QUESTA SCHOOL DISTRICT STUDENT/PARENT HANDBOOK

GRADES Pre-K-12

2018-2019 School Year

ADMINISTRATION

Mrs. LeAnne Salazar         Superintendent
Mrs. Jolene Jaramillo       Business Manager
Mr. Felipe Blea             District Principal
Vacant                      of Schools

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SCHOOLS

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INTRODUCTION
This policy handbook is for the information, guidance and conduct of all Questa Independent School District students and their parents/guardians who are an integral part of the educational process. It reflects rules, regulations, and information to be followed by the students in their daily school life. It is important that all parents, guardians and students read and understand all that is contained.

School regulations are to be observed whenever students are on the school grounds (even after school) as well as at social and sports events sponsored by the school, whether these are held on school campus or elsewhere. The faculty, administration and security staff and chaperones supervise at these events and students are to heed to their authority.

Even though this handbook denotes the discipline consequences for students, the District reserves the right to exercise discretion in the application of discipline for problems exceeding the scope of the descriptive policy on a case by case basis.

PHILOSOPHY
The Questa Independent School District, as a community, subscribes to the belief that every student can learn and should be brought to his or her highest potential, to think independently through the command of basic skills and a sense of his or her own purpose, identity and worth. We share the conviction that every child must be assisted to gain his or her rightful place as a fully participating member of society.

The right to attend public school is not absolute. It is conditioned on each student’s acceptance of the obligation to abide by the lawful rules of the school community, until and unless the rules are changed through lawful processes. This handbook is not a static document as amendments may occur at the discretion of the district administration. Amendments carry the same weight and importance as does the original handbook. All students and parents will be notified of an amendment to this handbook.

VISION
All students will graduate college or career ready.

MISSION
Challenge all students to accelerate their learning through rigorous instruction.

ABSENTEEISM
Students are entitled to make-up work when an absence is excused. It is the student’s responsibility to request make-up assignments. Assignments may be requested in advance if a prolonged absence is expected. Every effort will be made by staff to provide this work in advance; however, teachers may need 24 hours from the time of the request to compile the assignments. The student will be allowed one (1) day for each excused day missed, unless the instructor has approved other arrangements. If an absence is unexcused, or if the student fails to make up the work missed during an excused absence within the time permitted, any work for which a grade was taken will be counted as a zero in the teacher’s grade book and averaged into the reporting period final grade.

ACCIDENTS
All physical accidents must be reported to the unit Principal or designee immediately. The classroom instructor or person responsible must fill out an “Accident Report” within 24 hours as mandated by the New Mexico Public Schools Insurance Authority and submit to the building secretary.

ADMITTANCE
No child shall be allowed to enroll in the District without satisfactory evidence that all New Mexico State Immunization Law requirements have been met. Religious exception is recognized through completion of the Immunization Exception/Waiver form by the parent(s) or guardian(s).

Pupils will be officially enrolled in the district when the following items are completed:

- Providing proof of age, birth certificate or baptismal certificate
- Promotion or placement documentation from a prior school.
- Receipt of a certified transcript from a prior school
- Probationary Contract, when applicable
- All class dues and fees are paid from the previous year
- Legal guardians will be required to provide current legal guardianship documentation
Out-of-District Students - Admission to the Questa Independent School District of person(s) who do not live within the District is discretionary and shall not be construed as creating a “property right” of continued attendance for any period. The District reserves the right not to accept out-of-district students who:

- have a less than favorable disenrollment from the prior school;
- are escaping disciplinary action from the prior school;
- have been suspended or expelled and have not cleared their record at the prior school; or,
- are not legal wards of the person or persons with whom they reside within the District.
- letter of guardianship or similar instrument may be required before admission is granted.

The Superintendent and unit Principal will from time to time, either formally or informally, make a determination of school enrollment and particular grades within the school wherein admission of non-resident student(s) will not adversely impact the education of currently enrolled children. Such determination may be made at the time of consideration of a particular application from a non-resident student or at any other time.

Admission of non-resident students to the District is not on a first-come, first-served basis. The District may maintain a waiting list but shall not be bound to adhere to that waiting list, even if one is maintained.

In admitting non-resident students to the District, consideration may be given to whether admission of the student will enrich the existing educational program, either as a result of the student’s prior academic performance, range of interests or skills, cultural or other experiences, or whether admission of the student will place a disproportionate demand on District resources. Other considerations may include but are not limited to: special circumstances making admission of particular benefit to the applicant, projections of future demand on the District resources from current or projected resident students and any other factor deemed appropriate. In making this determination, the unit Principal or designee may rely on interviews, inquiries, recommendations, review of grades and other records from other school districts, personal knowledge, and any other factors deemed relevant. Once admitted to the district, a student shall be subject to all the rights and responsibilities of resident students except as modified below:

- Specifically, ramification of a student’s enrollment on the school district’s resources for students who are residents in the district, a determination that the non-resident / transfer students(s) is / (are) placing disproportionate demands on the resources of the District, a determination that the non-resident / transfer student (s) is / (are) not significantly benefiting from attendance in the district, or any reason that burdens the specific organizational unit.

In cases where enrollment is terminated during the school year for disciplinary reasons, the District’s long-term suspension or expulsion procedures are followed (See Removal / Detention / Suspension / Expulsion). Where enrollment is terminated during the school year for any other reason, the student and parents/guardians may request a hearing with the unit Principal or designee at which time the reasons for the District’s decision will be explained. Informal discussions will be allowed. In cases of enrollment termination at the end of a school year, no hearing is required.

Admission Standards: A student who has been expelled during the last twelve (12) months by any school district or private school in the United States or who has exhibited behavior detrimental to the welfare or safety of other students or school employees in another school or school district in the United States within the last twelve (12) months shall not be admitted. Acceptance for enrollment may be revoked or reenrollment denied upon finding the existence of any of these conditions.

ATTENDANCE/TARDINESS

Mandatory Attendance and Exceptions: The New Mexico State Compulsory Attendance Law, 22-12-1 through 22-12-9 NMSA 1978 requires that any qualified student and any person because of their age is eligible to become a qualified student as defined by the Public School Finance Act (22-8-1 to 22-8-45 NMSA 1978) until attaining the age of majority shall attend a public, private, home school or a state institution. A person shall be excused from the requirement if:

- The person is specifically exempted by law from the provisions of this section;
- The person has graduated from a high school;
- The person is at least eighteen years of age and has been excused by the local school board or its authorized representative upon a finding that the person will be employed in a gainful trade or occupation or engaged in an alternative form of education sufficient for the person’s educational needs and the parent, guardian, or other person having custody and control consents; or,
- With consent of the parent, guardian or person having custody and control of the person to be excused, the person is excused from the provisions of this section by the Superintendent of Schools of the school district in which the person is a resident and the person is under eight years of age.

Special Attendance Programs: Special attendance programs (e.g., Concurrent/Dual Credit Enrollment, Athletics, school-to-work partnerships) or attendance policy pilots in operation at designated schools may use guidelines different from those stated below.
Participation in these programs is encouraged by the District Board of Education. Students and parents/guardians will be advised when special attendance programs are available and the particular program guidelines will supersede those published here.

**ATTENDANCE:** Regular attendance is essential to a student’s success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

Pursuant to NMSA 22-12-7 New Mexico Compulsory School Attendance Law a parent or guardian is responsible for the attendance of their child. Violations will be reported to the authorities for enforcement of the law.

Parents are required to contact the school concerning absences and notify the schools of extenuating circumstances that may hamper school attendance by a child. The excuse must be received within **48 hours** of the absence or the absence will be recorded as unexcused. State law requires that after **3 days** of illness a written doctor’s excuse be provided for documentation.

Students having **10 days** of unexcused absences will be reported to the Children, Youth, & Families Department and/or the Juvenile Probation Office. If a student accrues 10 unexcused absences from any class in any given semester, credit for that class may be forfeited for the remainder of the semester.

Attendance will be taken within the first 10 minutes of each class.

**Excused Absence Include:** Ceremonial religious events/traditions, illness (with a note verified by a doctor, on the third day of the absence), family emergency, extra/co-curricular activity, court or legal appointments, funeral attendance, or doctor appointments with a note from the doctor’s office. **Unexcused absences include:** vacations, hunting, family visits, parent is unable to bring student to school (bus service is provided to all students who live within the district), etc.

**1 Unexcused Absence:** It is the parent’s responsibility to call in to provide a reason their child was absent from school or send a written excuse. Parents have 48 hours to call in to excuse their child’s absence. After 48 hours, the child is considered unexcused.

**3 Unexcused Absences:** 3-day unexcused attendance letter goes home via certified mail informing the parents that their child has 3 unexcused absences and if the absences continue, according to the NM Compulsory School Attendance Act, the child and parents will be referred to the Juvenile Probation Office. Pursuant to NMSA 22-12-7 New Mexico Compulsory School Attendance Law.

**5 Unexcused Absences:** 5-day unexcused attendance letter goes home via certified mail informing the parents’ of their child’s unexcused absences and possible referral to the JPO. At this time, parents are required to schedule a meeting with the school and a corrective plan shall be established. This plan will have follow-up procedures and address the causes of the child’s truancy. A warning letter will be sent to the JPO to inform him of the potential incoming case.

**7 Unexcused Absences:** 7-day unexcused attendance letter goes home via certified mail informing the parents’ of their child’s unexcused absences and a final warning that if the child should accrue 10 unexcused absences, he/she would be considered a Habitual Truant and referred to the Juvenile Probation Office and Children Youth and Families Division (CYFD). A follow-up meeting with Principal or designee is scheduled to address follow-up procedures and referrals to community organizations for assistance.

**10 Unexcused Absences:** 10-day unexcused absence letter goes home via certified mail informing the parents’ of their child’s unexcused absences and referral to the Juvenile Probation Office (JPO) and Children Youth and Families Division (CYFD).

**11 + Unexcused Absences:** Continued absences are referred to the JPO. Noncompliance with the conditions of probation will result in a referral to the District Attorney for prosecution, per NMSA 22-12-7 New Mexico Compulsory School Attendance Law.

**TARDINESS**

All students will report to school and all classes on time. Students are expected to be on time and in attendance ready to learn before the bell rings. Being on time is a valuable lesson in life, especially relating to future work activities.

Students are required to check in at the office for an admit slip when they are tardy. Tardies may ONLY be excused with a written note from a teacher, counselor, secretary, school nurse, principal/designee or a doctor/dentist. **Teachers will not accept students into class without an admit slip.**

Three (3) tardies will count as one (1) unexcused absence for attendance purposes. If a student is tardy 20 minutes or more in any given class, he/she will receive an automatic absence in that class period. (Jr./Sr. High School Students only). Any student showing a consistent pattern of days tardy will be reported to the Children, Youth & Families Department and/or the Juvenile Probation Office.
A student is considered tardy to class if he/she enters the classroom after the bell rings and is not in his or her assigned seat. Tardy students will report directly to the front office to get an admit slip. All tardies are considered unexcused unless excused by a member of the staff or a doctor only. For Junior High and High School Students, they have five (5) minutes to change from class to class. Students with tardy problems will be referred to the principal for disciplinary action in accordance with the following school policies:

- First (1st) Unexcused Tardy - Warning to student by teacher (must be documented).
- Second (2nd) Unexcused Tardy – Teacher conference with student and parent contact (must be documented).
- Third (3rd) Unexcused Tardy - Parent Notification by teacher and meeting with counselor (must be documented).
- Fourth (4th) Unexcused Tardy - Referral to principal, parental contact by letter or phone, student will be required to do one (1) Saturday School. A contract will be created by the principal.
- Fifth (5th) Unexcused Tardy and Subsequent Unexcused Tardy - Referral to principal, student will be required to do two (2) Saturday Schools. At this time, a mandatory SAT meeting with the parent will take place.
- Continued ‘tardies’ will lead to further disciplinary action.

BULLETINS AND ANNOUNCEMENTS
All notices of club meetings, activities, athletic/social events, and school information will be placed in the daily bulletin to be read each morning. All announcements must be approved by the principal and submitted to the main office one day in advance. The principal must also approve special notices and posters.

CARE OF SCHOOL PROPERTY
Students are responsible for the proper care of all books, supplies, technology, furniture, and the school facility. Student records will be kept for lost or damaged books, school property and equipment. Students will be required will to make restitution by the end of each school year and will not be allowed to register until the balance is paid. Other disciplinary measures will be taken, and a referral will be made to the Police and Juvenile Probation Office in severe cases of vandalism.

CLASS ELECTIONS
The campaign and annual elections take place at the beginning of the school year. Each class may elect the following:
- President
- Vice President
- Secretary
- Treasurer
- Parliamentarian
- Two (2) Student Council Representatives and two alternates
- Class Senate
  * Eligibility rules for participation in extra-curricular activities will apply.

CLOSED CAMPUS/LEAVING CAMPUS
All campuses in the Questa Independent School District are closed campuses during the school day. All students leaving campus for any reason must be checked out by their Parent(s) or Guardian(s) with the office. Parents/Guardians are encouraged to make doctor, dental and other appointments after school. A note is not sufficient to dismiss the student from the school. When a parent or other adult comes to school to check out a student, office personnel must check the student’s records to determine if, in fact, that person is allowed to check out the student. No one under the age of 18 may sign out a student. Excused absences will not be granted to run errands, shopping, dining, or taking care of family business, etc.

VISITORS TO CAMPUS
ALL VISITORS must first come to the school’s main office to sign in and receive a visitor's pass. Parents, guardians, and other authorized visitors are encouraged to visit the schools. During the school day, if the visit is for a parent/teacher conference, it must be scheduled in advance without disruption of the educational/administrative process. Failure to do so may result in the filing of criminal trespass charges against the offender(s). Law enforcement will be requested as needed.

The check-in requirement does not apply when people attend extra-curricular activities open to the public or for parent/ teacher conferences.
STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

The Superintendent is directed to establish procedures whereby students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, harassment, intimidation, bullying or personal safety provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board of Education is without authority to act.

Bullying as defined below is prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Anti-bullying shall be included as a part of the health education curriculum as set forth in 6.30.2.19 NMAC.

A complaint/grievance may be raised regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- Intimidation by another student.
- Bullying by another student which means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
- Concern for the student's personal safety.

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance. The complaint/grievance shall be made only to an administrator or other professional staff member. That person shall elicit from the student the particulars determined by the Superintendent to be necessary for the complaint/grievance to be investigated. When the initial allegation is submitted in a manner other than on the prescribed form, the particulars of the complaint/grievance must be written on the form as immediately as possible after receipt of the complaint/grievance. The professional staff member may assist the student in completing the complaint/grievance form. The student should sign and date the form, however, unsigned forms are to be processed in the same manner as a signed form. A professional staff member or support staff member shall report behavior that falls within this policy, on the forms provided, upon becoming aware of such behavior.

When the professional staff member is other than the school administrator, it shall be the responsibility of the staff member to inform a school administrator as soon as feasible, but not later than the next school day following the day that the staff member receives the complaint/grievance. If the school administrator is included in the allegation, the complaint/grievance shall be transmitted to the next higher administrative supervisor. A failure by the professional staff member to timely inform the school administrator or next higher administrative supervisor of the allegation may subject the staff member to disciplinary action. The professional staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.
Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Students should file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian (other than an elementary student's parent) who wishes to complain, should do so by completing the forms following policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation about harassment, intimidation, or bullying shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all complaints/grievances shall be reported to the Superintendent as the compliance officer for discrimination. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

Knowingly submitting a false report or making false accusations under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies and regulations shall be followed.

Adopted: date of manual adoption

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the education program and to equip the district schools to perform their task more effectively.

Policy
It is the policy of The Board of Education of the Questa Independent School District ("District") to establish and maintain a working environment for all students which provides for fair and equitable treatment. The District is committed to assuring a school and working environment which is appropriate for an institution of learning and which strives for the safety and welfare of all. Students and parents/guardians shall have the opportunity to initiate the procedure set forth in this section for the prompt resolution of grievances or complaints of discrimination against the school system. Confidentiality will be respected to the greatest extent possible. The District will investigate allegations of potentially discriminatory conduct and take corrective action when appropriate.

Purpose
The purpose of this procedure is to secure equitable solutions to grievances and discrimination complaints which may arise. Applicants for admission of elementary and secondary school students, are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, religion, or disability in the educational programs or activities which it operates and that it is required by Title VI, Title IX, and Section 504 not to discriminate in such a manner.

Definitions
Complainant - a student, parent, or employee of the District who submits a grievance or complaint alleging discriminatory action or treatment and alleging that he/she is personally and directly affected by such action or treatment.

Respondent - the person alleged to be responsible for the violation alleged in a grievance or complaint.

Grievance/Complaint - a written grievance or complaint alleging that the complainant is directly and adversely affected by any policy, procedure, or practice which discriminates on the basis of race, color, national origin, sex, religion, or disability or that there has been a violation, misinterpretation or inequitable application of school board policy or school rules which has personally impacted the complainant.

Day - a regular school day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

School Conduct/Hearing Committee for School Rules - This committee is made up of teachers, nurses, counselors, principals, and/or other staff. The committee assists the building administrator in dealing with misconduct offenses and problems associated with student behavior.
Title VI of the Civil Rights Act of 1964 - no person in the United States shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Title IX of the Educational Amendments of 1972 - no person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Rehabilitation Act of 1973, Public Law 93-112, Section 504 - no otherwise qualified disabled individual in the United States shall solely by reason of his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Complaint Procedures
A complainant may file a complaint with a building principal, supervisor or any school conduct/hearing committee member.

If a complainant feels she or he has a complaint or has been subjected to discriminatory action or treatment, she or he is encouraged to act promptly in order to resolve the situation.

The District is responsible for investigating reports of alleged complaints, grievances, discriminatory action or treatment. The district reserves the right to file a complaint itself when the seriousness of an incident warrants starting an investigation.

Confidentiality will be maintained to the greatest extent possible. Any information gathered during an informal procedure might be used during a formal procedure if it is begun. There can be no assurance of complete confidentiality but complaints of perceived grievances or discriminatory action will be treated as sensitive information not to be shared with others except as consistent with the requirements of, the procedures herein, and generally recognized "need-to-know" principles.

These suggestions are not intended to be all-inclusive nor are any specifically recommended. Any member of the administrative staff or any school conduct/hearing committee member can provide direction, and is available to discuss these and any other possible options. It is important that parents, students and staff make their concerns known to the district to afford the district an opportunity to review their concerns and respond to them. Anyone needing assistance should call the office of the Superintendent (Tel. #575-586-0421) and ask for the names and phone numbers of any school conduct/hearing committee members.

The following situations are not covered by this grievance procedure and are therefore not grievable under this policy:

- the discretionary act(s) of professional judgment relating to the evaluation of the work performance of any employee by his or her immediate supervisor, or relating to the assignment of grades or assessment of academic performance of any student by his or her instructor.
- any personnel decision made by the Board, including, but not limited to, a refusal to re-employ, a discharge, a demotion, or any other action directly and adversely affecting the employment of an employee; or any student disciplinary decision made pursuant to State Board of Education's regulation, "Rights and Responsibilities of the Public Schools and Public School Students" 6 NMAC 1.4, or local policies adopted pursuant thereto.
- situations in which the administration and Board are without authority to act;
- situations in which the remedy for the alleged violation exclusively resides in some person, agency or authority other than the Board or the administration;
- situations as to which the procedure or remedy has been provided by the Board;
- situations as to which the procedure within the agency is prescribed by state or federal authority; and
- situations involving a grievance by a contractor with the agency.

A grievance may not be filed by a former employee after the effective date of termination or discharge of employment, or by a former student after the effective date of expulsion, withdrawal or dis-enrollment of the student from the school district.

Informal and Formal Steps
1. **INFORMAL COMPLAINT PROCEDURES:** Listed below are several informal ways from which to choose to deal with alleged grievances or discriminatory actions or treatment.

   a. **Speak directly to the person with whom there is a problem.** Include information about what the person is doing, how you feel about the behavior, and how you would like the behavior to change.

   b. **Write a letter to the person with whom there is a problem.** Include information about what the person is doing, how you feel about the behavior, and how you would like the behavior to change. Make a copy of the letter for yourself and deliver the letter in person, preferably accompanied by someone else as a witness to the delivery of the letter. (This person need not know the contents
of the letter). A copy may also be sent to the school conduct/hearing committee as documentation of the event, if the complaining party deems it appropriate and so desires.

c. **Meet with a neutral third party to discuss the situation.** A friend, minister, counselor, teacher, family head, administrator, supervisor, school conduct/hearing committee member, or other staff person can serve as or recommend a neutral third party. A discussion of the situation with a third party can help examine other ways to deal with the complaint. Following the discussion, a decision as to whether and how to pursue the matter can be made. In choosing a third party with whom to talk, choose someone with whom you feel comfortable and whom you feel can be trusted to listen sensitively, maintain confidentially to the greatest extent possible, and have information about the options available for resolving such problems.

d. **Request a third party discuss the problem with the person with whom there is a problem.**

e. **Request mediation through the district Equity Conciliation Team.**

2. **FORMAL COMPLAINT PROCEDURES:** Formal procedures for dealing with grievances or discriminatory actions or treatment require a written complaint that a school district student or staff member has violated written policies or regulations of the district or district agreements with other governmental agencies.

**Level One**

a. **File written complaint:** A student, staff, parent or guardian files a written formal complaint which she or he has signed, with the building supervisor, or school conduct/hearing committee member. If the supervisor is the person being complained against, the complaint is filed with the next-level supervisor. The complaint should contain:

- A description of the events in question and date of occurrence to the best of the complainant's knowledge.
- The name(s) of the individual(s) involved.
- The negative effects that the action or treatment have caused to the complainant related to her or his ability to be educated or to carry out job responsibilities.
- The desired remedy.

b. **Copies of the complaint are given to the respondent and, if appropriate, to the hearing officer (i.e., principal from different school unit).** The supervisor receiving the complaint sends a copy of the complaint by registered mail to the home address of the respondent, or delivers the complaint in person, and sends a copy of the complaint to the district Equity Conciliation Team, should they be involved.

c. **Supervisor interviews complainant and respondent.** As soon as practical, but within ten (10) school days, the supervisor will arrange a conference with both parties, either together or separately. The supervisor shall advise parties of their right to be accompanied by a union representative, advisor, school conduct/hearing committee member, parent or guardian. The purpose of the interview is for the supervisor to review the complaint with the parties and to offer the respondent the opportunity to explain her or his version of the situation.

- If the complaint is mutually resolved, the supervisor shall present a written summary of the resolution to all parties involved, within five (5) work days.
- If the complaint is not satisfactorily resolved, the supervisor shall, within five (5) school days, recommend a solution in writing to all parties involved.
- If the supervisor needs additional information, she or he may request the district school conduct/hearing committee to conduct a fact-finding investigation. The investigation shall be concluded in no more than ten (10) school days. After receiving a written report of the findings of the fact-finding investigation (with copies given to the complainant and the respondent) the supervisor shall, within five (5) days, recommend a solution in writing to all parties involved.

d. **If the Complainant or the respondent is not satisfied with the decision made by the supervisor, they must notify the Supervisor and the district school conduct/hearing committee, if appropriate, within ten (10) school days. A review of level one action will be conducted and a written appeal will be started for level two.**

**Level Two**

a. **File written appeal with the Board of Education through the Office of the Superintendent.** The appeal of the Level One action is filed, in writing, with the Office of the Superintendent. If the school conduct/hearing committee is involved, they will review the
Level One procedure to be certain that each party was given a fair opportunity to present her or his position and supporting information to the supervisor and that possible solutions of the issue at Level One have been exhausted. If the school conduct/hearing committee office is involved, they will work with the parties and the next-level supervisor to correct any procedural errors and to achieve a resolution. If an appeal is still desired, the next step is taken.

b. **File Board Appeal Request Form.** The person appealing presents an Appeal Request form to the Secretary of the Superintendent along with copies of the written complaint, the written responses, and the basis for the appeal. The appeal must be based on (a) new information and/or (b) challenge of procedures followed. These should be signed, dated and submitted within ten (10) school days of receipt of the supervisor's findings and recommendations.

c. **Board decides whether to review appeal.** The Board, upon receipt of the appeal and a review of the documents, shall decide whether to review the case.

d. **Board bases decision on submitted documents or hearing.** If the Board decides to review, it shall decide whether to render a decision based on submitted documents or on the basis of formal hearing. The Board reserves the right to accept, reject or modify resolutions proposed or to increase or decrease the severity of the consequences recommended at lower levels. If a decision is made on the basis of the submitted documents, copies of the Board's decision will be given to the complainant, the respondent, the supervisor and the district school conduct/hearing committee office, within ten (10) school days. The superintendent will communicate to the supervisor what steps are to be taken to implement the decision of the Board.

e. **Board Hearing.** If a hearing is to be held, the Superintendent's Office will advise Board members and contact the supervisors involved, the district school conduct/hearing committee, and if appropriate, the complainant and the respondent and ask them to bring relevant materials to the hearing. The formal hearing will be conducted in a closed meeting unless the complainant requests otherwise. The hearing will be held within ten (10) school days of the Board's determination to conduct a formal hearing. Following the hearing, copies of the Board's decision will be given to both the complainant and the respondent within ten (10) school days. The superintendent will communicate to the supervisor what steps are to be taken to implement the decision of the Board.

**Overall Guidelines**

In using the district's informal or formal complaint procedure, all participants should keep the following in mind:

- The district school conduct/hearing committee members are available to provide assistance at any point in the process to the complainant, the respondent, and any witnesses called or interviewed in an investigation.

- Confidentiality will be maintained to the greatest extent possible.

- Students or parents/guardians who make complaints in good faith, shall be free from retaliation, coercion, and reprisal in seeking resolution of their complaint. Furthermore, persons acting as witnesses to a complaint, in good faith, shall be free from reprisal.

- Any time limits stipulated in the complaint procedure may be extended for a reasonable and definite period of time by the appropriate district representative at the level being extended. Written notice of the reason for and length of the extension shall be provided to all parties before the original timeline expires.

- Failure of a complainant to comply with any time limitation in the complaint procedure constitutes grounds for dismissal of the complaint. Dismissal shall not preclude the individual's right to pursue the complaint through other agencies.

- If a district representative fails to comply with any time limitation in the complaint procedure, the complainant may immediately proceed to the next level in the complaint procedure.

- Whenever possible, mediation or problem-solving meetings shall be scheduled during normal district working hours.

- Persons who file a false or misleading complaint are subject to appropriate disciplinary action, or dismissal of the complaint.

- The supervisor will be responsible for informing all parties involved of the status of a procedure in a timely and sensitive manner.

- A complaint shall be filed at Level One if the remedy sought is within the authority of the supervisor or principal. If it is a remedy on which the supervisor or principal has no authority, it shall be filed at Level Two through the Office of the Superintendent.

- Complaint records will remain confidential, unless permission is given by the parties involved to release such information. All written and printed matter dealing with the processing of a complaint will be filed separately from the official personnel/student file.
A. Disciplinary Actions
Staff may be disciplined for violations of these policies. Discipline may be imposed where this process demonstrates that discriminatory actions, treatment, harassment or retaliation for complaining, has occurred. Discipline shall be commensurate with the conduct and may range from an oral warning through suspension, termination or discharge. Discipline shall be imposed in accordance with applicable district practices, policies, due process procedures or statutory requirements.

Criteria to consider when deciding upon a sanction shall include, but not be limited to, the extent to which the conduct:
• Indicated that the staff is unqualified or unfit to carry out assigned duties;
• Affected either party's ability to perform assigned duties;
• Occurred in the presence or hearing of student(s) and, interfered with a student's pursuit of academic goals, and disregarded the staffs role as an exemplar to students;
• Interfered with ability to provide an academic environment necessary for quality education;
• Disrupted routines or undermined discipline.
• Is determined by this procedure to be intentional.
• Is based upon improper personal motivation rather than professional considerations.

COMPUTER, E-MAIL, INTERNET, AND INFORMATION TECHNOLOGY ACCEPTABLE USE PROCEDURE
Please review and sign the attached Technology Use Document; then give it to your building site secretary if you have not done so.

DRESS CODE
A student’s personal appearance has a direct impact on student self-concept, student conduct, and the academic environment. A student’s appearance, mode of dress, or lack of cleanliness should not disrupt the educational process or constitute a threat to health or safety. Students are expected to exhibit habits of dress and conduct that are compatible with the requirements of a good school environment. When a student’s appearance or mode of dress is distracting, disrupts the educational process, or constitutes a threat to his or her health or safety; the student will be required to make the requested modification(s). The unit Principal/designee reserves the right to determine the appropriateness of attire in all cases. Special activities may warrant special dress as approved by the unit Principal.

Questa Schools will implement the following Dress Code:
1. Pants must fit at waist and not be more than one size too large or too small. Pants must be worn in an appropriate manner (no sagging/oversized waistband/exposed underwear).
2. Shorts, skirts, and jumpers will not be allowed if shorter than edge of finger tips when arms are placed at sides, and they should not ride-up excessively when a student is sitting.
3. No clothing or article worn or carried by the student may display words or symbols of gangs, drugs, alcohol, tobacco, sexual innuendo, violence, racism or implied, or inappropriate language or images.
4. Gang-associated attire – such as long belts, bandanas and shirts buttoned only at the top are prohibited.
5. Backpacks must be free of graffiti. Only the student’s name and company name will be permitted on backpacks.
6. Shoes -Flip Flops or open-toed shoes are not allowed at the Elementary/Intermediate School.
7. Jackets/Hoodies/Coats - Must be appropriately sized and may not be worn in any way that reflects gang affiliation or conceals contraband. Items worn inside the school building for warmth must meet the dress code. Hoods should not be worn inside the school building during school hours.
   • Tops (male and female) are to have a minimum 2-inch strap.
   • Necklines may not be lower than the student’s own horizontal palm-width from the collar bone. No cleavage should be exposed.
   • Tops should touch the top of the pants or skirt and should not ride up excessively when the student is sitting. Backless tops are prohibited.
   • Armholes should not be lower than one horizontal hand-width from the armpit.
8. No spandex or undergarments may be worn as outerwear. This includes boxer shorts, sleeveless undershirts, muscle shirts, as well as sports bras. Pajamas are prohibited.
10. Headgear of any kind such as hats, caps, beanies, berets, bandanas, hairnets, sunglasses, and other head coverings (such as sweatshirt hoods) are not to be worn in any QISD building, campus or facility during school hours with the following exceptions. When said headgear is part of a:
   • work uniform or needed for a specific task(s) as deemed appropriate by the individual’s teacher or supervisor,
   • costume or uniform e.g. mariachi, baseball, etc.; or religious sect dress code within the student’s tenet of faith;
   • prescribed for health reasons, e.g. 504 accommodations

11. Clothing, tattoos, or accessories with advertise, display, or promote any drug (including tobacco and alcohol), sexual innuendo, violence, weaponry, profanity, hate, bigotry, or gang related paraphernalia, three dots, including between fingers, behind ears, back of necks are prohibited.

12. Buckles, bracelets, chains or rings which can be used as weapons (i.e., spiked jewelry, wallet chains, dog chains, spiked collars, etc.) are prohibited. Belts must fit around the waist and secured in belt loops.

Violations of the Dress Code will incur the following penalties:

Consequences for Non-Compliance
• 1st Infraction  Warning and parents/guardians will be required to bring a change of clothes. Student referral will be completed for documentation.
• 2nd Infraction  Warning and parents/guardians will be required to bring a change of clothes. Student referral will be completed for documentation and will be required to attend (1) Saturday School.
• 3rd Infraction  Parent contact, student sent home with parent, student will receive (1) day OSS suspension, mandatory compliance upon return.
• 4th Infraction  Parent contacted, student sent home with parent, (3) day OSS suspension, mandatory compliance upon return. SAT meeting will be conducted.

Special Activities: Special activities or “spirit” days may warrant special. Dress as approved by the unit principal.

ELECTRONIC DEVICES
We believe the academic process is our top priority. Technology is a privilege, not a right. QISD reserves the right to monitor, access, retrieve, and disclose information to proper authorities. Listed below are the guidelines regarding the use of electronic equipment:
• Cell phones or any personal electronic devices (iPods, MP3 players, etc.) may NOT be visible or turned on while on QISD campus at ANY TIME during school hours for Elementary Students. Junior High and High School students may use their cellphone and other personal electronic devices during Breakfast and Lunch ONLY. Students will NOT be allowed to use them in between classes. Electronic readers are permissible in the classroom under the direct supervision of the teacher. Students who are caught using cell phones or personal electronic devices will have them confiscated by a staff member, and they will be turned into the Main Office that day. A discipline referral will be completed and turned into the front office.

Disciplinary action for cell phone or electronic equipment violations:
• 1st Infraction  Warning and confiscation of device with student retrieval at the end of the school day.
• 2nd Infraction  Confiscation of device with parent retrieval at the end of the school day.
• 3rd Infraction  Confiscation of device with parent retrieval. Student will be issued a (1) Saturday School.
• 4th Infraction  Student will be sent home with parent, and there will be (1) day OSS suspension imposed. SAT meeting will be held.

EMERGENCY DRILLS
Under the NM SB 230 state statute, schools are required to have “Emergency” drills rather than “Fire” drills. Specifically, SB 230 replaces the required fire drills with 1) Two Shelter-In Place/Lockdown drills 2) One Evacuation drill 3) Nine fire drills. These drills may be done at any time during the school year. Procedures for all Emergency Drills are defined in the School Safety Plans. Please post directions regarding emergency drills in each classroom. Each classroom teacher identifies assignments of responsibilities.
SHELTER IN PLACE – Restricting Movement

Criteria
- Protect people from a hazardous material incident such as an external gas leak, hazardous material spill, or other environmental contamination.
- Students and staff who are outside return to their classrooms.

Action steps
1. Teachers take the following actions:
   a) All students go inside. Go to their classroom or, if not possible, to the closet classroom.
   b) Close all windows and doors to shelter area.
   c) If directed, close room to any outside air (windows, ventilation), Turn off heating or air conditioning.
   d) If directed, cover door and window cracks with duct tape.
   e) If the air within the shelter appears to be contaminated, inform office and remove class to nearest safe classroom.
   f) Students and staff may need to get on floor.
   g) Take roll using list in Evacuation Folder.
   h) Notify the office any student unaccounted for or extra students in your room.

2. Keep all students in classroom until an administrator gives you the All Clear signal.

LOCK DOWN – No-One-In and No-One-Out

Criteria
- Protective cover is sought in locked sections of the building and locked classrooms.
- Quickly secure classrooms, internal and exterior doors.

Action steps
1. Teachers take the following actions:
   a. Go immediately to classroom or, if that’s not possible, the closest classroom. Direct students into their classrooms or the closest supervised room.
   b. Supervise the hallway until students are in rooms.
   c. Lock all doors; close windows and blinds, turn off lights. Cover window in door.
   d. Secure students out of line-of-sight from doors and windows.
   e. Students and staff may have to get on floor under desks and tables.
   f. Take roll using list in Evacuation Folder. If possible, notify office of any students unaccounted for or extra students in your room.

2. Lock all classroom doors, outside cafeteria door, office doors, and library doors as directed. Designated staff locks all outside doors.

3. Keep all students in the classroom until an administrator/designee unlocks your door.

4. Recess or lunch: Students go to their classrooms, if possible, if not, students go to the closest secure indoor space supervised by an adult.

5. Each classroom shall maintain a “lockdown bucket” (5 gallon bucket with lid, some bottled water, small snacks, plastic to use in bucket if used as a toilet, toilet paper, hand wipes, duct tape, medical gloves, minor first aid, flashlight.)

FIRE DRILLS

Criteria
- A fire drill is a method of practicing the evacuation of a building for a fire or other emergency. Generally, the emergency system (usually the fire alarm/smoke detector) sounds and the building is evacuated as though a real fire had occurred. Usually, the time it takes to evacuate is measured to ensure that it occurs within a reasonable length of time, and problems with the emergency system or evacuation procedures are identified to be remedied.

Action Steps
1. Teachers take the following actions
   a) Take your Evacuation Folder.
   b) All windows should be shut immediately upon hearing the fire alarm.
   c) All lights should be turned off as the last person leaves the room.
   d) The classroom door should be shut as the last person leaves the room.
   e) Use the designated building exits.
   f) File out quietly and quickly.
   g) Avoid crowding and pushing.
   h) Walk single file out of the building to the pre-designated area as assigned by each room. (attendance will be taken). Please turn in your attendance form to the front office.
   i) Students who are using the restroom or are in the hall at the time of the alarm should walk quickly to the nearest exit and proceed to the area of their assigned class.

EVACUATION – Offsite, Indoor Location

Criteria
- Refers to any situation/event/or disaster that renders the school building or buildings unsafe and requires that all students are led out of the building and accounted for.

Action Steps
1. Teachers take the following actions:
   a. Take your Evacuation Folder and “Go Kit” bag (first aid, some hard candy, lightweight blanket, bottled water, rosters with all students and staff emergency contact information)
   b. Close all doors behind you. DO NOT LOCK DOORS.
   c. Students may put on jackets if close at hand in classroom.
   d. Assemble safely outside at least 100 feet away from building and account for all students.
   e. Administrators account for all staff.
   f. Teachers lead students to their EVACUATION SITE (off campus) location. (Take bottled water, first aid for students if they are to be outside in hot sun.)
   g. Await further instructions from the administrator.

2. Students will not be dismissed from school or an evacuation site except to parents, guardians, or others who are listed as having parental permission.

3. If necessary staff and students will be bused from location to a SECONDARY (indoor) SITE.

Alternative plan
- Have an alternative indoor evacuation site identified in case it is not possible to go to the first site chosen.

FIELD TRIPS / RECREATIONAL ACTIVITIES

Field Trips / Recreational Activities are a privilege and provide an opportunity to experience activities in and outside of the immediate school environment. They are to be enjoyed by everyone and require positive behavioral standards. Students who receive three or more infractions (at a Level 3 or higher), including, but not limited to, fighting, possession of /use of drugs and /or alcohol or violating their contracts, will not be allowed to participate in field trips.

Students are expected to be well-behaved individuals. Therefore, violations of school rules during a field trip/activity will result in disciplinary action.

FUND RAISING

Classes, clubs, and school organizations may need to raise money on occasion. The principal must be given a two week advance notice to approve all fund-raising activities. Money transactions must be submitted and receipted to the office within 24 hours. Any fund-raising effort for non-school activities must be carried on outside of the school.

Raffles are prohibited for any reason.

GRADING

Students in all grades will be graded cumulatively each quarter. Students will receive a progress report every 4 ½ weeks to indicate their academic status up to that point. The final examination/assessment cannot count for more than 15% of the total final grade.
Prior to report cards being issued, students need to know the District’s grading procedures. Teachers are to review with their students the grading procedures in the staff handbook and the student handbook. Clarification needs to be made to staff, students and parents about the district wide-grading procedures.

If a student has not completed the required assignments due to being placed on a 504 or for excessive absences, truancy, student will fail the course with an F until arrangements have been made with the teacher to make-up work if the circumstance warrants so depending on the reason.

Students who receive an “incomplete grade” will be given 5 school days for a nine week period and 10 days for a semester to complete the required make-up work. If the work is not completed by the specified timelines, the “incomplete” will change to a failing grade.

The following grading system shall be in effect:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percent Grade</th>
<th>Point System</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.00</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0.00</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0.00</td>
</tr>
</tbody>
</table>

College Courses/Dual Credit/AP Courses are given an extra point. Example a student who receives an A in a dual credit course will receive a 5.00 on the point system.

Pre-Kindergarten and Kindergarten are exempt from the grading system.

Incomplete Grade: Students who receive an “incomplete grade” will be given 5 school days for a nine week period and 10 school days for a semester to complete the required make-up work. If the work is not completed in the specified timelines the “incomplete” will change to a failing grade. The grading scale for calculating Valedictorian, and Salutatorian rankings is contained in Subsection Valedictorian / Salutatorian Calculation Grading Scale.

DEFICIENCY/FAILURE REPORTS
Approximately every 4 ½ weeks a student will receive either a progress report or a report card in which teachers will indicate each student’s progress or lack of it. If a student is failing or on the borderline of failing, a failure report will be attached to the progress report or report card. Then a SAT (Student Assistance Team) conference between the counselor, teacher, parents, principal, and student will be arranged to determine possible solutions and necessary corrections.

REPORT CARDS/PROGRESS REPORTS and OPEN HOUSE
A progress report or report card will be issued each 4 ½ week grading period. Report cards and progress reports will contain each subject grade, absences/tardies, and other relevant information. Eligibility for extra-curricular activities is determined by grades after each 9-week grading period.

Open House will be held in the middle of the fall and spring semesters. Parents / guardians may pick up student report cards at Open House. Report cards not picked up during open house will be mailed to the parents/guardians. Report cards not picked up during open house will be sent home or mailed to the parents/guardians within five (5) school days. The report card will be mailed to the parents after the end of the second and fourth grading periods.

The grades for the first grading period of each semester are indicators of where the student is academically at the mid-way point in the semester. Each nine weeks grade will be closed and final. The first nine weeks grade will be averaged with the second nine week’s grade to receive a 1st semester grade, the third nine weeks will be averaged with the fourth nine weeks to receive a 2nd semester grade. The elementary schools and the junior high will be the same as above for the exception that their 1st semester grade and their 2nd semester grade will be averaged for a final grade at the end of the school year.

GYMNASium
Students will not be allowed in the gym facility without proper adult supervision. No horse playing will be tolerated. Only clean gym shoes will be allowed in running area and gym floor. Only rubber-soled shoes are allowed on the gym floor. Students are to use only designated dressing rooms and showers, and locker rooms will be monitored daily.
All users are responsible for the proper care and use of the gymnasium. The gym will be used for sport(s) practice, P.E. classes, in-season school activities, student assemblies, and other activities approved by the principal. All activities in the gym facility must be scheduled through the principal. Drinks and food are allowed in the designated concession area only.

**HALL PASSES**

Restrooms and drinking fountains should be used between class periods. A hall pass and sign-out log will be required. Any student found outside the classroom during class periods without a pass is considered TRUANT.

**HOME SCHOOLING / HOME BOUND INSTRUCTION**

Home Schooling. The Questa Independent School District, in accordance with Public School Code, Chapter 22, Section S22-1-2.U (as amended), permits parents, guardians, or persons having custody of a child, to educate them at home. Such a program shall include but not be limited to reading, language arts, mathematics, social studies, and science. The requirements of NMSA Chapter 22, Regulations S22-1-2.1 indicate procedures for home schooling. The district regards home school as a non-accredited school approved but not accredited by the New Mexico State Department of Education and reserves the right to require appropriate testing or use of any other means it deems appropriate for placement in a grade level of any student entering the district schools from a home schooling educational program, whether or not said grade corresponds with the level achieved by student in a home based school. At least four semesters must be attended in an accredited school before students are eligible for a high school diploma. Home-school students are allowed to participate in multi co/extra-curriculum activities as specified by the New Mexico Activities Association.

Home-Bound Instruction A child becomes a candidate for home-bound instruction when he or she is hospitalized or home-bound for more than one week due to illness, injury or pregnancy. Upon the request of the school district, parents / guardians submit a doctor’s written excuse. A parent / guardian may also request home-bound status from the unit Principal. Parent / designee will make arrangements with student’s instructors to coordinate student’s method of instruction and procedure for assignment collection. Other conditions for home-bound instruction are to include court orders and extenuating circumstances (to be determined by unit supervisor). Students who are on homebound will not be counted absent but are not eligible for perfect attendance.

Home-Based Instruction A student with specific disabilities as defined by Special Education or 504 guidelines qualifies for home-based Instruction.

**LIBRARY/MEDIA CENTER**

Students are responsible for library books. Transcripts are withheld until all library accounts are settled. (See Section Textbooks, Materials, and School-Owned Equipment.)

**LOCKERS**

Lockers are school district property and are provided as a convenience for students. A locker is assigned to each student. Assignment of the locker does not constitute a property right.

Students are not allowed to change their locker assignment unless the unit Principal or designee grants permission.

Students should protect their possessions by not giving their combination and / or key to other students. The school is not liable for missing items from student lockers.

Locker inspections are conducted at the discretion and supervision of the unit Principal with or without notice.

**LUNCH PERIOD/CAFETERIA**

General Information QISD currently provides a free breakfast and lunch program to all students. STUDENTS ARE NOT ALLOWED TO BRING OUTSIDE FOOD AND DRINKS.

Lunch Period: Students are dismissed for a 30-minute lunch break each day. The following govern conduct and procedure during the lunch period:

- All students will walk to the cafeteria in an orderly manner, when dismissed for lunch.
- Students enter the cafeteria single file through the cafeteria door and proceed single file through the serving line. Students are not allowed to push, cut in, yell, throw things at each other, or act in any other inappropriate way. Conversations in a low tone are allowed. Caps or hats are not worn while in the cafeteria.
- Each student disposes of leftover food, napkins, milk cartons and trash in the disposal containers provided and stacks his or her tray properly at the dish-return window. Silverware is placed in the container provided.
• Students who have finished eating immediately vacate the cafeteria. Students are not allowed to loiter or traffic through designated dining areas.

• Students remain within designated areas as defined by each school unit until the lunch break ends.

• Students are not permitted to leave the school campus during their lunch break or any other time during the school day. (See CLOSED CAMPUS)

MEDICATION
Prescribed medication is turned into the school nurse for daily safekeeping. Prescribed medications taken during school hours must be labeled by a pharmacist to include the student’s name, ordering physician, name of medication, dosage, and time of administration. The School Nurse or unit Principal or the designee administers medication. Any student in possession of any medication (prescribed or non-prescription) will be in direct violation of code of conduct. Disciplinary action will be taken.

All over-the-counter medication is also to be deposited with the school nurse along with a note from the parent/guardian about how, when, and at what dosage it is to be administered. The School Nurse, or unit Principal, or the designee administers medication.

Parents/guardians are responsible for notifying the school of any special student condition or medication requirements. The unit Principal notifies all relevant personnel.

PROMOTION AND RETENTION

GENERAL PROCEDURES:
Teachers and counselors shall be responsible for documentation for retention. Proper documentation for retention with timely notification to students and parents/guardians is necessary for the students and parents/guardians to have the opportunity to remediate before retention takes place. Once notification and the opportunity have been extended it is then the responsibility of the student and parents/guardians to initiate and implement corrective action.

1) When a teacher notices a student’s academic deficiencies in any core subject the teacher will notify the counselor/parent/guardians of the student and will confer with them. (Documentation will include telephone or in-person conference date and time, and discussion of intervention suggestions/strategies). A copy of documentation will be sent to the guidance counselor for follow up).

2) Based upon documented student/parent/teacher conference strategies/interventions Progress Report/Deficiency Notices, or Report Card, the teacher will notify the student/parent/guardians, counselor and principal that intervention by the counselor is recommended to avoid loss of credit in a core subject. (Both teacher and counselor shall record recommendations).

3) It shall be the responsibility of the counselor to notify the student and parent/guardian by certified mail of the student’s status and the forthcoming Student Assistance Team (SAT) meeting. The parents will also be notified that the SAT will convene for the purpose of making recommendations and/or agreements to avoid retention.

4) By the end of the second grading period if the student appears that the student should be retained and failing to make Adequate Yearly Progress (AYP) based on House Bill 212 (Section 22-1-1 NMSA 1978 and 22-2A-6 Remediation Programs—Promotion Policies—Restrictions), the teacher and administrator along with the SAT Team shall inform the parents by certified mail of the impending retention, and the school’s intentions to meet with the student and their parent/guardian to develop an Academic Improvement Plan for the student. 8th grade students must demonstrate that they are performing at grade-level, and meeting AYP by passing a district generated exit exam. If student(s) do not pass the exit exam, they will be required to attend summer school/extended school year for remediation. Upon successful completion of this summer school/extended school year program, student(s) will be recommended for advancement to the next grade level. If student chooses not to attend the recommended summer school/extended school year for remediation, they will be retained. If the student and their parent/guardian do not agree with the recommendation for retention, the student and their parent/guardian will be asked to sign a waiver of responsibility for further failure on behalf of the student to overcome his or her academic deficiencies in not making AYP.

5) If the last Progress Report/Deficiency Notice indicates the student should be retained, the teacher will notify the counselor and the principal. The SAT will reconvene to assess the student’s progress in meeting the goals set forth in his or her Academic Improvement Plan, and recommend and determine what extended school remediation may be required.

6) Under the authority and consent of the principal, the Student Assistance Team with the assistance of the administrator shall make specific recommendations, including but not limited to: student behavior contract, weekly progress reports with parental monitoring of student performance and homework completion parental visitations with their students at school, family counseling, in- or out-patient treatment for students, alternative placements for student and other recommendations.
7) The counselor records the recommendations from the SAT, and if the parents/guardians do not attend, informs the parent(s)/guardian(s) of the recommendations and the resulting retention if no agreement is reached.

8) It is the responsibility of the student and parent/guardian to enter into an agreement with teacher(s) for a method to avoid retention and loss of credit. The students and their parents/guardians must request an agreement with the teacher as soon as they become aware of the potential retention and loss of credit. This may be done at the SAT or following the notification of the SAT’s recommendations.

9) The counselor files the agreement or lack of agreement with the counselor and principal. The administrator mails a copy of the agreement or notification of lack of agreement to the parent.

10) Lack of agreement being reached or violation of the terms of the agreement will result in the permanent LOSS of credit in the subject(s) for the semester with a grade of “F” recorded for the semester. Retention may result from this action.

The following components of House Bill 212 (Section 22-1-1 NMSA 1978) are incorporated into QISD promotion/retention procedures:

a. The cost of remediation programs and academic improvement programs in grades one through eight shall be borne by the school district.

b. Remediation programs and academic improvement programs shall be incorporated into the school district’s Educational Plan for Student Success (EPSS) and filed with the State Department of Education.

c. The cost of summer and extended day remediation programs and academic improvement programs offered in grades nine through twelve shall be borne by the parent. However, where parents are determined to be indigent according to guidelines established by the Public Education Department, the school district must bear those costs.

d. Diagnosis of weaknesses identified by a student’s academic achievement may serve as criteria in assessing the need for remedial programs or retention.

e. A parent shall be notified NO LATER THAN THE END OF THE SECOND GRADING PERIOD that his child is failing to make adequate yearly progress, and a conference consisting of the parent and the teacher shall be held to discuss possible remediation programs available to assist the student in attaining adequate yearly progress. Specific academic deficiencies and remediation strategies must be explained to the student’s parent(s) and a written plan developed containing timelines, academic expectations and measurements to be used to verify that a student has overcome his academic deficiencies. Remediation programs and academic improvement programs may include tutoring, extended day or week programs, summer programs and other research-based models for student improvement.

f. At the end of grades one through seven, three options are available, dependent on the student’s adequate yearly progress;

1. The student has made adequate yearly progress and shall enter the next higher grade;

2. The student has not made adequate yearly progress and shall participate in the required level of remediation. Upon certification by the school district that the student has made adequate yearly progress, he shall enter the next higher grade; or

3. The student has not made adequate yearly progress upon completion of the prescribed remediation program and upon the recommendation of the teacher and school principal shall either be:

   (i) retained in the same grade for no more than one school year with an academic improvement plan developed by the student assistance team in order to meet adequate yearly progress, at which time the student shall enter the next higher grade; or

   (ii) promoted to the next grade if the parent refuses to allow his child to be retained. In this case, the parent shall sign a waiver indicating his desire that the student be promoted to the next higher grade with an academic improvement plan designed to address specific academic deficiencies. The academic improvement plan must be developed by the student assistance team outlining timelines and monitoring activities to ensure progress toward overcoming those academic deficiencies. Students failing to make adequate yearly progress at the end of that year shall be retained in the same grade for no more than one year in order to have additional time to master the required content standards.

g. At the end of the eighth grade, a student who fails to make adequate yearly progress shall be retained in the eighth grade for no more than one school year to make adequate yearly progress or if the student assistance team determines that retention of the student in the eighth grade will not assist the student make adequate yearly progress, the team shall design a high school graduation plan to meet the student’s needs for entry into the work force or a post-secondary educational institution. If a student
is retained in the eighth grade, the student assistance team shall develop a specific academic improvement plan that clearly delineates the student’s academic deficiencies and prescribes a specific remediation plan to address those academic deficiencies.

h. A student who fails to make adequate yearly progress for two successive school years shall be referred to the student assistance team for placement in an alternative program designed by the school district. Alternative program plans must be filed with the Public Education Department.

i. Promotion and retention decisions affecting a student enrolled in special education shall be made in accordance with the provisions of the individual educational plan established for that student.

j. The following definitions apply to the District’s promotion/retention policy and procedures:

“Academic improvement plan” means a written document developed by the student assistance team that describes the specific content standards required for a certain grade level that a student has not achieved and that prescribes specific remediation programs such as summer school, extended day or week school and tutoring.

“Alternative school-district-determined assessment results” means the results obtained from student assessments developed by the SAT and conducted at an elementary grade level or junior high level.

“Educational plan for student success” means a student-centered tool developed to define the role of the academic improvement plan within the school district that addresses methods to improve a student’s learning and success in school and that identifies specific measures of a student’s progress.

“Student assistance team” means a group consisting of a student’s (1) teacher, (2) school counselor, (3) school administrator, and (4) parent.

JUNIOR HIGH PROMOTION TO HIGH SCHOOL

For promotion to Questa High School from Questa Junior High School, the student should pass core subjects—Mathematics, English / Language Arts, Science, and Social Studies—in the seventh and eighth grades. Any failing grades in these subjects indicate the student is not prepared for Questa High School.

Any student receiving two failing grades in the core subjects in the seventh and eighth grades is a candidate for retention. Remediation for seventh and eighth graders may begin once a student receives failing grades in any grading period. Eighth Graders who have failed core subjects must successfully complete remediation to be promoted to ninth grade.

REMOVAL / DETENTION / SUSPENSION / EXPULSION

General Provisions:
The authority of the state and of local school boards to prescribe and enforce standards of conduct for public school students must be exercised consistently with constitutional safeguards of individual student rights. The right to a public education is not absolute: it may be taken away temporarily or permanently for violations of school rules. But it is a property right that may only be denied where school authorities have adhered to the minimum procedural safeguards required to afford the student due process of law.

This section prescribes minimum requirements for removal, detention, in-school suspensions, and temporary, long-term or permanent removal of students from the public schools.

The procedures in this section apply only to disciplinary removals, detentions, suspensions and expulsions. They do not apply to disenrollment of students who fail to meet immunization, age, residence or other requirements for valid enrollment (see SBE Regulation 76-17 for those procedures), nor to the removal from school membership reports to the New Mexico State Department of Education of students who have been absent from school for as many as ten consecutive school days (see Section 22-8-2(B), NMSA 1978).

Nothing in this section should be construed as prohibiting school boards or administrative authorities from involving other school staff, students and members of the community in the enforcement or rules of the student conduct to the extent they believe is appropriate.

Immediate Removal  The removal of a student from school for one school day or less under emergency conditions and without a prior hearing. Students whose presence poses a continuing danger to persons or property or an on-going threat of interfering with the educational process may be immediately removed from school, subject to the following:

a. A rudimentary hearing, as required for temporary suspensions, shall follow as soon as possible.
b. Students shall be reinstated after no more than one school day unless within that time a temporary suspension is also imposed after the required rudimentary hearing. In such circumstances, a single hearing will support both the immediate removal and a temporary suspension imposed in connection with the same incident(s).

c. The school shall exert reasonable efforts to inform the student’s parent(s) or legal guardian(s) of the charges against the student and the action taken as soon as practicable. If the school has not communicated with the parent by telephone or in person by the end of the school day following the immediate removal, the school shall that day mail a written notice with the required information to the parent or guardian’s address of record.

**Detention**

“Detention” means requiring a student to remain inside or otherwise restricting his or her activity at times when other students are free for recess or to leave school. Detention may be imposed in connection with in-school suspension, but is distinct from in-school suspension in that it does not entail removing the student from any of his or her regular classes.

The authority of the schools to supervise and control the conduct of students includes the authority to impose reasonable periods of detention during the day or outside normal school hours as a disciplinary measure. No detained student shall be denied an opportunity to eat lunch or reasonable restroom access.

Reasonable periods of detention may be imposed in accordance with the procedures for temporary suspension.

**Temporary Suspension**

“Temporary suspension” means the removal of a student from school for a specified period of 10 school days or less after a rudimentary hearing conducted in accordance with the requirements below.

A student facing temporary suspension shall first be informed of the charges by the unit Principal, and shall be told what evidence supports the charge(s) and be given an opportunity to present his or her version of the facts. The following rules apply:

a. The “hearing” may be an informal discussion and may follow immediately after the “notice” of the charge(s) is given.

b. Unless the administrative authority decides a delay is essential to permit a more thorough exploration of the facts, this discussion may take place and a temporary suspension may be imposed, possibly within minutes of the alleged misconduct.

c. A student who denies the allegation(s) shall be informed of the infraction(s), the evidence supporting the allegations(s) and be given the opportunity to offer an explanation. The administrative authority is not required to divulge the identity of informants; however, the substance of all evidence on which the proposed disciplinary action is based will be disclosed.

d. The administrative authority is not required to allow the student to secure legal counsel to confront or cross-examine witnesses to verify the student’s version of the incident at the preliminary hearing.

e. The school shall exert reasonable efforts to inform the student’s parent(s) or legal guardian(s) of the charges against the student and their possible or actual consequence as soon as practicable. If the school has not communicated with the parent or guardian, by telephone or in person by the end of the first full day of suspension, the school shall on that day mail a written notice with the required information to the parent’s or legal guardian’s address of record.

**Long-Term Suspension and Expulsion**

“Long-term suspension” means the removal of a student from school for a specified time exceeding 10 school days. “Expulsion” means the removal of a student from school permanently.

Where prompt action to suspend a student long-term is deemed appropriate, a temporary suspension may be imposed while the procedures for long-term suspension or expulsion are commenced.

A student who is expelled or placed on long-term suspension is not entitled to receive any educational services from the local school district during the period of the exclusion from school. The District informs the parents / guardians of alternative arrangements to meet the educational needs of the students, at the student or parent’s expense, pursuant to State Board of Education Regulation No. 77-8.

**SCHOOL DISRUPTION**

Any individual or individuals, coming upon any of the school grounds without proper authorization and whose apparent and open purpose is the disruption of either the school’s adopted program or a student’s approved schedule of activity shall be informed of their interference with statutory delegation of authority (New Mexico Public School Code 22-5-4). In addition, law enforcement may be called to remove
the person(s) responsible for the disruption from school grounds. Criminal charges may be filed against persons involved in the disruption of the school’s educational process. Offenders will be prosecuted to the fullest extent allowed by law.

SEXUAL HARASSMENT AND VERBAL SEXUAL HARASSMENT

Introduction  The effective education of our students requires a school environment that fosters safety and security. Sexual harassment of students, whether by employees or other students impairs the proper atmosphere for education. In addition to the negative effect upon education, sexual harassment negatively affects the characters of young people, both the harassers and the victims of harassment. The District expressly prohibits and forbids the harassment of any student on the basis of sex by employees or other students. The intent of this policy is twofold: (1) No employee of the District may engage in any conduct of a sexual nature with any student, regardless of the student’s age, ability to consent, or actual consent; and, (2) No student of the District will make inappropriate and / or unwelcome sexual requests or expressions to another student. When a student has made it reasonably clear that he or she does not welcome the requests or attention by the other student(s), it is sexual harassment for the other student(s) to continue to make such requests or give such attention.

Definitions: Between an employee and a student, sexual harassment is any conduct of a sexual nature. Between students, sexual harassment is unwelcome conduct of a sexual nature that continues beyond a request that the harassment stop. Conduct of a sexual nature may include, but is not limited to:

- verbal or physical sexual advances, including subtle pressure for sexual activity;
- repeated or persistent requests for dates, meetings, and other social interactions;
- sexually oriented touching, pinching, patting, staring, pulling at clothing, or intentionally brushing against another person;
- showing or giving sexual pictures, photographs, illustrations, messages or notes;
- writing graffiti of a sexual nature on school property;
- comments or name-calling to or about a student regarding alleged physical or personal characteristics of a sexual nature;
- sexually oriented “kidding”, “teasing”, and/or jokes; and,
- any harassing conduct to which a student is subjected because of or regarding the student’s sex.

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suspension proceedings in accordance with policy may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with policies JK and JKD.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

**Timelines**

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance.

Once the written complaint has been filed using the forms provided in policy, the Superintendent or immediate supervisor or site administrator has five (5) working days to investigate and respond in writing to the complaining party.

If the immediate supervisor or site administrator does not respond, the complaining party can then file the report with the Superintendent will have ten (10) working days to respond in writing to the complaining party.

If the Superintendent does not respond within the ten (10) days, then the complaining party may bring the complaint before the Board. They will then review and have thirty (30) days to respond to the complaining party in writing.

**Standard of Conduct for Employees**  No employee may engage in conduct of a sexual nature with a student at any time or under any circumstances, regardless of whether such conduct takes place on school property or in connection with any school-sponsored activity.

**Standard of Conduct for Students, Unwelcome Conduct of a Sexual Nature** Verbal or physical conduct of a sexual nature by one student of another may constitute sexual harassment when the allegedly harassed student has indicated, by his or her reaction, that the conduct is unwelcome, or when the conduct, by its nature, is clearly unwelcome or inappropriate. On the other hand, a student who has initially welcomed conduct of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

**Reporting Sexual Harassment by a School Employee** It is the express policy of the District to encourage students who feel they have been sexually harassed by a school employee to report such claims. Any student who believes he or she has been subjected to any conduct of a sexual nature by a school employee may tell a counselor or Principal. If a student feels uncertain about who to tell, or feels uncomfortable telling any counselor, or Principal, the student should tell his or her parent(s) about the problem, and ask for the parent(s) help in reporting the incident to appropriate school personnel. If a student believes he or she has been sexually harassed by a counselor or Principal, or by any other administrator, the student should seek the assistance of his or her parent(s) in reporting such harassment to the Superintendent or to a member of the Board.

**Reporting Sexual Harassment by a Student or Students** Any student who believes he or she has been sexually harassed by another student or other students, is responsible for reporting the incident(s) to a teacher, counselor, Principal or Assistant Principal. If the student feels uncertain about who to tell, or feels uncomfortable telling any counselor or Principal, the student should tell his or her parent(s) about the problem, and ask for help in reporting the incident to appropriate school personnel.

**Reporting by Employees Mandatory** Any District employee who receives any report of sexual harassment of a student, whether the report is given by a student, a parent, or another employee, or who personally has observed any instance of sexual harassment must notify his or her immediate supervisor or the Superintendent, regardless of whether the employee receiving the report or observing the instance considers the matter credible or significant.

**Investigations** All reports of sexual harassment of students will be appropriately and promptly investigated by the Superintendent or the Superintendent’s designee. In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.
Disciplinary Action Any EMPLOYEE found to have engaged in conduct of a sexual nature with a student shall be subject to disciplinary action, including, but not limited to, warning or reprimand, suspension, or termination. Any STUDENT found to have engaged in sexual harassment of a student shall be subject to disciplinary action, including, but not limited to, suspension or expulsion.

SOVEREIGNTY OF NATIVE AMERICAN TRIBES
The Questa Independent School District recognizes and respects the customs, religious practices, and laws governing Native Americans. Accordingly, the Questa Independent School District will consider entering into memorandums of agreement and understanding which will ensure the success of Native American Students while at the same time respecting their need to miss school due to Native American customs and religious practices.

SPECIAL EVENTS/ACTIVITIES
Students will walk in an orderly manner with the teacher assigned to their class to any event outside the classroom during the school day. A high standard of behavior is expected of the students at all school functions. Disruptive students will be subject to disciplinary action and/or possible revocation of student privileges.

A student who is suspended/expelled is not allowed to attend any after school, extra- / co-curricular activities during the period of suspension/expulsion. The current provisions of this Student/Parent Policy Handbook are in effect for any after-school-sponsored activity.

STUDENT CONDUCT AND DISCIPLINARY ACTION
General Information Procedures governing due process are followed pursuant to all applicable District Policies and New Mexico State Board of Education Regulation 81-3, Rights and Responsibilities of the Public Schools and Public School Students. Parents/guardians are notified when a student is in violation of District Policy as documented through a written incident report submitted to the unit administrative office. All faculty and staff members, including bus drivers, are on supervisory duty at all times, in or out of the classroom, and are to be respected and obeyed. Failure to comply will result in disciplinary action.

Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public schools. The building principal is the administrative officer and instructional leader of the individual school. The principal is responsible, in accordance with state standards, regulations, and statutes and local school policies, for the organization, administration, supervision and outcomes of the school.

RESPONSIBILITIES OF STUDENTS
While entitled to a free and appropriate education, students are also under the obligation to maintain order and the decorum necessary for that education. The right to attend public school is not absolute. It is conditioned on each student’s acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through lawful processes. Any disruption of the educational process is unacceptable behavior. A student will not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, subterfuge, or any other conduct intentionally cause or attempt to cause the substantial and material disruption of any lawful mission, process, or function of the school. Students will not urge other students to engage in such conduct or intentionally act in any manner that interferes with an instructor’s ability to conduct a class in an orderly and effective manner.

DISCIPLINE – CODE OF CONDUCT
While the school endeavors to follow the progressive discipline policy set out below, the decision of whether to apply progressive discipline will be made on a case-by-case basis depending on the actions and events at issue. The Administration/Building Site Principal reserves the right to apply immediate and severe consequences, including expulsion, where it deems such consequences appropriate. Failure to comply with the rules of the Questa Independent School District may result in, but not limited to, the following:

Note: Please refer to Attendance/Tardies, Dress Code, Computer Use/Electronic Device sections regarding consequences for these violations.

Intolerable Conduct - Level I:

<table>
<thead>
<tr>
<th>Conduct</th>
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<tbody>
<tr>
<td>a.</td>
<td>disruption of school or class</td>
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<tr>
<td>b.</td>
<td>refusal to obey person in charge</td>
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<tr>
<td>c.</td>
<td>violation of classroom rules, as set by the classroom instructor/substitute</td>
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<tr>
<td>d.</td>
<td>public display of affection (PDA), including, but not limited to kissing</td>
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<tr>
<td>e.</td>
<td>Insubordination – Failure to obey a directive from a staff member</td>
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</tbody>
</table>
f. Bringing outside food and drinks

g. Other minor infractions

**Disciplinary Action**

<table>
<thead>
<tr>
<th>Level</th>
<th>Offense</th>
<th>Action</th>
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<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Offense</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Temporary or permanent removal from class, parent notification via telephone</td>
<td></td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Revocation of privileges, parent conference</td>
<td></td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Repeated violation of Level I, automatically becomes a Level II violation</td>
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</table>

**Intolerable Conduct - Level II:**

**Conduct**

- unsafe behavior such as throwing objects and roughhousing/horseplaying
- repeated violations of Intolerable Conduct-Level I
- profanity not aimed at an individual
- forgery, false reports, misrepresentation / tampering or alterations/cheating/copying other people’s work
- Cutting Class/Leaving without permission

**Disciplinary Action**

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<tr>
<th>Level</th>
<th>Offense</th>
<th>Action</th>
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<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>(1) Saturday School and parent notification by phone</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>1-day suspension and parent conference</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Offense</td>
<td>3-day suspension and parent conference</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Offense</td>
<td>Repeated violation of Level II, automatically becomes a Level III violation</td>
</tr>
</tbody>
</table>

**Intolerable Conduct - Level III:**

**Conduct**

- graffiti/vandalism, damage, destruction, or stealing of school and / or private property $250 or less
- verbal assault towards a student/school employee / substitute, including profanity aimed at an individual
- harassment toward a student/school employee / substitute (written or verbal)
- violence, intimidation, physical assault, battery, fighting, threatening and/or endangering behavior
- bullying/cyber-bullying
- gang-related activity
- Pulling a fire alarm
- distribution / possession / use of tobacco or /cigarettes/nicotine products (including electronic and/or facsimile/counterfeit)
- possession and or use of laser devices, matches, lighters (including facsimile/counterfeit)
- Reckless use of a motor vehicle on school property.
- Repeated violations of Intolerable Conduct-Level II
- leading or participating in walk-outs

**Disciplinary Action**

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<tr>
<th>Level</th>
<th>Offense</th>
<th>Action</th>
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<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>3-day suspension, parent conference and police contact at the discretion of the unit supervisor</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>5-day suspension, parent conference and police contact</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Offense</td>
<td>10-day suspension and parent conference and police contact</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Offense</td>
<td>Repeated violation of Level III, automatically becomes a Level IV violation</td>
</tr>
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</table>
Intolerable Conduct - Level IV:

**Conduct**

a. graffiti/vandalism, damage, destruction, or stealing of school and/or private property in the amount of $251 or more
b. possession/use/and/or be under the influence of alcohol, illegal drugs, marijuana, hookah, mood altering substances, prescription drugs, non-prescription drugs/hallucinogenic substances/substance with an intoxicating effects/This includes facsimile/counterfeit substances. This also includes possession of paraphernalia that can be used to ingest drugs.

**Disciplinary Action**

a. **1st Offense**
   Immediate 10-day suspension with possible expulsion hearing and removal from all co/extra-curricular activities for the remainder of the sport season, parent conference and police contact.

b. **2nd Offense**
   Hearing for long-term suspension and removal from all co/extra-curricular activities for the remainder of the school year and police contact.

c. **3rd Offense**
   Repeated violation of Level IV, automatically becomes a Level V violation, hearing for long-term suspension and recommendation for expulsion, and police contact.

**Definition of Possession:**

a. On a student while at school, school activity, or while being transported to and from an activity in a school bus or school vehicle.

b. In a student’s assigned or unassigned locker.

c. In a student’s car or friend’s car while on school property.

d. Knowingly concealed on school property by a student.

**Definition of Counterfeit Drugs:**

a. Any substance designed to look like an illegal or abuse-prone drug.

b. Any substance represented as an illegal or abuse-prone drug.

**Definition of Substance With Intoxicating/Addictive Effect:**

a. A substance such as but not limited to spray paints, permanent markers, hair spray, vanilla, liquid paper, gasoline, or caffeine pills used to produce an intoxicating effect.

Intolerable Conduct - Level V:

**Conduct**

a. Selling and/or distribution of alcohol, illegal drugs, marijuana, hookah, mood altering substances, prescription drugs, non-prescription drugs/hallucinogenic substances/substance with an intoxicating effects/This includes facsimile/counterfeit substances.

b. Physical assault/battery of school employee/ substitute, including all staff authorized persons, on school property or at school functions.

c. Possession/use of guns, knives, chains, razors, brass knuckles, dangerous weapon, any tool or device that may be used to cause bodily harm or injury to an individual(s) or used in a threatening or intimidating manner (including
d. Possession / use of explosives, destructive or incendiary devices. (including fireworks/firecrackers, bomb threat, facsimile or counterfeit)

e. Graffiti/vandalism, damage, destruction, or stealing of school and / or private property in the amount of $5000 or more

f. Repeated violations of Intolerable Conduct – Level IV

Disciplinary Action

a. 1st Offense Long term suspension and recommendation for expulsion, parent conference, police contact.

Bullying

“Bullying/cyberbullying” means intimidating or offensive verbal or physical conduct toward a student, including through electronic media, when such conduct is habitual or recurring, including, but not limited to, threats and name-calling. It is the policy of the Board of Education to prohibit violence, threats, name-calling, bullying/cyberbullying, unlawful harassment, intimidation, assault, battery, extortion, robbery, vandalism, and other victim-based misconduct that creates an intimidating, hostile, or offensive environment for students, regardless of motive or reason. Such victim-based misconduct by students and staff will not be tolerated.

Consequences for Bullying

Bullying is a Level III Offense

Verified acts of bullying shall result in intervention by the building Principal or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced.

Bullying behavior can take many forms and may vary dramatically in how serious it is, and what impact it has on the targeted individual and other students. Conduct that rises to the level of “bullying” as defined above will warrant disciplinary action against the (alleged) aggressor of such bullying.

Consequences include out-of-school suspension, alternative placement, or expulsion. Other interventions may include Restorative Justice, mediation or the involvement of other programs adopted by the school to address bullying behaviors. Special Education students will be subject to disciplinary action specified within their IEP or Behavior Management Plan.

SUSPENSIONS

Elementary students suspended from class are afforded the opportunity to complete their missed assignments during the time of the suspension because they are an important part of the learning process.

Junior High/High School students suspended from school are afforded the opportunity to complete their missed tests and assignments during the time of the suspension because they are an important part of the learning process.

STUDENTS WITH DISABILITIES – SUSPENSION / EXPULSION

A student with a diagnosed disability cannot be denied educational services by being suspended long-term or expelled from school for violating District policy.

When a student with a disability violates District policy, the Individualized Educational Programs or Plan (I.E.P.) Committee will determine the following:

- if the student’s program, as developed in the I.E.P. and implemented at the school, is appropriate to meet the student’s needs.
- if the program is inappropriate, the I.E.P. Committee will then develop an appropriate program and it will be implemented at the schools.
- if there is a casual relationship between the student’s disability and the behavior that has occurred, an appropriate Functional Behavior Assessment and Behavior Intervention Plan will be developed to address the behavior as needed.

Service to Suspended Students

- When discipline involves long-term suspension from a school, the Special Education Director or designee will offer services to the suspended student. The director will convene a committee to determine how the services will be provided during the duration of the suspension.
• The services offered to the suspended student only involve the provision of specially designed instruction, not the provision of a complete educational program. Therefore, neither full credit nor grades can be earned.

STUDENT COUNCIL/STUDENT SENATE
This organization is meant to represent the entire student body through its elected membership. The council aids in the internal school operation of Questa High School, promotes general activities, and organizes specific projects considered valuable during the school year.

Qualifications for being a candidate are as follows:
• The president must be a senior during the term of office.
• The vice president must be a junior or senior during the term of office.
• All candidates for office must be students in good standing. The president, vice president, secretary, treasurer, parliamentarian, class president, and two representatives from each class will make up the council’s membership.

TELEPHONE USE
School phones are business phones and are not installed for the convenience of the student; however, office staff will deliver important messages.

Students are encouraged not to use the school telephone except for emergencies or when prior arrangements have been made between the parents(s) / guardian(s) and the unit Principal or designee. All other calls are subject to the discretion of the unit Principal or designee. All decisions of the unit Principal or designee are final.

Cell phone use is not allowed during the school day for the exception of Breakfast and Lunch. (Junior High and High School Students). Disciplinary action for this infraction includes but is not limited to confiscation of the phone for the day for first-offenders, and confiscation with parental retrieval for all subsequent offenders. Other consequences may apply.

TEXTBOOKS, MATERIALS, AND SCHOOL-OWNED EQUIPMENT
Textbooks are furnished by the District to all students without charge. Students are asked to cover all assigned textbooks and refrain from marking, tearing pages, rendering any book(s) unusable, destroying or losing the book(s).

Pursuant to NMSA 1978 S.S. 22-15-10, the School District will hold the student and parent / guardian financially responsible for the loss or destruction of textbooks, instructional materials, and equipment that is/are assigned to the student or in the student’s possession. The school district will hold student grades, diplomas and transcripts until the damage(s) or loss(es) are paid to the District.

TRANSPORTATION
Introduction  Student transportation is a privilege extended to students who qualify for transportation service under state law. Route buses will only pick up students at designated bus stops. Students who do not obey state and local regulations governing student transportation may have their transportation privileges revoked by the District. All officials, employees, and authorized agents of the public schools whose responsibilities include supervision of students shall have comprehensive authority within legal and constitutional bounds to maintain order and discipline during school activities, including school transportation, and at any time the responsibility of supervision exists. A student may appropriately be disciplined by administrative authorities for violating rules of student conduct adopted by the District. This includes, but is not limited to, the commission of any act that endangers the health or safety of students, school personnel, school bus contractors, or others, or for conduct that reasonably appears to threaten such danger if not restrained. The bus driver shall report serious or repeat infractions to the Principal, who will determine the appropriate punishment. Consequences for improper behavior may range from a short-term suspension of bus transportation privileges to a permanent ban from riding the bus. Law enforcement may be called if bus stop rules are not followed. The unit Principal may impose disciplinary consequences, including suspension or revocation of bus privileges.

Special Education Students Receiving Transportation Services  The Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1401 et seq. and its implementing regulations 34 C.F.R. Part 300 assures students with disabilities the right to a free appropriate public education, including transportation as a related service. Disciplinary procedures or behavior plans for students with disabilities specified in the student’s Individualized Education Programs or Plan (I.E.P.) shall address the student’s behavioral needs while on the bus, including the student’s capacity to understand and follow transportation rules. If the student’s needs require alternative intervention strategies, support services, or other disciplinary methods while the student is riding the bus, the individual discipline or behavior plan incorporated in the student’s I.E.P. shall address those transportation service needs. Violations of District policies relating to school transportation by a student with a disability, which may result in long-term suspension or revocation of transportation services, shall be referred to the I.E.P committee. The I.E.P. committee shall determine if the student’s behavior was a manifestation of the student’s disability. Appropriate school transportation personnel shall be invited to attend such I.E.P. meeting. The District shall follow procedures specified by the State Board of Education Regulation on Rights and Responsibilities of Public Schools and Public School Students, 6 NMAC 1.4, Section 11,
Procedures for Long-Term Suspension or Expulsion of Students with Disabilities, if long-term suspension or revocation of transportation as a related service is under consideration.

**Student Responsibilities**

**While at the bus stop or pick-up point, students must:**

a. conduct themselves in an orderly manner. The bus stop is not a play area.
b. avoid littering
c. stay out of the street
d. respect other students and nearby private property
e. be at the bus stop before the bus arrives, bus will not wait

**While a passenger on the bus, students shall:**

a. take a seat assigned to them by the bus driver after boarding the bus
b. not “reserve” seats
c. comply if the driver assign seats
d. remain seated at all times when the bus is in motion
e. talk quietly, in a normal tone of voice
f. observe the same conduct as required in the classroom
g. identify themselves when requested to do so
h. keep hands, arms, and bodies inside the bus

**While a passenger on the bus students must not:**

a. use tobacco, drugs, alcohol, or controlled substances
b. throw any objects or litter inside or outside the bus
c. be discourteous, disobedient, or disturb the driver
d. use profane language or obscene gestures
e. make unnecessary or loud noises
f. eat food, drink beverages, or chew gum (unless authorization is received from the driver or sponsor)
g. transport items that may endanger passenger health and safety, also, no glass containers or pets
h. transport of large items that cannot be held on the student’s lap
i. open or close windows or emergency doors except when asked to do so by the bus driver
j. vandalize, damage, or destroy bus exterior or interior

**The following provisions are applicable at all times:**

a. Students are encouraged to report any damage to seats or other parts of the bus to the driver. Students who exit from a bus and cross a street, must always cross in front of the bus. They must cross at least ten feet in front of the bus and should follow the driver’s directions and obey all traffic controls for street crossings. K-2nd Grade Students - A parent/guardian or responsible adult must be present at drop off point.

b. A student will not be allowed to change buses or bus stop without a written request from the parent / guardian and approval from the unit Principal. This includes getting on or off a bus at a location other than the school of attendance.

c. The bus driver is in full charge of the bus and its passengers. All passengers will abide by the above rules and regulations, State Board of Education Regulation No. 95-1, Questa Independent School District Student / Parent Policy Handbook, Board Policy Handbook and any other rules that are applicable that may be added or amended from time to time.

**Bus Driver Responsibilities**

Depending on the incident, the bus driver will first verbally warn the student(s) and / or assign them a seat relocation as needed. The bus driver depending on the infraction will inform the Unit Principal. This notification shall be in writing (Bus Incident Report). Parents will be notified.

**Discipline** Violation of the above rules and regulations will subject any and all students involved to disciplinary action, including but not limited to: a discretionary warning for the first bus incident as recommended by the bus driver; Parental conference and last parental warning for the second bus incident; and, suspension / loss of bus privileges to revocation and loss of riding and / or transportation privileges to include field trips and athletic travel. Disciplinary action may or may not be progressive depending upon the nature, severity,
and frequency of the infraction(s). The bus driver, unit Principal and Transportation Director are responsible for administration of this policy. Discipline will follow the “Chain of Command” from Bus Driver to Unit Principal.

**TRUANCY**

Students truant from school are afforded the opportunity to complete their assignments in the same time frame of the absences because they are an important part of the learning process.

Under truancy law (HB106), a student with five unexcused absences within 20 days will be considered a truant. The law defines a habitual truant as a student with 10 or more unexcused absences in a school year. Habitual truants can lose their driving privileges for 90 days and for up to a year for subsequent infractions, and parents may be subject to fines and/or imprisonment.

**WITHDRAWAL FROM SCHOOL**

Parent(s) or guardian(s) must notify the unit Principal or designee in writing of their child’s intended withdrawal from school.

The student is given a withdrawal slip that is signed by all teachers, the librarian, and any other person so designated before records are released to another school. All fees and fines must be paid before withdrawing. Textbooks, library books, and any other school property must be returned. Withdrawal slips may be obtained in the unit secretary’s office.

Any student missing finals or checking out of school without prior permission before taking finals will receive a grade of “F” on the final exam. Except under extenuating circumstances, finals will not be given to any student earlier than scheduled. This same procedure will be followed at all grade levels.
SECONDARY (7-12)

CO- / EXTRA-CURRICULAR ACTIVITIES
Co-curricular and extra-curricular activities (including athletics) are an integral part of the education process, providing students with opportunities to further develop their unique capabilities, interests, and needs beyond the classroom. Participation in activities is a privilege offered to and earned by students. Since participants are representatives of their school and community, their conduct and dress are expected to exemplify high standards at all times.

Activities discussed below are for Questa 7th-12th grade students ONLY.

To be eligible to participate in school activities at the beginning of the school year or at the beginning of an athletic season, students must have a 2.0 grade point average with no “F’s” during the previous grading period. The activities to which this applies are:

- Varsity/Junior Varsity Athletics
- Junior Honor Society / National Honor Society
- Junior High Athletics
- Student Council/Student Senate
- Envirothon
- Battle of the Books
- FEA

Other activities can be organized if they follow NMAA guidelines.

Many annual events are held and may include:
- Open House
- Homecoming
- Activities Academic Awards
- Banquet Honor Society Induction
- Senior Night
- Athletic Awards Banquet
- Theme Dances
- Graduation
- Junior-Senior Prom
- Winter & Spring Concert
QUESTA HIGH SCHOOL (9-12)

COLLEGE/DUAL CREDIT/AP COURSES
High School College/Dual Credit/AP Courses are challenging. These courses are recognized as being above and beyond the demands of the courses required for graduation.

All courses that are offered as true freshmen-level college Concurrent (Dual Credit) courses will automatically be given an extra point since the curricula for these courses have been pre-approved by the cooperating universities and the credits are transferable to a four-year college or university. Any students that complete concurrent courses will receive an extra point, regardless of whether or not they receive college credit. (Some students may not be eligible for the college credit due to age, GPA or paperwork deadlines, etc., but may still be enrolled in the course as a high school course.)

EXTENSION AND CORRESPONDENCE COURSE CREDITS
The maximum number of correspondence credits that can be counted toward a diploma at Questa High School is four (4) credits. If correspondence credits are needed for a student to graduate, the student will have the sole responsibility for pursuing the correspondence credits at an accredited institution approved by the principal and the counselor. Correspondence courses for required courses are usually taken if the student previously failed the course or cannot attend the QHS course because of scheduling conflicts. Credit for correspondence must be COMPLETED and reported to the counselor no later than the end of the third quarter for the student to earn credit for that year. Upward Bound Program is not a Correspondence Program.

Any and all correspondence courses must receive prior approval by the unit Principal. Courses completed after the date of graduation will not be accepted for graduation course requirements. Credits earned through correspondence or extension study may be accepted if such credits are from a school approved or accredited by the National Home Study Council, the state board of education of the state in which the institution is located, or by a college or university that is regionally accredited for such purposes. [6 NMAC 3.2-9.18.3, 12-31-98]

GRADE POINT AVERAGES FOR COLLEGE/DUAL CREDIT/AP COURSES
The college/dual credit/AP grade point average system grants additional point compensation for these courses taken by students. All students who are enrolled in and pass a College/ Dual Credit/AP Courses will earn the following points in that course:

- A: 5 points
- B: 4 points
- C: 3 points
- D: 2 points
- F: 0 points

GRADUATION AND GRADUATION REQUIREMENTS
Participation and Attire: Participation in the graduation ceremony is a privilege and not a right. Failure to comply with District policy may result in student suspension from the graduation ceremony and withholding of transcripts. By an established date, all graduating seniors must have cleared all outstanding bills. Traditional graduation cap and gown are worn in the manner intended for the entire graduation ceremony. Caps and gowns will not be altered in any way, shape, or form except for sizing to accommodate appropriate fitting and are limited to the following colors: blue and white. Each student is responsible for purchasing his or her cap and gown.

RECOGNITION OF HONOR STUDENT/HONOR CORDS:
Students with an accumulative GPA of 3.0 from 9th-12th grade will be presented with an honor cord in recognition of their academic achievement. Graduates receiving the honor cord are not required to be members of the Honor Society. Students must have attended Questa High School during their Junior and Senior year.

COMMUNITY SERVICE CORD
In an effort to recognize students for community service, seniors who have documented at least 80 volunteer hours (an average of 20 hours per year) of community service through club, church, or individual activity will be given a community service cord on Senior Night and may wear it at graduation. Class sponsors are responsible for verifying documented community service.
CLASSIFICATION OF HIGH SCHOOL STUDENTS
A student’s standing as Freshmen, Sophomore, Junior, or Senior depends on total credits earned. A student must meet the following requirements for each grade level before he/she is classified in the next level.

Classification:
FRESHMEN- Promotion from the Eighth Grade Required for Freshman Standing.
Required Courses during Freshman Year:
- Five (5) Academic/Core Requirements: English I, Algebra I, Physical Science, New Mexico History/Health, Spanish I.
- One (1) Elective or other floating requirement (Fine or Practical Art) and Physical Education.

SOPHOMORE: Six (6) High School Credits Required for Sophomore Standing
Required Courses during Sophomore Year:
- Five (5) Academic/Core Requirements: English II, Algebra II, Biology, Spanish II, World History/Geography.
- One (1) Elective or Other Floating Requirement (Fine or Practical Art).

JUNIOR- 12 High School Credits Required for Junior Standing
Required Courses during Junior Year:
- Four (4) Academic/Core Requirements: English III, Geometry, Chemistry, US History.
- Two (2) Electives or Other Floating Requirements (Fine or Practical Art)

SENIOR- 18 High School Credits Required for Senior Standing.
Required Courses during Senior Year:
- Three Academic/Core Requirements: English IV, Math, Government/Economics.
- Seniors MUST take and pass 1 Electives.

Students are required to take and pass the graduation examination. Students with an IEP and or who are English Language Learners may receive accommodations which could include: the modification of content, instruction, and or learning outcomes for diverse student needs.

If a high school student is taking a course for credit at an institution of higher education, but not receiving high school graduation credit at the primary enrollment high school location, the student is considered to be concurrently enrolled. If however, the same student was taking a class for credit at an institution of higher education which also counts for credit towards high school graduation, the student would be considered to be dually enrolled. Students who are enrolled in a dual credit course do so at public expense.

Distance learning refers to the technology and educational process used to provide credit or grade bearing courses when the course provider and the distance-learning student are not necessarily physically present at the same time or place. Distance learning does not include educational software that utilizes only on-site teaching. A distance learning course is one where the student and primary instructor are separated by time or space linked by technology.

Computer Assisted Instruction without online teacher is not considered a distance learning course. Thus, distance learning does not include educational software that utilizes only on-site teaching and self-paced learning. Online courses that utilize highly-qualified teachers at-a-distance, such as those offered by IDEAL-NM, do meet the criteria for distance learning courses. A career cluster course is an identified career-technical education course. These courses are part of an aligned, sequential series of courses within a related grouping of occupations in a given industry sector. Completing a series of career cluster courses may result in an industry recognized certification or post-secondary degree and add relevance to the high school curricula.

A workplace readiness course is designed specifically to address entry-level career skill requirements, standards, and benchmarks as identified under Career-Technical Education in the “Standards of Excellence.” This does not include courses already identified as meeting other specified graduation requirements.

Transfer of Credit: Course Credits are transferable with no loss of value between schools that are accredited by a state board of education in the United States, United States’ Territories, or Department of Defense schools. [6 NMAC 3.2.9.18.2, 12-31-98]
Final Exam: A final examination is administered in all courses offered for credit to all students. (i.e., Written Examination, Project, portfolio, oral presentation, report, etc.)

Other Elective Credit The New Mexico State Board of Education is granted the authority to approve other electives not specified in statute. The District must approve these before credit is granted. Elective courses must:

- include a written, sequential curriculum;
- be taught by an instructor with a secondary teaching license;
- include a final examination; and,
- be reviewed and approved by the District.

Independent Study: Independent study affords qualified students the opportunity to pursue specific interests. Independent study is requested by the student and approved by the Unit Principal. The student is made aware of the work involved and meets with the respective teacher twice a week to discuss student progress. The student must meet all requirements and deadlines set by the teacher. A final examination is administered at the end of the course. Only state and District-approved courses may be taken as independent study.

Course Prerequisites: Select courses require that a prerequisite be taken. The Unit Principal may waive a prerequisite given a strong compelling reason. Prerequisite courses are:

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<tr>
<th>Prerequisite</th>
<th>Course</th>
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<tbody>
<tr>
<td>English I</td>
<td>English II</td>
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<td>English II</td>
<td>English III</td>
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<td>English III</td>
<td>English IV</td>
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<tr>
<td>Biology I</td>
<td>Biology II</td>
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<tr>
<td>Spanish I</td>
<td>Spanish II</td>
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<td>Spanish II</td>
<td>Spanish III</td>
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<tr>
<td>Algebra I</td>
<td>Algebra II</td>
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<tr>
<td>Algebra II</td>
<td>Geometry</td>
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<tr>
<td>Algebra II/Geometry</td>
<td>Trig/Pre-calculus/Calculus</td>
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</table>

Questa High School’s guidance and counseling program is designated to be an integral part of the total instructional program and is under the direction of a certified professional counselor. The counselor is responsible for coordinating guidance services for students, teachers, and parents. A student who wishes to see the counselor should schedule an appointment.

At the end of the eighth grade or during the ninth grade, the high school counselor and each student prepare an individual program of study for grades nine through twelve. A student’s parent or guardian signs the program of study.

Valedictorian and Salutatorian The senior having the highest grade-point average (GPA) of 3.0 or above calculated to the nearest hundredth is designated class valedictorian. The senior having the next highest GPA of 3.0 or above calculated by the high school counselor to the nearest hundredth, is designated class salutatorian. GPA is calculated by the high school counselor based on eight semesters at the high school level; four semesters must be completed at Questa High School and approved by the unit Principal before final announcement.

Co-Valedictorian, Co-Salutatorian Co-valedictorians(s) will be declared if two or more students have the same highest GPA calculated to the nearest hundredth. Co-Salutatorian(s) will be declared if two or more students have the same next highest GPA calculated to the nearest hundredth. Co-valedictorians and Co-salutatorians must have at least a 3.0 GPA.

MOTOR VEHICLES/PARKING PERMITS

Parking Permits All students who drive vehicles to school are required to complete a student vehicle registration for each vehicle that includes a parent’s / guardian’s signature before a parking permit is issued. These forms are available in the front office. The permit cost is $10.00 per year or $5.00 per semester. Failure to purchase and display the parking sticker on the top center of the windshield is reason to have the vehicle towed away at the owner’s expense from the parking lot or to having parking privileges revoked. If a student drives different family vehicles, each vehicle must be identified on the vehicle permit application. Students must provide proof of insurance, registration and driver’s license in order to receive parking privileges on campus. A $5.00 replacement fee is charged for lost permits. Regular inspections of all or random vehicles for permits are conducted.

Driving to and parking on campus is a privilege that may be withdrawn for failure to strictly obey the following rules:
• Each student must fill out a registration form containing the current license plate number, current driver’s license number, insurance (liability), and other required information for any motor vehicle parked on campus. Students presenting specified documentation will be issued a parking permit.

• Each vehicle must display a school parking sticker on the passenger’s side front windshield (on the frame of motorcycles). The student shall be charged the cost of such parking sticker.

• Students must park in the assigned student lot—the east side of the campus only, motorcycles included.

• No students may enter any vehicles during school hours unless written permission is obtained from the principal.

• A 15-mile-per-hour speed limit will be obeyed. Students must exit their vehicles after arrival in the parking lot. Motorcycle operators and passengers must wear safety helmets.

• Students must depart from the designated student parking area after school buses depart.

• No vehicle may pass a school bus while red lights are flashing and are loading or unloading students.

• Students are expected to exercise caution and to respect all driving rules on campus.

Vehicle Access  Permission to access student vehicles during class hours is required and may be granted by the by the classroom teacher at his / her discretion.

SCHEDULING CHANGES
Any change of a student’s schedule must be requested and approved by the counselor, an administrator, and parent / guardian within the first three days of the semester. A Drop-Add form must be taken to those teachers affected by an approved change of schedule for their signatures. This form must then be returned to the guidance office to complete the procedure and make the new schedule effective.

UNACCEPTABLE BEHAVIOR – DEFINITIONS
ARSON - Maliciously, willfully, and/or neglectfully starting, by any means, a fire or causing an explosion on school property or during any school-related activity

ASSAULT/BATTERY/FIGHTING/BULLYING - Employing hostile verbal action or physical contact. Hostile verbal action includes face to face or via telephone, text message, email, or other media.

ASSAULT/BATTERY/FIGHTING-AGGRAVATED - Intending or performing assault and battery with a weapon, instrument, or means of force likely to produce any bodily injury. Employing hostile contact with any kind of weapon (see below for definition) or causing great bodily harm. This category includes sexual assault and/or offenses.

BOMB THREAT - Falsely and maliciously stating to another that a bomb or other explosive has been placed in such a position that persons or property are likely to be injured or destroyed.

FALSE ALARM - Interfering with the proper functioning of a fire alarm system, giving a false alarm, or otherwise

BUS DISRUPTION - Deliberately or inadvertently interfering with the safe operation of a school bus whether stopped or moving; behaving in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops, or at pick-up areas.

CONTROLLED SUBSTANCE-any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind

CONTROLLED SUBSTANCE, USE/UNDER THE INFLUENCE/POSSESSION-Absorbing or having any substance capable of producing a change in behavior or altering a state of mind or feeling; having a “look-alike,” a substance that looks like a controlled substance.

CONTROLLED SUBSTANCE, SALE OR DISTRIBUTION - Selling or distributing a substance capable of producing a change in behavior or altering a state of mind or feeling; including “look- a-likes” or items sold as a controlled substance.

CONTROLLED SUBSTANCE, PARAPHERNALIA - Possessing any item(s) that may be used in conjunction with a controlled substance (pipes, rolling papers, etc.).
DEFIANCE OF SCHOOL PERSONNEL/AUTHORITIES - Refusing to comply with any reasonable demand or request by any school official or sponsor in school or at school-sponsored activities.

EXTORTION - Using intimidation or the threat of violence to obtain money, information, or anything else of value from another person. Cheating, gambling, or any other conduct that disrupts the educational process and/or threatens students or staff.

PROFANE AND/OR ABUSIVE LANGUAGE - Using language that is crude, offensive, racial slurs, insulting, or irreverent; use of coarse words to show contempt or disrespect; swearing.

OBSCENE MATERIALS - Displaying material that is indecent and has the potential of being disruptive.

ROBBERY/THEFT - Taking of another person’s property through means of force or fear; unauthorized possession and/or sale of another person’s property without consent of the owner.

POSSESSION/USE OF TOBACCO - Using any form of tobacco or a "look alike," a substance that looks like tobacco, on campus or at school-sponsored activities is prohibited by State Law (based on Goals 2000 Federal law).

TRESPASSING/UNAUTHORIZED PRESENCE - Entering or being on school grounds or in a school building without authorization. Being in a portion of a school building that is off-limits to students – custodial storage rooms, mechanical rooms, kitchen, teachers’ offices, teachers’ desks, etc.

VANDALISM - Defacing property of the school or another person.

WEAPONS, POSSESSION I - Possession of a knife, club, matches, lighter, spiked wrist band, brass knuckles, nun-chuks, chains, firecrackers or other explosive, or any other item that may cause or is intended to cause injury or death.

WEAPONS, POSSESSION II - Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon on school grounds or at any school-sponsored activity.

For WEAPONS, POSSESSIONS II, a weapon will be defined as:

- any weapon that will or is designed to or may be readily converted to expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.

- the frame or receiver of any weapon described above

- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from that a destructive device may be readily assembled.

- any explosive, incendiary, or poison gas, including but not limited to:
  1. Bomb
  2. Grenade
  3. Rocket having an explosive or incendiary charge of more than one-quarter ounce
  4. Missile having an explosive or incendiary charge of more than one-quarter ounce
  5. Mine
  6. Similar device.

UNACCEPTABLE BEHAVIOR – POLICIES

POLICY REGARDING WEAPONS, POSSESSION AND USE:
Possession of a Class I weapon will result in disciplinary action. Possession of a Class II weapon or use of ANY kind of weapon (class I or II) in a fight will result in IMMEDIATE SUSPENSION of the student. Within 10 days, an expulsion hearing will be held, and the student may be expelled. Situations involving alcohol, controlled substances, and/or weapons of any kind will result in the minimum penalty of a 10-day suspension and may result in permanent expulsion.

POLICY REGARDING ASSAULT/BATTERY/FIGHTING/BULLYING
A minimum three-day suspension will be imposed in all fights where physical contact is made.
POLICY REGARDING TOBACCO POSSESSION/USE
Tobacco products or "look alikes," substances that look like tobacco, and related paraphernalia (lighters, matches, papers, etc.) used on campus or at school-sponsored activities will be confiscated, and disciplinary measures will be imposed.

POLICY REGARDING BULLYING/INTIMIDATION/HOSTILE OR OFFENSIVE CONDUCT
The effective education of our students requires a school environment in which students feel safe and secure. The Board of Education is committed to maintaining an environment conducive to learning in which students are safe from violence, threats, name-calling, intimidation, and unlawful harassment.

Definitions
- "Unlawful harassment" means verbal or physical conduct, either in person or via email, texting, phone or other electronic communication, based on a student's actual or perceived race, color, national origin, gender, religion, or disability and which has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating, hostile or offensive environment.
- "Bullying" means intimidating with a verbal, electronic, or physical act or gesture toward a student when such conduct is habitual or recurring.
- "Name-calling," means the chronic, habitual, or recurring use of names or comments, either in person or via email, texting, phone or other electronic communication, to or about a student regarding the student's actual or perceived physical or personal characteristics when the student has indicated by his or her conduct that the names or comments are unwelcome, or when the names or comments, by their nature, are clearly unwelcome, inappropriate, or offensive.

Prohibitions
- It is the policy of the Board of Education to prohibit violence, racial slurs, threats, name-calling, bullying, intimidation, assault, battery, extortion, robbery, vandalism, and other victim-based misconduct that creates an intimidating, hostile or offensive environment, regardless of motive or reason. The Board will not tolerate such victim-based misconduct by students or staff.
- It is the express policy of the Board to encourage students who are victims of such physical or verbal misconduct to report such claims. Students or their parents may report such conduct to any principal, assistant principal, or counselor.

Reporting
Any employee who, as a result of personal observation or a report, has reason to believe that a student is a victim of conduct prohibited by this policy, whether the conduct is by another student or by another employee, must notify his or her principal or supervisor, or the superintendent of such observation or report as soon as possible. The board will not tolerate failure to address by responsible party/administration.

Investigation
1. All reports of physical or verbal misconduct in violation of this policy shall be promptly investigated by the school principal or his or her designee.
2. In assessing the existence of a violation of this policy and the appropriate discipline, the principal or designee shall consider the nature and extent of the conduct, the age of the student(s) involved, the context in which the alleged conduct occurred, and any prior history of conduct prohibited by this policy on the part of the violator.

Sanctions
1. Any employee found to have engaged in misconduct in which a student is a victim of violence, racial slurs, threats, name-calling, bullying, hazing, assault, battery, extortion, robbery, vandalism, etc. shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, termination, or discharge, subject to applicable procedural requirements.
2. Any student found to have engaged in misconduct in which another student is a victim of violence, racial slurs, threats, name-calling, bullying, hazing, assault, battery, extortion, robbery, vandalism, etc. shall be subject to discipline, including, but not limited to suspension or expulsion, subject to applicable procedural requirements.

POLICY PROHIBITING HAZING
The Board of Education finds that the practice known as "hazing" is dangerous to the physical and psychological welfare of students and should be prohibited in all school activities.
Definition
Hazing includes, but is not limited to:

- engaging in any offensive or dangerous physical contact, restraint, abduction, or isolation of a student, or
- requiring or encouraging a student to perform any dangerous, painful, offensive, or demeaning physical or verbal act, including the ingestion of any substance, exposure to the elements, deprivation of sleep or rest, or extensive isolation, or
- subjecting a student to any dangerous, painful, offensive, or demeaning conduct, or to conduct likely to create extreme mental distress,
- for any purpose, including as a condition of membership or initiation into any class, team, group, or organization, sponsored by or permitted to operate under the auspices of a school of the District.

Prohibition
Hazing is prohibited in all schools of the Questa Independent Schools, whether on or off school property, and whether during or outside school hours.

Enforcement and Reporting
- School officials, employees, and volunteers shall not permit or tolerate hazing and shall intervene to stop hazing that is threatened, found, or reasonably known or suspected to be occurring and shall report known or suspected hazing to the school principal or the superintendent.
- Any student who believes he or she has been the victim of hazing shall report the matter to the school principal or the superintendent.
- Any principal that receives a report of hazing under this section shall provide written notice to the Superintendent, setting forth the report and the principal's proposed plan of investigation.

Investigation
- All reports of hazing shall be investigated by the school principal or his or her designee. Where violations of criminal law may have occurred, the principal shall notify the appropriate law enforcement agency.
- Upon completion of the investigation, the principal shall submit a written report on the investigation and its results to the superintendent.

Discipline
- Students found to have engaged in hazing shall be subject to discipline by school or district authorities according to applicable procedural requirements. Such discipline may include suspension or expulsion.
- Employees who fail to enforce the prohibition against hazing, as set forth in Enforcement and Reporting above, shall be subject to discipline according to applicable procedural requirements.
- Such discipline may include reprimand, suspension, discharge, or termination.

POLICY REGARDING THREATS OF VIOLENCE BY STUDENTS
A. Threats of violence toward other students, school staff members, or school facilities generally are prohibited and may result in suspension or expulsion, regardless of whether the student has engaged in such conduct previously.
B. All employees and students are required to report evidence of threats of violence to their building principal or to the Superintendent. The building principal shall investigate such reports.
C. All such reports shall be documented by the Superintendent or his or her designee. In regard to any that are regarded as not sufficiently credible to warrant investigation, all reasons and bases for such conclusion shall be stated in the documentation.
D. In cases of threats that may constitute a violation of the criminal law, the Superintendent shall notify law enforcement authorities.
E. Students who are charged with violations of this policy shall be placed on short-term suspension pending investigation of the charge. Those found through due process hearing to have violated this policy shall be subject to discipline, including long-term suspension (temporary or indefinite removal from school) or expulsion (permanent removal from school).
F. As a condition of a student's return to school from short-term or long-term suspension for a violation of this policy, the Superintendent, or his or her designee shall consider, and may impose, the following, individually or in any combination, as well as other conditions deemed necessary or appropriate:
1. That the parent of such student shall provide a document opinion by a licensed professional that the student does not represent a threat of harm to himself/herself or to others, and for a period to be determined by the Superintendent or his or her designee, that the parent(s)/guardian(s) provide regular documented updates of such opinion;

2. That the parent(s)/guardian(s) of such student agree that, for a period to be determined by the Superintendent or his or her designee, a parent/guardian shall check the student for weapons at home, and shall accompany the student to the school office upon arrival at school at the beginning of each school day, at which time the student shall be searched for weapons or other contraband by school personnel;

3. That the parent(s)/guardian(s) of such student agree that, for a period to be determined by the superintendent or his or her designee, the student shall be prohibited from leaving campus during the school day, and that during any non-class time, the student shall remain in a monitored, segregated environment;

4. That the parent/guardian of such student agree that, for a period to be determined by the Superintendent or his or her designee, the student shall be transported home from school by the parent at the end of the school day;

5. That the parent/guardian agree that for a period to be determined by the Superintendent or his or her designee, the student shall not be permitted to participate in any extracurricular activities, or school functions except classroom instruction during the school day; and

6. That the parent/guardian agree that, for a period to be determined by the Superintendent or his or her designee, the student will not be permitted to enter or be present on school premises except during the regular school day, and that the parent will enforce prohibition by appropriate means.

G. In permitting a student to return to school from a short term or long term suspension, conditions imposed by the Superintendent or his or her designee, including those set forth in paragraph F, shall be incorporated into a written agreement to be signed by the parent(s)/guardian(s) of the student in question.

H. In permitting a student to return to school from a short-term or long-term suspension, the Superintendent or his or her designee shall document the reasons and basis for permitting such return and such documentation shall include reasons and basis for imposing or not imposing the conditions set forth in paragraph 6.

POLICY REGARDING STUDENTS CHARGED WITH CAPITAL CRIMES
The Board finds as follows:

1. It is possible for students to be charged with serious crimes;

2. Such crimes frequently take place off school grounds and apart from school hours or activities, and are thus related to the student’s status as a student;

3. Students charged with such crimes are also often released pending trial or even while awaiting sentencing;

4. Consequently, such students remain able to continue attending school;

5. The presence of such students at school, however, creates a distraction and a disruption to the education process;

6. Specifically, the presence of students charged with serious crimes tends to create apprehension, fear or diversion on the part of other students and school staff, to the detriment of the necessary educational atmosphere.

WHEREFORE, the Board adopts the following policy:

1. Any student charged with or convicted of a capital crime unrelated to his or her status as a student who wishes to continue his or her education may do so only according to the terms and conditions, and under the circumstances, provided herein;

2. Any such student who wishes to continue his or her education during the pendency of his or her criminal proceedings must submit a written request to do so to the building principal;

3. Upon receipt of such a request, the building principal shall develop and submit to the Superintendent for approval a plan to provide continued educational services to the student on an off-campus, homebound, or other alternative basis;
4. Upon such approval by the Superintendent or his or her designee, the student shall be limited to the alternative educational plan until:
   (a) he/she is acquitted of the charge(s); or (b) he/she is removed from or leaves the District;

5. The terms of this policy shall also be applied to any new student validly seeking to be enrolled in the District.

STUDENT SUBSTANCE ABUSE POLICY

Statement of Philosophy
The Questa Independent School District recognizes that alcohol and other drug dependencies are health problems and are primarily the responsibility of the home and community. The schools share that responsibility when alcohol and other drug use interfere with school behavior, student learning, and the maximum educational development of each student. The schools will intervene with those students displaying behaviors of concern and will make a concerted, consistent effort to educate, intervene, and assist such students.

The schools will endeavor to educate all students concerning use/abuse of alcohol and other drugs. Every reasonable effort will be made to provide an environment that is free of alcohol and other drugs. Staff training is essential in helping combat use and/or abuse of substances and will be provided on an on-going basis. Community education-awareness activities will be supported as they apply to the overall program. School authorities will give consideration to the health, safety, and educational rights of all students when prescribing intervention and/or disciplinary action(s) for students who are in violation of this policy.

Prohibition of Controlled Substances
In accordance with State Board of Education Regulation 81-3, the Questa Independent Schools prohibits students from using, possessing, distributing, or being under the influence of alcohol and other drugs, and from possessing, using or distributing drug paraphernalia, while on school property or at school-sponsored activities. Student use, distribution, or possession of tobacco is also prohibited.

Definitions
The terms used in this policy are defined as follows:

- **Alcohol:** Any liquor, wine, beer, or other beverage containing alcohol.

- **Distribution:** Selling, passing on, or giving away alcohol and other controlled substances.

- **Drugs:** Any drug, including all illegal drugs, legal prescriptions, over the counter drugs, marijuana or inhalants that are used, possessed, or distributed for unauthorized purposes, including counterfeit look-alike substances

- **Drug Paraphernalia:** Equipment or apparatus designed for measuring, packaging, distributing, or using of drugs.

- **Principal:** For the purposes of this policy, the chief administrative officer of a school or designated replacement.

- **Substance Use and Abuse:** The use of alcohol and other drugs are in violation of state/federal laws and school policy.

- **Tobacco:** Any product containing tobacco that can be smoked or used in non-smoking form, i.e. “snuff”, chewing tobacco, etc., including counterfeit look-alike substances.

- **Student Assistance Team:** (SAT) A team of staff members who will meet with the student and parents upon designee/principal’s request. The team’s purpose is to assist the student and the parent(s) with any necessary services such as drug assessments, counseling, and aftercare services.

Enforcement of Policy
The Questa Independent School District reserves the right to search a student’s person, personal effects, and locker(s) in the enforcement of the policy on controlled substances:

- A pat-down search of a student may be conducted upon reasonable, individualized suspicion that such student is in possession of a controlled substance in violation of this policy. This search will be conducted in private by an authorized school official of the same sex as the student to be searched and, if possible, in the presence of a witness of the same sex.

- Lockers, desks, and similar storage facilities are school property and remain at all times under the control of the school. Vehicles may also be searched when on school property or at school-sponsored activities. Searches may be conducted by school officials for reasonable suspicion, at any time, without notice, and consent.

- In any of the foregoing enforcement actions, the administration is authorized to use dogs whose reliability and accuracy for sniffing and detecting illegal or unauthorized substances has been established. The dogs will be accompanied by a qualified authorized dog trainer-handler who will be responsible for the dog’s actions. Any indication by the dog that an illegal or
unauthorized substance is present on school property or in a vehicle on school property or on a person will be reasonable cause for a search by school officials.

**Prevention Component**
This component will involve four basic educational functions:

- Curriculum K-12
- Student programs/organizations
- Community Awareness
- Parent programs/organizations

A comprehensive curriculum will bring substance abuse prevention education into each classroom; emphasis will be placed on increasing self-esteem through the development of healthy attitudes, social skills, parental involvement, and education. Student programs and organizations will not only emphasize a “no-use” message, but will also encourage students to actively participate in prevention education, counseling, and programming. Community awareness activities related to substance abuse and prevention will be supported and assisted when possible. Knowledgeable and firm parental support is essential. Parents are encouraged to participate in programs designed to offer support and to increase skills in communication and awareness of issues surrounding drug use and abuse.

**Intervention Component**
The purpose of this component is to help students with substance abuse related problems. To achieve this, the following system has been developed:

**Referral Process**
In addition to promoting a safe, drug-free environment for all, our substance-abuse policy is designed to help through assessment, counseling and educating the individual who is “at-risk”. This is not a disciplinary process, but rather a mechanism for members of the school community to express concern and facilitate a student’s receiving help. In cases where there is suspicion of substance abuse the following procedures will be followed:

1. Self-referral: Students who are involved in the use of drugs and alcohol are encouraged to seek and utilize the help available to them by referring themselves to their school counselor or designated SAT member for intervention. Self-referrals are confidential and will be handled as follows:
   a. The student asks to meet with a counselor or designated member of SAT to discuss the problem and intervention options.
   b. A SAT member will try to meet with the student within approximately three school days to discuss problems relating to possible options, and consequences that may occur if the student continues use/abuse of a controlled substance.
   c. An intervention plan is developed by the SAT member and the student; it may incorporate involvement with community resources for counseling and support groups.
   d. The student signs a contract that incorporates willingness to follow the intervention.
   e. The student’s status at school will not be jeopardized by his or her self-referral unless the student thereafter refuses to follow his or her intervention plan, breaks his or her contract, or otherwise engages in acts that are illegal or prohibited in this policy.

2. Staff Referrals: In accordance with state law, staff members must refer any student suspected of substance abuse (see below) to the SAT or Principal by filling out a referral form. The sources of referrals are kept confidential to the extent permitted by law. The student’s teachers should attend.

   A referral of a student for intervention will be made to the Principal and/or SAT (Student Assistance Team) when a staff member or contract person has reasonable, individualized suspicion that a student is in violation of this policy. Such referrals are not to be considered as accusations by the staff, but as an expression of concern for the student. District employees have a mandatory duty to report known or suspected alcohol and other drug use or abuse (section 22-5-4.4 New Mexico Statues Annotated.) If such reports are made in good faith, the reporting school staff employee will be immune from civil damages. Those individuals making such referrals are not required to make a final decision whether the identified student is in violation of this policy. Such duty will be upon the school official and/or SAT facilitator to whom the referral is made.

3. Other Referrals: Referrals may also be made by peers, parent/guardian, community members, or an outside agency. In such cases, a SAT member will speak with the person making the referral, assisting in the filling out a referral form. The source of referrals will be kept confidential to the extent permitted by law.
4. Procedure Upon Referral: Based upon review of the referral, the SAT may do any or all of the following:
   a. Gather all pertinent information (test scores, grade records, attendance records, etc.).
   b. Conduct a fact-gathering conference with the teacher(s) or other staff members.
   c. Request that a referral form be completed by others: i.e. teachers, administrators, nurses, counselors, etc.
   d. Ask the student to complete questionnaires that will be used as an aid by SAT in formulating recommendations.
   e. Confer with the student on an individual basis.
   f. Confer with teachers, students, and their parents.
   g. Decide whether an intervention is necessary.
   h. SAT will recommend action within 7 school days to principal and Counselor, and it will conduct conference with student’s parent/guardian.
   i. Recommendations can without limitation involve individual and/or group counseling, insight programs, discipline, referrals, outpatient treatment, AA/NA, etc.
   j. The membership, proceedings, and discussions of SAT will be confidential to the extent permitted by law.

Intervention Process
On review of referrals, the SAT may do any or all of the following by way of intervention:

1. Notify parents/guardian by phone or mail that their child has been referred to SAT (except in the case of self-referral)
2. Students identified as one who manufactures, uses, possesses, sells, or delivers controlled substances will be referred to the principal.
3. Conduct a recommendation conference with teachers or other staff members.
4. Request that referral forms be completed by others; i.e., teachers, administrators, nurse, counselors, etc.
5. Confer with the student on an individual basis.
6. Conduct a student/parent/SAT conference to discuss referral information, assess scope of problem, discuss SAT recommendations, and develop an intervention plan.
7. Request that a professional chemical dependency evaluation be completed after the following steps have been taken:
   a. Two or more referral forms have been completed.
   b. Student has been evaluated by two or more SAT members.
   c. Two or more SAT members have met, discussed SAT evaluation, and concur that a professional evaluation be completed. Results of this meeting are reported to the parent/guardian, administrator, and counselor.
8. If professional chemical evaluation is requested and completed, SAT will review such evaluation and make their recommendations to the student and parent/guardian within approximately seven working days of receiving evaluation. Student and parent/guardian will sign agreement to follow recommendations by developing and signing an intervention plan as well as a contract, SAT will conduct a follow-up meeting within approximately 30 days.
9. If the parent/guardian and/or student refuse to follow the SAT recommendations, SAT will report such non-compliance in written form to the principal. At that time Principal may recommend long term suspension and/or expulsion.
10. Reinstatement of student would follow pending student’s compliance with SAT recommendations that are monitored by SAT and determined by the Principal.
11. SAT may take other actions as deemed appropriate.
12. Discipline policy related to SAT recommendations will be firmly adhered to.

13. In-service of SAT members and other school staff will be on-going.

**Aftercare Component**
The Aftercare Component is designed to help those students who have been involved in treatment on either outpatient or residential basis to maintain their sobriety/abstinence and continue a positive and sober lifestyle. This may be accomplished through the following steps:

1. Upon completing treatment, student meets with SAT members and develops aftercare plan for re-admission to school.

2. The student signs a contract and “aftercare plan” witnessed by parent/guardian and SAT.

3. Student will become involved in available community support groups.

4. The designated SAT member monitors student’s progress in following aftercare plan. Should the student fail to follow aftercare plan or relapse, SAT will make written report to Principal regarding additional intervention alternatives.

**Program Evaluation**
Evaluation will consist of the following:

1. Discipline records related to alcohol and other drugs.

2. Assessment records


4. Curricular Review (Activities, participation)

**Discipline / Consequences of Policy Violation**
Students who possess, distribute, sell, use, or show signs of being under the influence of alcohol or other drugs while on school property or attending school-sponsored activities (including transit or lodging) will be subject to intervention, discipline, suspension, expulsion, and/or other appropriate alternatives, within the consistent discretion of school authorities.

When a student violates this policy, the following consequences will be implemented by the Principal upon the following guidelines:

**Possession/Use/Distribution of Tobacco**

1. The reporting staff member will inform the Principal.

2. The school will make a reasonable effort to notify the student’s parent/guardian as soon thereafter as possible.

3. The Principal’s office will make a referral for a SAT meeting.

4. The Principal’s office will arrange a conference with the student’s parent/guardian and the student. The student will sign a contract.

5. The student will be encouraged to participate in counseling sessions/tobacco cessations classes where interventions will be developed to help the student deal with his or her tobacco use/abuse at the parent’s expense.

6. The SAT will conduct a conference with the student’s parent/guardian, the student, and the Principal to discuss an intervention plan. The student will sign an intervention plan witnessed by his or her parent/guardian.

7. If the parent/guardian and/or the student refuse to follow the recommendation of the SAT, the SAT will report such non-compliance to the principal in writing. At that time the principal at that time may impose discipline, including recommendation of long-term suspension of the student. Reinstatement to school would necessitate compliance with SAT recommendations.

**Possession/Use/Under the Influence/Distribution of Drugs, Drug Paraphernalia, or Alcohol:**

1. The Principal’s office will make a reasonable effort to notify the student’s parent/guardian as soon thereafter as is possible.

2. The Principal will notify the police and Juvenile Probation Office at his or her discretion.
3. The student will be suspended based on the code of conduct matrix.

4. The Principal will request in writing a hearing to be held within ten (10) calendar days.

5. The student will be suspended from participation in all co-curricular and extracurricular activities for the suspension period.

6. A request will be made that the student undergoes a professional chemical evaluation at the family’s expense.

7. If the parent/guardian and/or student refuse to follow the recommendations, the Principal will recommend long-term suspension of the student. Reinstatement to school would require compliance with recommendations.

B. Appeal Rights
Hearings will be held in accordance with hearing procedures as set forth in the Questa Independent School District Policy Manual Section 336-10 to 336-16.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOR-OVERALL GUIDELINES
Depriving students of a free and appropriate education requires that correct procedures be followed. Administrators are to maintain correct procedures within their discretionary authority. The Building Principals are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public schools. The Building Principal is the administrative officer of the individual school. The Building Principal is responsible, in accordance with state standards, regulations, and statutes and local school policies, for the organization, administration, supervision, and outcomes of the school.

Building Principals shall establish the consequence for any discipline violation on a case-by-case basis. The Principal or designee will determine consequences for student infractions based on his or her investigation, the severity of the violation, and whether the violation is a first offense or a repeated act. Repeated offenses will receive increasingly more severe consequences. REPEATED OFFENSES IN MOST CATEGORIES WILL RESULT IN VERY SEVERE DISCIPLINARY ACTION, such as long-term suspension/expulsion, police action, Juvenile Probation Office referral, SAT referral, mandated family counseling at parent expense, or mandated parent attendance at school with their child.

Situations involving alcohol, controlled substances, and/or weapons of any kind will result in the minimum penalty of a 10-day suspension and may result in permanent expulsion.

The administrative response to unacceptable student behavior may vary. Possible responses include but are not limited to:

- **Staff/Student Contact**-Staff member, defined as any school employee assigned to that school, will contact student.
- **Staff/Parent Contact**-Staff member will contact parents by mail, by telephone, or in person to discuss offense.
- **Administrator/Student Contact**-Administrator will contact student in person, by note, or by telephone.
- **Administrator/Parent Contact**-Administrator will contact parent by note, by telephone, or in person.
- **Administrator/Student/Parent Contact**-Administrator, student, and parent will be involved in conversation to seek solutions for the offense.
- **Parent-Assisted Suspension**-Student will be accompanied to class by a parent.
- **Short-Term Suspension**-Removal of a student from classes and all school-related activities for a period of time ranging from a minimum of a few minutes to a maximum not to exceed ten (10) school days. Students whose presence poses a danger to persons or property are considered to be a disruption to the educational process and may be removed immediately from school or school-sponsored events.
- **Long-Term Suspension**-Removal of a student from school and all school-related activities for more than ten (10) days and up to the balance of the semester. A student receiving a long-term suspension will lose credit for the semester.
- **Maximum Term Suspension/Expulsion**-Removal of a student for: 1) remainder of semester, 2) remainder of school year, or 3) permanently.
Seek Restitution - Restitution will be sought from anyone for theft of personal or school property or for damage to personal or school property (lockers, desks, textbooks, materials, and supplies, etc.), to school facilities, or to personal property of school employees, students, or school neighborhood residents. Such matters may be referred to the Police Department and Juvenile Probation Office for further action.

Referral for Legal Action or to Appropriate Agency - Communication of any illegal act or action by a student will be forwarded to the appropriate authority or law enforcement agency (Police, Juvenile Probation Office, Human Services, etc.).

Referral to SAT (Student Assistance Team—see Student Substance Abuse Policy) The SAT will determine assistance needed for inappropriate behavior, especially repeated offenses, violent behavior, and substance abuse. The Student Assistance Team has broad authority to order students and parents to comply with specific recommendations, including but not limited to: student behavior contracts, weekly progress reports with parent monitoring of school performance and homework completion, parent visitations with their students at school, family counseling, in- or out-patient treatment for students, alternative placements for students, and other recommendations.
Parent/Student Handbook Verification Form

Please read and complete this form. Please return this page to the Front Office.

We, the parent(s)/guardian(s) and ________________________________(student name) have read, understand and acknowledge the rules and the regulations set to be respected and followed by our child and all students attending school in the Questa Independent School District. We certify that we have read the Student Handbook and are aware of all rules regulations and policies that our son/daughter is expected to follow.

Yes, I have reviewed the policies with my child.

Parent/Guardian Name:________________________ Signature:________________________Date:____________

Student Name:_____________________________ Signature:________________________Date:____________

The Questa Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, disability, or age in its programs, activities or employment and provides equal access to the Boy scouts and other designated youth groups. Questa Independent School District also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in a school meeting or hearing, or if you wish to receive assistance or information regarding student grievances, language translations, Section 504 or Title IX, please contact the Superintendent's Office at least one week prior to the meeting or as soon as possible. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Title IX,-Hector Cavazos, (JR/HS Principal) and Section 504-Nora Sanford (Special Education Director) 57 Sagebrush Rd., 575-586-1604;
COMPUTER, E-MAIL, INTERNET, AND INFORMATION TECHNOLOGY ACCEPTABLE USE PROCEDURE

The most important prerequisite for use of the technology is that the user will take full responsibility for his/her actions.

1. **Personal Safety**
   A. You will not post contact information (e.g. address, phone number) about yourself or any other person.
   B. For students: You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate should be reported to school authorities immediately.

3. **Definitions**
   **As used herein:**
   A. "User" means all persons who are granted access to the School District's computer resources.
   B. "Computer Resources" means all computer hardware, computer software, communications devices, facilities, equipment, networks, passwords, licensing and attendant policies, manuals and guides.

4. **No Expectation of Privacy**
   A. **No expectation of privacy.** The computers and computer accounts given to Users are to assist them in performance of their jobs. Users do not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the School for business and/or education program purposes.

   B. **Waiver of privacy rights.** Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Users consent to allowing personnel of the School to access and review all materials Users create, store, send, or receive on the computer or through the Internet or any other computer network. Users understand that the School may use human or automated means to monitor use of its computer resources. The district will cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted on the Questa Schools network system. Remember that your use of the system is subject to monitoring at all times.

5. **Prohibited Activities**
   A. **Inappropriate or unlawful material.** Bullying, cyber-bullying, intimidation, threats, unlawful harassment, name-calling, sexually explicit, profane, obscene or potentially violent, defamatory, racially offensive or otherwise unlawful, or in violation of School Board policy may not be sent by e-mail or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored in computers. Users encountering or receiving this kind of material should immediately report the incident to their supervisors.

   B. **Prohibited uses.** Without prior written permission from the District's Technology Coordinator, computer resources may not be used for dissemination or storage of commercial or personal advertisements, promotions, destructive programs (including but not limited to self-replicating codes or viruses), political or religious material, receipt or distribution of inappropriate or unlawful material as defined above, participation in or accessing chat lines, chat groups or chat sites (unless directly related to the school curriculum and such access has been authorized in advance by the building supervisor or Director of Computer Resources), accessing any site which displays or distributes inappropriate or unlawful material as defined above, or any use which is unauthorized or in violation of School Board policy.

   C. **Waste of computer resources.** Users may not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending or forwarding mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, sending or forwarding jokes, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic.

   D. **Misuse of software.** Without prior written authorization from the School's Technology Coordinator, Users may not do any of the following: (1) copy software for use on their home computers; (2) provide copies of software to any third person; (3) install software on any School workstations or servers; (4) download any software or run executable files from the Internet, e-mail or other online service to any School's workstations or servers; (5) modify, revise, transform, recast, or adapt any software; or (6) reverse-engineer, disassemble, or decompile any software. Users who become aware of any misuse of software or violation of copyright law must immediately report the incident to their supervisors.

   E. **Communication trade secrets.** Unless expressly authorized by the School's Technology Coordinator, sending, transmitting, or otherwise disseminating proprietary data, trade secrets, or other confidential information of the School is strictly prohibited. Unauthorized dissemination of this information may result in substantial civil liability as well as severe criminal penalties under the Economic Espionage Act of 1996.

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5. **Passwords**
   A. **Responsibility for passwords.** Users are responsible for safe-guarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No User may access the computer system with another User's password or account.

   B. **Passwords do not imply privacy.** Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on the computer system. The School has global passwords that permit it access to all material stored on its computer system-regardless of whether that material has been encoded with a particular User's password.

6. **Security**
   A. **Accessing other user's files.** Users may not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users may not use the computer system to "snoop" or pry into the affairs of other users or School operational systems by unnecessarily reviewing their files and e-mail without authority.

   B. **Accessing other computers and networks.** A User's ability to connect to other computer systems through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

   C. **Computer security.** Each User is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of School Computer Resources. This duty includes taking reasonable precautions to prevent intruders from accessing the District's network via Internet connections or by leaving systems on and logged into the network without authorization and to prevent the introduction and spread of viruses. Connecting equipment not owned by the Questa Schools to the district’s network requires special permission by the School’s Technology Coordinator. Direct data storage devices, such as USB drives and floppy disks are permitted.

7. **Viruses**
   A. **Virus detection.** Viruses can cause substantial damage to computer systems. Each User is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the School's network. To that end, all material received on floppy disk or other magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to School MUST be scanned for viruses and other destructive programs before being placed onto the computer system or network. Users should understand that their home computers and laptops may contain viruses. **All disks transferred from these computers to School's network MUST be scanned for viruses.**

8. **Encryption Software**
   A. **Use of encryption software.** Users may not install or use encryption software on any of the School's computers without first obtaining written permission from their supervisors. Users may not use passwords or encryption passwords that have not been provided to their supervisors.

   B. **Export restrictions.** The federal government has imposed restrictions on export of programs or files containing encryption technology (such as e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology is not to be placed on the Internet or transmitted in any way outside the United States without the prior written authorization from the School's Technology Coordinator.

9. **Miscellaneous**
   A. **Respecting Resource limits.** Questa Schools makes no guarantee that the functions or the services provided by or through the network will be error-free or without defect. The school will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. Questa Schools will not be responsible for financial obligations arising from unauthorized use of the system.

   B. **Compliance with applicable laws and licenses.** In their use of Computer Resources, Users must comply with all software licenses; copyrights; all other state, federal, and international laws governing intellectual property and online activities.

   C. **Other policies applicable.** In their use of Computer Resources, Users must observe and comply with all other policies and guidelines of the School.
D. **Computer configuration.** The following items are considered user configurable and may be changed by the operator; screen saver, mouse pointers, additions to the Word Perfect power bar that do not replace the office standard, views in mail, Vision or WordPerfect. Manipulating computer configuration

Items not in this list may be subject to disciplinary action if not authorized by the School's Technology Coordinator.

E. **Amendments and revisions.** This policy may be amended or revised from time to time as the need arises. Users shall comply with all amendments and revisions once adopted by the School Board.

F. **No additional rights.** This Policy is not intended to, and does not grant, Users any contractual rights.

10. **Violation / Consequences**

A. **Students**

1. Students who violate this policy will lose their privileges to access the Questa Schools network during the current semester and including up to permanent loss of privileges, and discipline up to and including expulsion.

2. Disciplinary action may be appealed by parents and/or students in accordance with existing district procedures for suspension or revocation of student privileges.

B. **Staff:** Staff who violate this policy shall be subject to discipline, up to and including suspension, termination or discharge, in accordance with Board policy, negotiated agreements and applicable law.

C. **Violations of law:** Violations of law by students or staff will be reported to law enforcement officials.
In addition to disciplinary sanctions which the School District may impose upon students or staff under applicable policies, codes of conduct or administrative regulations, the District reserves the right to remove a user's account and deny use and access of the computer system if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

**STUDENT INFORMATION TECHNOLOGY ACCESS RELEASE FORM**

As a condition to use the School District's Information Technology Systems, including all computer hardware, computer software, communications devices, facilities, equipment, networks, passwords, licensing and attendant policies, manuals and guides, I understand and agree to the following:

1. To abide by the School Board's Acceptable Use Policy and its Information Technology Code of Conduct.

2. I will refrain from sending e-mails or any other form of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored in computers that constitutes bullying, cyber-bullying, intimidation, threats, unlawful harassment, name-calling, sexually explicit, profane, obscene or potentially violent, defamatory, racially offensive inducing inappropriate or otherwise unlawful, or in violation of School Board policy.

3. That School District administrators have the right to review any materials created or stored in any files I may create and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and I hereby waive any right of privacy which I may otherwise have to such material.

4. That the Questa School District will not be liable for any direct or indirect, incidental or consequential damage due to information gained and/or obtained via use of the School District's computer system including, without limitation, access to public networks.

5. That the Questa School District does not warrant that the functions of the School District computer system or any of the networks accessible through the system will meet any specific requirements you may have, or that the School District Information Technology Systems will be error-free or uninterrupted.

6. That the Questa School District shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use the School District's Information Technology Systems.

7. That the use of the School District Information Technology Systems, including access to public computer networks, is a privilege which may be revoked by School District administrators at any time for violation of the District's Acceptable Use Policy or Information Technology Code of Conduct. School District administrators will be the sole arbiter(s) of what constitutes a violation of the Acceptable Use Policy or Code of Conduct.

8. In consideration for the privilege of using the School District's Information Technology Systems, and in consideration for having access to the public networks, I hereby release the Questa School District, the School Board, its members, administrators and employees, including its computer operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the School District Information Technology Systems.
Computer, E-Mail, Internet, and Information Technology Acceptable Use Policy and the Information Technology Code of Conduct Verification Form

Printed Name of Student User:  

School:  Grade:  Student ID:  

I hereby certify that I will abide by the conditions set forth in this document, the School District's Acceptable Technology Use Procedures and Computer and Internet Code of Conduct. I further understand that violation of the Terms and Conditions is unethical. Should I commit any violation, my individual access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. The school will cooperate fully with legal authorities should an investigation be conducted.

Signature of Student User  Signature of Parent/Guardian  

Date:  Date:  

To be signed by authorized staff member.

I certify that the above parents and student have received a copy of the School Board Computer, E-Mail, Internet, and Information Technology Acceptable Use Policy and the Information Technology Code of Conduct.

Printed Name  Signature  

Date:  

Please return this page to the Front Office.
This iPad/NEO Pad Acceptable Use Policy is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPad/NEO Pad. Technology must be used in accordance with the mission and vision of Questa Independent School District as well as the Acceptable Use Policy for Technology as stated in the Questa Independent School District Student Handbook. Teachers may set additional requirements for use in their respective class.

The iPad/NEO Pad remains the property of Questa Independent School District at all times. Therefore, there is no assumption of privacy. Questa Independent School District reserves the right to inspect student iPad/NEO Pad at any time during the school year. Misuse of the iPad/NEO Pad may result in disciplinary action up to and including dismissal.

Above all, the iPad/NEO Pad program at Questa Independent School District is an academic program, and the policies governing the use of the iPad/NEO Pad support its academic use. To maintain the integrity of the iPad/NEO Pad program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

I. iPad/NEO Pad Distribution and Care

1. The iPad/NEO Pad issued to students are the property of Questa Independent School District and are made available to as learning tools.
2. Students will be issued their iPad/NEO Pad at the beginning of the school day/class period. The iPad/NEO Pad are to be returned at the end of each day/class period. If a student no longer attends Questa Independent School District the iPad/NEO Pad is to be returned back to the Technology Department.
3. Students are responsible for knowing how to properly operate and protect the iPad/NEO Pad. This includes not leaving the iPad/NEO Pad in a location where it can be damaged by cold, heat, or moisture and cleaning the screen with a soft, dry, or anti-static cloth.
4. Students/Parents/Guardian are solely responsible for the care and security of student iPad/NEO Pad. iPad/NEO Pad must never be left in an unlocked locker or any unsupervised area.
5. **If the iPad/NEO Pad is damaged or malfunctions, students must take the iPad/NEO Pad to the Technology Department as soon as possible for evaluation. If a student damages the iPad/NEO Pad (outside of reasonable wear and tear), the Student/Parent/Guardian is responsible for the expense of repairing or replacing the device at current cost or replacement of the device. If the iPad/NEO Pad is lost or stolen, the student must report the incident to the Principal’s Office as soon as possible. In the case of theft, the Questa Independent School District must also file a police report. The Student/Parent/Guardian is responsible for replacing the lost or stolen iPad/NEO Pad at current cost or replacement of the device.**
6. Student/Parent/Guardian are not permitted to repair, alter, modify or replace iPad/NEO Pad without express authorization from Questa Independent School District. Under no circumstance will Questa Independent School District replace or repair a student iPad/NEO Pad without the required payment from the Student/Parent/Guardian.
7. iPad/NEO Pad and iPad/NEO Pad cases must remain free of any writing, drawing, stickers or labels that are not the property of Questa Independent School District.
II. General Expectations

1. Students are responsible for understanding and adhering to all Acceptable Use Policy for Technology regulations from the Student Handbook relating to the use of technology in addition to this iPad/NEO Pad Agreement.
2. Students may not remove or circumvent the management system installed on each iPad/NEO Pad. This includes removing restrictions or “jailbreaking” the device.
3. Students may only connect to the Internet via the wireless network provided by Questa Independent School District.
4. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
5. iPad/NEO Pad must always be within the protective cases when carried.
6. iPad/NEO Pad used by students must bear the student’s user name. No other name is acceptable. Students may not remove or alter the “asset tag” located on the iPad/NEO Pad. The “find my iPad/NEO Pad” function must be on at all times.

III. Apps, Files, Etc.

1. Students are expected to back up all educational work on the iPad/NEO Pad. Questa Independent School District does not take responsibility for any lost data.
2. Educational Apps will be provided by the school. The software/apps originally installed by Questa Independent School District must remain on the iPad/NEO Pad in usable condition and be easily accessible at all times. The school may add software applications throughout the year.
3. Students are not permitted to add any Apps or personal data (i.e. movies and other personal entertainment) to the iPad/NEO Pad.
4. As stated in the Acceptable Use Policy for Technology, Students must refrain from using social media, gaming or blogging websites on the school-issued iPad/NEO Pad. Students should not receive pop-up or email notifications from Facebook or other social networking/entertainment sites or apps on the school-issued iPad/NEO Pad.
5. The iPad/NEO Pad camera may only be used when assigned by a teacher for educational purposes. When assigned, students may not distribute, publish, post, email or share images and/or videos of students, Questa Independent School District personnel or the campus beyond the scope of the assignment. Photos or video taken with the iPad/NEO Pad for academic assignments must conform to the mission and vision of Questa Independent School District.

IV. Prohibited Use

1. Leaving the iPad/NEO Pad unattended on the campus.
2. Exchanging iPad/NEO Pad with another student.
3. Allowing other students to retain or remove the iPad/NEO Pad from their presence.
4. Copying certain Internet materials or reproducing or transmitting materials without the permission of the author or other right-holder.
5. Plagiarizing academic materials. It is the student’s responsibility to respect and adhere to all copyright, trademark and other intellectual rights and trade secrets laws.
6. Using the iPad/NEO Pad for any action that violates existing school rules or public law.
7. Creating, accessing or distributing offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, sexually explicit or other content not aligned with the school’s mission and vision.
8. Use of chat rooms or messaging services not authorized by the teacher for academic use.
9. Accessing sites selling term papers, book reports, and other forms of student work.
10. Spamming: sending mass or inappropriate emails.
11. Gaining access to other students’ accounts, files, and/or data.
12. Use of the school’s internet for financial or commercial gain or for any illegal activity.
14. Sharing passwords, addresses, or other personal information on the Internet without the authorization of a parent or school representative.
15. Using or possessing hacking software.

V. Precautions

1. In consideration for receiving the iPad/NEO Pad from Questa Independent School District, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Questa Independent School District, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates and representatives, from any and all liability, losses, damages, claims, actions and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, guardian, legal representative, or any third party, relating in any way to the use of the iPad/NEO Pad furnished by Questa Independent School District to the student.
2. This iPad/NEO Pad Acceptable Use Policy applies to Questa Independent School District students at all times, whether or not the students are on campus, as Questa Independent School District students are school representatives at all times.

VI. Violation / Consequences

D. Students

1. Students who violate this policy will lose their privileges to access the Questa Schools network during the current semester and including up to permanent loss of privileges, and discipline up to and including expulsion.

We, the Student and Parent/Guardian acknowledge and agree to the stipulations set forth in the above document for the Acceptable iPad/NEO Pad Use Policy for the Questa Independent School District.

Student Name: (Print Name) Grade: __________

Student Signature: __________________________ Date: __________

Parent/Guardian Name: (Print Name) __________________________

Parent/Guardian Signature: __________________________ Date: __________

For School Use Only: This acknowledges that the Questa Independent School District has received the Acceptable iPad/NEO Pad Use Policy for the student listed above for the 20______school year.

Technology Department Signature: __________________________ Date: __________