

## **INTRODUCTION**

This handbook is intended to help the students of Quemado Elementary School understand policies and procedures with which their school is operated. It should help you plan a sound and well-rounded program.

## **PRIDE**

Quemado Elementary School students are proud of their school. Because of this intense pride, they do not deface, destroy nor mar their school property. The students do not tolerate those who willfully show disrespect for their school and they encourage proper respect for their school at all times. We're proud to be "Eagles"!

## **ACADEMIC PROGRAM**

The school is operated on a four-day week. The school year is 151 days long. Each semester is divided into two grading periods.

The four-day week is a special privilege allowed by the New Mexico Department of Education and it can only be continued if student achievement remains high. Consequently, all students have a responsibility to take academic matters seriously.

## **ADMISSION**

A student may enter QES by enrolling in elementary school or by transfer from an appropriate program. Students entering for the first time should report to the Principal's Office. Paperwork required for admission include birth certificate, immunization record, and social security card (or number). Immunization requirements of the State Health Department must be met before a student can be admitted to school. (See policy on Open Enrollment, Appendix A.)

## **GRADING SCALE**

Grades are reported to students and parents by the following system:

A	90 – 100	Excellent
B	80 - 89	Above Average
C	70 - 79	Average
F	0 - 69	Failing
I	-	Incomplete; has not completed all due. This is a temporary grade; if not completed, grade will be changed to an F.

## **REPORT CARDS**

Report cards are issued four times a year. Parents should expect reports on the following dates: October 21, 2009, January 6, 2010, March 24, 2010, and June 2, 2010. Parents are not required to sign or return report cards, but they are encouraged to contact the school anytime they have questions regarding grades. Parent/teacher conferences are encouraged. Parent/teacher/student conferences are scheduled for September 25, 2009, November 20, 2009, February 5, 2010, and April 16, 2010. Conferences will be

scheduled for all elementary students. School classes are held on conference Fridays, with dismissal at 12:45 p.m. Conferences are held in the afternoon.

Because the time between reports is lengthy, progress/deficiency reports are issued every 4 ½ weeks, or more often if the teacher deems necessary.

### **HONOR ROLL**

At the conclusion of each grading period, a student's academic Honor Roll is announced and posted. A student qualifies for the Superior Honor Roll when he/she earns a 3.75 GPA or higher and scores proficient in all subject areas of the MAPS short cycle assessment. A student qualifies for the Regular Honor Roll if he/she earns between a 3.25 to a 3.74 GPA.

### **ATTENDANCE**

Regular attendance at school is required of all students. Parents will be notified when a student has missed three days and again at five days. Students missing more than seven days in a semester must meet with parents and the administration to determine extenuating circumstances and/or consequences of chronic absenteeism. If the student misses the meeting or the administration does not find reasonable justification for these absences, the student will be placed on academic probation and will not be allowed to participate in extra-curricular activities or field trips.

An absence may be considered excused when written documentation from parents has been received and approved by the administration.

Students will be allowed the number of days they missed plus one to make up work. It is understood that students who do not make up work on time will receive a zero for any work not turned in by the due date. This does not extend the due date of any previously assigned work. If a student is absent the day a previously assigned lesson is due, the assignment/s is due the day of the student's return to school.

Effort should be made to obtain make-up work from the teacher before the absence. Any student who misses for disciplinary reasons will receive zeros for any assignments graded during the time missed and those days will count toward the total absences.

Complete attendance policy and acknowledgement form are distributed to parent/guardian upon enrollment. Signed acknowledgement form must be returned to the school.

### **TARDIES**

Tardies – 2<sup>nd</sup> tardy, verbal warning. 3<sup>rd</sup> tardy, Friday School. If student does not show for Friday School, automatic suspension. Cycle begins again after the third tardy.

### **CHECK-IN AND CHECK-OUT**

Students who arrive late must first report to the school office to sign in. Students who leave early must go to the school office to sign out.

## **HIGH SCHOOL BELL SCHEDULES**

### **REGULAR BELL SCHEDULE**

7:55	First bell
8:00 - 9:10	First period
9:13 - 10:13	Second period
10:16 - 11:16	Third period
11:19 - 12:19	Fourth period
12:19 - 12:49	LUNCH
12:49 - 1:49	Fifth period
1:52 - 2:52	Sixth period
2:55 - 3:55	Seventh period

### **LATE START SCHEDULE**

9:55	First bell
10:00 - 10:45	First period
10:48 - 11:33	Second period
11:36 - 12:21	Third period
12:21 - 12:51	LUNCH
12:51- 1:34	Fourth period
1:37 - 2:21	Fifth period
2:24 - 3:08	Sixth period
3:11 - 3:55	Seventh period

### **2:00 DISMISSAL SCHEDULE**

7:55	First bell
8:00 - 8:54	First period
8:57- 9:40	Second period
9:43 – 10:26	Third Period
10:29 - 11:12	Fourth period
11:15 - 11:58	Fifth period
11:58 - 12:28	LUNCH -
12:28 – 1:13	Sixth period
1:16 - 2:00	Seventh period

### **12:45 DISMISSAL SCHEDULE**

7:55	First bell
8:00 - 8:43	First period
8:46 - 9:20	Second period
9:23 - 9:57	Third period
10:00 – 10:34	Fourth period
10:37 – 11:11	Fifth period
11:14 – 11:48	Sixth period
11:51 – 12:25	Seventh period
12:25 – 12:45	Lunch

### **NOTIFICATION OF DELAYED SCHEDULE**

On days of inclement weather students will be contacted by teachers or staff as to school status. There is a “phone tree” system and each student should make sure his/her correct phone number is on file in the office. If a phone is not available to the student, then the student should listen to KOB radio where school status will be announced.

### **STUDENT RECORDS**

Accurate cumulative records are maintained for every student enrolled in the school. Only authorized school personnel, parents, students, or legal guardians may view these records without a subpoena or the written permission of the student or his or her parents, per the Buckley Amendment.

Written parental objection to the accuracy or authenticity of data recorded in the cumulative record shall become part of the record upon request by the parents.

School officials will forward transcripts from the cumulative records upon the written request of parents, legal guardians, students, ex-students and accredited educational institutions. Before this can be done, however, the student must have officially checked out of school, paid all money due, turned in all books, etc. If there are any outstanding obligations, transcripts will not be forwarded.

### **DAILY BULLETIN**

A daily bulletin will be distributed to each teacher at approximately 10:00 a.m.. Teachers should read the bulletin to the class and then post it in their room. The office will also post copies on the bulletin boards in the hallway. Students are encouraged to listen as the bulletin is read, and to refer to the posted copies if they have questions.

### **PLAYGROUND RULES**

The following activities are not allowed on the playground: parachuting out of swings; twisting or spinning in swing; swinging when mud and water are under swings; chicken fights; tackle football; rock or snowball throwing; running up slide from end; "King of the Mountain" on the tires; one student at a time in a swing; no one is to play on the playground without supervision; stay away from classroom windows.

### **GYM RULES**

No shoes on floor except for gym shoes; no playing around in lobby, especially during games; no food or drinks in gym; no playing with basketballs during games; be courteous, kind and have pride; treat the gym as if it were your own house.

### **ACTIVITIES**

Students benefit in many ways from their experiences in activities outside the regular classroom. Consequently, we hope you take an active part in the clubs, organizations and sports that contribute so much to the life of the school and to your overall development as a person.

### **FINANCIAL RESPONSIBILITY**

Each club, class or organization is required to adhere to the following procedures:

1. All monies collected for any function must be deposited in the office.
2. A receipt must always be issued for any money collected by a student or a sponsor for a group activity.
3. No purchases can be made from activity funds without a signed purchase order. All expenditures must be documented by signed invoice.

### **SALES AND FUNDRAISERS**

No group may sell anything or conduct fundraising activities without the approval of the principal/head teacher.

### **RIGHTS AND RESPONSIBILITIES**

Students at QES have certain rights that are guaranteed to all citizens. However, these rights are not absolute. One primary limitation is that the exercise of individual rights terminates when it infringes upon the rights of another.

The Board has adopted the following policies regarding student rights:

1. No student shall be subjected to any prejudicial treatment nor denied any access to a public education because of race, ethnicity, sex, religion, political belief or handicap.

2. Students have the right to free speech and expression so long as it does not infringe upon the rights of others.
3. School officials have the responsibility for achieving an atmosphere free from disruptions that will interfere with or infringe upon the operation of the school or the work of the students.

### **DISCIPLINE**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Parents should remember that when you bring your child to an extra-curricular activity as a spectator, you are in charge of his or her behavior. We expect all school rules to apply during activities.

### **DISCIPLINE POLICY**

(Also see Discipline Plan in Appendix for list of consequences and infractions.)

#### **Immediate Removal**

Regardless of whatever disciplinary measures may also be considered appropriate or whatever actions are implemented, persons whose presence poses a danger to others or to property or who poses a threat of disrupting the educational process may be immediately removed from school or from any school-sponsored activity.

#### **Disciplinary Options**

Teachers and administrators will judge the severity of student infractions and impose appropriate disciplinary measures.

#### **Short-Term Suspension**

A short-term suspension means a suspension of four days or less. When it is anticipated that a student will be subject to short-term suspension, the student will be given oral or written notice of the charges against him or her, and if the student denies the charges, an explanation of the evidence the administration has available will be presented to the student. The student will have the opportunity to give his or her side of the story, subject to the following guidelines:

1. There need be no delay between the time “notice” is given and the time of the informal hearing with the administration.
2. The student must first be told what he or she is accused of doing and what the basis of accusation is.
3. Parents or guardians shall be given oral or written notice of the charges against the student and their possible consequences as soon as practical, but in no event later than the beginning of the first full day of suspension.
4. Any student under the age of 18 years will not be sent home during the school day unless the parent or guardian has been notified of the suspension.

### **Long-term Suspension or Expulsion**

The administration may temporarily suspend while the procedures for a long-term suspension are being put into effect. Long-term suspension is defined as one of more than four days and may last until the end of the school year. Any suspension keeps a student from attending any school function or being on school-owned property.

In the event that such action is contemplated, the following procedures will be adhered to:

1. Not less than five days prior to the date of the contemplated action, the superintendent shall cause written notice of such proposed action to be delivered to the student and his or her parent or guardian. Such delivery may be by mail or by personal delivery. If mail, delivery is deemed completed at such time as the notice is deposited in the mail addressed to the last known address of the student or his parent or guardian.
2. In the event of a determination that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened provided that the student or his parent has been given actual notice of the hearing prior to the time it is held.
3. The notice shall contain: a) a statement of the basic reasons alleged for the contemplated action; b) a statement that a hearing on the contemplated action will be held if requested by the student or his parent or guardian within five days after the date of the notice; c) a statement of the date, time and place of the hearing in the event one is requested; d) a statement that the student may be present at the hearing and hear all information against him or her; that he or she will have an opportunity to present such information as is relevant; and that he or she may be accompanied and represented by a parent or guardian and an attorney; e) a statement that failure to participate in such a hearing constitutes a waiver of further rights in the matter.
4. The hearing shall be conducted by the superintendent. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable but including in all cases the student, his or her parents or guardians or attorney. Such individuals who may have pertinent information shall be admitted

The student or his or her representative may question individuals presenting information. A sufficient record of the proceeds shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript shall be at the expense of the requesting party.

5. A written decision will be made within five days of the hearing.
6. The student may, within ten days after the decision of the superintendent, appeal the decision to the Board. Such hearing will occur in a Board meeting, at which a closed session may be used. The final decision will be made in public session.

## **Search and Seizure**

Any certified school employee or school bus driver may conduct a search of a student's person or school-assigned property if he or she has reasonable cause to suspect that a crime is being or has been committed or if he or she has reasonable cause to believe that a search is necessary in the aid of maintaining school discipline.

1. General searches of school property, including lockers or school buses, may be conducted at any time.
2. Searches of a student's person or vehicle on school property will be conducted only if a certified employee or school bus driver personally notices or is suspicious of arrangement of a student's clothing, possessions, or actions which give reasonable cause to believe that a crime or breach of the disciplinary code is being committed by the student.
3. Searches of a student's person may be conducted by a certified school employee only in the presence of another certified school employee; searches of a student's person may be conducted only by a certified school employee of the student's same sex.

## **REGULATED BEHAVIOR**

### **Weapons or Dangerous Chemicals**

Any student who brings to school or to a school-sponsored activity or possesses any type of deadly weapon, dangerous chemicals, or any item considered to be detrimental to the welfare and safety of any individual will be immediately suspended. A parent conference shall be required before the student may return to school. In addition, a report may be filed with the local police and formal charges filed with the courts.

### **Alcoholic Beverages and Narcotics**

In accordance with State Board of Education Regulation, ISD#2 prohibits students from the use, possession, sale or transportation of alcohol and/or illegal drugs on school property, in school buildings, or at school-sponsored and/or school related activities and athletics. For this policy, illegal drugs are defined as controlled substances, prescription drugs used or possessed without a prescription, solvents used for intoxication and those substances possessed, sold, and/or used that are represented to be controlled or illegal substances as defined by Controlled Substance Act, P.L. 91-513, Schedules 1-5. Additionally, Quemado-Datil Schools prohibit students from selling or giving away alcohol and/or illegal drugs and from possessing, selling, giving away and/or using drug paraphernalia on school property, within school buildings, or at school-sponsored activities and/or school-related activities and athletics.

The Superintendent or his designee has the authority to suspend or expel on a long-term basis students who, after a notice and a hearing, have been found by a preponderance of the evidence to be in violation of this policy or state laws.

Due process rights for students and parents are guaranteed under Quemado ISD#2 Policy and State Board of Education Regulation. Students will be afforded the opportunity to

participate in the district-wide student counseling program at their local school. This option will be exercised before proceeding to long-term suspension and expulsion. School officials shall follow procedures in Quemado ISD#2 Policy Manual, on long-term suspension and expulsion, as defined by State Board of Education Regulation3. These policies state that long-term suspension and expulsion decisions may be appealed to the Superintendent. Expulsion is viewed as a punishment of last resort and will require formal Board action.

The legal responsibility of a school employee is: “A school employee who knows or in good faith suspects any student of using or abusing alcohol or drugs shall report such use or abuse pursuant to procedures established by the Quemado ISD#2 Board.”

All students shall receive a copy of this policy and procedures at the beginning of each school year. New students upon enrolling in the school will be given a copy of this policy and procedure.

### **Tobacco**

For safety as well as health reasons, the possession or use of tobacco in any form by students is prohibited on school grounds and inside any building or vehicle owned by the school district. Any items related to the use of tobacco shall be confiscated. Any damage caused by the use of tobacco shall be repaired or paid for by the student. Offenses will lead to disciplinary action according to the District discipline policy and administrative decision. Any person who violates this policy commits an unlawful act under the provisions of the Clean Air Act, Section 24-26, NMSA 1978..

### **Disruptions and Demonstrations**

A few disruptive students can make it difficult for the majority to carry on their normal educational functions. Therefore, the District discipline policy with reference to school or classroom disruptions, walkouts, or other negative forms of demonstrations will be adhered to.

### **Fights**

Students who start or are involved in a fight on school grounds or at any school activity are subject to procedures of the District discipline policy. The type and severity of the disciplinary action taken shall be determined by the circumstances and the student’s past record.

### **Assault, Menace, or Intimidation**

Students who attack, assault, or intimidate any school employee will be reported to the administration. The same is true for any student who attacks or assaults any other student or individual while on campus or at any school activity. Any student involved in such behavior may be suspended, and a parent conference required before the student can return to school.

### **Release of Students from School**

Only the administration has the authority to release students from school. The administrator shall always make certain that the identity of the custodial parent or

guardian is known before any student is released. If the identity of a person requesting the release of a student is not known, then the administrator must require proof of identity and obtain permission from the parent or guardian before that student is released. A student shall never be released to a stranger during school time.

### **Police Questioning and Arrest of Students**

1. A student of ISD#2 while on school property may be questioned by a police officer only in the presence of an administrator or in the presence of the student's parent(s) or legal guardian.
2. A student will be released in the custody of a police officer to be questioned at the police station only when the school has received permission from the student's parent or legal guardian.
3. Where a law enforcement agency deems it necessary to question and/or arrest a student during school hours and if the principal or other administrators do not recognize the identity of the law enforcement officer, then the following procedure must be followed. The principal should first require that the officer come to the principal's office. The principal shall document the time, date, and name of the student(s), the name of the officer, including rank and badge number, and agency of the law enforcement officer. The principal should then contact the nearest office of this agency and verify the officer's identity, warrant, if applicable, and the necessity for questioning and/or arrest at school. The principal shall obtain a copy of the arrest warrant, if applicable, and document the contact with the supervisory officer, and the justification for the questioning and/or arrest. Then the principal should document the date and time of attempts made to contact parents or guardians to report all details and invite them to come to school,

### **Disrespect Toward Employees**

Disrespect toward any school employees, including substitute teachers, will not be tolerated. The District discipline policy will be followed.

### **Profanity**

Students who speak, write, distribute, or possess profane, indecent or obscene language, literature, writing or pictures shall be subject to discipline according to the District discipline policy.

### **Loitering**

Persons not in school due to disciplinary reasons or not enrolled in school will be considered to be trespassing if found on school property without a valid visitor's pass issued by the office. If necessary, such persons will be referred to the police.

### **Care of Campus Buildings and Grounds**

Students must take responsibility for the school grounds and buildings. Any student vandalizing any school property in **any way** will be punished and subject to disciplinary action according to the District discipline policy. Students may not sit on furniture improperly. Parents will be notified and violators must pay for the damaged or destroyed items.

### **Vandalism and Destruction of Property**

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If you should happen to damage something by accident, you should report it to a teacher or the office immediately. If students willfully destroy school property, the District discipline policy will be enforced.

### **DRESS CODE**

The Board has the right at all times to regulate any student's dress that creates a problem or is a distraction to learning. Dress and grooming have a definite bearing on attitude and behavior. Learning how to dress within the bounds of propriety, decency, and social acceptability is a part of each student's education.

Clothes worn to school should be clean, in good taste, and appropriate for classroom attire.

Any student not following the dress code will be subject to discipline in accordance with the district discipline policy.

The following guidelines are for further clarification of the dress code for students attending Quemado Independent School District #2 schools.

1. Under shorts must not be exposed.
2. Oversized trousers must fit so that a student is able to walk with a normal gait and the length of the pants will not fall below the bottom of the shoe.
3. The bottom of the shirt should sit at or below the waistband of your pants, skirt, etc., so that it will not ride up to expose midriff and/or underwear when standing or sitting.
4. The neckline of your garment should not be lower than three inches below your collarbone.
5. Clothing will not recognize gang emblems or advocate or make reference to sex, tobacco, alcohol, violence or drugs.
6. Skirts/dresses must measure no shorter than four inches above the knee.
7. Shorts must measure a four-inch inseam.

8. Prohibited manner of wearing clothing:
  - Bare or exposed midriffs
  - Spaghetti strap blouses, shirts or dresses
  - Caps or hats worn inside in the school buildings
  - Sunglasses without a doctor's prescription
  - See-through blouses (without camisole)
  - Shirts that expose chest or torso
9. For safety, footwear must be worn at all times and must be appropriate. No slippers or house shoes are allowed.
10. Any student wearing inappropriate clothing will receive one of the following consequences:
  - Wear appropriate clothing provided by the office, if available. The inappropriate clothing will only be returned when a parent/guardian comes to the school and returns the replacement clothing.
  - Have appropriate clothing brought to school.
  - Be sent home with parental permission or remain isolated for the remainder of the day or be suspended.

\*The above applies to all students, at all times during school hours and at school-sponsored events, if participating.

#### **Policy on Body Jewelry and Tattoos**

The Quemado Independent School District #2 Board of Education believes that adoption and enforcement of a strict policy on student appearance and dress can be a factor in improving student attitudes toward school and that positive changes in attitude can lead to improvements in school attendance, drop-out rates, and academic performance and avoid student conflict and confrontation. The Board further discourages wearing of certain items of dress or jewelry for the following reasons:

1. To create an atmosphere conducive to learning and to minimize disruptions attributable to personal appearance, conduct, grooming, hygiene and attire.
2. To foster an attitude of respect for authority and to prepare students to enter the work place, where rules regarding dress, conduct and appearance are frequently encountered.
3. To insure that the conduct and grooming of students who represent the district in school-sponsored, extra curricular and community activities create a favorable impression on the district and community.
4. To counter the disruptive effect and potential for interference with the educational mission of the school district which may result when aspects of student appearance or articles of dress represent gang membership, present violence sexually explicit or obscene messages are inappropriate to wear at school under the local community standards or may incite confrontation or violent reactions.

In consideration of the above concerns, and, as a result of the safety, health and hygiene concerns created by body piercing and obtaining of tattoos and the adverse and sometimes violent reactions which body piercing or obtaining tattoos may cause within

the school community, it is the policy of the Board of Education to discourage students from engaging in body piercing or obtaining tattoos. In furtherance of this policy, the Board of Education hereby:

- A. Prohibits students attending school or school-sponsored activities from wearing rings or jewelry in pierced locations on a student's body other than the ears. Any other piercings are subject to administrative review.
- B. Students shall not attend school or school-sponsored activities with tattoos that are offensive in nature.

Enforcement of this policy shall be in accordance with the student conduct code and subject to administrative review.

### **Theft or Larceny**

Any students apprehended in the act of stealing or having stolen property in his or her possession may be reported to the police for legal action. Other action by the school will be determined by the student's prior disciplinary record and by the seriousness of the offense.

### **LUNCH PROGRAM**

Students may purchase lunch for \$2.00. Breakfast is provided to all students at no charge. Forms for free and reduced price lunches are available in the school office and parents are encouraged to participate in this program.

Grades 4-6 will have recess before lunch and eat lunch at 11:15 a.m. Grades K-3 will eat at 11:00, and then have recess. Lunch period will end at 11:40 a.m. and students will return to their classes.

According to Section 204 of Public Law 108-265 of the Child Nutrition and WIC Reauthorization Act of 2004, foods of minimal nutritional value are to be omitted during the school day. This includes, but is not limited to, carbonated beverages, certain fruit drinks and ades, certain candies and chewing gum.

If a student desires to eat at home, he/she must have prior written permission to do so from his/her parents/guardians and must sign out/in at the office.

Student behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to find it. Students are to remain in the cafeteria until they have finished eating.

No one will be dismissed from class early to go to lunch unless previous arrangements have been made with the Principal.

### **FIRE DRILLS**

Fire and emergency drills are held at irregular intervals throughout the school year. Fire drills must be held once a week during the first month of school and once a month thereafter. A series of three short bells will be given when students should return to class.

Remember these basic rules: 1) Check the instructions in each classroom (they are posted) indicating how to leave the building from that classroom in case of fire. 2) Walk. No talking. Move quickly and quietly to the designated area. Remain there until dismissed.

### **TEXTBOOKS**

All basic texts are loaned to the students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students are encouraged to provide book covers. Please be sure your name and grade are written on the book label in case the book is misplaced. If a student loses or damages a book, he/she will be responsible for the cost of replacing the book. Semester or final report cards will not be issued until the debt is paid.

### **LOST AND FOUND**

Lost and found items should be immediately taken to the school secretary for safe keeping. If unclaimed by the rightful owner, lost and found items can be claimed by the person(s) finding the article at the end of the school year. If articles are unclaimed, they will be disposed of.

### **BUS REGULATIONS**

The district provides bus transportation to and from school; this is a privilege and must be treated as such. Remember that you are technically and legally still “on campus” while on the school bus; regular school rules apply. The driver is responsible for your safety at all times and he/she must be obeyed.

Students who come to school on the bus should return home on the bus unless they have a note from the parents signed by the superintendent or principal. Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

The District Discipline policy will be followed on the buses.

### **VISITORS**

Citizens of the district are invited and welcome to visit the school at any time. Any citizen desiring to visit should check in at the office. Student visitor’s passes may be granted under certain conditions. Under no circumstances will permission be granted for wandering around campus.

In the absence of specific permission from parents, students will not be allowed to see anyone other than parents or duly authorized persons such as employers.

Unruly or discourteous conduct by any visitor will cause immediate cancellation of any pass, and the visitor will be asked to leave campus. Anyone who does not comply will be subject to removal by the local police.

### **TELEPHONES**

School phones are to be used for school business only. Students will NOT be called to the phone except in emergencies. Students may make calls during lunch, and before and after school only. Students may not make phone calls during class time unless permission is granted by the administration. Students MAY NOT use school telephones except in cases of extreme emergency and then only with school/office staff permission.

### **CELL PHONES**

Cell phones or other electronic communication devices are not allowed in any class during the instructional day at Quemado Schools. If a student brings a cell phone, it must remain in the locker during the school day with the exception of lunch time. If a student is caught with a cell phone in class, it will be confiscated and held in the principal's office until a parent or legal guardian comes to retrieve it. If the phone is confiscated a second time, the phone will be kept in the principal's office until the final day of school for that year.

### **MUSIC IN THE CLASSROOM**

There will be no personal music devices allowed in any classroom or in the hallways. This rule includes but is not limited to MP3 players, iPods, and listening to music on laptop computers. First offense: If a student is caught listening to a personal music device in the classroom, the device will be confiscated and given to the principal. It will not be returned until parent retrieves the device. Second offense: The device will not be returned to the student until the last day of school in May or at the administrators' discretion for laptop computers. Students may listen to personal music devices on the bus or in the commons area during lunch.

### **LOCKERS AND LOCKS**

Elementary lockers may be assigned by each elementary classroom teacher.

Personal locks are not allowed and will be removed by the administration. The administration may search lockers to aid in maintaining an orderly and safe school.

### **ACADEMIC DISHONESTY POLICY**

It is academically dishonest, and often illegal, to present someone else's ideas or writing as your own. You cannot use even short phrases or parts of sentences obtained from other sources unless you properly document those sources.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments (cheating); claiming credit for work not done or done by others (claiming you completed an assignment when you did not; turning in work that belongs to another student); hindering the academic work of other students (deleting or altering another student's work in any way); and plagiarism.

Plagiarism is defined as representing someone else's work as your own. This includes, but is not necessarily limited to, submitting examinations, papers, or reports that have been prepared by someone else, copied from someone else (including books, encyclopedias, and websites), or downloaded from the internet, in part or in whole. It also includes the use of quotations that are not explicitly documented and placed in quotations marks.

Plagiarism does not exist when adequate reference is made to the work of another when that work is included in your paper. Adequate reference requires that the included material be quoted and explicitly referenced (either by a footnote or reference to a specific item in the bibliography or works cited page). Although you may avoid plagiarism by adequate reference, a paper that contains large amounts of quoted or reference material will generally be graded poorly because it will not adequately demonstrate your own mastery of the material.

Academic dishonesty situations will be handled according to the district Assertive Discipline Plan.

### **HALLS**

Students should be in the halls only at the beginning and the close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have passes. Students are asked to be courteous at all times. Running and shouting in the halls is never permitted.

### **ASSEMBLIES**

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, and talking during a program. Textbooks and other materials are to be left in the classrooms or lockers. Purses and billfolds are to be taken into the gym. Discipline will follow the District discipline policy.

### **SERVICES**

#### **Library**

The library will be opened at 8:00 a.m. and remain open throughout the day. Students are encouraged to use the library as much as possible. From time to time, it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from their teacher and then, upon entering the library, inform the librarian about his/her particular need.

#### **Computer Lab and Technology Use**

The computer lab will be available to classes and individual students throughout the school year. Availability is based on a) regularly scheduled classes; b) availability of supervision; c) student behavior. A student who violates the Acceptable Use Policy may lose his/her computer privileges.

**Nurse**

A room is available for students who are ill and wish to lie down rather than sign out and go home. A pass from a teacher is necessary and students will be marked absent from class and subject to all of the rules governing absences. Students must see the nurse before they can leave campus to go home due to an illness.

If it becomes necessary for a student to take any form of medication at school, a signed note from a parent must be presented to the office. All medication will be kept in and dispensed through the office or the nurse.

**School Insurance**

School insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this insurance is optional. Students involved in athletics must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this package.

**Please see Board Policies or an administrator for Grievance Procedures.**