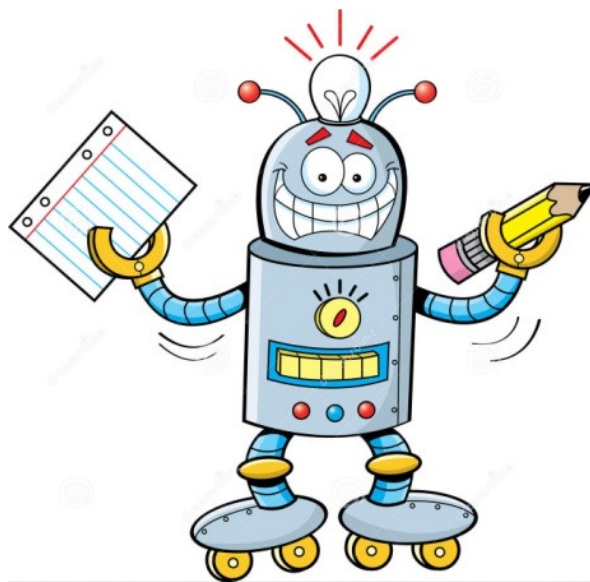


**TULAROSA  
ELEMENTARY SCHOOL  
2018-2019**

**Student / Family Handbook**

**GEARED FOR SUCCESS**



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## Parent Signature

As you read this copy of the Tularosa Elementary HANDBOOK FOR PARENTS AND STUDENTS carefully, you will gain a good understanding of the policies, regulations, schedules, and services of our school and district. The information given will help your child be successful in our school. Keep this copy in your home throughout the year so that it is readily available. Should you have any questions which are not covered in the HANDBOOK, please feel free to call or to see your child's teacher or the principal for assistance. Please call with your questions or comments. Questions and comments are welcomed at any time.

SIGN THE RECEIPT AT THE BOTTOM OF THIS SHEET.

THANK YOU!

Sincerely,

TES Staff

\*\*\*\*\*

I have received a copy of the Tularosa Elementary Parent Handbook. I have read and discussed this information with my child/children, including the School-Wide Discipline Plan.

I will do my part to communicate with my student's teacher and school through the agenda.

Child's Name \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **SCHOOL SCHEDULE**

Students not riding the bus should arrive between 7:45 & 8:00 a.m. The safety and welfare of your child is our priority. Your cooperation in this matter is needed and appreciated!

7:55 am	All Students should be at school
8:00 am	Bell Rings
2:45 pm	Early bus and pick-ups students dismissed
3:00 pm	Walkers and late bus students dismissed
3:10 pm	Last (late) buses leave

### **NOTE:**

**Free breakfast & lunch will be provided, during school hours, for all students.**

**Insert Calendar Here**

## **General Information**

### **Tularosa Elementary School Mission Statement**

Working together for high student achievement.

### **Tularosa Elementary School Assessments**

The State Approved Short Cycle Assessments are given three times a year – August/September, November/December, January/February, and April/May. The Istation Assessment is given three times a year in September, January, and May.

### **Tularosa Elementary School Educational Plan for Student Success (EPSS )**

#### **Reading Goal:**

**Within one year, the percentage of all students that are proficient or on track to proficiency (within 3 years) equals the Reading SGT of 65.3%.**

#### **Math Goal:**

**Within one year, the percentage of all students that are proficient or on track to proficiency (within 3 years) equals the Math SGT of 60%.**

### **School Advisory Councils**

**Tularosa Municipal Schools Board Policy Manual  
Section VI**

#### **6.8 School Advisory Councils**

**In Compliance with HB212 of 2003, Tularosa Municipal Schools sets forth the following guidelines for School Advisory Councils:**

- A. Each school shall have a School Advisory Council.
- B. Each School Advisory Council shall consist of six members plus the Principal. The Principal shall be the chairperson of the council.
- C. The Council shall be made up of the following individuals:
  - 2 staff members (re-submit name each year for re-appointment)
  - 2 Parents who are not employed by the District (term to be for the duration of time children are in that school)
  - 1 business person (re-submit name each year for re-appointment)

#### **PLUS:**

1 community member in schools with grades K-5

OR

1 student in grades 6-12

- D. Selection: The Principal shall solicit volunteers. From this group of volunteers, the Council will be elected.
- E. If a person resigns from the Council, the Principal shall appoint the next available volunteer that meets the vacancy criteria.
- F. These councils work in compliance with HB212 and are advisory only.
- G. These council is shall meet a minimum of three times per year.

### **Parents as Partners**

You are encouraged to become a vital part of your child's formal educational program. There are a number of ways that your expertise and talents can be utilized to enhance education programs at Tularosa Elementary. You can become involved in the School/Parent Advisory Committee. Parents can learn about, participate and be involved in school wide programs, become more familiar with the curriculum, state standards and benchmarks, and school assessments. All parents are invited to join our parent advisory meetings. These meetings will be advertised on the monthly calendars in August, January, and April.

Parents are also encouraged to become a volunteer at our school. A single hour as a school volunteer can make a significant difference to teachers and kids. If unable to volunteer at school there are many things you can do at home to assist. Contact the school to learn how you can help.

**Parent Resource:** <http://www.parentsreachingout.org>

### **Student, Staff, and Parent Responsibilities**

Students, staff, and parents all have responsibilities for our children's education.

**As a Tularosa Elementary School STUDENT, it is my responsibility:**

- to attend school every day and be on time to all classes
- to come to school prepared with books, paper, pencil, homework, and any other materials or assignments requested by teachers
- to obey the directions of all Tularosa staff members
- to obey all school rules
- to maintain a positive attitude toward learning and believe in my ability to succeed
- to respect myself and the rights and property of others

**As a Tularosa Elementary School STAFF MEMBER, it is my responsibility:**

- to provide quality instruction to all students
- to teach the approved curriculum with fidelity to ensure student success
- to provide a structured classroom and safe school environment
- to provide activities which will respond to the social, emotional, personal, and physical developmental needs of each student
- to assist parents in helping their children develop self-discipline, self-respect, and self-confidence, and to participate in school as responsible students

**As the PARENT/GUARDIAN of a TES student, it is my responsibility:**

- to send my child to school each day on time, prepared with all necessary materials, well rested, and properly dressed
- to check my child's work, agenda and homework daily
- to provide my child with suitable study conditions at home - desk or table, lights, books, and supplies
- to communicate with my child's teachers when I am concerned about my child's school work or health

### **Open Door Policy**

The administration has an open door policy. Students and their parents are encouraged to discuss problems with administrators and teachers. Constructive suggestions regarding the school's operation are welcomed and encouraged. Teachers will need a one day notice to schedule conference times. Call 585-8801 to schedule a meeting with the principal.

### **Visitors**

**ALL PARENTS AND OTHER VISITORS ARE WELCOME TO OUR SCHOOL AT ALL TIMES.** HOWEVER, FOR THE SAFETY OF OUR STUDENTS, PLEASE FOLLOW THESE RULES!

- 1. Report to the school office when you arrive;**
- 2. Wear your “visitor” sticker badge while at school;**
- 3. Obey the school rules and dress code;**

The 32nd Legislature of the State of New Mexico has passed a very strict law regarding trespass on school property. This law makes unwarranted trespass a criminal offense; therefore, ***all visitors must have permission from the front office before visiting classes or individuals.*** (Tularosa School Board Policy)

### **Agendas**

Students in grades Kinder through 2nd will be provided an agenda in which to record homework assignments, comments from the teacher, and communication with parents. The agenda is an excellent communication tool for busy parents. It is a good practice to request to see the agenda each day when your child first arrives home. **If an agenda is lost a new one will need to be purchased from the office (\$5.00), if available, or a similar one purchased elsewhere.**

### **Textbooks**

Students are responsible for textbooks or other materials issued to them by the school. If lost or damaged/destroyed, arrangements will be made for replacement costs of the materials.

### **Special Services**

The following special services are available at TES:

1. SAT (Student Assistance Team)
2. School-wide Title I Reading Program
3. Counseling (not therapy)
4. School Nurse
5. Referral for testing and evaluation by diagnostician or other specialist.
6. Special Education, Speech and Language Therapy, Occupational Therapy & Physical Therapy Services

### **TES Counseling Office**

The goal of the counseling program is to provide all students the opportunity to discuss and learn how to solve problems that interfere with their learning and personal development. The counseling office provides classroom presentations to provide students with tools that will assist them in these areas. Students are welcome to visit with the counselor to discuss academic and or



personal concerns as needed. **Parents will be notified if there is a concern that a student may harm him- self or others.**

### **Dress Code**

Dress and grooming within the bounds of propriety, decency and social acceptability is part of each student's education. Parents have the primary responsibility for teaching this and for establishing moral values and attitudes toward public appearance and conduct. Parents may be called to bring appropriate clothes.

However, the school has the right at all times to regulate students' dress that creates a problem, is distraction from learning, creates a health or safety hazard, or in any way interfere with the educational process. The following are examples of unacceptable dress: bare midriffs, halter tops, shirt straps less than two inches, muscle shirts etc.; excessively short or tight shorts or skirts; excessively baggy pants or shorts apparel representative of gang affiliation or identification clothes bearing phrases, graphics or slogans which are sexually suggestive, promote violence, the use of drugs, alcohol, tobacco products, contain vulgar language or ethnic slurs; hats, headgear or sunglasses (unless prescribed) in the building clothing fasteners not used for their intended purpose, chains bare feet.

The Tularosa Municipal School Board Policy 5.16 on Student Dress Code is made part of this policy by reference as if set forth in full. Copies of this regulation are on file in the Principal's office.

### **Character Counts**

The Tularosa Elementary School will begin using the program Character Counts. The Character Counts Program is based on the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Students will be taught that their character counts and that their success and happiness depends on who they are inside. The Six Pillars of Character will be reinforced; good behavior will be praised and undesirable behavior will be discouraged. All students will continuously be encouraged to live up to the Six Pillars and students will be expected to be trustworthy, respectful, responsible, fair, caring, and good citizens. All staff will model these behaviors.

### **Academic recognition**

Academic excellence will be recognized. Students who score proficient on the Short Cycle Assessment and Istation will be recognized after each testing session.

### **Principal's Honor Roll:**

Students in Grades K, 1 and 2 who have earned all 3's and 4's or A's for a full semester will receive an award.

### **Student of the Month**

This prestigious award is to let students know that their positive behavior is appreciated and noticed. This award is based on a student's behavior reflecting the character development of the Pyramid of Success. Examples of recognized behavior include:

1. No unexcused absences per nine weeks
2. Following school rules - no office referrals
3. Completion and return of all assignments and homework

4. Modeling of positive attitudes, self-control, cooperation, hard work, friendship, etc. Students who exhibit excellent character development during the month may be chosen as student of the month in their homeroom class. At the end of each month these students will go on a picnic in the park with the principal.

### **Media Center Guidelines**

Reading for pleasure, knowledge, and research is encouraged by the teachers. Please help us promote reading by modeling and supporting the use of media materials and libraries. Learning the necessary skills for the most efficient use of the library and materials in it is an important lifelong skill to the literate, educated person.

Along with everyone's "Right to Read" come certain responsibilities. The library media center facilities, books, and materials are for everyone's use. Therefore, we must follow certain guidelines and rules.

1. Students are expected to follow the general school-wide rules.
2. Books are checked out for a period of two weeks.
3. Grade K-1 students may check out one book per visit.
4. Grade 2 students may check out two books per visit.
5. Students may get permission to check out more materials by explaining the need to the librarian or library assistant, or presenting a note from a teacher or parent.
6. Students are taught how to handle and care for books. **They will be expected to pay for the books they lose or damage. Loss of special privileges until books are returned or paid for at the end of each nine weeks. If you have any questions call 585-8804.**
7. Students **must** have a **signed TES Internet policy** to use the Internet.

### **Cafeteria**

**The Tularosa School District makes free breakfast and lunch available for all students.** The meals are planned to be nutritious. Students are expected to observe good manners while in the cafeteria. Parents are invited to have meals with their children any time (at the adult price). Please call us early the same day to let us know you are coming. Students may bring lunch from home; a beverage (milk or juice) may be purchased.

### **Food Sent To School From Home**

Due to health related issues and food allergies, students will not be allowed to bring homemade item for parties or snacks. **All food items sent to school must be prepackaged.**

### **Evacuation Drill Procedures**

Evacuation drills will be announced by Special Evacuation Alarm Warning. Upon hearing this signal, students will suspend all work immediately and exit the building in an orderly manner with their teacher. Students must leave as quickly and quietly as possible, following the posted exit route. Students are to walk, not run, and are to remain outside the building until the return signal is given. As all drills simulate an actual fire condition, under no circumstances should a student return to the building until the all-clear bell is sounded.

A copy of the evacuation drill procedure is to be posted in each classroom, including exit for the class and an alternate route, should the original exit be blocked. Each teacher will review the procedure at the beginning of the school year and periodically thereafter. There will be a fire drill once a week for the first month of school. There will be monthly fire / emergency drills.

### **Severe Weather Policy**

School will be in session unless weather makes it dangerous for the school buses to run. The local radio stations will announce the closing or delay of school and/or buses beginning by 7:00 a.m. If during the day weather conditions require the buses to run before their regularly

scheduled time, the radio stations will be notified. Please discuss with your child who will pick them up and what to do if school is dismissed early.

### **ENROLLMENT AND WITHDRAWAL PROCEDURES**

**Enrollment:** All new enrollees **must** have a (1) birth certificate (or copy), (2) *proof of residency within the Tularosa School District (utility bill with name and address, lease agreement, etc.)* or transfer permission (letters from both district's superintendents), (3) proof of current immunizations required by the state of New Mexico, (4) withdrawal papers from the previous school attended including grades, (5) transcript or copy of records, (6) social security number and IEP and testing if student was receiving special education services. *Students living with someone other than parents must have proof of legal guardianship.* Without this information, enrollment of your child may be delayed.

**Withdrawal :** The parent/guardian must initiate the withdrawal from school in person. A withdrawal slip may be obtained from the school secretary. This slip must be signed by the teacher, with grades issued and textbooks returned at the time of withdrawal. Checkout from the library media center is also required to return books and pay fines.

### **SCHOOL ATTENDANCE POLICY**

**Regular attendance at school is critical.**

Tularosa Elementary School complies with the New Mexico Compulsory School Attendance Law. The parent, guardian or other person having control or charge of any child residing in the Tularosa Municipal School District #4 when such child is between the ages of 5 and 17 years and who is not otherwise exempted shall send such child to the public schools of the district or some other recognized school as required by Sec. 22-12-2 and 22-12-7, N.M. Statutes, 1978, and Mescalero Tribal Law 10, Section 4-4. Pupils are expected to attend classes daily. A written excuse must be sent to the teacher following your child's absence from school. If there are special medical problems, a copy of the physician's recommendations and/or restrictions must be on file in the nurse's office. In the event of serious illness and/or extended absence, parents are to notify the school as soon as possible. **PLEASE CALL THE OFFICE at 585-8801.**

**Unexcused absences (or non-notified absences)** means an absence from school or a class for which the student does not have an allowable excuse pursuant to the compulsory school attendance law or rules from the local school board.

**UPON ACQUIRING FIVE ABSENCES THAT ARE NOT NOTIFIED IN A TWENTY DAY PERIOD, A STUDENT WILL BE CONSIDERED TRUANT.**

### **Procedures for Student Absences**

**Please note that the following applies to all absences.**

- After the fifth absence during a semester, parents will be notified by letter or phone call from the school office.

- After the seventh absence during a semester, parents will be notified by letter or phone call from the school office.
- Upon the **tenth absence** during a semester, parents will be contacted by letter and must schedule a conference with the principal and classroom teacher to discuss the absences and consequences for further absences. **Grades at this time will become an “S” or “U”.**
- Consequences for additional absences may include a home visit, referral to the school social worker, recommendation for retention, or a report to Children, Youth and Families, Tribal authorities, Children’s Court or Human Services (Welfare). **THERE WILL BE NO OUT OF SCHOOL SUSPENSION FOR TRUANCY.**
- **Homework for All Absences** (See Homework Policy p. 13)

### **Tardiness**

- Tardy students will be required to get a pass from the office. Students must be in class by 8:05 or be considered tardy. This tardy slip must be presented to the classroom teacher before the student may be admitted to class. It must also be taken home for the parent’s signature.
- Excessive tardies (5 per semester) will result in a meeting with the principal / parents to discuss additional consequences. Five tardies in a semester will equal 1 absence.
- If a student is two hours or more late, he/she will be marked ABSENT for 1/2 day of school time.
- All work missed due to tardiness **WILL BE** made up during recess, other free time and/or before or after school.

### **Early Student Checkouts**

Avoid checking your child out early. **Note that all absenteeism and tardiness policies will apply to early check-out.** (Example: if you check your child out of school two hours or more before dismissal, she/he will be marked ABSENT for 1/2 day.)

A child will be released **ONLY** to the parents unless the school has been notified in writing by the parents that they have granted permission for someone else to pick up the student. The child’s parent, or authorized person, must come to the office and expect to present identification when signing the child out. The reason for check-out must also be stated. Authorizations for persons other than parents to pick up a student must be updated in writing each school year, or whenever any persons/ changes/are made.

### **GRADING AND REPORTING**

**Report Cards will be issued every nine weeks, Progress Reports are issued every four weeks.** The New Mexico Public Education Department has established academic standards which delineate what students at each grade level should learn. The kindergarten and first grade report card offers parents an opportunity to review their child’s progress level toward proficiency towards Common Core. Parents may obtain a list of the grade level reading, writing and math Common Core Standards from the classroom teachers.

### **The Kindergarten and First Grade report cards:**

*Progress levels are:*

- |                                |                           |
|--------------------------------|---------------------------|
| 1 –Not Meeting Grade Level     | 3 – Meeting Grade Level   |
| 2 – Working Toward Grade Level | 4 – Exceeding Grade Level |

**Kindergarten and First Grades** will have the Rating Grade below for Science, Social Studies, and Specials (Music, PE, Library) and Habits of Success

**Second Grade** grading shall be either letter grade or rating grade:

Letter Grade	Rating Grade
A - 90-100	S - Satisfactory
B - 80-89	I - Improving
C - 70-79	N – Needs Improving
D - 60-69	U - Unsatisfactory
F - Below 60	

**2nd Grade** - Reading, Language Arts, and Math should have letter grades (A -F).

Social Studies, Science, and PE, should have the “S” or “U” rating.

**Parent/Teacher Conferences** will be scheduled at the end of each nine weeks. In order to receive your child’s report cards, you must attend the conferences. These conferences will also explain our grading system, how to monitor your child’s progress and answer any other questions that you may have. *Dates are printed in the 2018-2019 SCHOOL CALENDAR in this handbook.*

Parents may arrange for additional conferences with teachers during regular school office hours. Conferences must be prearranged (at least one day in advance) and scheduled during the teacher’s non-class hours, to the agreement of parent, teacher and/or administrator if requested.

### **Modified Coursework**

*Any student receiving coursework in reading, math, or language arts that is **not at grade level standards** will have grades recorded as “S” or “U”.*

### **Cheating and Plagiarism**

Whenever a student is found to be guilty of cheating, the teacher will collect the student’s paper, and mark a zero for the work. The parent shall be notified of any additional offenses.

### **HOMEWORK POLICY**

TES teachers assign homework as needed. There are several reasons for homework:

1. To provide extra practice.
2. To provide an opportunity for students to learn good work habits and study skills.
3. To provide an opportunity for growth in responsibility.

*Parents can do their part to improve homework when they:*

1. Cooperate with the school to make homework effective.
2. Provide their child with suitable study conditions (desk or table, lights, books, and supplies).
3. Reserve a time for homework and turn off the television.
4. Encourage their child.
5. Show interest in what their child is doing, but do not do the work for them.
6. Understand that the school expects homework to be completed and returned on time.

Students in grades K through 2nd will be provided an agenda in which to record homework assignments, comments from the teacher etc. It is a good practice to request to see the agenda each day when your child first arrives home.

**Failure to complete homework or to turn it in will result in loss of recess and/or specials to complete the work.**

### **Homework Policy for Absences**

If absent for less than three days, a student **will** receive make-up work when he or she returns to school.

- After one day of an absence, students are given two days to make up work.
- If absent because of illness for more than three days the parents **should** contact the office for homework. A full school day will be necessary for compiling the work.
- If a student is going to be absent for a reason other than illness, work **must** be requested prior to leaving school.

***All homework must be completed and turned in. Failure to complete homework or to turn it in will result in loss of recess and/or specials to complete the work.***

### **HEALTH AND WELLNESS**

**1.** It is **required** that you fill out a Tularosa Municipal Schools **Medical Referral Card** annually. ***It is the parents' responsibility to keep this form up-to-date. If there is a change of address, telephone number (including unlisted numbers), doctor/dentist, or friend/neighbor who can be contacted in the event of your absence during an emergency, this should be sent to the school office immediately!*** This is for the safety and welfare of your child.

**2. NEW MEXICO STATE LAW REQUIRES THAT ALL STUDENTS HAVE UP-TO-DATE IMMUNIZATIONS IN ORDER TO ATTEND SCHOOL.** Medical and/or religious exemptions are recognized. It is the responsibility of the parent to provide the school with documentation of immunizations. The child may not attend classes until compliance with this law has been met. The school nurse will send letters to parents when boosters are needed. Any time your child receives an immunization or booster, a copy of an updated immunization record is to be provided to the school nurse.

**3.** In order for **ANY** medication (including over-the-counter medicines) to be given to a child during school hours, a written order from a physician for such must accompany the medication and the medicine must be in the original bottle. We also must have written authorization dated and signed by the parent before medication can be dispensed. Students are not to bring medications to school to use without supervision of school health staff.

**4.** A school nurse is scheduled to be at the Tularosa Elementary or Tularosa Intermediate campuses at all times. In case of occasional absence, a contingency plan will be in effect to meet your child's needs. In case of illness or accident, the school nurse's office will assess your child's current health status to determine whether he/she may return to class after evaluation, whether he/she needs to be sent home, or whether he/she needs to be referred to a doctor for further treatment. Sick children must be accompanied home by a parent or their designee. No child will be taken home to an empty house. It is the responsibility of the parent to see the school has the information to carry this out: **see Item #1 above.**

**5.** The school nurse performs annual screenings for vision, hearing, height, and weight as required by state standards and as deemed necessary according to student needs. The nurse also provides classroom presentations regarding health issues on an as needed basis.

**6.** Our school nurse maintains an open-door policy and is available as a reference and resource person to you regarding any area of health. **Should you have any questions or concerns, please call 585-8854.**

7. We do have a lice policy that is given to all students at the beginning of the school year.

### **Head Lice Policy**

1. At the beginning of each school year all parents will receive educational information concerning head lice in each school's Student Family Handbook.
2. When a student is thought to have an infestation of head lice, a referral will be made to the school nurse.
3. If the school nurse determines that the student has an active case of head lice, as evidenced by live or eggs/nits within 1/4 inch from the scalp. Parent will be contacted via written notice. A letter will be sent home with the student informing the parents that the child has an infestation of head lice and treatment is necessary to return to school.
4. **Upon return to school, the student must be accompanied by parent/guardian with the completed bottom portion of the parent letter as proof of treatment.** The child will be evaluated for successful treatment by the school nurse or other designed employee. Upon adequate management of the condition, a re-admittance pass will be issued to the student to return to class. If it is determined that adequate management (I.e. no live lice or eggs/nits within 1/4 inch of the scalp) of the condition has not been performed, the student will be sent home for continued treatment. When returning to school, the same criteria will apply.
5. The students' classmates, contacts and school age siblings will be evaluated for infestation and if they are not found to have an infestation, a note will be sent home apprising their parents of the situation.
6. For chronic cases of infestation, or inadequately managed cases, it may be necessary to exclude students from and/or involve outside social agencies.

### **TRANSPORTATION**

**Parent Drop Off and Pick Up** If you drop off or pick up your child, please do so at the parking lot off Higuera Street. Please drop off and pick up next to the *curb*. **DO NOT** pull through the moving lane to drop off or pick up your child. Please remember, the safety of **ALL** our children depends on your cooperation with us. If you are going to pick up your child, please be prompt and pick up no later than 3:00 pm.

#### **Walkers - Students who walk to and from school must:**

1. Leave promptly
2. Use crosswalks
3. Use sidewalks where provided

### **Changes To A Child's Regular Mode Of Going Home**

If a child is to change his/her routine, ***A PARENT MUST SEND A WRITTEN NOTE OR CALL THE SCHOOL BEFORE 2:15 PM. The school CAN NOT assure that your child will get the message if the call is after 2:15!***

### **School Bus**

School bus transportation is a privilege extended to qualified students. The buses are privately owned and do not belong to the Tularosa Municipal School District. All school-wide rules apply to bus transportation. Students may not ride any bus except the one to which they are assigned nor not get off at any bus stop except their own. **If a student is not to ride a bus on a particular day, a written note by a parent is required.**

### **Bus Suspensions**

**Students** who are suspended from the bus for not following the rules are expected to continue attending school. ***It is the parent's responsibility to provide transportation.*** Complaints regarding bus services should be directed to the Director of Transportation at 585-8881.

### **SCHOOL-WIDE POSITIVE DISCIPLINE PLAN**

#### **Discipline Philosophy**

As a school we are concerned with the development of attitudes, habits and behavior. We seek to provide a proper climate for learning, and strive to work in cooperation with parents in the student's development of self-discipline, responsibility and respect for other people. We want all students to learn, but our efforts can be thwarted by learning, it is necessary to balance carefully a student's individual rights with his or her responsibilities for good citizenship. When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of these students and the other students in the school. In order to meet this shared responsibility for the maintenance of good behavior.

**One of the most important lessons education should teach is discipline. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. While it does not appear as a subject, it underlies the whole educational structure.**

Tularosa Elementary school is committed to excellence in our school program and we consider discipline essential to the educational process. The staff expects all students to behave appropriately while at school and in class.

**We will not allow any student to stop a teacher from teaching or any student from learning.**

#### **Our School-Wide Rules Are**

1. Respect the rights, feelings and property of others. Treat others in the way you like to be treated. Use appropriate language at all times. **NO PUT DOWNS!** Treat the property of others with care. Students and parents or guardians will be held responsible for loss/damage done to school property or loss/damage to the property of others.
2. Keep hands, feet and objects to yourself. This means no fighting, kicking, pushing, throwing objects or inappropriate contact.
3. Move safely from one area of the school to another. Walk, don't run.
4. **Leave all electronic devices, toys, games, etc. at home.** This rule applies to field trips as well. **The school will not be responsible for any item a student brings to school.**
5. Cell phones may be used before or after school. Cell phones **must not** be used during instructional time.
6. Follow directions the first time they are given.
7. Stay in assigned areas and follow ALL school rules.

**There is no corporal punishment.**



### **Bullying / Cyberbullying**

“Bullying” or “intimidation” means intimidating or offensive verbal or physical conduct toward one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities. The bullying may also involve electronic media, when such conduct is habitual or recurring, including but not limited to verbal confrontation, threats, stalking, and name-calling.

“Cyberbullying” means electronic communication that:

- (a) targets a specific student;
- (b) is published with the intention that the communication be seen by or disclosed to the targeted students;
- (c) is in fact seen by or disclosed to the targeted students; and
- (d) 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 will not be tolerated in the Tularosa Elementary School.**

See Tularosa School Board Policy 4.34, Bullying, Cyberbullying, Intimidation, and Hostile or Offensive Conduct, on file in TES office)

### **Tularosa Elementary School is a Drug Free, Tobacco Free (including electronic cigarettes), and Alcohol Free Campus.**

### **Classroom Rules**

Each teacher has a similar plan for classroom behavior which you have already received from the classroom teacher. We are confident that the School-Wide and Classroom Discipline Plans will teach our children to be responsible for their actions and make this school year a positive and motivating experience.

#### **REWARDS:** Students Who Choose To Follow the Rules Will Receive Rewards Such As:

- Positive letter home/phone call
- Treasure Chest / Classroom rewards / Certificates / Principal’s Award
- Popcorn party, Snow Cone party, or Cotton Candy party
- Tickets

#### **CONSEQUENCES:** Students Who Choose To Disobey The Rules Will Face One or More Of The Following Consequences:

- Loss of recess privileges
- Time out
- Write a letter of apology
- Conference with Principal and/or Counselor
- Call to parents and Student Discipline Notice Sent home
- In School Suspension (ISS) student spends day in ISS working on his /her assignments
- Parent conference
- Parent spend time at school with child

- Development of an IDP (Individual Discipline Plan)
- Payment for property damage (restitution)
- Out of school suspension
- Expulsion
- Referral to law enforcement officials

### **Cafeteria Rules:**

- Talk quietly in line, at the table, and only to those close by at your table.
- Always use quiet voices.
- Pick up after yourself (napkin, milk carton, spilled food, etc.)
- WALK at all times
- Use your manners and be courteous to the cafeteria workers and the person on duty.
- Wait to be dismissed by the person on duty.
- Soft drinks are not allowed.

### **Restroom Rules:**

- Keep restrooms clean.
- Do not waste supplies.
- Wash your hands before you leave
- Limit time and noise.

### **Playground Rules:**

The playground is for students' enjoyment. With the **PRIVILEGE** of using the playground comes **RESPONSIBILITY**. The following rules are in addition to our school-wide rules and will help students share the playground facilities, have fun, and be safe:

- Do stay/play in your designated areas.
- The "Big Toy" and playground equipment are to be used only with teacher supervision or for P.E.
- Share the use of equipment.
- WALK, DO NOT RUN in the Big Toy and covered areas.
- Rocks, sand or sticks or other items that will hurt someone/something should be left on the ground.
- Observe rules of safe play, good sportsmanship and fairness when playing soccer, kickball, or flag football. **Rough playing will not be tolerated.**
- Line up immediately when the signal is given.
- Get permission if you need to leave the play area.

### **Slides:**

- DO go down the slide in a safe manner.
- DO give space between each person sliding down.
- DO use the slide only when the area is dry.

**Duty teachers and teaching assistants decide what is appropriate or inappropriate for all activities.**

### **Consequences for Disobeying Playground Rules:**

**First Time** - Verbal warning

**Second Time** - Benched for remainder of recess period. A discipline referral may be issued.

**Third Time** - Discipline referral issued to classroom teacher.

**Severe Behavior Situations** - Immediately sent to the principal's office. An office discipline referral will be issued.

*Rough playing can result in the loss of playground privileges.*

**Negative Behaviors are a limited problem on the TES campus. To keep the problem from expanding we are providing the following policies and procedures for your information. The following will be considered negative behaviors for not following the school wide rules or classroom rules.**

### **NEGATIVE BEHAVIORS ARE:**

#### **1. Fighting-Violent action towards another student (hitting)**

As either student is able to stop the confrontation we consider both students to be at fault.

#### **2. Stealing**

Students and/or their parent will be expected to make restitution.

#### **3. Disrespect**

Disrespect will not be tolerated!

Teachers/employees will not allow disrespect from students. Cases of disrespect may result in the student's removal from the classroom.

#### **4. Sexual Harassment / unwanted remarks / inappropriate touching**

#### **5. Threats of violence / bullying**

Any type of violent threats or bullying will not be tolerated.

The following is considered threatening to others;

##### **Verbal**

For example:

- \* threats or insults
- \* remarks about looks, clothing etc.

##### **Nonverbal**

For example:

- \* suggestive gestures
- \* staring or leering
- \* written

##### **Physical**

For example:

- \* unnecessary touching a person's body
- \* grabbing, pinching, slapping or patting
- \* cornering or trapping

**Students *MUST* notify staff, counselor, or principal** if they have been threatened or hear any threats. Threats will be investigated. (DO NOT spread rumors to other students).

**6. Throwing things or otherwise endangering other people**

Depending on the severity of the offense, law enforcement may be involved.

**7. Disrupting classroom**

Electronic devices and toys are not allowed in the classroom or at school. Cell phones must not be used during instructional time. Cell phones may be left in the office during the day if needed.

**8. Leaving school grounds without permission**

**9. Foul Language**

**CONSEQUENCES FOR NEGATIVE BEHAVIORS**

**1<sup>st</sup> offense** - Warning, call home, visit with the counselor and/or principal

**2<sup>nd</sup> offense** - Call home, visit with the counselor and/or principal, lunch/recess detention for 1 day

**3<sup>rd</sup> offense** - Call home, visit with principal and lunch/recess detention for 2 days

**4<sup>th</sup> offense** - Call home, visit with principal and 1 day In School Suspension (ISS).

**5<sup>th</sup> offense** - Call home, visit with principal and 2 days ISS.

**Severe offense** – may result in Out of School Suspension (OSS).

**DISTRICT POLICY FOR SEVERE NEGATIVE BEHAVIORS AND CONSEQUENCES**

**10. Tobacco:**

Tularosa Elementary School has a tobacco free campus. Students are prohibited from the use of tobacco in any form (**including electronic cigarettes**), in the school building, or school grounds. This covers all school activities such as athletics, dances, homecoming, fundraisers, etc. Infractions will be cause for disciplinary action. Automatic 1- day ISS for the 1st offense, and a 2- day ISS for the 2nd offense. The 3rd offense will result in a 1-day OSS suspension.

**11. Possession of Weapons:**

It is the policy of the Board that no student shall bring a weapon into a school zone, nor carry or keep any weapon in a school zone or while attending or participating in any school activity, including during transportation to or from such activity. A weapon is defined as any firearm, knife,

explosive device ( may or may not be firecrackers )or other object, even if manufactured for a non-violent purpose, that has a potentially violent use, or any “look-a-like” object that resembles an object that has a potentially violent use. Automatic 10 day OSS

(See Tularosa School Board Policy 4.21, Weapons in School, on file in TES office)

**12. Physical Attack or Threat With a Weapon:**

An assault or threat with a weapon with obvious intent to harm another person. For the purpose of this policy, a weapon is defined as any firearm, knife, explosive, or other object, even if manufactured for a non-violent purpose, that has a potentially violent use, or any “look-alike” object that resembles an object that has a potentially violent use. A physical attack is considered a belligerent or antagonistic assault by one person, or group of people upon another. The victim did not wish to engage in the conflict and did not provoke the attack. Automatic 10-day OSS pending expulsion hearing.

**13. Disruptive and Dangerous Behavior:**

Any activities or behavior which could be disruptive to the learning environment will be considered dangerous and disruptive. The student will receive an automatic 10-day OSS pending expulsion hearing.

**14. Explosive Devices:**

These include the use, possession, or sale of explosive devices. Punishment will include an automatic 10-day OSS with Superintendent hearing, and police referral.

**15. Bomb Threats/ Fire Alarms:**

Any student found tampering with or setting off fire alarms or fire extinguishers or bomb threats will be automatically suspended out-of-school for 10-days and turned over to the police for possible prosecution (THIS IS A FEDERAL OFFENSE). An expulsion will be recommended for the remainder of the year and will result in a total loss of credit for the student.

**Disciplinary actions involving students K - 2 will be left to the discretion of the principal.****16. Possession or Use of Drugs or Alcoholic substances:**

The use or possession of illegal substances such as alcohol, marijuana or other drugs will not be tolerated. Any substance which is harmful to a student’s health or welfare may be included in this category. Use of alcoholic beverages, drugs, or any controlled substance by minors is prohibited. Anyone caught having used or in possession of alcohol or other controlled substances on the grounds or during any school sponsored activity is subject to an immediate 10 days ISS, with school counseling, and police referral. Any additional infractions will result in a 10-day ISS pending expulsion hearing, and police referral.

**17. Distribution of Illegal Substance:**

Any student distributing illegal substances will receive an automatic 10 day OSS suspension and police referral. Any additional infractions will result in a Superintendent hearing and an additional 10 days OSS and a police referral.

**18. Gang related activity:**

(See Tularosa School Board Policy 5.28, Gang Activity, on file in TES office) Recognizing that gang activities create an atmosphere of intimidation in the entire school community the Tularosa

Board of Education has prohibited gangs and gang activities in our schools. For the purpose of this policy a “gang” is defined as any group of three or more whose purpose includes the commission of illegal action or acts in violation of disciplinary rules of the Tularosa Municipal Schools. Students may not possess any item which reflects membership in or affiliation with a gang; solicit membership or affiliation for a gang; threaten or extort other students. Minimum discipline: 2 days ISS

#### **19. Criminal Damage:**

Consists of damaging school or others’ personal possessions while on school property. Students who destroy or vandalize school property will be required to pay for losses or damages ( this includes personal property of others). The restitution or arrangement must be made before the student is readmitted to school. The student will receive a minimum 5-day OSS. A police referral will be made.

#### **20. Arson:**

Arson is defined as the burning of any property on school campus. An automatic police referral will be filed and the student will receive a 10-day OSS pending expulsion hearing.

### **SEARCH AND SEIZURE**

Lockers, desks and other storage facilities are the property of the Tularosa Public Schools and remain at all times under the control of the school; however, students using these facilities are expected to assume full responsibility for their care and security. **Random inspection of lockers, desks and facilities may be conducted by school officials for any reason, at anytime, without notice and without consent.**

### ***STUDENTS RIGHTS AND REPONSIBILITIES***

**NOTE: It is the responsibility of students and parents to inform themselves of current Board policies and of administrative and school rules regarding conduct that is subject to disciplinary action.**

#### **NOTE:**

The Tularosa Municipal School District provides safe, disciplined, and Drug-Free Schools. In line with our Nation’s Educational Goals. Students, staff, parents, community members, patrons, and all visitors are hereby notified that our schools are designated school zones which are “Drug Free”(includes illegal and controlled substances) and “Gun Free” (includes all weapons). Violators will face severe federal, state and local penalties.

State Board regulation No. 81-3 sets forth certain acts prohibited in all New Mexico Schools. These include criminal or delinquent acts, disruptive conduct, refusal to identify self, and refusal to cooperate with school personnel. SBE Regulation No. 81-3 is made part of this policy by reference as if set forth in full. Copies of this regulation are on file in the Principal’s office.