

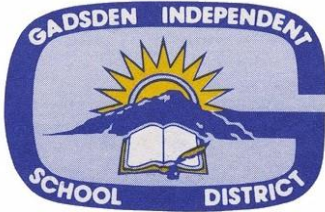
**GADSDEN INDEPENDENT
SCHOOL DISTRICT**

STUDENT HANDBOOK

2012-2013

DRAFT

Efren Yturralde
Superintendent



4950 McNutt Road
Sunland Park, New Mexico

P.O. Drawer 70
Anthony, N.M. 88021
Phone: (575) 882-6200

Dear Parent:

As part of our effort to provide a school which is effective in meeting the academic, emotional and social needs of your son/daughter, we have published this handbook. We are requesting that you read and discuss it with your son/daughter. As educators, we feel strongly that the success of students is dependent upon the cooperation of the school and family in establishing positive educational and behavioral goals for your children.

After you have read the handbook, please sign this letter below and return it to your child's teacher. We will keep it on file as documentation that you and your son/daughter understand what is expected of students when they are in attendance.

If you have questions, please call your child's school principal's office.

Respectfully,

Efren Yturralde
Superintendent

____ I have read and discussed the student handbook with my son/ daughter.

____ I have read and understand my child's and my rights under FERPA

____ I have read and understand my child's rights under PPRA

Parent Signature _____ Date _____

____ I have read and understand the student handbook

____ I have read and understand my rights under FERPA

____ I have read and understand my rights under PPRA

Student's Signature _____

Student's Name (print) _____

Grade _____ Date _____

Tear this page out and return with the appropriate signatures to your teacher

STUDENT HANDBOOK

The purpose of the *Student Handbook* is to give Gadsden Independent School District (GISD) students and their parents an understanding of the general rules and guidelines for attending and receiving an education in our schools. Students, parents, and staff need to be familiar with the *Discipline Policies*, which sets out the consequences for inappropriate behavior. The *Discipline Policies* are required by law and are intended to promote school safety and a positive atmosphere for learning.

This document was developed and reviewed with the assistance of administrators, teachers, students, and parents over multiple years. In case of conflict between Board Policy and the provisions of the *Student Handbook*, the Board Policy most recently adopted by the Board will prevail. Students and parents should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the *Handbook*, which will be obsolete by the newly adopted policy. The *Handbook* is not a contract between the school and parents or students. It can be amended at any time at the discretion of the District. If the District revises the *Handbook* during the school year, the administration will attempt to communicate those changes to parents and students.

The campus administration may impose rules in addition to those found in the *Student Handbook* that apply to their particular campus needs. These rules will be posted and given to students. This *Handbook* is intended to inform all stakeholders of appropriate expectations.

COMPLAINT PROCESS

The District realizes that situations may arise when parents disagree with a decision that affects their child or believe that a policy has been improperly applied to their child. **In general, parent complaints should go through the following steps:**

1. Initially, parent complaints should be brought to the teacher involved or the campus principal/designee.
 - a. Often the problem can be resolved through an informal conference with the teacher or principal/designee.
2. A parent conference will be scheduled with the teacher or principal/designee who will provide a written or oral response as to the determination of the conference.
3. When a conference does not resolve the complaint, the parent may make a written request to the appropriate Associate Superintendent for them to consider the matter.
4. If the problem is not resolved at that level, the parent may make a written request to have the Superintendent consider the matter.
5. If the problem is still not resolved, a written request should be submitted for the Board of Education to consider the matter at its next regular meeting.

Individual Board of Education members *cannot* respond to parent complaints beyond referring the matter to the administration. In order for the Board to take action on a complaint, the established process must be followed. (Board Policies BHD, BEDH)

NOTE: When receiving a call from any one of our campuses, 575-882-6200 will identify the call. If you do not have an answering machine or a message was not left please return the call to your child's school. 575-882-6200 is the number for the administration offices.

MISSION STATEMENT

The Gadsden Independent School District will ensure that all students will learn by putting education first. The district will provide quality educational opportunities conducive to learning that will facilitate students' individual goals.

ACCIDENTS

Accidents should be reported **immediately** to the school nurse. If this is not possible at the time, students are to report **all** accidents to the school principal and/or assistant principal.

ASSEMBLIES AND SPECIAL EVENTS

Assemblies will be held periodically for information and/or entertainment purposes. Students are to walk with their teacher to the assembly, sit in their designated location with the teacher, and exhibit appropriate behavior. Unnecessary talking, horse play, booing, throwing objects, and similar behavior is not allowed and may result in expulsion from the assembly and additional school consequences. Students are expected to show good spirit, sportsmanship, and school pride at all times. After the assembly, students are to walk back to class immediately. Do not stop for restroom or water at this time. Dismissal will be conducted by the administrator or teacher in charge.

ASSIGNMENT OF GRADES

1. Kinder – First grade will use a developmental rubric to report progress to parents.
2. Alpha grades will be used for 2nd – 11th grade beginning 2012-2013. These grade levels will receive alpha grades throughout their high school education.
3. The 0 to 100 numeric range will apply only for seniors 2012-2013. The 0 to 100 numeric range will be based on 0-59 = F; 60 -69 = D; 70-79 = C; 80-89= B; 90-100 = A. This is in line with a previous statement included earlier in this policy “**Grades will reflect academic performance skill levels. Grades will absolutely not be used for disciplinary purposes.**”
4. Pre-AP and AP courses will be weighted based on the following grade scale from 70 to 100 at the end of the course. 11th and 12th grade students AP and Honors will be calculated as they were in the school years 2009-2010.
5. In grades 10 – 12 only (beginning school year 2010-2014) a numeric system of grades (0-100) will be entered by teachers onto an electronic format and will be reported to parents by an electronically produced report card.

GPA will be determined by the total grade points earned. Grade points will be figured based upon the credited courses.

Grade Reporting for Elementary Schools

First – 6th Grade **will use** a standardized alphabetic grading system. Based on A, B, C, D, etc., these grades must be entered in PowerSchool in Teacher grade book.

POLICIES FOR TRANSFERRING CREDITS FROM FOREIGN COUNTRIES AND OTHER SCHOOL DISTRICTS

- 1) Students transferring from Mexico (or countries with similar grading systems) should present their transcript to the counselors to be evaluated as follows:
 - a. Only Grade 3 of *secundaria* (U.S. Grade 9) should be reviewed along with grades 1, 2, & 3 of *preparatoria* (U.S. Grades 10, 11, 12). Only those courses for which the student has earned an A, B, C or D (A = 95, B = 85, C = 75, D = 65, unless percentage grades are on transcript) will be counted for credit. A student may only transfer up to eight (8) credits per year, some of which may be electives.
 - b. The students may transfer half-credits if earned under a semester system.
 - c. Grade conversion: Numerical grades based on a scale of 10 are converted into percentages/letter grades as follows:

$$\begin{array}{l}
 9 - 10 = 90 - 100 = A \text{ (Numerical grades with decimals are not to be rounded off.} \\
 8 = 80 = B \qquad \qquad \qquad A 7.9 \text{ is still } 79, \text{ which equals a } C) \\
 7 = 70 = C \\
 \underline{6 = 60 = D} \\
 0-5 = 50 = F \quad \text{(No Credit Allowed)}
 \end{array}$$

- 2) Student enrolling with transcripts from countries with dissimilar systems will be evaluated on an individual basis.
- 3) **Foreign exchange students may only be classified as 11th grade students and are not eligible to graduate from Gadsden Independent School District.**
- 4) **Persons who have successfully completed the equivalent of U.S. high school in their country of origin are NOT eligible to matriculate in high school in New Mexico.**

PROCEDURAL REQUIREMENT FOR TRANSLATING ALPHA GRADE TO NUMERICAL SCALE

A = 95
B = 85
C = 75
D = 65
F = 55

CLASSIFICATION AT THE BEGINNING OF THE YEAR

- H1** Freshman: (9th) 0—3 credits **First time 9th Graders**
- H2** Sophomore: (10th) minimum of 4 credits English 1, Algebra 1, IS1, U.S. Government/Economics
- H3** Juniors: (11th) minimum of 10 credits and SBA readiness requirements see page 6
- H4** Seniors: (12th) minimum of 18 credits
- ~~Transfer students entering with 19 credits are reclassified in January as seniors~~
- **H3 or H4 need the required 26 credits to graduate**
- **Years in high school will determine expected graduation year. (Graduation Cohort)**

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Report cards are issued every nine weeks, and progress reports every 4 ½ weeks into each nine week period.

Parents who do not want their child's name published in an honor roll list will need to notify the principal of the appropriate school.

GRADUATION CREDIT AND HOME SCHOOLING

New Mexico Statutes require any person operating or intending to operate a home school to notify the Secretary of Education of the establishment of a home school within thirty (30) days of its establishment and to notify the Secretary of Education on or before April 1st prior to each subsequent year of operation. Graduation credit will only be given to home school students upon the receipt of a transcript from an accredited online and/or correspondence school, as required by Public Education Department regulations. For online information on Home Schooling- <http://ped.state.nm.us/HomeSchools/index.html>

CREDIT FOR HIGH SCHOOL COURSES AT THE MIDDLE SCHOOL

At the present time, Gadsden I.S.D. offers the following courses that students can take at the Middle School level that will earn them High School graduation credit. Those courses are:

- English 1 (1.0 credit)
- Algebra 1 (1.0 credit)
- Geometry (1.0 credit)
Pilot STMS
- General Computer Applications (1.0 credit)
- Spanish 1 (1.0 credit)
- Spanish 2 (1.0 credit)
- PREPS (maximum of 3.0 credits) offered at NMSU
- New Mexico History (1.0 credit)

Qualifying Steps for Placement into Various Courses

To be eligible for placement into English 1, Algebra 1, and Geometry (STMS) students must meet the following eligibility criteria:

- Step 1: Students qualify automatically if their performance on the New Mexico Standards-based Assessment (NMSBA) receives a rating of Advanced in Language Arts and/or Mathematics.
- Step 2: Students whose performance on the New Mexico Standards-based Assessment (NMSBA) receives a rating of proficient in Language Arts and/or Mathematics may still be considered. If the student is referred to the Student Assistance Team (SAT) for placement, the committee will consider the student's grades and teacher recommendation and any other previous standardized tests. These students will qualify on the recommendation of the SAT after considering this information. If the student still does not qualify, the end of the book test in Pre-Algebra or a Language Arts Department test may be added to the student's profile and the SAT may reconsider approval of the placement.

Credit for High School Classes will be awarded as follows:

1. In order to receive High School credit, the student must pass with a 60% or above in Algebra 1, English 1, Geometry (STMS), Spanish 1, Spanish 2, New Mexico History and General Computer Applications

**Note: A mid-term and an end of course exam will be administered for all high school credit courses.*

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STUDENTS MAY NOT TAKE THESE COURSES AGAIN AT THE HIGH SCHOOL LEVEL IF THEY HAVE ALREADY PASSED THEM AT THE MIDDLE SCHOOL LEVEL (As per 6.30.2 NMAC- "A student cannot take the same course twice for credit.")

Notice of Credit for these courses will be transmitted by an official letter/transcript from the middle school and sent to the Office of Superintendent, and the corresponding High School Principal and Counseling Department Chair.

ATTENDANCE

According to school board policy, students must be in attendance 94% of the time.

- Parents must call the appropriate school attendance office each time the student is absent.
- The parents will have 24 hours to call, e-mail, send note, or report absences in person after the return of the students.

Criteria for Excused Absences

1. Personal Illness
2. Professional appointments that cannot be scheduled outside the regular school day.
3. Serious family or personal problems.
4. Death in family

It is the student's responsibility to request any and all work missed due to excused absences, including suspensions.

- A student with an excused absence shall have at least one school day to make up work for each day the student is absent, and may have more time at the discretion of the teacher. A student with an excused absence who does not make up assigned work within the specific time will receive a grade of zero for the assignment(s).
- Parents are strongly encouraged to notify the office of student absences, including suspensions, and pick up work during the absence.

Students who are absent 5% of the course length ~~day~~ are in danger of **losing credit** at the high school level or **retention** at elementary and middle school level.

- Parents may appeal this loss of credit or retention to the appropriate administrator.
- Parents will be notified of a student's absence from school if the parent has not contacted the school.
- **All schools** will notify parents of absences after the 3rd and 5th absence from school.
- School sponsored activities are exempt from the attendance policy.
 - School sponsored means any activity in which the sponsor is in attendance or transportation is paid by the school district.
 - Specific students are designated by the sponsor to be in attendance at the activity.
- Suspension days do not apply to the 7-day loss of credit.
- **Ditch days are not school sanctioned** and appropriate disciplinary measures will be applied.

BELL SCHEDULE

Each school will provide a separate bell schedule for their starting and ending times and class schedule.

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BREAKFAST AND LUNCH

All students eating breakfast in the school cafeteria must remain in the cafeteria until they have completed their meal. All students are entitled to have access to a lunch period. When students are dismissed for lunch, they are to proceed to the cafeteria in a quiet, orderly and polite manner. All students must eat their lunch in the cafeteria unless they brought their lunch to school. Students are not to loiter in the cafeteria after they have eaten, except for during bad weather. Each student must take care of his/her own trash, tray, plate, etc. and must follow all cafeteria regulations. No soft drinks will be allowed in the cafeteria during lunch. Upon leaving the cafeteria, students must remain in designated areas and **may not leave campus**. All students are entitled to a free breakfast and lunch in the school cafeteria.

BULLYING- Policy Prohibiting Bullying, Intimidation, and Hostile or Offensive Conduct

Policy ACA – (1) Adopted: 9/23/09; Amended: 8/26/10; 3/10/11; 04/28/2011. CROSS REF.: A-0300/ACA - Sexual Harassment; JII– (1) – Policy on Electronic Communication Devices, and J4611/JKR – Student Discipline.

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 bullying, violence, stalking, threats, name-calling, intimidation, and unlawful harassment.

A. Definitions

1. “Unlawful harassment” means verbal or physical conduct 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. Sexual harassment of students and hazing are addressed by separate Board policies. See Policy A-0300-ACA.
2. “Bullying” or “intimidation” 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, verbal or physical confrontation, threats, stalking and name-calling.
3. “Name-calling,” means the chronic, habitual, or recurring use of names or comments 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 are clearly unwelcome, inappropriate, or offensive by their nature.

B. Prohibitions

1. It is the policy of the Board of Education to prohibit violence, threats, name-calling, bullying, 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. The Board and Superintendent will not tolerate such victim-based misconduct by students or staff.

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2. No person shall be subject to reprisals for good faith reporting, or participating in the investigation, of a potential violation of this policy.
2. No employee or student may knowingly give false reports or information under this policy.

C. Reporting

1. 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 the principal or assistant principal of the school.
2. 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, shall notify his or her principal, or the superintendent, of such observation or report in writing as soon as possible.

D. Investigation

1. All reports of physical or verbal misconduct in violation of this policy shall be promptly investigated by the school principal or his/her designee.
2. Principals who receive complaints of bullying shall investigate such complaints, and shall report the complaints, the scope and elements of their investigations, the findings of their investigations, and actions they propose to take, if any, to the Superintendent for approval within 10 school days of receipt of such complaints. The Superintendent will respond to such submissions within five school days, approving the proposal or directing further or different action.
3. 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.

E. Confidentiality

The identities of those reporting violations of this policy and those cooperating in the investigation of alleged violations shall be kept confidential to the extent consistent with the requirements of a full and fair investigation, the due process rights of persons charged with violations, and state and federal law.

F. Sanctions

1. Any employee who is found to have engaged in conduct prohibited by this policy, or to have failed to discharge a duty imposed by this policy, 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 who is found to have engaged in conduct prohibited by this policy shall be subject to discipline, including, but not limited to suspension or expulsion, subject to

applicable procedural requirements, and to any applicable limitations imposed by state and federal disabilities law.

3. 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 suspension without pay, recommend dismissal, or imposed other appropriate discipline

G. Publication

This policy shall be published in the Board's policies manual and on the District's website. A summary of this policy shall be published each year in all student and employee handbooks.

H. Student Instruction

The Superintendent or his/her designee shall ensure that District education programs address bullying and related issues encompassed by this policy. The principal of each school is responsible for the implementation of an education program regarding bullying to include the reading of policies ACA-(1) and JII-(1) to all students the first week of a school year. The policies ACA-(1) and JII-(1) will be published in the Student Handbook.

BUSES

Bus drivers are in charge of students while they are on school buses. Poor behavior may result in the loss of bus privileges and/or school sanctions. Among State Department of Education school bus conduct regulations are the following:

1. The driver is in charge of pupils when they are riding in the bus. The pupils must obey the drivers promptly. Pupils who do not obey rules and regulations may be reported to school officials. Transportation privileges may be revoked by school officials and/or bus contractor.
2. Pupils should never stand in the traveled portion of the roadway while waiting for the school bus.
3. Pupils who are compelled to walk a distance to meet the bus must walk on the side of the road to their left facing traffic, except on divided highways.
4. Pupils are not to carry on unnecessary conversations with the driver while the bus is in motion.
5. Use of tobacco or alcohol in any form shall not be permitted.
6. Pupils shall not get on or off the bus or move about while the bus is in motion
7. Pupils must occupy the seats assigned to them by school officials or the bus driver. Pupils in less desirable seats may move into more desirable ones when the pupils assigned to the seat are not in the bus, and such moving may be done only when the bus is stopped and with the driver's approval.
8. Pupils shall not at any time ride on the outside of the school bus.
9. Pupils must not open or close bus windows without permission of the driver.
10. Pupils must not extend their hands, arms, heads, or bodies through the bus windows.
11. Pupils will not be permitted to throw any items inside or outside the bus while riding the bus.

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12. Pupils engaging in misconduct at the bus stop on their way to school or from school will be subject to disciplinary measures by school administration.
13. Balloons will not be allowed on bus to or from school.

CAMPUS CLEANLINESS

Students are to keep the campus clean at all times and dispose of any trash in appropriate containers provided by the school.

CELL PHONES- Policy on Electronic Communication Devices JII – (1)

Adopted: September 23, 2010; Amended 04/28/2011. Cross Ref: A-0300/ACA - Sexual Harassment and J4611/JKR – Student Discipline. **See School Policy on Procedures.**

A. Introduction

The Board of Education recognizes that cell phones and pagers can play a vital communication role during emergency situations at school and in a student’s family. The unauthorized use of cell phones and pagers in school situations can be disruptive to the educational environment and is not acceptable. Students will be permitted to carry cellular phones, ECD’s, on school grounds during the instructional day. Cell phones will remain in the off position and not accessed during the instructional day and may only be used for emergency purposes upon approval of a staff member **or during their scheduled lunch.** Emergency phones are available for student use at all school offices and may be accessed by gaining permission from school staff or administration.

The School District shall not be responsible for loss, theft, or destruction of electronic communication devices and/or their contents brought onto school property.

B. Definition

1. “Paging device” is defined as a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.
2. “Portable telephone” is defined as a cellular phone or comparable communication device that is not connected to a standard telephone outlet or permanent connector which receives and/or transmits signals from a dedicated communication link or cellular network or from a wireless network or link connected to the Internet. (These electronic communication devices will be referred to as “ECD” in this Policy).
3. “Sexting” is defined as the act of sending, receiving, forwarding, viewing, or reading any sexually explicit images, text messages, photo messages, video messages, or voice messages via ECD, computer, or other digital device. Sexting includes messages, photos, and images being further disseminated through e-mail and internet-based social networking websites well beyond their original intended recipients. The images contained in any message, photo or image can depict real images or animation under this definition.
4. “Sexually Explicit” is defined in this Policy as actual or simulated sexual intercourse, whether between persons of the same or opposite sex or the lascivious exhibition of the

genitals or the exhibition of the socially-accepted private or public area of any person, including the female breasts and buttocks or substantial portion of the body part. Under this definition, the individual or individuals depicted in any image need not be naked, but the individual must be in some state of being unclothed.

C. Prohibitions

1. Students shall not use a remotely activated paging device or portable telephone or ECD while on school property and while attending a school-sponsored academic activity on or off school property or off campus in a manner that is disruptive of the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, ECDs in the possession of a student shall be used only as set forth in this Policy. The school administrator may grant written permission for the use of such a device by a student if the student or his/her parent or guardian establishes, to the satisfaction of the administrator, that a reasonable basis exists for the use of the device.
2. Under no circumstances shall students use or access an ECD during assemblies, emergency drills or other school evacuations.
3. During periods of testing and other student-evaluations, teachers and/or school administrators may request that students remove all devices from their possession, either by placing them in their backpack or placing them outside the direct possession of the student during the testing. Any use of an ECD during testing will be considered cheating and will be addressed accordingly. Please refer to Board Policy J4611, Academic Dishonesty.
4. Sexting is considered inappropriate for the school setting and therefore strictly prohibited on school grounds, at any and all school-sponsored events or at other times when such conduct causes or is reasonably anticipated to cause disruption of the educational setting whether occurring on or off campus. The sending, sharing, viewing or possessing pictures, e-mails or other material of a sexual explicit nature (sexting) in electronic or any other form on a cell phone or other ECD is strictly prohibited in the school setting. In some cases, Sexting is Sexual Harassment or Bullying and will also be addressed under those Policies. Please refer to Board Policy ACA, Student Sexual Harassment, Board Policy ACA, Employee Sexual Harassment and/or Board Policy ACA, Bullying, Intimidation, and Hostile or Offensive Conduct.
5. The use of Personal Digital Assistant devices and laptop computers for instructional purposes is generally permitted, but the Administration and/or the classroom teacher may limit their possession and use consistent with curriculum of the School District and to maintain general order in the classroom.
6. Students are not allowed to have laser pointers on school property.

D. Investigation

1. All reports of a violation of this Policy shall be promptly investigated by the school principal or his/her designee or by the Superintendent of Schools or his/her designee and in the case of sexting shall report the violation immediately to law enforcement and shall notify the parents of all students involved in sexting as soon as appropriate as determined by the school principal or his/her designee or by the Superintendent of Schools or his/her designee. The Superintendent of Schools shall promulgate procedures for the complete and proper investigation of violations of this Policy, specifically sexting to ensure the protection of evidence of sexting while limiting the exposure of the evidence to individuals without the need to know for the purpose of investigating, adjudicating and imposing student discipline.
2. School principals who receive complaints of a violation of this Policy shall investigate such complaints, and shall report the complaints, the scope and elements of their investigations, the findings of their investigations, and actions they propose to take, if any, to the Superintendent for approval within 10 school days of receipt of such complaints. In the case of sexting, the school principal shall report the complaints immediately to Superintendent of Schools and to law enforcement and the scope and elements of their investigations, the findings of their investigations, and actions they propose to take, if any, to the Superintendent for approval within two (2) school days of receipt of such complaints. The Superintendent will respond to such submissions within the next school day, approving the proposal or directing further or different action.
3. In assessing the existence of a violation of this Policy and the appropriate discipline to be imposed, the Superintendent's procedures shall set forth to the principal or designee that he or she 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.
4. The Superintendent of Schools shall promulgate procedures for parents/legal guardian or a student over the age of majority to request use of an ECD that would otherwise violate this Policy. If a parent/legal guardian requests that his/her son or daughter or a student over the age of majority request to be allowed to use an ECD, the other applicable portions of this Policy must be followed.
5. If a staff member discovers a student using an ECD during the instructional school day, he/she shall report the violation to a school administrator who shall confiscate the ECD and contact the parent/legal guardian. Repeated violation of this Policy shall result in the prohibition of the possession and use of an ECD in the future while on school property.

E. Confidentiality

The identities of those reporting violations of this Policy and those cooperating in the investigation of alleged violations shall be kept confidential to the extent consistent with the requirements of a

full and fair investigation, the due process rights of persons charged with violations, and state and federal law.

F. Sanctions

1. Any employee who is found to have engaged in conduct prohibited by this Policy, or to have failed to discharge a duty imposed by this Policy, shall be subject to sanctions, including, but not limited to, reprimand, suspension, termination, or discharge, subject to applicable procedural requirements.
2. Any student who is found to have engaged in conduct prohibited by this Policy shall be subject to discipline, including, but not limited to suspension or expulsion, subject to applicable procedural requirements, and to any applicable limitations imposed by state and federal disabilities law.

G. Publication

This Policy shall be published in the Board's policies manual and on the School District's website. A summary of this Policy shall be published each year in all student and employee handbooks.

H. Student Instruction

The Superintendent or his/her designee shall ensure that District education programs address ECD and related issues encompassed by this policy. The principal of each school is responsible for the implementation of an education program regarding the use of ECD and Sexting to include the reading of policy JII- (1) to all students the first week of a school year. The policy JII - (1) will be published in the Student Handbook.

CHILD FIND

The Gadsden Independent School District has an affirmative, ongoing, obligation to identify, locate and evaluate all children with disabilities residing within the jurisdiction of the district who either have or are suspected of having disabilities and need special education as a result of those disabilities. Child Find applies to all children of public school age regardless of severity of the disability, whether a child is in the custody or under the jurisdiction of any public or private agency or institution, or whether a child has never attended or will never attend public school. Child Find requirements also apply to highly mobile children such as migrant and homeless children, and children who are suspected of having a disability, even though they are advancing from grade to grade. School district personnel, a private or public agency or institution, or a parent may initiate a referral for a replacement evaluation by contacting the administrator of the child's home school, if the child is currently enrolled in the district, or by contacting the Special Education Department at 575-882-6221.

CLOSED CAMPUS (LATE ARRIVAL & EARLY DEPARTURE)

Students are not allowed to leave the campus at any time during the school day without written parent permission and approval of the administration.

All people (parents, siblings, other family and non-district personnel) wishing to see an enrolled student must report to front office and follow school procedures.

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- **Anyone needing to see or sign out a student must present a valid picture ID, and must be listed on the contact information.**

A sign-in and sign-out list will be placed in the main office for parents and must be used prior to students entering or leaving school during the day.

- Students **arriving late** must sign in at the front office
 - Students at the **elementary and middle school level** must be escorted in and signed in by a parent/guardian.
 - Students at **middle and high school** level may sign themselves in.
- Students **leaving early** must sign out at the front office
 - All students **under the age of 18** must be checked out in person by parent/guardian
 - Any student **over 18 may sign** themselves out at the front office with permission of administration.
 - All students leaving campus will be issued a pass/permit by the attendance office to leave campus.

Students may not bring visitors to school at any time.

Any student not enrolled in school will be issued a trespass warning for first offense; second offense will be issued a citation by local authorities.

CONCESSION STAND

~~The Concession Stand is a privilege for student use. It will be open at the discretion of the administration during authorized times only. Students are expected to keep the campus clean at all times and dispose of all trash and debris in appropriate containers.~~

COURSE FEES

See high school and middle school pre-registration handbook.

DELIVERIES TO STUDENTS

Students are **not allowed** to receive outside deliveries for special events and occasions to include, but not limited to the following: Birthdays, Valentine's Day, Holidays, and Anniversaries, etc. Parents may bring necessary items to the school example: PE clothes, Homework, Text books, Uniforms, etc. These items will be delivered to the students by school staff.

DISCIPLINE POLICIES

Prohibited Activities: The commission of or participation in the activities designated and defined below is prohibited in all New Mexico Public Schools and is prohibited for students whenever they are subject to school control.

Acts Prohibited By This Regulation:

- Criminal or delinquent acts
- Disruptive conduct
- Refusal to identify self
- Refusal to cooperate with school personnel
- Disruption of school
- Damage or destruction of school and/or private property
- Assault on a school employee, student or other person not employed by the school

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- Possession or use of weapons or dangerous instruments (GISD Policy JICI)

(Note that GISD Policy JICI requires that individuals found in possession of firearms shall be suspended from the Gadsden schools for not less than one (1) year. A "firearm" is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device. A weapon to include but not limited to sling shots, BB gun, cross bows, or pellet gun.)

- Possession, use, transmission, or being under the influence of a narcotic, drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind
- Repeated refusal to obey lawful directions
- Deviation from scheduled program
- Distribution or sale of unauthorized materials
- Sexual harassment (GISD Policy ACA, ACA-(1), JII-(1))
- Hazing (GISD Policy JICF-R)
- Bullying □ (GISD Policy JII-EB)

Regulated Activities: Beyond those activities designated above as prohibited, all other areas of student conduct may be regulated within legal limits by school boards as they deem appropriate to local conditions. Conduct by non-students that affect school operations may be regulated with legal limits pursuant to any of the forms of authority such as the New Mexico Criminal Code or the Liquor Control Act.

Activities Subject to Local Board Regulations: Within legal limits include, but are not limited to:

- School attendance
- Use of and access to the public school, including
- Restrictions on vehicular traffic on school property
- Prohibition of or conditions on the presence of non-school persons on school grounds or in school buildings while school is in session
- Reasonable standards of conduct for all persons attending school-sponsored activities or other activities on school property
- Student dress and personal appearance
- Use of tobacco in the public schools
- Speech and assembly within the public schools
- Publications distributed in the public schools
- The existence, scope, and conditions of availability of student privileges, including extracurricular activities and rules governing participation.

Basis for Disciplinary Action: A student may appropriately be disciplined by administrative authorities in the following circumstances:

1. For committing acts prohibited by this regulation, if the student knew or should have known that the conduct was prohibited;
2. For violating valid rules of student conduct established by the local school board or by an administrative authority to whom the board has delegated rule making authority, if the

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student knew or should have known of the rule in question or that the conduct was prohibited;

3. For committing any act that endangers the health or safety of students, school personnel, or others for whose safety the public school is responsible, or for conducts which reasonably appears to threaten such dangers if not restrained, regardless of whether an established rule of conduct has been violated.

Selection of Disciplinary Sanctions: Within legal limits, local school boards have discretion to determine the appropriate sanction(s) to be imposed for violations of rules of student conduct, or to authorize appropriate administrative authorities to make such determinations.

1. School Discipline and Criminal Charges
2. Non-discriminatory enforcement
3. Short Term Suspension (1-9 days by building administration)
4. Long Term Suspension (10 days and more, may be for one year, requires a disciplinary hearing)
5. Expulsion (permanent removal from any GISD school for life, requires a disciplinary hearing)
6. If a student is placed in the Alternative Program during the second nine weeks of a semester then they will be at the alternative school remainder of that semester and the following semester.
7. Detention, Suspension, and Expulsion; suspensions or expulsions of special education students shall be subject to the further requirements of the following subsection:

Discipline of Special Education Students:

The public schools are required by federal and state law and regulations to meet the individual educational needs of exceptional children. Accordingly, before a long-term suspension or expulsion may be imposed on a special education student, an I.E.P. meeting must be held to evaluate whether the behavior at issue is a result of the student's disability and whether the student's program is appropriate. A special education student's individual educational plan (I.E.P.) may prescribe individualized disciplinary options, consequences or procedures or contain an appropriate behavior management plan.

1. Long-term suspension, successive short-term suspensions, or expulsion of students who have been determined to be eligible for special education services may constitute a change in educational placement and therefore, require special procedures. Such actions shall be governed by the procedure contained in State Board of Education regulations. An I.E.P. meeting must be convened prior to a hearing on long-term suspension or expulsion or if cumulative short-term suspensions exceed ten (10) school days during the school year.
2. Under emergency circumstances, a special education student can be removed from campus on a short-term basis.
3. Special Education services shall not be terminated due to long-term suspension or expulsions. If the I.E.P. committee and the hearing officer decide that the regular school attendance is not appropriate, alternative instruction in the areas of the student's exceptionality as set forth in the I.E.P. must be offered.

DISCIPLINE SECTION ADDENDUM - Disturbing the educational process
SPECIFIC CATEGORIES AND CONSEQUENCES OF OFFENSES

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LEVEL I: OFFENSES

Student conferred and parent notified by teacher; referral to counselor; copy given to administration.

- A. Being involved in an isolated instance of insubordination
- B. Failing to conform to classroom or school rules
- C. Using inappropriate, vulgar, or obscene language/gestures
- D. Defacing/damaging school property up to the value of \$10.00
- E. Engaging in physical contact inappropriate to school environment
- F. Loitering, being in restricted area of campus, or absent from class or school activity without authorization.
- G. Running, pushing, shoving, littering, throwing an object (which is not part of the supervised activity) or cutting in line.
- H. Producing loud/unnecessary noises
- I. Eating, drinking, or gum chewing in unauthorized areas
- J. Failing to complete assignments, have needed materials, or return school forms
- K. Violating safety rules
- L. Engaging in any other comparable offense that disrupts the school environment or educational process and that does not require administrative intervention

LEVEL I: DISCIPLINE OPTIONS

Options at this level include, but are not limited to:

- A. Verbal or written reprimand/warning
- B. Student/teacher conference
- C. Time-out in classroom
- D. Withdrawal of privileges
- E. Changing seat assignment
- F. Telephone call or note to parent, legal guardian
- G. Parent/Teacher conference
- H. Detention
- I. Counselor referrals
- J. Duty assignment
- K. Other similar discipline management techniques may be designed by the principal or designee as deemed appropriate to the offense.

LEVEL I: DISCIPLINE PROCEDURES

- A. Intervention should be immediate and consistent and should be handled by any school employee who observes the misbehavior.
- B. For classroom misbehaviors, a record of offenses and disciplinary actions shall be maintained by the teacher and the administration. For each offense, the teacher shall send written notification to the parent of the infraction.
- C. Repeated violations shall result in a more severe response and/or referral to Level II. The principal or designee may determine that Level II disciplinary options are required for the misconduct.

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LEVEL II: OFFENSES REQUIRING ADMINISTRATIVE ACTION

- A. Repeated violation of classroom/school rules or Level I offenses
- B. Failure to follow a directive
- C. Use of inappropriate, vulgar or obscene language or gestures to staff
- D. Ditching - *Send copy to counselor*
- E. Smoking – Possession or use of tobacco products
- F. Violating bus rules
- G. Truancy or tardiness
- H. Possessing or using certain prohibited articles, such as cellular phones, pagers, beepers, or similar communication devices
- I. Damage to school property up to a value of \$20.00
- J. Gambling
- K. Leaving school grounds or educational setting without permission
- L. Loitering, littering, trespassing, or vandalizing school property on the way to or from school
- M. Engaging in any other comparable offense that disrupts the school environment or education process and requires administrative action

LEVEL II: DISCIPLINE OPTIONS - *Options at this level include, but are not limited to:*

- A. Administrative conference with student
- B. Restitution for damage
- C. Counselor referral
- D. Parent conference
- E. Telephone call or note to parent/legal guardian
- F. Loss of privileges
- G. Detention
- H. Confiscation of device
- I. Reassignment of class
- J. Campus Alternative Program
- K. Loss of bus privileges
- L. Special assignments, school/community service
- M. Notification of outside agency and/or police, with filing of charges, when appropriate
- N. Other similar discipline management techniques deemed appropriate by principal or designee
- O. Up to 5 days suspension or S.A.C./I.S.S.
- P. Up to 9 days suspension or S.A.C./I.S.S.
- Q. Possible long-term suspension

LEVEL II: DISCIPLINARY PROCEDURES

- A. A Student Discipline Report must be completed for each infraction and may be initiated by any school employee. For each offense, written notification, not to exceed one page, must be sent to the parents within twenty-four hours.

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- B. The principal or designee will investigate the infraction(s) and, if necessary, confer with the person initiating the report.
- C. The principal or designee will give the student an opportunity to explain his/her version of the incident.
- D. The principal or designee will determine the disciplinary action to be taken, record the action taken on the Student Discipline Report, and distribute copies.

LEVEL III: OFFENSES REQUIRING ADMINISTRATIVE ACTION
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Level III offenses committed while on school property or while attending school sponsored or school related activity on or off school property include, but are not limited to the following:

- A. **Inciting a fight or fighting 1st - 2nd offense recommendation for long-term suspension**
- B. Arson
- C. Assault and Battery
- D. Possession of weapons or "look-a-likes".
- E. Illegal substance or "look-a-likes".
- F. Forgery or any tampering with notes excusing absences, or with official school documents or records.
- G. Robbery or theft
- H. Vandalism
- I. Smoke bombs, stink bombs, firecracker
- J. Cyber sexting
- K. Bullying
- L. Gang Affiliation/Activity/Dress/ Membership or solicitation of membership in a gang
- M. Engaging in conduct that is punishable as a felony, misdemeanor or delinquent act.
- N. Engaging in conduct that constitutes a threat of retaliation against any school employee, for actions taken in discharge of the employee's duties regardless of time or place.
- O. Engaging in conduct that constitutes assault or battery on school personnel
- P. Engaging in conduct that threatens or puts at risk the health, safety or welfare of school personnel, students or school property.
- Q. Selling, giving, or delivering to another person, possessing or using, or being under the influence of the following:
 - marijuana
 - drugs defined as controlled substances under state or federal law (including, but not limited to, cocaine, crack, amphetamines, heroin, PCP, hallucinogens, inhalants, legal prescriptions or over the counter drugs used or possessed or distributed for unauthorized purposes and imitation, counterfeit, look-alike substances, or drug related paraphernalia).
- R. Selling, giving, or delivering to another person an alcoholic beverage. Committing an offense hereunder; possessing, or being under the influence of alcohol.
- S. Engaging in conduct that constitutes inhalation or abuse of glue or aerosol paint.
- T. Engaging in conduct that constitutes a sexual offense under state law including indecent exposure.
- U. Repeated or combined Level I or II offenses
- V. Unruly, disruptive or abusive behavior which seriously interferes with a teacher's ability

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to communicate effectively with other students in the class or with the ability of classmates to learn, or disrupts a school activity.

- W. Displaying or distributing materials not approved by school officials
- X. Insubordination (failing to comply with the lawful directives of school personnel)
- Y. Intentionally engaging in disruptive activities on school property, or at a school sponsored activity.
- Z. Disruption of the transportation of students to or from school or during a school sponsored Activity.
- AA. Sexual harassment
- BB. Verbal abuse or profane language including name calling and racial or ethnic slurs
- CC. Extortion, coercion, blackmail
- DD. Hazing
- EE. Engaging in any comparable offenses that disrupt the school environment or educational process that requires administrative action

Consequences of offenses:

- Level III offenses can result in imposition of Level I or Level II consequences, long-term suspension, and permanent expulsion.

LEVEL III: DISCIPLINE OPTIONS

Administration discipline options for Level III offenses for the following, but not limited to:

- A. Reassignment of classes
- B. In-School Suspension
- C. Campus Alternative Program, if available
- D. Short-term or long-term suspension
- E. Any other similar discipline management technique
- F. Notification of police, with filing of charges when appropriate
- G. Voluntary enrollment in a residential drug or alcohol rehabilitation/treatment program. The terms of placement prohibit the student from attending or participating in a school-sponsored or school-related activity.
- H. Permanent expulsion from all school programs.

LEVEL III: DISCIPLINARY PROCEDURES

- A. A Student Discipline Report must be filled out for every offense. This report may be initiated by any school employee.
- B. For each offense, written notification, not to exceed one page, must be sent to the parents within twenty-four hours.
- C. The principal or designee reviews reports of the student's behavior. If it is found that the student's behavior does not constitute a Level III behavior, the student may be disciplined using Level II options.
- D. If the principal or designee concludes that the student's behavior constitutes a Level III violation, he/she shall advise the student that the records indicate the student's conduct meets the guidelines and that he/she is considering suspension or removal of the student to an alternative education program, if available.

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- E. The student must be afforded an opportunity to respond to the principal or designee concerning whether the student's conduct meets the guidelines for a Level III offense.
- F. Before suspending a student, the principal shall consider reasonable alternatives. If, after administering due process, the principal or designee determines that suspension is the most appropriate alternative, the principal or designee is not required to precede the suspension with another disciplinary action. The parent, guardian, or adult student is notified, and a copy of the student discipline report is given to the student for delivery to the parent or guardian. The student is excluded from attending any school functions or being on or about school property without the principal's permission during the time the student is suspended.
- G. If after administering due process, the principal or designee proposes the student's placement into an alternative program, if available, the parent, guardian, or adult student is notified by letter of the proposal. The letter shall advise the parent, guardian, or adult student that a hearing has been scheduled to be held within the next three school calendar days, and shall specify the date, time, and place of the hearing. The hearing may be postponed to a later date and time upon request of the parent or guardian.
- H. Long-term suspension or expulsion shall be subject to procedures set forth in GISD Policy JKD.
 - The above outline offers a guideline for all G.I.S.D. schools. The administration can make adjustments or variations depending on individual differences or circumstances. Suspensions may continue into a new school year. *Please refer to the addendum to this section for more detailed descriptions of offenses, consequences, and disciplinary procedures.*

DRESS CODE

The campus administration has the authority to determine appropriate dress and make changes as needed. For the safety of students, a dress code needs to be followed. Dress and grooming have a definite bearing on attitude and behavior. Learning how to dress within the bounds of propriety, decency, and social acceptability is a part of each student's education.

The following items of clothing will not be allowed on any school campus in the Gadsden Independent School District. Shirts unbuttoned

- Oversize baggy pants - Pant leg not to exceed 5" extended from leg
- Clothing sizes will match the bodies on which they are worn. Pants are to be secured at the waist, using a belt or suspenders, if necessary. Shoes are the only item of dress that may be worn touching the floor or ground.
- Clothing or articles with wording, pictures, or acronyms that promote alcohol, the occult, tobacco, drugs, profanity, sexually suggestive, gang affiliation or are defamatory of any individual or group.
- Clothing colors and articles which are gang related as determined by each school's administration will not be allowed.
- Military type buckles with initials and/or belts with dangling ends
- Bandanas or "colors"
- Hairnets
- Skirts/shorts less than mid thigh length or "hot pants"
- Undershirts worn as outer garments, tank tops or muscles shirts (width of a strap should be

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- 3" or more)
- Steel-toed shoes or boots
- Jewelry or accessories that could be used as a weapon (e.g. wallet chains, studded articles)
- Blouses and Shirts need to be appropriately worn.

Prohibited manner of wearing clothing:

- Belts or trousers below the waist line
- Low cut tops
- Bare or exposed midriffs
- Hats/caps and head gear may be worn outside school buildings. No hairnets are allowed.
- Sunglasses without doctor's prescription

Pants:

- Crotch seam should be in close proximity to body. Anything in excess of space for comfort where a sag is evident (2"+) is "sagging".
- Waist is excessive when pucker or overlap in excess of 3" is evident.
- Pants worn so low that waist line would expose several inches (3"+) of underwear or flesh below normal waist line.
- Length and/or flare is excessive when cuff covers shoe and/or is stepped on by either toe or heel of shoe.

For safety, footwear must be worn at all times and must be appropriate. **Due to safety issues, flip flops are not recommended and may be restricted by the school administration.**

School Interpretation for Inappropriate Dress

Any student wearing inappropriate clothing as determined by administration will receive one of the following consequences:

- Wear appropriate clothing provided by the office, if available.
- The inappropriate clothing will only be returned when a parent/guardian comes to the school and returns the replacement clothing.
- Have appropriate clothing brought to school.
- Be sent home with parental permission or remain isolated for the remainder of the day or suspended.

EDUCATIONAL SERVICES FOR GIFTED STUDENTS

The Gadsden Independent School District offers services to students who qualify as gifted through the Special Education Department. For information on referral/screening procedures, eligibility requirements and program options, contact the Special Education Department at 575-882-6221. Teachers and parents can refer students to the RTI Team for consideration and evaluation in the Gifted and Talented Program. A brochure is available at each campus. For additional information see an administrator on campus.

ELIGIBILITY FOR ATHLETICS AND ACTIVITIES

The following eligibility requirements apply to all students in school sponsored activities or athletics:

1. Schools will follow NMAA rules.
2. The Cumulative Provision may only be applied to the beginning of a semester, and only semester grades are used. This provision must be petitioned by the Athletic Director to the NMAA prior to

eligibility being granted. Specific grade periods 6 or 9 weeks are not applicable to this provision. During the **current semester** the student may not fail more than one class and maintain GPA of 2.0 or better per grading period during the semester.

3. Students entering the ninth grade for the first time will be eligible through the first grading period.
4. A student who loses credit due to 7 or more unexcused absences will be denied participation until the appeal is heard.

EMERGENCY PROCEDURES

All sites have an All Hazards Team and a specific Hazard Plan. This plan will be available for review at each site, and students will be instructed on emergency procedures.

FEES AND FINES

Students are responsible for ensuring that all fees, fines, and charges due ~~accrued~~ are paid. Upon withdrawal or graduation all debts must be cleared. No records or graduation diplomas will be released until all debt is cleared.

Board Policy (IKFB/I-7450) students may not participate in the commencement exercises unless they have successfully completed the requirements for graduation and paid all fees, fines, and charges due.

FIRE DRILL

All students will follow fire drill rules and procedures as posted at each individual school campus.

FOOD & BEVERAGE

No food, beverages or candy will be taken into and/or consumed in any classroom during any instructional period without the permission of the Administration as per the wellness guidelines.

GUIDANCE SERVICES

The school counselors are available to help students be successful in school and solve personal problems. Classroom, group, and individual guidance services are provided. Please check with the Counseling Office for appropriate procedures to sign up for services

HALL PASSES

Students must have an official pass issued by a teacher, administrator, counselor, or other authorized adult staff member to be excused from classroom or other official responsibilities. Students in the halls or on campus without a pass will be considered truant and disciplinary sanctions will apply.

HALLS

Students may not enter the building prior to the first bell, unless they have a pass. Students are to be in the cafeteria or a designated area during meal times. Exceptions will be made for inclement weather and announced over the P.A.

HAZING

The Gadsden Independent School District (GISD) Board of Education prohibits 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.

A. Definitions

1. 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.
2. Such contact, restraint, requirement, encouragement, or subjection shall not be considered hazing when it is a recognized part of the particular sport or activity of the class, team, group or organization.

B. Prohibitions

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

C. Enforcement and Reporting

1. 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.
2. Any student who believes he or she has been the victim of hazing shall report the matter to the school principal or the superintendent.
3. 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.

D. Investigation

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

E. Discipline

1. 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.

2. Employees who fail to enforce the prohibition against hazing, as set forth in paragraph C, shall be subject to discipline according to applicable procedural requirements. Such discipline may include reprimand, suspension, discharge, or termination.

HOMEWORK

Homework may be assigned depending on the nature of the instruction. Homework will be meaningful and integrated into the regular classroom instruction and curriculum. Students are responsible for completing assignments and meeting assigned deadlines. Parents will allow the school at least 24 hours to prepare homework assignments. See individual campus policy. See Attendance page 6 for Make-up work.

IMMUNIZATION

Due to state law, all students must provide the school nurse with an up-to-date record of all immunizations. Failure to provide this information will mean the student will not be enrolled. The student will be suspended or disenrolled from school unless the records are kept up to date.

INTERNET AND COMPUTER USE

The use of any social networking sites (MYSFACE.COM, YOUTUBE.COM, etc) and anonymous web proxy that lets you bypass website filters and unblock firewalls is not acceptable. The use of these sites will reduce the schools telecommunications bandwidth (phone calls, district email, student information systems, finance/human resources administration system, and web based application software). Please refer to GISD Policy IJNDB-R & IJNDB-E - Parents and students, need to review, sign agreement and return to school the Acceptable Use Policy for District Computer Systems and the Internet which is on last page of this handbook.

LIBRARY

The librarian will help you find books and materials you will enjoy reading for pleasure. Through class instruction you will learn how to use the media center to your best advantage. We hope you visit the library media center often and will take care of the library and its materials. Students are responsible for following all library rules and are responsible for all lost or damaged library materials. Students must clear library fines and fees prior to withdrawal or graduation. Each campus will establish procedures for utilization of library services.

LOCKERS

Students may be assigned a locker by the school, or by parent request, and are responsible for the care and maintenance of this locker. If a school-approved lock is assigned, the student is responsible for this lock. If personal locks are used, they must report the locker number and combination to the appropriate authority. A spare key must be provided as a key lock. Lockers are school property and may be searched by the administration or a designee. Students are encouraged not to store valuables in their locker as the school is not liable for any losses that may occur. Students may go to their lockers only at those times designated by the administration. Fines will be assessed for locker or school lock damage.

LOST & FOUND

Items found are turned in to the main office. Articles are held until claimed and identified by the

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owner. Items not claimed are disposed of at the end of the semester.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records:

The Gadsden Independent School District is providing you notice of these rights, as outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The District classifies the following as Directory Information: student's name, parent's name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, student's photograph, and the most recent previous school attended by the student. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the principal of the school where the records are kept by August 16, 2006. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received by August 16, 2006, information designated above will be classified as Directory Information until the beginning of the next school year.
5. Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Principal's Office of each school within the District.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Gadsden Independent School District to comply with the requirements of FERPA. The name and address of that Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

NURSING SERVICES & MEDICATIONS

Nursing services are available at the school. Students must obtain a hall pass from an employee whenever they wish to use these services. **Accidents and injuries should be reported immediately to an employee.** If this is not possible at the time of injury, students are to report all accidents to the nurse or an employee as soon as possible.

The Gadsden Independent School District has neither the responsibility nor the authority to

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administer medication at school. No medication or drug should be taken during the school day unless otherwise prescribed by a physician licensed in the United States. Parents of students requiring medication must notify the school nurse and provide the school with the following:

1. A written statement from the physician ordering that the medication be given at school.
2. A written note from the parent or guardian requesting that the medication be given during the school day. No over the counter medications should be brought to school unless accompanied by a doctor's order. All medications should be deposited with the school nurse or other designated adult and administered according to the doctor's order and with parental consent. The nurse's assistant or other designated adult may assist the student in taking prescribed medication. It is the student's responsibility to go to the nurse or designated adult to receive medication at the appropriate time.

Students are not to carry medication with them during the school day unless required by a physician. The parent is invited to school to administer medication to their child subject to prior arrangement with the nurse.

PARENT CONFERENCES

There are two scheduled parent/teacher conference in the school year - Fall and Spring for elementary schools and one ICAT in the spring for middle school and high school. However, this does not restrict the parent from scheduling other conferences. Parents are asked to contact the school for appointments with administrators, teachers, counselors, or other school personnel. Parents are also invited to visit their student's classrooms with a visitor's pass issued from the main office. Parents are asked to attend mandatory parent conferences when requested by the school. Conferences may be requested for academic, disciplinary, or other purposes. Progress reports will be sent home around the midpoint of each 9-weeks session. Report cards will be sent home at the end of each 9-weeks period.

PARENT/TEACHER ORGANIZATIONS

Parent/Teacher Organizations (PTO's) exist to recognize and promote student achievement. All activities will be directed towards the recognition and promotion of student achievement and excellence. All meetings will be held on the local school campus. All meetings will be open to the public. Written minutes of all meetings will be taken and available at the campus school office. All funds raised by these parent organizations will benefit GISD students only. The organization of parents will elect a Treasurer who will be held accountable for these funds. A Treasurer's Report shall be part of the official meeting.

GISD & PERSONAL PROPERTY

The school is not responsible for personal property. This includes all electronic devices. Large sums of money, expensive watches, and jewelry should be left at home. If an article is lost, check to see if it has been turned in to the main office. If it is necessary for students to bring large sums of money to school, it is **strongly** advised they take it to the main office for safekeeping during the school day.

All electronic devices **are not permitted to be used during instructional time, on campus or school events and GISD is not responsible for reimbursing for lost or stolen personal property.** These items will be confiscated and returned to parents only, or returned to the students at the end of the school year. GISD has a policy that cell phones should not be used or going off during instructional time, and should not interfere with the instructional process. If they do, they will be confiscated.

POLICY MANUAL

The Gadsden Independent School District Policies are available on the district website, www.GISD.k12.nm.us. The policy manual contains all policies and procedures concerning the school district and its employees.

PROMOTION, RETENTION, AND PLACEMENT

Promotion or Retention Grades K-7

In grades K-7, promotion and retention are based on student demonstration of progress toward proficiency of state and local standards in all subjects and the recommendations of the Response to Intervention Team (RTI Team).

At the end of Grades K-7, three options are available dependent on the student's attainment of the required **Proficiency Levels**.

- The student attained the required **Proficiency Levels** and is promoted.
- The student did not attain the required Proficiency Level and will participate in an academic improvement program or remediation. Once the deficiencies are successfully overcome, the student will be promoted.
- The student did not attain the required Proficiency Level upon completion of the prescribed academic improvement program and with the recommendation of the certified teacher and school principal shall either be:
 - Retained in the same grade for no more than one school year with an academic improvement plan developed by the Response to Intervention Team (RTI Team) in order to attain the Proficiency Level of Content Standards, at which time the student will be promoted, or
 - Promoted if the parent or guardian refuses to allow the student to be retained. The parent only has one opportunity to waive retention in grades K – 7th. In this case, the parent or guardian will sign a waiver indicating that the student will be promoted with an academic improvement plan designed to address the specific academic deficiencies.
 - Student failing to attain the Proficiency Level 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.
 - The AIP will be developed by the (RTI Team) outlining timelines and monitoring activities to ensure progress toward overcoming the academic deficiencies.

PROMOTION OR RETENTION GRADE 8

In Grade 8, promotion and retention are based on student demonstration of progress toward proficiency of state and local standards in all subjects and the recommendations of the Response to Intervention (RTI Team).

At the end of Grade 8, a student who fails to attain the **Proficiency Level** of content standards will be retained in Grade 8 for no more than one school year in order to attain the Proficiency Level of content standards, or

- **A High School Graduation Plan:** If the RTI Team determines that retention of the student in Grade 8 will not assist the student to attain the appropriate level of academic achievement and

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proficiency of standards, the RTI Team will design a high school graduation plan to meet the student's needs for entry into the workforce or a post-secondary educational institution.

- **The Student Academic Improvement Plan:** If the student is retained in Grade 8, the RTI Team will develop a specific academic improvement plan that clearly delineates the student's academic deficiencies and prescribes a specific academic improvement or remediation plan to address the academic deficiencies.
- **Referral for an Alternative Program:** A student who fails to attain the **State Proficiency Levels of Content Standards and Benchmarks** for two successive school years shall be referred by the RTI Team for placement in an alternative program designed by the school district.

PROMOTION AND RETENTION GRADES 9-12

In grades 9-12, promotion and retention are based on student demonstration of progress toward proficiency of state and local standards in all subjects and on the number of credits required to progress to the next grade level. All high school students need the required minimum credits and must pass all portions of the **New Mexico Standards Based Assessment** to graduate and participate in the graduation ceremonies. Please see GISD Policy IKF for graduation requirements.

~~As stated in the pre-registration handbooks, students will be classified once at the beginning of each school year.~~

For 2013 graduation cohort only, course grades not end of course exam scores, will determine if a student has demonstrated standards based competencies in Science, Social Studies and Writing(Core English Language Arts). Current H3 students (2011-2012) must pass Science, Social Studies and English Language Arts courses in order to meet the requirements. Courses taken during (2011-2012 SY) are counted for this purpose.

For Science and Social Studies courses from a student's H2 and H3 year in high school may be counted to meet the requirement. For writing, this requirement must be met during a student's H3 year in high school (English Language Arts III).

Students graduating in 2014 and subsequent years must pass the end of course exams.

- **Referral for an Alternative Program:** A student who fails to attain the **State Proficiency Levels of Content Standards and Benchmarks** for two successive school years shall be referred by the RTI Team for placement in an alternative program designed by the school district.

If offered, the cost of summer, extended day academic improvement, and remediation programs offered in Grades 7-12 will be **paid** by the parent or guardian; however, where parents are determined to be indigent according to state guidelines established by the Public Education Commission, the local school board will bear those costs.

PROTECTION OF PUPIL RIGHTS ACT (PPRA) COMPLIANCE

The schools shall make every effort to comply with the Protection of Pupil Rights Act (PPRA) and acknowledge that parents and

their children have specific rights under the Act.

The District will provide notice to parents and students advising them of their respective rights under the Protection of Pupil Rights Act (PPRA). Said notice shall be published annually, at the beginning of the school year, for returning students; and said notice shall be provided with registration materials for students enrolling in the District for the first time or re-enrolling in the District following a gap in attendance in the District.

The annual and/or new student enrollment PPRA notice shall provide notice of the following rights:

- Parental right to inspect surveys created by third parties before such surveys are administered or distributed to students;
- Parental right to inspect, and students have the right to refuse to participate in, any surveys designed to collect private information about the students' or their families'
 - a. political affiliations;
 - b. mental and psychological problems potentially embarrassing to the student or his family;
 - c. sexual behaviors and attitudes;
 - d. illegal, anti-social, self-incriminating and demeaning behavior;
 - e. critical appraisals of other individuals with whom respondents have close family relationships;
 - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
 - g. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)
- Parental right to opt the student out of participation of any instructional material used as part of the educational curriculum;
- Parental right to inspect, upon request, any instructional material used in the education curriculum for the student;
- Parental right to inspect, upon request, any instrument used in the collection of personal student information to be used for marketing purposes;
- Parental right to request that "directory" type information not be released without prior written parental consent to any individual or organization including branches of the military;
- Nothing herein shall be construed to be contrary to the requirements of the Family Education Privacy Act.

Each school year a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year will be distributed.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection that are deemed to be inappropriate by students, staff, or the administration will be referred to the appropriate office.

RESTROOMS

Students are expected to use the restrooms during their breaks and with permission during class time. Breakfast and lunch restroom privileges are available according to school policies and supervision. Restroom passes during class time should be limited to one student at a time, for emergency situations, and with strict time limits on length of absence from class.

RETURNING AFTER ABSENCE

See "**Attendance**" section of Handbook.

SAFETY

Students are expected to follow school rules at all times. Please read the discipline section of this handbook carefully. Students are not allowed to participate in unauthorized activities that might cause harm to themselves or to others including tackle football or other rough horseplay. School rules are in effect on school grounds and at all school events at home, away, or in school vehicles.

SCHEDULE CHANGES

During the first two weeks, students will attend the designated classes on their schedule cards. Schedule changes will be made only during first two weeks of the semester. If a student desires a schedule change he/she must sign up with the counselors' office and counselors will call students from class. **Schedule changes are granted ONLY for the following reasons:**

1. A senior needs a class or credit for graduation.
2. The student is misplaced in a class and does not have the necessary skills or prerequisite.
3. The student has taken the course previously and passed it.
4. Any other reason will require a parent conference with an administrator, counselor, and teacher before a decision is made. Absences and tardies will be transferred with schedule changes.

SEARCH AND SEIZURE

The Board of Education Policy for Searches and Seizures is as follows:

Definition: "Contraband" is any substance, material, or object prohibited from schools by school policy, state law or federal law, including drugs, alcohol, fireworks, or weapons.

The District reserves the right to search persons, personal effects, and vehicles as follows:

1. A pat-down search of a person may be conducted on a basis of a reasonable, individualized suspicion that such person is in possession of contraband. Any such search shall be conducted in private by an authorized school official of the same sex as the person to be searched and in the presence of a witness of the same sex. Strip searches are not permitted.
2. Lockers, desks, and similar storage facilities are school property and remain at all times under the control of the school; however, persons using such facilities are expected to assume full responsibility for the security of their lockers and desks and similar facilities. Periodic general inspections of lockers, desks, and similar facilities may be conducted by school officials for any reason, at any time, without notice and without consent.
3. Persons are permitted to park on school premises as a matter of privilege, not of right. The district retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. Such patrols and inspections may be conducted without notice and without consent. The interiors of vehicles on school property may be inspected whenever a school official has a reasonable suspicion that contraband is within such a vehicle.
4. In any of the foregoing enforcement actions, the administration is authorized to use dogs whose reliability and accuracy for sniffing and detecting contraband has been established. The dogs will be accompanied by a qualified and authorized dog trainer-handler who will be responsible for the dog's actions. Any indication by the dog that an illegal or unauthorized substance or object is present on school property or in a vehicle on school property will be reasonable cause for a search by school officials.
5. A child under the age of thirteen alleged or adjudicated to be a delinquent child shall not be fingerprinted or photographed for identification purposes without obtaining a court order. (Chapter 32A. Children's Code, Article 2, Delinquent Act.)

SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, educational material, and furniture supplied by the school. Students, who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the

item and may be subject to disciplinary action. Issued textbooks or other school property must be returned or paid for if lost or damaged.

SEXUAL HARASSMENT

The Board of Education forbids harassment of any student on the basis of sex, sexual orientation or gender identity. The Board will not tolerate sexual harassment of students by employees or other students. The intent of this policy regarding conduct between employees and students is clear and straightforward.

Process:

- A. Definitions and Standards of Conduct: 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. Specific definitions follow.
1. Conduct of a Sexual Nature may include but is not limited to:
 - a. Verbal or physical sexual advances, including subtle pressure for sexual activity;
 - b. Repeated or persistent requests for dates, meetings, and other social interactions;
 - c. Sexually oriented touching, pinching, patting, staring, pulling at clothing, or intentionally brushing against another;
 - d. Showing or giving sexual pictures, photographs, illustrations, messages, or notes;
 - e. Writing graffiti of a sexual nature on school property;
 - f. Comments or name-calling to or about a student regarding alleged physical or personal characteristics of a sexual nature;
 - g. Sexually oriented "kidding," "teasing," double-entendres and jokes,
 - h. Any obscene or sexually suggestive gestures;
 - i. Any harassing conduct to which a student is subjected because of or regarding the student's sex, sexual orientation, or gender identity.
 2. Standard of Conduct for Employees
 - a. 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.
 3. Standard of Conduct for Students: Unwelcome Conduct of a Sexual Nature
 - a. Verbal or physical conduct of a sexual nature by one student towards another may constitute sexual harassment when the allegedly harassed student has indicated, by his or her conduct that the conduct is unwelcome or when the conduct, by its nature, is clearly unwelcome or inappropriate.
 - b. 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 or for any such subsequent conduct to be deemed unwelcome.
- B. Reporting, Investigation, and Sanctions
1. Reporting by Students
 - a. It is the express policy of the Board to encourage students who feel they have been sexually harassed by a school employee or by another student or students to report such claims.
 2. Reporting by Employees Mandatory:

- a. Any 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 himself or herself observes instances 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.

C. Investigation

1. All reports of sexual harassment of students will be appropriately and promptly investigated by the Superintendent or his or her designee. In determining whether 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.

D. Sanctions

1. Employees:

- a. Any employee found to have engaged in conduct of a sexual nature with a student shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to any applicable procedural requirements.

2. Students

- a. Any student found to have engaged in sexual harassment of a student shall be subject to discipline, including, but not limited to, suspension, or expulsion, subject to any applicable procedural requirement. Nothing in this policy shall be construed as a denial of rights under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA).

The Superintendent and all staff are responsible both for educating the entire school community about what constitutes sexual harassment and for enforcement of the policy.

SMOKING

The use and/or possession of tobacco or tobacco products are prohibited and any student who violates this rule is subject to the provisions of the Student Discipline and Conduct Code. This rule applies during the school day and at all school activities and events.

STUDENT IDENTIFICATION (ID) CARDS

If required by the school, students must show a student identification card at any time as requested by school personnel. It is the student's responsibility to carry the ID card at all times when on campus or at school sponsored events.

STUDENT RIGHTS AND RESPONSIBILITIES

Please refer to GISD Policy "JF" for additional information concerning student rights and responsibilities.

STUDENT VEHICLES

Middle school students are never allowed to drive any form of vehicle to or from school including automobiles, motorcycles, or any other vehicle. High school students are not required to bring their vehicles to school. The Gadsden Independent School District is not responsible for damage or theft to any car. The school district insurance coverage does not include motor vehicles parked

on school property. If a student wishes to drive to school, he/she must do the following through the school office: (1) purchase an authorized nontransferable student parking decal; (2) have a valid driver's license; (3) submit proof of insurance coverage which covers the student driving the vehicle; (4) submit proof of vehicle registration.

Vehicles not in compliance will be towed away at the owner's expense. Due to limited parking facilities, the school will determine the priorities in issuing parking permits. Students may have parking permit revoked if students violate school rules.

Students may transport themselves to and from school activities within the school day in private vehicles only with the written permission of the student's parent or legal guardian and upon submission of proof of vehicle insurance, registration, and a valid driver's license, which shall be kept on file in the Principal's Office. Students are prohibited from transporting other students in a private vehicle to and from school activities within or after the school day. No student may transport themselves or other students as part of overnight activities or trips. Students violating this policy will be subject to disciplinary sanctions as set forth in the Student Handbook.

TARDIES

The school allows students adequate time between class periods. Excessive tardies will be referred by the teacher and sanctions will be applied by the administration according to school rules.

A student who is tardy may be assigned to detention. Repeated instances of tardiness will result in more severe disciplinary action.

TELEPHONES

School phones will be available to students for emergency purposes.

TEXTBOOKS

All necessary textbooks are provided by the school. Students are responsible for all books, materials, and equipment issued by the teacher or school. The teacher or school official will record the item name, number, student name, condition of the article, and the date issued. All school issued textbooks are to be covered. Students will be charged for lost materials and may be fined for damaged materials. Replacement textbooks will be issued after lost books are paid for. See also GISD Policy IJ.

VISITORS See "**Closed Campus**" section of Handbook.

WITHDRAWING FROM SCHOOL

Whenever it is necessary for a student to withdraw from school prior to the end of the school year, the following procedure is in effect:

1. Early withdrawal will not be approved any earlier than ten (10) days prior to the end of the school year. If a student leaves before the final ten (10) days, the administration will review the situation to determine if credit will be given to the student for work completed.
2. If the student is enrolling in another school, academic records will be forwarded to that school for their information and review.
3. To withdraw during the last six days of school, a written statement from the parents is presented

to the counselor at least five (5) days prior to the date of withdrawal. It must include reasons for early withdrawal, exit date, and a phone number for parent contact.

4. If early withdrawal is approved, the administration and/or counselor will ask the student to notify the teachers concerning the final examination and end of year work. Teachers may give the final exam early or not count the exam upon the approval of the principal.
5. Students are reminded that early withdrawal takes time. A checkout procedure for your last day may take at least two hours or more and your parents must accompany you to school. All books must be turned in and all fines and fees must be paid before you are officially withdrawn.
6. High school students may lose credit for early withdrawal as determined by the school administration.

Desert Pride Principal has the authority and directive to apply rules and regulations.

The Gadsden School Board will comply with Title IX of the Education Amendments of 1972 which provides that no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance.

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**ACCEPTABLE USE POLICY FOR GISD COMPUTER SYSTEMS AND THE
INTERNET**

GISD Policy IJNDB-R

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Use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District. Filtering, monitoring, and access controls shall be established to:

- Limit access by minors to inappropriate matter on the Internet and World Wide Web.
- Monitor the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- Monitor for unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
- Restrict access by minors to materials harmful to minors.

Content Filtering

A content filtering program or similar technology shall be used on the networked electronic information system (EIS) as well as on standalone computers capable of District authorized access to the Internet. The technology shall at a minimum limit access to obscene, profane, sexually oriented, harmful, or illegal materials. Should a District adult employee have a legitimate need to obtain information from an access-limited site, the Superintendent may authorize, on a limited basis, access for the necessary purpose specified by the employee's request to be granted access.

Monitoring

As a means of providing safety and security in direct electronic communications and to prevent abuses to the appropriate use of electronic equipment, all computer access to the Internet through the District electronic information systems (EIS) or standalone connection shall be monitored periodically or randomly through in-use monitoring or review of usage logs.

Access Control

Individual access to the EIS shall be by authorization only. Designated personnel may provide authorization to students and staff who have completed and returned an electronic information services user agreement. The Superintendent may give authorization to other persons to use the EIS.

Acceptable Use

Each user of the EIS shall:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.

- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Each user will be required to sign an EIS user agreement. A user who violates the provisions of the agreement will be denied access to the information services and may be subject to disciplinary action. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences.

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

VIOLATIONS/CONSEQUENCES

1. Students:
 - (a) Students who violate this policy or the Computer and Internet Code of Conduct shall be subject to revocation of district system access up to and including permanent loss of privileges, and discipline up to and including expulsion.
 - (b) Violation of law will be reported to law enforcement officials.
 - (c) Disciplinary action may be appealed by parents and/or student in accordance with existing district procedures for suspension or revocation of student privileges.

ELECTRONIC INFORMATION SERVICES USER AGREEMENT (GISD IJNDB-E)

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

Terms and Conditions

Acceptable use. Each user must:

Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.

- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

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- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Personal responsibility. I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and acknowledge *my personal responsibility for any expenses incurred without District authorization.*

Network etiquette.

I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
- *Observe the following considerations:*
 - Be brief.
 - Strive to use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for articles.
 - Post only to known groups or persons.

Services.

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

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

Name: (Print) _____

Signature: _____ Date _____
(Student or employee)

School _____ Grade (if a student) _____

Note that this agreement applies to both students and employees.

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Co-signer

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____

Timeline: The enforcement of this policy is ongoing.

Tear this page out and return with the appropriate signatures to your school library