

# **Tse Bit' A'i Middle School**



## **Student and Parent Handbook 2015-2016**

*This handbook is subject to CCSD School Board Policy. In the event of a discrepancy, defer to the current CCSD Board Policy.*

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# Central Consolidated School District #22

Kirtland ♦ Naschitti ♦ Newcomb ♦ Ojo Amarillo ♦ Shiprock, New Mexico



## TSE BIT' AI MIDDLE SCHOOL

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[www.centernalschools.org/~tba](http://www.centernalschools.org/~tba)

### Vision

Warriors for our future

### Mission

Inspiring Excellence through Collaboration and Expectations

### 2015-16 GOALS

TO provide a safe environment with a focus on the health and wellness of all students and staff.

TO increase Reading and Math performance by the beginning of third quarter.

TO accomplish at least a 95% attendance rate for the 2014-2015 school year.

TO survey staff, students, and parents to measure the level of satisfaction of all stakeholders in order to develop and improve the learning environment.

### ADMINISTRATION

Principal: Dr. J. Kaibah Begay [begak@centernalschools.org](mailto:begak@centernalschools.org)

Dean of Students: Dannell Yazzie [yazzda@centernalschools.org](mailto:yazzda@centernalschools.org)

**SCHOOL COLORS:** Blue and White

**SCHOOL MASCOT:** Warriors

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Tse Bit Ai Middle School Follows the following Positive Behavior Support System:

	<b>S</b>	<b>P</b>	<b>K'E</b>	<b>A</b>	<b>R</b>
	<b>Safety</b>	<b>Pride</b>	<b>K'E</b>	<b>Achieve</b>	<b>Respect</b>
<b>Football/ Outside</b>	<ul style="list-style-type: none"> <li>Stay in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>Be responsible for your property and space</li> <li>Clean up</li> </ul>	<ul style="list-style-type: none"> <li>Treat others as you would like to be treated</li> </ul>	<ul style="list-style-type: none"> <li>Be prompt</li> </ul>	<ul style="list-style-type: none"> <li>Listen to staff</li> <li>Use appropriate language</li> <li>Honor others' space</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>Wash your hands</li> <li>Have permission</li> </ul>	<ul style="list-style-type: none"> <li>Keep free of graffiti</li> <li>Keep clean (put all trash in the trash can)</li> </ul>	<ul style="list-style-type: none"> <li>Treat others as you would like to be treated</li> </ul>	<ul style="list-style-type: none"> <li>Be prompt</li> </ul>	<ul style="list-style-type: none"> <li>Use indoor voices</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>Walk to right</li> <li>Hands to self</li> </ul>	<ul style="list-style-type: none"> <li>Honor wall displays</li> </ul>	<ul style="list-style-type: none"> <li>Treat others as you would like to be treated</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to your next class</li> </ul>	<ul style="list-style-type: none"> <li>Use indoor voices</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>Sign-in</li> </ul>	<ul style="list-style-type: none"> <li>Take care of books, computers, and furniture</li> </ul>	<ul style="list-style-type: none"> <li>Treat others as you would like to be treated</li> </ul>	<ul style="list-style-type: none"> <li>Use materials and computers to support your education</li> </ul>	<ul style="list-style-type: none"> <li>Use indoor voices</li> <li>Enter teacher's lounge and librarian's office with permission</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Walk</li> <li>Stand in line</li> <li>Keep your hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Keep it clean, pick up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Treat others as you would like to be treated</li> </ul>	<ul style="list-style-type: none"> <li>Eat a full balanced meal</li> <li>Return promptly to class</li> </ul>	<ul style="list-style-type: none"> <li>Pay attention to staff instructions</li> <li>Use indoor voices</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>Keep your hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Do your best</li> </ul>	<ul style="list-style-type: none"> <li>Treat others as you would like to be treated</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Ask questions</li> <li>Participate</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate tone and language</li> </ul>

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## **Expectations Specific to Tse Bit Ai Middle School and aligned to District Policies:**

Bullying is NOT allowed anywhere at any time. It is expected that any incident of bullying be reported to an adult IMMEDIATELY.

Disrespect toward staff or students by anyone is not tolerated.

Fighting is a serious offense and consequences will follow district policy.

Watching a fight is participating. This will be an automatic suspension of one day.

Videotaping a fight will be an automatic suspension of two days.

Running is not permitted in hallways.

Pajamas are not to be worn to school.

Trench coats are not allowed.

Non-prescription cosmetic eye contacts that may cause distraction to others are not allowed.

Students are not to eat in classrooms unless approved by the teacher and administration.

Outside food brought in to the school must be eaten in the office.

Flowers, cards, treats, and other gifts will be accepted at the office for students to pick up on their way out of the school, unless otherwise approved.

Cell phones and other electronic devices are not to be used or seen inside the school building.

Backpacks must be put into lockers and not left in classrooms.

Lockers are NOT to be shared.

Skateboards cannot be used on school grounds; they must be checked into the office upon entrance.

Respect is a core value at Tse Bit Ai Middle School. It is expected that students, staff, teachers, parents and administration treat each other with respect at all times.

We are here to learn and participate in a quality educational experience. Everyone must contribute to this in the most positive way possible.

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This handbook contains valuable information for you and your child. Please familiarize yourself with its contents. This handbook is written to list and explain procedures, rules and regulations for the operation of the school. The handbook is designed and developed to be used as a reference guide and to help students, parents/guardians and staff to become better acquainted with the school. The handbook does not, nor was it intended to, cover all situations that may occur during the course of the school year. Situations that are not covered by this handbook will be handled at the discretion of the administration and Board Policy. Parents/guardians and students will be consulted in these determinations.

### **ACCREDITATION STATEMENT**

The MIDDLE SCHOOL IS FULLY ACCREDITED BY THE NEW MEXICO STATE BOARD OF EDUCATION.

Central Consolidated School District (CCSD) provides student-centered environments for learning. Administrators, faculty and staff recognize their responsibility to meet the needs of students and families while respecting the dignity and uniqueness of each individual.

### **LEARNING**

Our primary purpose at the Middle School is Student Learning. It is important that all students know what the Common Core Standards are and when they will learn them. Students' learning and teachers' lessons are based on the Common Core State Standards. All teachers are committed to following the District's Quarterly Pacing Guide which helps guide student learning throughout each quarter in the most effective way possible.

### **WHAT ARE THE COMMON CORE STATE STANDARDS (CCSS)?**

The CCSS is a state-led effort designed to improve educational outcomes for students by developing a set of consistent, clear K-12 academic standards in English language arts and mathematics. These standards are relevant to the real world, reflecting the knowledge and skills young people need to be prepared for both college and work in a global economy.

#### **Teachers can anticipate:**

More professional development on the implementation and assessment of the CCSS.

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- Increased emphasis on collaborative, interdisciplinary lesson planning within and across grades.
- New strategies regarding instruction, management and use of time in the classroom.

The standards: <http://www.corestandards.org/>

### **Parents can anticipate:**

- A stronger focus on graduating from high school prepared for postsecondary education and ready for the American workforce.
- States and districts sharing methods of assessment, teaching practices, instructional materials, and approaches to helping parents support and reinforce learning at home.
- Rigorous content and application of knowledge through high-order skills that build on strengths and lessons of current state standards.

For more information: [http://pta.org/common\\_core\\_state\\_standards.asp](http://pta.org/common_core_state_standards.asp)

### **Students can anticipate:**

- Encouragement to explore options beyond graduation.
- A focus on digital literacy and applied mathematics.
- Real world connections to daily learning.

## **ASSESSMENTS**

Students are tested to determine how they are progressing or to determine what support or enrichment they may need. The annual state test has changed significantly. All public schools in the state are now measured annually by a PARCC Assessment. Forty-six states have already adopted the Common Core State Standards and are in the process of implementation. These assessments will allow parents and educators to see how children are progressing in school and whether they are on track for postsecondary success. The PARCC assessment also provides teachers with the ability to identify students who may be falling behind and need extra help.

### **Parent/Staff Communication**

The school recognizes the importance of parents and caregivers to be a part of a child's educational experiences. Parents and caregivers will be contacted from time to time about a student's behavior, grades, or attendance. We encourage parent involvement and participation and understand the importance of good communication. It is our intention to keep an open door to parent input and participation as much as possible.

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- A. All visitors are expected to report first to the building office upon arriving at a campus/site, sign in, and obtain a visitor's pass.
- B. In order to maintain quality learning time for students, any conferences or visits are expected to occur during non-instructional time scheduled with mutual agreement.

### **Information on School Grade Report Card**

School Grading is part of a state and federal statute that mandates accountability for all public schools. The Elementary and Secondary Education Act (ESEA) enacted in 1965, which was reauthorized in 2001 as *No Child Left Behind* (NCLB), requires schools to show annual improvement in mathematics and reading. In 2011, New Mexico lawmakers enacted additional requirements that schools demonstrate progress through a grading system similar to that applied to students, A-B-C-D-F

**School Grade Report Card Indicators** – the school is rated on the following indicators:

#### ***Current Standing***

How did students perform in the most recent school year? Students are tested on how well they met targets for their grade level. Knowing how many students are proficient in a given year is a measure of the school's overall success. Single-year performance will vary with differing classes of students. Therefore, Current Standing uses up to 3 years of data to provide a more accurate picture of the school's achievement.

#### ***School Growth***

In the past 3 years did the school increase grade level performance? For example did this year's 3rd graders improve over last year's 3rd graders?

School growth compares the students enrolled in the current year to students from prior years. While these are partly different sets of students, the school that is improving will do a better job each year of impacting their achievement. Unlike Current Standing, School Growth accounts for improvement of all students, not just those reaching proficient.

#### ***Student Growth of Highest /Lowest Performing Students***

How well did the school help individual students improve? The highest performing students are those whose prior scores placed them in the top three quarters (75%) of their school. Individual student growth over the past 3 years is compared to the state benchmark.

Just like schools, individual student achievement is expected to improve over time. Student growth is shown as the average change in scaled score (SS) points per year, and is averaged for all students in each group for up to 3 years. Student groups are further divided into highest and lowest performing subgroups.

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Scores on the assessment range from 0 to 80, and a score of 40 indicates that a student is proficient or on grade level. A student's prior test scores are used to estimate how the student should perform today. When growth is positive (+) students score better than expected in the current year:

### ***Opportunity to Learn (OTL)***

The successful school invites students to be part of a thriving learning culture that uses proven teaching methods. A school's learning environment is reflected in a survey of classroom practices (OTL Survey) and in student attendance. Does the school foster an environment that facilitates learning? Are teachers using recognized instructional methods, and do students want to come to school?

### ***Bonus Points***

Does the school show exceptional aptitude for involving students and parents in education, reducing truancy, and promoting extracurricular activities? While most schools provide a sampling of athletics, club participation opportunities, and parent meetings, a few schools stand out among the rest. These schools are recognized for their extraordinary dedication to keeping students invested in school, and their efforts in empowering parents to engage actively in their child's education. Bonus points indicate those schools that have gone above and beyond the others.

## **ATTENDANCE/TARDY POLICY - COMPULSORY ATTENDANCE LAW**

### **Student Attendance: Policy J-0500**

Regular attendance by students is critical to learning and succeeding. Regular attendance is to be strongly encouraged. The superintendent shall develop procedures to implement this policy.

### **Student Absences and Excuses: Policy J-1550 JH**

State law requires the regular school attendance of a child who is of school age. Regular school attendance is essential for success in school. In order to assure attendance and to minimize absences the superintendent is to develop a procedure to implement this policy.

### **Attendance Definitions**

Absence is defined as students' non-attendance in their assigned classrooms during an assigned period or their arrival in class more than ten (10) minutes late.

- A. Verified Absence – any absence that has parental notification. Notification signifies parent note or parent phone call to attendance office. This does not imply an "excused" absence. Absences must be verified within 3 days.
- B. Non-verified Absence – any absence from one or more class periods which has not been cleared by a parent within the limits expressed in the CCSD District Attendance Procedures.
- C. Tardy/absence – an absence recorded when a student is more than ten (10) minutes late to an assigned class. Work for the student will be counted from time of arrival in class.

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- D. Tardy – those students that are not in their appropriately assigned room at the end of the tardy bell.
- E. School-sponsored, official activities, or religious holidays are EXEMPT and will not be counted in the total of ten (10) credit loss absences. "School-sponsored" or "official" activities are those monitored by certified personnel, or for which transportation is provided, or those sanctioned and approved by the school administration. The administration should be notified if these absences are being counted improperly.
- F. Any student, who does not attend an assigned class and/or leaves campus without the permission of the parent/guardian and/or the attendance office, is truant. Ditching is leaving school grounds or cutting classes without permission. Students leaving an assigned class and/or campus for any reason must check out with the main office. A staff member from the attendance office must speak with the parent/guardian before the student may leave school. A written note from a parent/guardian is not sufficient. The parent/guardian must be present or telephone the office to initiate a student checkout.
- G. W-2 Drop – Ten consecutive full school day absences that result in a student being dropped from the rolls. This is in compliance with New Mexico regulation.
- H. In order for students to participate in a co-curricular, extracurricular or interscholastic school activity they must attend a full school day prior to the activity or departure time for that activity. Unusual circumstances are handled on an individual basis with a school administrator.

**Middle School’s Grading Scale:**

<b>A</b>	100-90%
<b>B</b>	89-80%
<b>C</b>	79-70%
<b>D</b>	69-60%
<b>F</b>	Below 59

**Semester and Final Grade**

Each semester two (2) nine weeks' grades and one comprehensive (1) semester examination grade will be used to determine the semester grade for each student. Each quarter will count as 40% and the comprehensive final will count as 20%. To receive credit for a semester's work, a student must have a 59.5% or above. All classes will be given finals. All students will be required to take finals.

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Final grade will be calculated:

Calculating Semester Grade:	
1 <sup>st</sup> 9 Week Grade	$73\% \times .40 = 29.2$
2 <sup>nd</sup> 9 Week Grade	$85\% \times .40 = 34$
Semester Final	$79\% \times .20 = 15.8$
<b>Semester Grade</b>	$29.2 + 34 + 15.8 = 79\% \text{ C}$

### Grading Criteria

The grading system is as follows:

- A** Outstanding in thoroughness, accuracy, and performance
- B** Above average in performance
- C** Average in performance
- D** Below average in performance
- F** Failing work
- I** Incomplete work: an "I" grade must be removed within a semester by the classroom teacher
- N** No grade
- P** Pass
- + Minus (-) and plus (+) may be given with A's, B's, C's, and D's;
- W** Withdrawal from class roll with passing grade
- WF** Withdrawal with failing grade

### GENERAL INFORMATION

#### Safety

We regularly perform fire drills, lock-downs, and evacuation practices. *Whenever a drill or an actual event is occurring, students are not to be checked out unless approved by administration in order to keep track of all students in an orderly manner.*

Periodic and unannounced K- 9 searches are performed by local law enforcement agencies to enforce anti-drug policies and to proactively discourage any illegal activities.

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All staff and students are directed to report any type of bullying directly to the school office immediately.

A Crisis Prevention and Intervention (CPI) Team will assist with any potential crisis in situations where any person may be a potential harm to him/herself or others. This team is made up of school staff.

### **Student Check-Out during the School Day**

It is highly discouraged that students be checked out during the school day. Please see that any appointments or other commitments are scheduled after the school day is completed. In cases where a student must be checked out, please check with the school so that they can maintain order at the closing of each school day. Only adults who are on the student record for check-out will be allowed to check that student out. Regular or repetitious checking out of students is not allowed unless there has been prior and proper approval by the school principal.

### **Telephones**

The Middle School's attendance office, administration offices, guidance office, library, classroom telephones are to be used for school business only. Students will not be called from class for personal telephone calls. Emergency telephone calls will be screened and the student will be notified, if necessary. Parents may leave emergency and other necessary messages at the attendance office.

### **Student Messages**

Messages informing students about afterschool transportation will no longer be accepted over the phone. A note must be sent with your student to show their homeroom teacher about their transportation change. This note must be from a parent or guardian. If they do not have a note they will not be released from the classroom. This helps us maintain the safety of your student. Telephone messages for students will not be accepted after 2:30pm.

### **Lost, Stolen, or Damaged Books**

The cost of replacing lost, stolen, or damaged books is preventable. Fees will be levied for missing, or damaged books. Students should make every effort to protect their books. The use of book covers is advised.

### **Closed Campus**

The Middle School has a closed campus. Students will eat on campus and will leave campus only if checked out by a person having proper credentials as determined by the building administration. When students have been dismissed from the school day to walk home, ride the bus, or be picked up, they are not allowed to return to the school without approval or unless accompanied by a parent or guardian.

### **Student Lockers and Personal Property**

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- A. Lockers remain the property of the school and are subject to search at any time.
- B. Locker assignments will be made by the school.
- C. Students should NOT bring large sums of money, or personal valuables to school. There is always a chance of theft or loss, and the school personnel CANNOT be held responsible.
- D. Electronic devices such as iPods, MP3 players, handheld devices (PSP, Nintendo DS, and Gameboy), etc. are NOT allowed in the classrooms and should not be brought to school. If a device is lost or stolen, it is NOT the responsibility of the school to replace it.
- E. The use of cell phones on campus is a privilege not a right. Students will be allowed to use cell phones outside before and after school and outside at lunchtime. No cell phone usage is allowed in the building. All cell phones must be turned off during the instructional day, even during the passing time for classes. It is the responsibility of the student to make sure that the cell phone is off and secured during the instructional day.
- F. At the end of the school year students are required to clear their locker of belongings and completely clean it inside and out.
- G. Students are allowed to use go to their lockers before 1<sup>st</sup> Period, before and after lunch, and at the end of the day. Using lockers between class hours is not permitted due to excessive tardiness.

### **Deliveries to Students or Staff**

In keeping learning our top priority, when a delivery is accepted at the office, the student will be notified at a time that will not disturb, or interrupt class time. Deliveries may be refused if it is deemed to interfere with the educational process. The front office is not responsible for any deliveries left for students.

### **Rehabilitation Act, Section 504**

CCSD affirms that no qualified person shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program, or activity conducted by CCSD. In order to assure compliance with Section 504 of the Rehabilitation Act, CCSD has established referral procedures; parent rights information; and grievance procedures. A request for a Section 504 due process hearing should be made within thirty-five (35) days of notice of right to file (but not less than thirty [30] days).

### **Family Education Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

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## **INTERNET AND COMPUTER USE**

### **Student Contract for Internet Use**

We are pleased to offer Middle School students access to CCSD computer network for the Internet. To gain access to the Internet, all students must obtain parent/guardian permission. **A copy of the Technology (Internet) Agreement Form is in the Appendix** for your information and review. The original Internet Agreement Form was signed by the student and parent during the annual and/or new student registration and enrollment process.

Students need to know that all websites, internet activity, and communication through the internet are monitored for student safety and to enforce school and district policies.

We believe that the benefits to students from access to the Internet, in the form of information resources, and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards that are followed when using media and information sources. To that end the Middle School supports and respects each family's right to decide whether or not to apply for access to the Internet. This includes personal or electronic media.

### **Internet Rules**

The Internet is filtered and is provided for users to conduct academic research. Users are responsible for appropriate behavior while using the Internet. Communications on the Internet are often public in nature; therefore, general school rules for behavior and communications apply. Access and use of the Internet is a Privilege - NOT a right, and requires responsibility and consideration.

Teachers will guide students toward appropriate materials. As outlined in CCSD Board Policy and in our Student/Parent Handbook, the following are NOT PERMITTED:

- A. Individual e-mail or other Internet communication without principal's approval;
- B. Sending or displaying offensive messages or pictures;
- C. Harassing or insulting others; Cyberbullying
- D. Using others' passwords;
- E. Trespassing in others' folders, work, or files;
- F. Hacking;
- G. Intentionally wasting limited resources;
- H. Downloading to a disk or hard drive or printing without teacher permission;
- I. Employing the network for commercial purposes.

Scheduled classes have priority use of the library and computer labs. Students need an Internet pass when using the Internet independently in the library, lab, or classroom. Students and staff wishing to use a computer in an individual classroom need to check/sign in with the classroom teacher and observe the classroom/computer posted rules and regulations.

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## **HEALTH SERVICES**

One of the important functions of a school health program is to promote student health through early identification and detection of health problems that may result in disability and/or interfere with learning. Therefore a positive and safe learning environment includes students, parents, teachers, and school staff. A Health assistance or School nurse are available throughout the week to see students. If the Health staff is absent, then office staff will assist the child.

## **STUDENT IMMUNIZATION REQUIREMENTS**

New Mexico law requires that all students be immunized against certain communicable diseases. These requirements are determined by New Mexico Department of Health (NMDOH) in collaboration with the New Mexico Vaccine Advisory Committee using recommendations from the national Advisory Committee on Immunization Practices (ACIP). The State's official immunization requirements for schools and childcare facilities are released annually and can be accessed at <http://immunizenm.org/schoolreq.shtml>

Subject to the exemptions as provided by law, no student shall be enrolled unless the student can present satisfactory evidence of commencement and completion of immunization in accordance with the immunization schedule and rules and regulations of the public health division, except that a homeless student shall not be prevented from attendance until the fifth calendar day after enrollment.

The student is exempt from immunization pursuant to Section 6.12.2.8 upon filing with the governing authority:

- a statement or certificate signed by a licensed physician or certified nurse practitioner stating that the physical condition of the person seeking enrollment is such that immunization would seriously endanger the life or health of the person;
- An exemption granted by the public health division on the basis of: a).notarized affidavits or written affirmation from an officer of a recognized religious denomination that such child's parents or guardians are bona fide members of a denomination whose religious teaching requires reliance upon prayer or spiritual means alone for healing; or b). notarized affidavits or written affirmation from his parent or legal guardian that his religious beliefs, held either individually or jointly with others, do not permit the administration of vaccine or other immunizing agent.

Exemption from obtaining the required immunizations is valid for a period not to exceed nine (9) months and will not extend beyond the end of the school year in which the child is currently enrolled. Any student with serologic confirmation of the presence of specific antibodies against a vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending school. The District will cooperate with health departments in programs of immunization. Parents' permission must be secured before a student may participate in such immunization projects. Further information about immunization requirements is available from the school nurse.

### **District Wellness Policy rule 6.12.6.6NMAC**

*This handbook is subject to CCSD School Board Policy. In the event of a discrepancy, defer to the current CCSD Board Policy.*

The Central Consolidated School District recognizes that students, families, schools and communities benefit when schools provide a coordinated school health program linking health and academic success. As such, the CCSD is committed to meeting the needs of the whole child by fostering health and wellness, through the model of coordinated school health. These components include health education and life skills; nutrition; physical education and activity; family, school and community partnership; social emotional well-being; healthy and safe environment; health services; and staff wellness.

### **STUDENT HEALTH AND PHYSICAL WELL BEING**

Inform the health staff if your child has a specific medical problem that would limit or require avoidance in participation in routine school activities and procedures. Notify the health staff if your child has allergies, ailments or physical handicaps, which need to be considered by staff and teachers. The health staff will then notify teachers or other staff members if necessary.

### **EMERGENCIES**

In cases of serious accident or sudden illness, parents/guardians will be notified. The school will give immediate first aid. First aid is the immediate and temporary care given in case of accident or sudden illness. School personnel will not assume responsibility for any treatment beyond first aid. All accidents that occur while at school must be reported immediately to the health staff's office. **IN THE CASE OF A SERIOUS ACCIDENT OR OTHER EMERGENCY, THE SCHOOL MUST HAVE CURRENT TELEPHONE NUMBERS WHERE PARENTS/GUARDIANS OR ANOTHER DESIGNATED ADULT CAN BE REACHED AT ANY TIME DURING THE SCHOOL DAY.** According School Health policy, **UNDER NO CIRCUMSTANCES SHOULD A SICK OR INJURED STUDENT BE SENT HOME WITHOUT THE KNOWLEDGE AND PERMISSION OF THE PARENT/LEGAL GUARDIAN.**

### **STUDENTS WITH ILLNESS**

Students with communicable illness, temperature of 100.0 degrees or higher, head lice, pink eye, ringworm, etc. may be sent home. Parents/guardians should watch for symptoms such as sore throats, colds, fever, diarrhea, vomiting and other signs of illness. For the protection of all students and staff, a child displaying any of the above symptoms should remain at home, under the care of the parent/guardian and/or physician as deemed necessary by the parent/guardian. In the event your child displays symptoms that will not allow him/her to continue attending school, a parent/guardian will be notified and arrangements will be made for the child to go home.

### **Medications**

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 and 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 parents 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 or, if it is over-the-

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- counter medication, in the original container with all warnings and directions intact.
- Over the counter medications will only be provided under the following circumstances: a) to be used as first line measures, b). if first line measures fail to relieve pain, one does of over the counter medications will be used for the following conditions (mild fever, mild headache, sore throat/cough, muscle pains/aches, and acute injuries-sprained ankle, knees or wrists or “jammed fingers”).
- Any student requiring over the counter medications more than three times in one month or on more than three consecutive days will be considered for a medical evaluation. Parents will be notified and a doctor’s note will be needed in order to continue to provide the student with over the counter medications.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

Staff Administration: The New Mexico School Health Manual states that optimally all medications should be administered by a Public Education Department-licensed school nurse. However, in situations where a licensed nurse is not available, the New Mexico Board of Nursing Practice Act allows nurses to delegate or assigning the task of medication administration to an License Practicing Nurse, Certified Medication Aide or a qualified unlicensed person.

### **GUIDANCE DEPARTMENT SERVICES**

The Guidance Counselor at Tse Bit’Ai Middle School follows the American School Counselors Association (ASCA) model. Based upon these principles, we offer the following programs and services:

1. Personal counseling
2. Group counseling
3. Career guidance
4. Orientation activities
5. Classroom guidance activities
6. Class scheduling and course offerings
7. Post-Secondary educational planning
8. Interpretation of test scores/results
9. Assistance with student assessment

Appointments:

When you need to meet with the School Counselor, please make an appointment with the counselor or Counselor’s Secretary. Appointments will be scheduled as soon as possible.

*Parents and students may access the student’s grades and attendance records on PowerSchool through the internet. Please contact the front office for your account information.*

### **Withdrawal Procedure**

*This handbook is subject to CCSD School Board Policy. In the event of a discrepancy, defer to the current CCSD Board Policy.*

- A. Bring parent or guardian to approve the withdrawal from school and receive a checkout form.
- B. Clear with the library, attendance, activities, nurse, principal, teachers, and registrar.
- C. Report to the front office at the completion of checkout with the completed form; the office will keep the original and return the duplicate to you.

### **Four Year Plan - Next Step Plans**

At the end of the eighth grade or during the ninth grade, each student shall prepare an individual program of study for grades nine through post-secondary education. A student's parent(s) or guardian shall sign the program of study. Transfer students will develop a plan the first year of enrollment in the District. Next Step plans are maintained in the assigned office and will be updated yearly.

### **Student Assistance Team (SAT)**

Students experiencing difficulty with academics and/or behavior will be referred to a Student Assistance Team. The team may include teachers, counselors, the student's legal guardian, an administrator, or other appropriate personnel. This team will discuss ways to assist the student and serve as a resource for students, parents, families and staff.

Parents and student may contact the counselor at any convenient time to set up a Student Assistance Team conference with teachers and staff members (Please notify counselor or school administrators). The following issues are appropriate topics of discussion:

- A. Dealing with barriers to academics.
- B. Truancy and/or attendance issues.
- C. Behavior problems affecting the academic environment.
- D. Substance abuse assessments and referrals to treatment team.

## **LIBRARY**

### **General Library Information**

Students may come to the Library before or after school and during their lunch period without a pass. However, during regular class periods, a student MUST have a written pass signed and dated by his/her teacher. (If the Library is scheduled for classes and space is limited, the student may be asked to leave.) Scheduled classes have priority.

### **Library Use**

- A. The library is open continuously during the regular school day. Students may come from classes with a pass from the classroom teacher.

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- B. When in the library, maintain a quiet environment so that others in the room may work undisturbed.
- C. Check outs are generally limited to two items. More may be borrowed with permission from the librarian or teacher as needed for class requirements and leisure reading.
- D. Check out time is two weeks. Return all checked out books to a book drop by the due date. Books may be renewed as many times as needed. Late fees are charged at the rate of 10¢ a day past the due date with a maximum fine of \$2.00 per book
- E. You are responsible for all materials you check out. Lost or damaged items must be paid for.
- F. Reference books may not be removed from the library unless student has approval from the Librarian.
- G. Library computers are available strictly for educational use. Computer printing is allowed by permission only.
- H. Independent use of the library is encouraged but the library assistants and librarian are available to help you with your library needs.
- I. Students are required to sign in before they use the library. On the sign in sheet, students should state their name, date, name of teacher's class they are from and the reason for their visit to the library.
- J. No food, drinks or chewing gum allowed in the library.

### **Library Computer and Internet Use**

Computers are available for Internet, school software, Research Database, Microsoft Office

- A. Students must have a Technology Use Agreement on file with the school before using the library computers.
- B. Students are required to sign in/out with the librarian and state their academic reason for using the computer.

**Note:** *Please refer to the Technology Use Agreement at the Appendix section for any violation of the Computer and Internet Use policy.*

### **STUDENT ACTIVITIES**

We encourage students to fully participate in the extensive interscholastic education curriculum. Programs require considerable expenditures of time and high levels of commitment beyond the regular academic day.

### **Policies Concerning Middle School Dances**

All Middle School Student/Parent Handbook rules and regulations will be enforced. There is Zero tolerance for alcohol, drugs, tobacco, weapons, and gangs. Be aware of the following policies concerning middle school dances:

*This handbook is subject to CCSD School Board Policy. In the event of a discrepancy, defer to the current CCSD Board Policy.*

- A. Student identification may be required.
- B. The school administration reserves the right to approve or disapprove students' clothes at dances.
- C. Once a student has entered the building, the student will not leave and re-enter unless special permission is received from the sponsor.
- D. School dances are designed for Middle School students.

## **ATHLETIC ACTIVITIES**

### **Student Eligibility to Participate in Athletic Activities**

According to NMAA rules, you are eligible if you meet each of the following standards:

- A. Your parent/guardian has signed the parental consent form stating there are no objections to your participating in athletic contests.
- B. You have filed a form with the school indicating you have passed a current physical examination, have health, accident, injury insurance, and have catastrophic insurance (athletics only).
- C. You are a regularly enrolled and attending student in the seventh (7<sup>th</sup>) and eighth (8<sup>th</sup>) grade.
- D. You do not become fifteen (15) years of age before September first (1) (athletics only).
- E. You have not participated in more than five (5) seasons, including the current season, in any sport during 8-12 (athletics only).
- F. You must maintain a 2.0 GPA (on a 4.0 scale) and have no more than one (1) F during the previous grading period.
- G. You are an amateur: That is, never having directly or indirectly received pay or financial benefit for participating in any athletic contest, never signed a contract, or competed under a false name (athletics only).
- H. You have not participated as an individual or as a member of a team other than your school team without the permission of the school.
- I. You have not transferred to or from a private, parochial, or boarding school within one semester (athletics only).
- J. You and your parent/guardian reside in the School District attendance area (athletics only).
- K. You have not accepted any cash or merchandise awards. All awards received must be symbolic in nature with no intrinsic value (athletics only).
- L. You are in good standing or eligible at the previous school.
- M. You are attending school in the School District while you reside outside of the District and if you have achieved a release from the District in which you reside in advance of participation.

You are **INELIGIBLE** if each of the above is not met. Contact the activities and athletic director for complete information on the eligibility standards or any regulation of the NMAA. Note: Eighth and ninth

graders may become members of certain Middle School athletic teams. Consult the junior high athletic coordinator, the high school athletic director, and the NMAA Athletic Handbook.

### **SCHOOL BUS RULES AND REGULATIONS**

The driver is in full charge of students when they are riding the bus. The students should obey the driver respectfully and promptly. The driver has the same authority as the classroom teacher. Students who disobey the rules may be reported to school officials and may be refused transportation privileges.

### **AFTER SCHOOL ACTIVITIES AND PROGRAMS**

After school activities and programs are designed to support student learning. Participation is highly encouraged for all students and may sometimes be highly recommended for individual students by teacher(s) or the administration.

Participation in afterschool activities may or may not include transportation. Parents and students can gain more information from the Front Office staff regarding these services.

### **STUDENT DISCIPLINE**

#### **STUDENT DRESS CODE- J-2350**

The school administration has the right to regulate any student's dress that creates a disruption, is a distraction to learning, is of questionable decency and/or creates a health or safety hazard. Students are responsible for complying with the school dress code. Parents/guardians are responsible for monitoring their student's attire.

**\* Administration retains the right to alter consequences as per individual circumstances**

Students who attend CCSD schools must adhere to the following:

- A. A proper fitting shirt, a pair of appropriate fitting blue jeans, and tennis shoes that meet the regulations below would be an example of correct dress.
- B. Shoes must be worn at all times.
- C. Skirts/dresses/shorts must be of appropriate length. Such items of clothing will be considered acceptable if they extend no less than one inch (1") below the fingertips of the student when the student stands with back and shoulders flush against a wall, and arms and fingertips fully extended along the sides of the student's leg.

The following are prohibited:

- A. Muscle shirts, half shirts, tank tops, halter tops, or tops with spaghetti straps.
- B. Hair length or a hair style that is disruptive to the educational process as determined by the building level administration will not be permitted.

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- C. Apparel which might cause the question of decency to arise. An example of this rule could be a shirt that is short enough that shows the midriff of a student when they raise their arms.
- D. Distasteful patches, decals, buttons or other insulting items.
- E. Attire including backpacks and accessories that makes reference to violence, sex, gang membership, Satanism/occult, tobacco, alcohol or drugs, and safety pins, jewelry with spikes, chains, or other metal objects considered a safety hazard.
- F. Bandanas, “doo rags”, or hairnets.
- G. Hats and hoods cannot be worn on the head inside of the buildings. Hats and beanies must be placed in lockers before school begins and not be taken out until the school day ends. All hats and beanies found with the student during the school day will be confiscated, labeled, and returned at the end of the school year.
- H. Trench coats are not allowed.
- I. Sagging or baggy pants worn in a manner that allows underwear or bare skin to show, interferes with mobility, or could conceal weapons.
- J. Makeup which changes a student’s appearance that could cause a disruption to the educational process.
- K. Sunglasses and/or contacts which disrupt the educational process unless prescribed by a doctor, or worn for other verifiable medical reasons.

All dress code issues are subject to administrative review and discretion. Exceptions for specific situations may be allowed by building administrators. Accommodations for students with disabilities or religious requirements will be made on an individual basis. Students with special needs conditions or requirements shall contact the building administrator for individual consideration.

**Note: Please refer to the discipline manual on consequences for violations of the Dress Code Policy**

**Student Discipline: Policy J -4500**

The District shall strive to provide and maintain a safe, fair, affirmative, and appropriately challenging environment that promotes learning and positive personal growth. Disciplinary measures shall be aimed toward assisting each student in the development of self-control, social responsibility, and the acceptance of appropriate consequences for his or her actions. Administrators shall use the progressive discipline procedures and options specified in administrative procedural directives.

In an effort to elicit their understanding and support, the district encourages parent/legal guardian involvement in matters of school discipline. Parents/legal guardians shall be advised of disciplinary measures taken. Schools shall maintain a record of disciplinary actions taken.

Corporal punishment is prohibited in the District.

**Secret Societies/Gang Activity: Policy J-2900**

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process and should be prohibited. The superintendent shall develop procedures to implement this policy.

**Secret Societies/Gang Activity: Procedure J-2900**

The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational

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activities that results from such activities or dress. It is the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

Any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

For the purpose of District policy, a gang is a group of three (3) or more people who:

- Interact together to the exclusion of others;
- Claim a territory or area;
- Have a name;
- Have rivals/enemies; and
- Exhibit antisocial behavior - often associated with crime or a threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff members, or other employees;
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

If the student's dress is in violation of this regulation or a District policy, the principal will ask the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction.

The principal will coordinate with law enforcement regarding the latest gang signs, symbols and actions to maintain consideration for constitutionally permitted activities and speech.

### **Prohibition of Drug and Alcohol Use by Students: Policy J-3050**

The nonmedical use, possession, distribution, delivery or sale of drugs or counterfeit substances on school property or at school events is prohibited. The superintendent shall develop procedures to implement this policy.

### **Prohibition of Drug and Alcohol Use by Students: Procedure J-3050**

Nonmedical is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.

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Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy and procedure, "drugs" shall include, but not be limited to:

- All dangerous controlled substances prohibited by law.
- All alcoholic beverages.
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy.
- Hallucinogenic substances.
- Inhalants.

Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution.

#### **Weapons in School: Policy J-3100**

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. The superintendent shall develop procedures to implement this policy.

#### **Weapons in School: Procedure J-3100**

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 weapon or instrumentality, such as a knife or sharp object, which can cause injury shall be placed in an alternative education program for a period of not less than one calendar (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one-year period, if ever. The Superintendent may modify the one-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by carrying or possessing firearms which can cause injury shall be placed in an alternative education program for a period of not less than one calendar (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one-year period, if ever. The Superintendent may modify the one-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.

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**Bullying Prevention: Policy J-4300**

The District shall foster a safe, respectful, and fear-free environment for all members of the school community including students, staff, parents, community partners, and visitors.

The superintendent shall implement procedures to prevent bullying of all forms and to provide a safe, respectful, and fear-free environment to assist student learning, achieve high academic standards, and establish a positive educational environment. All members of the school community shall be aware of the Board of Education's expectation of a safe, respectful and fear-free environment, and the Board of Education shall model this in its own behavior.

# Appendix

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# BULLYING/HARASSMENT CONTRACT

I, **Students Name** am aware that bullying and harassment have no place at school. I also understand that bullying and harassment mean more than beating up or pushing people around.

I fully understand that bullying includes any of the following:

- A. Physical assaults (touching in angry ways)
- B. Threats (“Better watch your back”, “I’m gonna hurt you”, “we’re gonna get you” etc.)
- C. Harassment (always bothering someone)
- D. Name-calling
- E. Racial slurs
- F. Intimidation (making someone feel weak and powerless through words or gestures)
- G. Sexual harassment – physical or verbal
- H. Spreading rumors
- I. Extortion (making someone give you something of theirs)
- J. Foul language
- K. Taunting (making fun of someone; their appearance, their intelligence, their name)
- L. Making insulting remarks about another student’s family members
- M. Cyber Bullying sending threatening or inappropriate messages via cell phones, computer social media or any other messages that are sent electronically or over the internet.

Bullying or harassment will not be tolerated at school. That includes at bus stops, walking to and from school, online, and on campus. I have met with the Principal, Dean of Students and/or counselor and have discussed the types of bullying and harassment. I understand that if I am found to be in violation of this contract from this day forward the following consequences will be imposed:

1<sup>st</sup> Offense - suspended for up to nine (9) days and your parents will be given a copy of the contract indicating that you know what bullying is, that bullying is not okay, and what the future consequences will be.

2<sup>nd</sup> Offense - suspended from school for up to nine (9) days with possible long term suspension

3<sup>rd</sup> Offense – On the third offense for bullying you will be suspended for 10 days and given notice of a hearing where long term suspension will be recommended to remove your from CCSD Schools.

The Principal, Dean of Students, and/or counselor have explained the types of bullying/harassment and what will happen to students who are guilty of bullying/harassing other students. All students are required to sign a bullying/harassment contract.

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

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

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

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## **CCSD Technology User Agreement (COPY)**

The technology (Internet) Agreement Form, appendix C, is for your information and review. The original Internet Agreement Form was signed by the student and parent during the annual and/or new student registration and enrollment process.

### **I-6431 IJNDB-E**

#### **Central Consolidated School District # 22**

#### **Use of Technology Resources in Instruction**

#### **Electronic Information Services User Agreement**

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

#### **Terms and Conditions**

##### *Acceptable Use*

Each User Must:

- Use of the EIS to support personal education 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.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers, or personality identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic 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 not 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 EIS.
- Agree to directly log on and supervise the accurate activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts.

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- Take all responsible precautions, including password maintenance and file directory, protections 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 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 personal phone numbers or personally identifiable information.
- Avoid disruptions. I will not use the network in any way that would disrupt use of the system by other.
- Observe the following consideration:
  - Be brief
  - Strive to use correct spelling and make message easy to understand
  - Use short and descriptive titles for articles
  - Post only to known groups or persons

***Services***

The school district specially 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 services (EIS) is used and bears the risk of reliance on the information obtained.

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

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**School:** \_\_\_\_\_

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

***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 the agreement.

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***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 the use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any message sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issue 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 my permission to have my child use the electronic information services.

**Parent or Guardian (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**CONSEQUENCES FOR VIOLATION OF USE AGREEMENT**

Users will be held accountable for their actions and for the loss of privileges if the Rules of Appropriate Use are violated. Should the user violate the District's acceptable use policy, the user access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.