

Des Moines Municipal Schools

PO Box 38, 500 Des Moines Avenue

Des Moines, NM 88418

Telephone (575)278-2611

<http://www.desmoines.k12.nm.us>

Welcome to DMMS for the 2014-2015 school year.

We are excited to have each and every child be a 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 our 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. We are looking forward to a successful and gratifying school year!

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

Have a successful school year!

Kodi Sumpter/Principal

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
Zach Osborn	Secretary
Alfred Newkirk	Member
Scott Warner	Member

School Staff

Kindergarten/First Grade: Mrs. Shannon Hittson (shittsondms@bacavalley.com)
Kindergarten Instructional Assistant: Mrs. Anahy Escobar (aescobardms@bacavalley.com)
Second Grade: Mrs. Sue Vincent (svincentdms@bacavalley.com)
Third Grade: Mrs. Kathy Owensby (kowensbydms@bacavalley.com)
Fourth Grade: Mrs. Chesna Smith (csmithdms@bacavalley.com)
Fifth Grade: Ms. Alexandria Guthrie (aguthriedms@bacavalley.com)
Sixth Grade: Mrs. Bernadette Fernandez (bfernandezdms@bacavalley.com)
English: Mrs. Jennifer Brown (jbrowndms@bacavalley.com)
Agriculture/Director of Programs: Mrs. Ginger Doherty (gdoherdydms@bacavalley.com)
Technology/Electives: Mrs. Kelly Jones (kjonesdms@bacavalley.com)
Science: Mrs. Heidi Karr (hkarrdms@bacavalley.com)
Social Studies/Athletics: Coach Jeffery Connell (jconnelldms@bacavalley.com)
Math: Mrs. Debbie Sanford (dsanforddms@bacavalley.com)
Special Education: Mr. Troy Murray (tmurraydms@bacavalley.com)
Instructional Assistant: Mrs. Dorothy Sisneros (dsisnerosdms@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. Terri Trujillo (ttrujillodms@bacavalley.com)
Administrative Assistant: Mrs. Debbie Martinez (dmartinezdms@bacavalley.com)
Administrative Assistant: Mrs. Rhonda Wingo (rwingodms@bacavalley.com)
Cafeteria Manager: Mrs. Debbie McDonald (dmcdonalddms@bacavalley.com)
Cafeteria: Mrs. Susan Archuleta (sarchuletadms@bacavalley.com)
School Nurse: Mrs. Darlene Longbine (dlongbinedms@bacavalley.com)
Principal: Mrs. Kodi Sumpter (ksumpter@bacavalley.com)
Superintendent - Mrs. Stacy Diller (sdillerdms@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://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

ACCREDITATION

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

ACADEMIC HONORS (grades 3-12)

A. Superintendent's Honor Roll

1. Must have a grade point average for that grading period of 4.0 or above.
2. All grades must be 90 or above.
3. All courses must be completed and the student may not have a serious school infraction, i.e., cheating, disciplinary suspension, etc.

B. "A and B" Honor Roll

1. Must have a grade point average for that grading period of 3.0 or above.
2. All grades must be 80 or above.
3. All courses must be completed and the student may not have a serious school infraction, i.e., cheating, disciplinary suspension, etc.

C. 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 to 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.

- D. National Honor Society and National Junior Honor Society** - 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 3.5 GPA and eligible junior high students must maintain at least a 3.0 GPA.

Alcohol, Tobacco and Drug Abuse

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

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.

ARRIVAL

Upon arrival students should report to the cafeteria, unless other arrangements have been made. School staff will be on duty at 7:40 a.m. each school day. Students are not to be at school earlier than 7:40 each morning except when special arrangements have been made with a school staff member.

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 superintendent 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 and recess periods.

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

Students must be in the classroom and ready for class when the bell rings otherwise they will be considered tardy. Students are expected to be in class until the last bell dismisses them for the day. Every three tardies 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 tardies 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 tardies 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 you child home. Your child will not be penalized for you decision regarding safe travel. Please make your child's sponsor/teacher/administrator aware of your decision ahead of time if possible.

ASSEMBLY AND GAME BEHAVIOR

- ✓ Assemblies, pep rallies, games, and other events will be held throughout the year. These functions are treated the same as a class period and attendance is compulsory unless the student is a member of a religious group whose doctrine forbids such activities. A student who cannot attend will be given an alternate supervised activity.
- ✓ The NMAA "Six Pillars of Character" are the guidelines for behavior and will be enforced at all assemblies and games.
 1. Trustworthiness- doesn't engage in or tolerate dishonesty, cheating, or dishonorable conduct.
 2. Respect- doesn't engage in or tolerate disrespectful conduct, including verbal abuse of opponents and officials, profane or belligerent "trash talking" taunting or unseemly celebrations.
 3. Responsibility- is a positive role model, both in the stands and in the arena, with regards to the game rules, etiquette, first aid, and safety.
 4. Fairness- adheres to high standards of fair play, never taking advantage and being open-minded.
 5. Caring- makes sure that academic, emotional, physical and moral well-being is always placed above the pressure to win.
 6. Citizenship- safeguards the health of athletes and the integrity of the sport by honoring the rules and goals. Prohibits the use of alcohol, tobacco, drugs, and gambling.

STUDENT HARASSMENT/BULLYING/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.

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 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 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.

Loss of and Damage to Personal Electronic Devices: The District shall not be liable or responsible for the loss or damage to any Personal Electronic Device at school or at school-sponsored activities.

CHANGE OF ADDRESS

Whenever there is a change of address or telephone number, parents/guardians should notify the school office 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.

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.

COLLECTION OF DEBTS

Any debt incurred by a student will be recorded as the debt is incurred. Debts may be incurred by the following descriptions: lost or damaged textbooks, instructional materials or equipment; lost or damaged library materials; lost or damaged athletic equipment; lost or damaged organization or club material; fund-raising merchandise or money not turned in; damages to school property, building or any other debt deemed to be legitimate by the administration. All money is to be turned in to the school bookkeeper where it will be receipted. All debts must be cleared prior to obtaining a course schedule.

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"> • 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 • superintendent/student conference • Readmit after parent conference • Referral to legal authorities • Referral to SAT • Restitution needed • Warning
<ul style="list-style-type: none"> • Dress Code Violations • Casual Profanity • Tardies (3) • Disruptive/Defiant behavior • Missing Assignments after (3) • Horseplay- pushing and shoving without Anger 	<p>1st Offense – Parent contacted, conference with principal, community service</p> <p>2nd Offense - Parent contacted, conference with principal, 1 day BSD, community service</p> <p>3rd Offense - Parent contacted, conference with principal, 2 days BSD, community service</p> <p>4th Offense – Parent contacted, 4 days BSD, community service, and Referral to SAT for BIP</p>	
Major Offenses	Major Offenses	
<ul style="list-style-type: none"> • Profanity Aimed at Staff Member • Fighting-angry aggressive behavior, punching, hitting, throwing rocks • Blatant Disrespect • Cheating • Defiance of school personnel/rules • Gang Related Activity • Misuse/vandalism of Materials, Books, Furniture, Computers • Theft • Tobacco Use • Vandalism/Graffiti • Verbal/Physical Harassment of another student (bullying) 	<p>1st Offense – Call to parent, one or more days BSD</p> <p>2nd Offense – Call to parent, two or more days BSD</p> <p>3rd Offense – Call to parent, three or more days BSD</p> <p>4th Offense – Call to parent, 4 days BSD, Referral to SAT for BIP</p>	
Prohibited Behaviors	Prohibited Behaviors	Prohibited Behaviors
<ul style="list-style-type: none"> • Weapons Real or Fake • Assault/Threats/Bullying • Sexual Harassment • Controlled Substances 	Parent Contact, OSS for up to 10 days, Referral to Outside Agency	<ul style="list-style-type: none"> • Referred to SAT • Refer to Law Enforcement • Expulsion

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.

DISTRIBUTION OF THIS POLICY AND ACKNOWLEDGMENT OF RECEIPT

A copy of this form will be issued to each student during registration and the acknowledgement form signed and returned within the first week.

DRESS CODE POLICY

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 School. The principal may decide the appropriateness of dress or hairstyle.

1. Clothing that displays tobacco, alcohol, drug, ethnic slurs, gang related, or sexual symbols or messages, or other socially unacceptable remarks or innuendos will not be tolerated.
2. Earrings and other body piercing should be small in size and not attract undue attention.
3. Hair length, colors, and styles that are such extreme deviations from the norm that they attract attention to an individual are considered inappropriate.
4. Head coverings may be worn outside the school. Hats are not to be worn backwards or sideways on school property, or school sponsored events.
5. Mesh shirts, tank shirts, and crop shirts shorter than waist level are not permitted. No straps less than 2" wide allowed.
6. Perfumes and other strongly scented products should be kept to a minimum. These may cause allergic reactions and/or migraine headaches.
7. Ripped, holey, written on, or torn clothing will not be allowed.
8. Shoes or Sandals should be worn during the school day.
9. No cutoffs, skin fitting biker, or spandex shorts.
10. Tattoos may not be visible.
11. 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.
12. Cleavage or the midsection of the body shall not be exposed.
13. Undergarments shall be worn under clothing not as outerwear.

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

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 will be held to the same standard.
- ✓ 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.

FEES

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

FIRE DRILLS

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

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.

GRADING POLICY

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

A = 90 - 100 ("A" has the point equivalent of 4.0)

B = 80 - 89 ("B" has the point equivalent of 3.0)

C = 70 - 79 ("C" has the point equivalent of 2.0)

D = 60 - 69 ("D" has the point equivalent of 1.0)

F = 59 or below ("F" has the point equivalent of 0)

- ✓ ***"Superintendent's" Honor Roll - all grades are 90 or above with a 4.0 GPA***
- ✓ ***"A & B" Honor Roll - all grades are 80 or above with a 3.0 GPA***
- ✓ ***Grades for ITV will be weighted by one additional GPA point.***
- ✓ ***All final exams are worth 20% of student's semester grade.***
- ✓ ***Students are ineligible with GPA of less than 2.0, (See Eligibility)***

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 principal 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.

HOMEWORK

Homework is an effective way to help students become more successful. By developing good study habits, the student accepts the responsibility of completing assignments promptly, for using time wisely, and for becoming a better learner. Also, professional studies indicate that homework improves critical thinking, knowledge retention, attitude toward school, and independent problem-solving.

Homework is intended to be purposeful and meaningful. Since student success is a shared concern of home and school, parents are asked to encourage their children to maintain good study habits and to ensure an environment conducive to independent study. Homework includes mandatory assignments that will contribute to the student's over-all grade. When homework is not assigned, it is a good idea for students to spend that same set-aside time leisurely reading or reviewing class material. The actual purpose of homework is to create an independent learner.

In order to support students in becoming all they can be, students will be held responsible for arriving at school each morning with completed homework assignments.

INSURANCE

Each year the school provides students with the opportunity to purchase insurance which will cover them in case of an accident while under school supervision. This is attributed to the fact that the school cannot be held liable for an accident on school property. All students taking part in extra-curricular activities must carry school insurance or present a signed affidavit by parent(s) that the student is covered by the family's insurance. ***Students will not be able to attend school sponsored trips or participate in school sponsored athletics without proof of insurance.***

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: MySpace, FaceBook, Bebo, 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 - HIGH SCHOOL

- **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.

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- ❖ 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: MySpace, FaceBook, Bebo, Instagram, 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.

LOCKS/LOCKERS

- ❖ Locks are not allowed on hallway student lockers. 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.

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.

NOTIFICATION OF LAW ENFORCEMENT

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

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

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

PARENT-TEACHER CONFERENCES

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

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 by review the materials in question.

PHONE USE BY STUDENTS

School phones may only be used for emergencies. Forgotten homework, lunches, athletic clothing, and proper seasonal clothing are *not* emergencies. Phone passes will be distributed by the classroom teacher.

PROMOTION POLICY

A parent will be notified at the end of the second 9-weeks if their child is failing to make adequate yearly progress (AYP). A Student Assistance Team (SAT) conference consisting of the parent, one or more teachers, and superintendent will be held to discuss possible remediation. A written plan will be developed containing timelines, academic expectations and the measurements to be used to verify that a student has overcome their difficulties. Parents will be notified upon the completion of the first semester if retention is being considered.

The following will apply to promotion:

- ✓ The student is academically proficient and shall enter the next higher grade;
- ✓ The student is not academically proficient and shall participate in the required level of remediation. Upon certification by the School District that the student is academically proficient, he shall enter the next higher grade; or

- ✓ The student is not academically proficient after completion of the prescribed remediation program and upon the recommendation of the teacher and school superintendent shall either be:
 - Retained in the same grade for no more than one (1) school year with an academic improvement plan developed by the student assistance team in order to become academically proficient, at which time the student shall enter the next higher grade; or
 - Promoted to the next grade if the parent refuses to allow the child to be retained. In this case, the parent shall sign a waiver indicating a desire that the student be promoted to the next higher grade with an academic improvement plan designed to address specific academic deficiencies. The academic improvement plan shall be developed by the student assistance team outlining timelines and monitoring activities to ensure progress toward overcoming those academic deficiencies. Students failing to become academically proficient at the end of that year as measured by grades, performance on School District assessments and other measures identified by the School District shall then be retained in the same grade for no more than one (1) year in order to have additional time to achieve academic proficiency.
- ✓ ***At the end of the eighth (8th) grade***, a student who is not academically proficient shall be retained in the eighth (8th) grade for no more than one (1) school year to become academically proficient or if the student assistance team determines that retention of the student in the eighth (8th) grade will not assist the student to become academically proficient, the team shall design a high school graduation plan to meet the student's needs for entry into the work force or a post-secondary educational institution. If a student is retained in the eighth (8th) grade, the student assistance team shall develop a specific academic improvement plan that clearly delineates the student's academic deficiencies and prescribes a specific remediation plan to address those academic deficiencies.
- ✓ A student who does not demonstrate academic proficiency for two (2) successive school years shall be referred to the student assistance team for placement in an alternative program designed by the School District. Alternative program plans shall be filed with the department.

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

SCHEDULES AND SCHEDULE CHANGES

Administration will assist students with developing their class schedules each year. The schedule will be directly related to their Next-Step Plan, which will be updated annually. During the first week of the school year, students may meet with an administrator for a schedule change. No schedule changes will be considered after the first week of each semester.

- A. Students may be transferred or placed in particular classes if the change is of benefit to the student, and recommended by an administrator and approved by the Superintendent. Approval is required for individualized classes or special projects.
- B. The Interactive Television Project (ITV) benefits students by offering college level coursework for concurrent credit. High school credits are awarded and students may earn semester hours toward college via ITV. Des Moines High School is included in a consortium of high schools that are served by ENMR. The delivery system is two-way interactive; Des Moines students "meet" in daily classes with students from several other high schools. Night classes may also be available. Dual credit courses are a privilege and are limited to students who have earned at least a 3.0 grade point average. Administration will assist students with registration, testing, and counseling.

SEARCH OF STUDENTS

Administrators or his/her designee are authorized to conduct searches when a search is permissible. An authorized person who is conducting a search may request the assistance of some other person, who upon consent becomes an authorized person for the purpose of that search only. Female students will be searched by a female authority and male students will be searched by a male authority. An authorized person may conduct a search when he/she has reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions and also when he or she has reasonable cause to believe that a search is necessary to maintain school discipline.

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.

SPECIAL EDUCATION STUDENTS

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

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

(forms are available in the office)

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

- Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- Intimidation by another student.
- Bullying by another student which means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern 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.

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.

STUDENT PARKING

Students are permitted to park on school premises as a matter of privilege, not of right. DMMS retains the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student automobiles may be inspected whenever administration or their designee has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobile. Such patrols and inspections may be conducted without prior notice, without student consent, and without a search warrant. A student who fails to provide access to the interior of the car upon request by a school official will be subject to school disciplinary action.

Vehicles must be parked in assigned areas and may not be moved or occupied until the close of school each day, *after* all school buses have left the campus. Speed limits on the school campus will be enforced.

TEXTBOOKS

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

TRANSPORTATION

School bus transportation is a privilege. Students should be on time to their bus stop. The bus driver is in full charge of the bus and students and must be obeyed promptly and respectfully. Students should wait in an assigned area for the bus, off of the roadway. Students should enter and exit the bus by walking without crowding or pushing. Students must remain seated, facing the front with both feet on the floor when the bus is in motion. The windows may be rolled down with the driver's permission. Hands, arms, head and feet may not be stuck out the windows. Nothing shall be thrown within the bus or through the window. Students must obey the directions of the bus driver promptly. Students failing to follow the bus driver's requests or creating a disturbance will be referred to the Superintendent. Students could lose the privilege of riding district transportation due to exhibiting inappropriate behaviors.

Unassigned passengers on a school bus must be approved by a school administrator. Arrangements must be made at least a day in advance by written request.

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.

VISITORS

ALL VISITORS ARE TO CHECK IN AT THE FRONT OFFICE. DMMS students may not bring relatives or friends to visit.

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

A parent or guardian must accompany a student to withdraw from Des Moines Municipal Schools. The parent/guardian will sign a withdrawal form, issued by the front office, which will be taken to each of the student's teachers. Teachers will check in all books and clear the student of all fees or fines prior to assignment of withdrawal grades. When all grades are obtained, the student will acquire the remainder of the checkout signatures and check out in the front office.

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);

No Child Left Behind Act of 2001 (NCLB); 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,

Stacy Diller
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 18, 2015

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.
 - He/she is 18 years of age or older.
 - He/she has a valid picture ID.
 - He/she is usually home during the day.
 - He/she could walk to school, if necessary.
 - He/she is known to your child.
 - He/she is both aware of and able to assume this responsibility.

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,

Stacy Diller
Superintendent