Send your child to school with a good wholesome attitude toward school.
2. Be willing to uphold the school in its disciplinary action.
3. Refrain from discussing your own misconduct in school in the presence of your child.
4. Refrain from speaking about school personnel in a derogatory manner in the presence of your child.
5. Be interested in your child's grades and quality of work and achievement.
6. Realize that the sole desire of teachers is to assist each student to achieve the highest goal possible.
7. Statistics show that most discipline problems have their origin outside the school.
8. Take time to confer with teachers and administrators when the welfare of your child is involved.

RESPONSIBILITY OF PUPILS

1. To be regular in attendance and to account for all absences.
2. To make a real effort to learn.
3. To be responsible for and expected to assume the consequences of his or her own actions.
4. To be personally clean, neat, and to dress appropriately.
5. To have proper respect for those in authority.
6. To follow all classroom rules and school regulations.
7. To be honest and fair in dealing with others.
8. To cooperate with his or her classmates and to share with them responsibilities and privileges.
9. Each student is expected to contribute positively to his or her education and the education of others by the best use of his or her talents and knowledge of good citizenship.

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 Des Moines 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 Des Moines 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 Des Moines Schools' Policy on Sexual Harassment of Students is available for your review in the school office or in the Central Administration office.

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

STUDENT CODE OF BEHAVIOR

- Des Moines Municipal School students are expected to be courteous and considerate. Your conduct demonstrates your character, your awareness, and your respect for self and others. You are a model to other students and a tribute to the school when you behave in a mature and responsible manner. Please remember to follow these regulations at all times. In situations where guidelines do not exist, remember to treat others as you would wish to be treated.

Behavior guidelines:

1. Remain quiet when others are studying or need to concentrate.
2. Be considerate during school assemblies. Applause is welcome and appreciated, but boisterous outbursts are inappropriate and therefore discouraged.
3. Enter and leave the auditorium in an orderly manner.
4. Help keep your school clean by not littering on school grounds or on property belonging to others.
5. Alcohol, tobacco, and other illegal drugs are not permitted at school or at any school-sponsored activity.
6. No profane or abusive language will be tolerated at any time.
7. Refrain from displays of affection.
8. Throwing of snowballs or water-filled balloons on Des Moines Schools property is prohibited.
9. Radios and stereos are not allowed in classrooms unless approved by the classroom teacher. Cell phones, beepers, skateboards and roller blades or any other devices(s) deemed unsafe or disruptive are not allowed on school premises during school hours and at school activities.
10. Students are expected not to gossip or spread rumors.
11. Making a threat of any kind, whether in jest or not, will be taken very seriously. Students making threats will be subject to immediate removal from class, parent conference, and possible suspension.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

(forms are available in the school 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 thereof, 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 professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars.
- 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.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

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 following policy KE 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.

STUDENTS IN THE HALLWAY

Prior to the first bell in the morning and during the lunch period, students will not be allowed in the hallway, in the library, or in classrooms. A student may go to a classroom if they are receiving tutoring from that particular teacher and they have a signed note from that teacher that was issued prior to the student entering the hallway stating what they need to work on in the library and they must remain busy and quiet in the library or they will be removed. Students may wait for the first bell in the cafeteria.

STUDENT PARKING

Student parking is permitted in the parking lot. **Cars will not be occupied once parked before school starts and until the final bus has left the parking lot after school.** Students will not be allowed to loiter in the parking lot during school hours. Cars driven to school and parked in the vicinity of the school are under school control and all policies/procedures governing those student vehicles will be enforced, including violations such as reckless driving and other traffic violations. Failure to comply with these regulations may result in driving and/or parking privileges being revoked. **Student automobile use form must be on file in principal's office.**

VENDING MACHINE

- ✓ DMMS is compliant with guidelines set forth by the NM Health Department with regards to school snacks and drinks. We have a bottled water machine in the lobby for the enjoyment of the students.
- ✓ Drink containers must be disposed of in the waste receptacles. Failure to do so will result in loss of use of the privilege of buying a drink.
- ✓ Students may purchase drinks before school, after lunch and at the end of the day. Students wishing to purchase a drink after lunch must bring money to lunch as they will not be allowed to return to their locker.
- ✓ Food and drinks may not be taken into classrooms without the teacher's permission.

VISITOR POLICY

Students are not to bring friends or relatives to attend classes as their guests.

All visitors to the school are to check in at the office and obtain a pass. Visitors should obtain permission to visit after hours (i.e. athletic practice). After gaining permission to be on the school campus, the visitor may proceed to the appropriate classroom. Please knock and wait for a response rather than entering unannounced. Please confine school visits to school business. Parents waiting to pick up their children after school should wait in the front foyer or the parking lot.

VOLUNTEERS

Volunteers can make many valuable contributions to the students and 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 the school administrator. 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 a peace officer.

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:

- A firearm.
- Any knife, excepting a knife with a blade length of 2 inches or less that will not lock in open position.
- A destructive device.
- A dangerous instrument.

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.

WITHDRAWAL

Students must present to the principal a statement from their parent(s) or guardian(s) authorizing withdrawal from school. The student must complete a withdrawal slip and return this form to the office after it is completed.

CONFIDENTIALITY OF STUDENT RECORDS

Dear Parent:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);

ESSA; and

The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300).

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include - but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of the District under the supervision of the school administrator and are available only to the teachers and staff members working with the student. Upon request, the School discloses education records, including disciplinary records without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior signed and dated written consent of the parent [34 C.F.R. 99.7]. The signed and dated written consent may be in electronic form under certain conditions [34 C.F.R.99.30].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two (2) years after the date your child was last enrolled in this school district.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children's records should contact the superintendent for an appointment or submit to the superintendent a written request that identifies the record(s) you wish to inspect. School personnel will make arrangements for access and notify you of the time and

place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should write the superintendent, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by you, the School will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

You have 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 School 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 School has contracted 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.

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7]. You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the School to comply with the requirements of FERPA [34 C.F.R. 99.7]. 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**

Sincerely,

Kodi Sumpter
Superintendent

Des Moines Municipal Schools

P.O. Box 38
Des Moines, New Mexico 88418
<http://www.desmoines.k12.nm.us>
Phone: 575-278-2611 • Fax: 575-278-2617

Creating Success Together . . . One Student at a Time

August 15, 2019

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that Des Moines Municipal Schools have made preparations to respond effectively to such situations. In fact, public schools in New Mexico are built to meet stringent construction standards and may be safer than your own home in the event of a disaster. Should we have a major disaster during school hours, your child/children will be cared for at this school. Our School District has a detailed emergency crisis plan, which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. **Do not telephone the school.** Telephone lines may be needed for emergency communication. **Do not call your child's cell phone, nor should they call you as lines can become congested and stop adults for accessing needed help.**
2. In the event of a serious emergency, students will be kept at school until they are picked up by a responsible adult, who has been identified as such on a School District Emergency form, which is required to be filled out by parents at the beginning of every school year. Please be sure to consider the following criteria when you authorize another person to pick up your child at school.

<i>He/she is 18 years of age or older.</i>	<i>He/she could walk to school, if necessary.</i>
<i>He/she has a valid picture ID.</i>	<i>He/she is usually home during the day.</i>
<i>He/she is known to your child.</i>	<i>He/she is both aware of and able to assume this responsibility.</i>
3. Turn your radio to **KRTN 93.9 FM** in Raton, NM or **KLMX 1450 AM** in Clayton, NM for emergency announcements. If students are to be kept at school, radio stations and **Baca Valley** (575-278-2101) will be notified. If electrical service is not affected, information will be relayed via the School District school messenger notification system. In addition, information regarding day-to-day school operations will be available by calling the District Office.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School District Emergency form. During an extreme emergency, students will be released at designated reunion gates located on school campuses. Please instruct your child/children to remain at school until you or a designee arrives. The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event that a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their homes or to school in the morning, the students will be delivered to the Des Moines Schools campus, and the school will communicate with the home school to inform them of the students' whereabouts. In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in-place protection. All students and staff will clear the fields, report to their rooms, and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies. Sincerely,

Kodi Sumpter
Superintendent

**Des Moines Municipal School
2019-2020 Student/Parent Handbook
Acknowledgement Form**

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

have received a written copy of the Des Moines 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.

(Student's Signature)

(Date)

(Parent/Guardian Signature)

(Date)

Confidentiality of Student Records

I have received and read the School Handbook statement titled "Confidentiality of Students Records". I understand my 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)

(Parent/Guardian Signature)

**Des Moines Municipal School Registration Form
2019-2020**

Student's Full Name: _____ Grade: _____

Male: _____ Female: _____ Birth Place: _____ DOB: _____
Last First MI

Mailing Address: _____ Home Phone: _____

Physical Address: _____ Student SS#: _____

Father's Name: _____ Cell Phone: _____

Father's Employer: _____ Work Phone: _____

Father's E-mail Address: _____

Mother's Name: _____ Cell Phone: _____

Mother's Employer: _____ Work Phone: _____

Mother's E-mail Address: _____

Emergency Contact: *(Please list two contacts.)*

Name: _____ Phone: _____

Address: _____ Cell: _____

Relationship: _____

Name: _____ Phone: _____

Address: _____ Cell: _____

Relationship: _____

Ethnicity: *(Check One)*

Caucasian/White Black or African American Hispanic or Latino

Asian American Indian/Alaskan Native Native Hawaiian/Other Pacific Islander

Does Student Ride A Bus Or Are They Eligible To Ride A Bus? Y N

If so, whose bus? _____

School Last Attended: _____

Address: _____

In District: _____ Out of District: _____

***NEW STUDENTS TO THE DISTRICT NEED TO PRESENT A COPY OF THEIR BIRTH CERTIFICATE AND A COPY OF THEIR IMMUNIZATIONS.**

***ALL ENROLLENT FORMS MUST BE IN PLACE WITHIN 10 DAYS OF ENROLLMENT.**

Parent Signature

Date

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
- ___ DIABETES
- ___ EAR/HEARING PROBLEMS: (type)
- ___ EMOTIONAL PROBLEMS: (type)
- ___ SEIZURES
- ___ HEART PROBLEMS: (type)
- ___ OTHER
- ___ ALLERGIES: (type)
- ___ REACTION TO MEDICINE OR INJECTIONS
- ___ HOSPITALIZED FOR SERIOUS ILLNESS, SURGERY, OR ACCIDENT
- ___ USE OF CONTACT LENSES:
- ___ LONG TERM MEDICATIONS
- ___ MININGTS
- ___ MIGRANE HEADACHES
- ___ MUSCULAR WEAKNESS OR PARALYSIS
- ___ BLEEDING DISORDERS: (type)
- ___ HIGH BLOOD PRESSURE
- ___ INFECTIOUS DISEASES: (type)
- ___ TETANUS SHOT: (date)

___ 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



Signature of Parent/Guardian _____ Date _____

STATE OF NEW MEXICO

COUNTY OF _____

Acknowledged before me this _____ day of _____, 20__

My commission expires: _____

Notary Public

**ADMINISTERING MEDICINE
TO STUDENTS**

(Request for Giving Medicine at School)

Name _____ Grade _____

Teacher _____ School _____

Medication _____

Diagnosis/reason for giving _____

Time to be given _____ a.m. Time to be given _____ p.m.

Dates from _____ to _____

Prescription medication must be in the original container as prepared by a pharmacist and labeled, including the patient name, name of medication, dosage, and time to be given. An over-the-counter medication must be in the original packaging, with all directions, dosages, compound contents, and proportions clearly marked. Student misuse of medication being self-administered may result in seizure and disciplinary action.

Parent's or Guardian's Signature Date

A signed physician's statement indicating the necessity must accompany any request for self-administration of medicine, whether it is prescription or over-the-counter medicine.

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use if the EIS resources.

TERMS and CONDITIONS

ACCEPTABLE USE: Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Agree not to use a computer to annoy others, including, but not limited to, sending offensive messages or intentionally cause a computer system or network to crash.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.
- In addition, acceptable use for District employees is extended to include requirements to:
 - Maintain supervision of students using the EIS.
 - Agree to directly log on and supervise the account activity when allowing others to use District accounts.
 - Take responsibility for assigned personal and District accounts, including password protection. Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

PERSONAL RESPONSIBILITY I will report any misuse of the EIS to the administration or system administrator, as is appropriate. I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

NETWORK ETIQUETTE I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses or phone numbers or personally identifiable information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
- *Observe the following considerations:* Be brief, strive to use correct spelling and make messages easy to understand, use short and descriptive titles for articles, post only to known groups or persons.

SERVICES

- The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.
- I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name _____

Signature _____ Date _____

School _____ Grade/Position _____

Note that this agreement applies to both students and employees.

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a Scholl District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give myself permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____

Student Username: _____ Student Password: _____

Parental Trip Permission

I _____ give permission for
_____ to be transported by Des Moines Municipal School
District to various activities during the 2019-2020 school year.

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

Signature of Parent or Guardian

Date

Copyright

I give Des Moines 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 2019-2020 Des Moines 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

DIET PRESCRIPTION FOR SPECIAL MEALS IN THE CHILD NUTRITION PROGRAM

(Breakfast, Lunch, Snacks)

Date _____

Student's Name _____ Age _____

Parent/Guardian _____ Telephone _____

Describe the student's (check one):

_____ Disability _____ Medical Condition _____ Diagnosed Food Allergy

that requires the student to have a **special diet** and the major life activity affected by the student's disability:

Does the disability or medical condition restrict the student's diet?

_____ YES _____ NO

If yes, list the food(s) to be omitted from the diet and/or foods that may be substituted (diet plan may be attached) and/or describe any adjustments that need to be made in the amount or texture of foods:

Is special eating equipment necessary? If so, describe: _____

A Dietitian, Licensed Nutritionist, or Physician must sign this form.

This form must be updated yearly.

Licensed Healthcare Official Signature

Telephone Number

Licensed Healthcare Official (Printed)

License Number

(continued on back)

MEALTIME GUIDE

Student: _____ Date: _____

Diet Order: _____

- Precautions:** Choking
 Food Allergies: _____
 Food Intolerances: _____

Adaptive Equipment (Please Specify): _____

Assistance Required (Please Specify): _____

Food Texture (Please Specify): _____

Liquid Texture (Please Specify): _____

Additional comments: _____

This mealtime guide prepared by: _____