

# TULAROSA INTERMEDIATE SCHOOL



## STUDENT HANDBOOK 2016-2017

Working Together

For High

Student Achievement

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

**Please sign the receipt at the bottom of this page.**

Sincerely,

TIS Staff

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

I will do my part to communicate with my child/children's teacher(s) and school utilizing the school agenda.

Parent Signature \_\_\_\_\_

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

Parent email \_\_\_\_\_

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

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

Date \_\_\_\_\_

## SCHOOL SCHEDULE

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

7:55 am All Students should be at school  
8:00 am Bell Rings (Instructional Time Begins)  
2:50 pm Early bus students dismissed (Instructional Time Ends)  
Children escorted/ dismissed  
3:00 pm Walkers and late bus students dismissed  
3:15 pm Last (late) buses leave

### NOTE:

Free breakfast & lunch will be provided as follows.

#### Breakfast

All Students in the classroom	8:00-8:15
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#### Lunch

3rd	11:40-12:20
4th	11:50-12:30
5th	12:00-12:40
6th	12:10-12:50



**Tularosa Municipal Schools Mission Statement**

To create an environment where lifelong learning is valued, excellence is expected and improvement is continuous.

**Tularosa Intermediate Schools Mission Statement**

We will use strategies and skills learned throughout the year to meet or exceed grade level requirements as set forth by New Mexico Common Core Standards.

**Tularosa Intermediate Schools  
Educational Plan for Student Success**

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

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

**School Advisory Councils**

Tularosa Municipal Schools Board Policy Manual  
Section VI

6.8 School Advisory Councils

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

- A. Each school shall have a School Advisory Council.
- B. Each School Advisory Council shall consist of six members plus the Principal. The Principal shall be the chairperson of the council.
- C. The Council shall be made up of the following individuals:

2 staff members (re-submit name each year for re-appointment)

2 Parents who are not employed by the District (term to be for the duration of time children are in that school)

1 business person (re-submit name each year for re-appointment)

PLUS:

1 community member in schools with grades K-5

OR

1 student in grades 6-12

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

### **Enrollment Procedures**

All new enrollees must have a state issued birth certificate (or copy), proof of residency within the Tularosa School District (utility bill with name and physical address, lease agreement, etc.) or transfer permission (letters from both district's superintendents), proof of current immunizations required by the state of New Mexico, withdrawal papers from the previous school attended including grades, transcript or copy of records, social security number and IEP and testing if student was receiving special education services. Students living with someone other than parents must have proof of legal guardianship.

**Without this information, enrollment of your child will be delayed up to five days.**

### **Open Door Policy**

Tularosa Intermediate has an open door policy. Students and their parents are encouraged to discuss problems with administrators and teachers.

### **Parents As Partners**

You are encouraged to become a vital part of your child's formal educational program. There are a number of ways that your expertise and talents can be utilized to enhance education programs at Tularosa Intermediate. A single hour as a school volunteer can make a significant difference to teachers and kids. If unable to volunteer at school there are many things you can do at home to assist. Contact the school to learn how you can help.

[www.parentsreachingout.org](http://www.parentsreachingout.org)

### **Visitors Policy**

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

1. Report to the school office when you arrive.
2. Wear your visitor sticker badge while at the school.
3. Obey the school rules and dress code (student handbook pg.11)

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

### **Severe Weather Policy**

School will be in session unless weather makes it dangerous for the school buses to run. The local radio stations will announce the closing or delay of school and/or buses beginning by 7:00 a.m. If during the day weather conditions require the buses to run before their regularly scheduled time, the radio stations will be notified. Please discuss with your child who will pick them up and what to do if school is dismissed early.

### **Withdrawal From School**

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

### **Textbooks**

Students are responsible for textbooks or other materials issued to them by the school. In case of loss, damage, or destruction of instructional materials, arrangements will be made for replacement costs.

### **Agendas**

Students in grades 3rd through 6th will be provided an agenda in which to record homework assignments, comments from the teacher, and communication with parents. It is a good practice to request to see the agenda each day when your child first arrives home. **IF AN AGENDA IS LOST A NEW ONE WILL NEED TO BE PURCHASED FROM THE OFFICE (\$5.00), IF AVAILABLE, OR A SIMILAR ONE PURCHASED ELSEWHERE.**

### **Birthdays and Celebrations**

Parents are welcome to bring in cake or cupcakes for their child's birthday or celebration. Please do not bring homemade items. Each grade level has a set time in which snacks for birthdays are allowed. So please make arrangements with the teacher prior to the day that the snacks will be brought into the classroom.

### **Special Services**

The following special services are available at TIS:

1. SAT (Student Assistance Team)
2. School-wide Title I Reading Program
3. Counseling
4. School Nurse
5. Referral for testing and evaluation by diagnostician or other specialist.
6. Special Education, Speech and Language Therapy, Occupational Therapy & Physical Therapy Services

### **Tularosa Intermediate School Counseling Office**

The goal of the counseling program is to provide all students the opportunity to discuss and learn how to solve problems that interfere with their learning and personal development. The counseling office provides individual and group counseling as well as classroom presentations to provide students with tools that will assist them in these areas. Students are welcome to visit with the counselor to discuss academic and or personal concerns as needed. Parents will be notified if there is a concern that a student may harm themselves or others.

### **Media Center Guidelines**

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

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

1. Students are expected to follow the general school-wide rules.
2. Books are checked out for a period of two weeks.
3. Grade 3-6 students may check out two books per visit.
4. Students may get permission to check out more materials by explaining the need to the librarian or library assistant, or presenting a note from a teacher or parent.

5. Students are taught how to handle and care for books. They will be expected to pay for the books they lose or damage. Students will lose special privileges until books are returned or paid for at the end of each nine weeks. If you have any questions call the office 585-8802.
6. Students must have a signed TIS Internet policy to use the Intermediate computer lab.

### **Cafeteria**

The Tularosa School District makes free breakfast and lunch available for all students. The meals are planned to be nutritious. Students are expected to observe good manners while in the cafeteria. Parents are invited to have meals with their children any time (at the adult price). Please call us early the same day to let us know you are coming. Students may bring lunch from home; a beverage (milk or juice) may be purchased. Soda's should not be brought to school.

#### **Cafeteria Rules**

1. Talk quietly in line, at the table, and only to those close by at your table.  
Use your quiet voices!
2. Pick up after yourself (napkin, milk carton, spilled food, etc.)
3. WALK at all times
4. Use your manners and be courteous to the cafeteria workers and the person on duty.
5. Wait to be dismissed by the person on duty.

### **Health and Wellness Office**

1. It is required that you fill out a Tularosa Municipal Schools Medical Referral Card annually. It is the parents' responsibility to keep this form up-to-date. IF THERE IS A CHANGE OF ADDRESS, TELEPHONE NUMBER (INCLUDING UNLISTED NUMBERS), DOCTOR/DENTIST, OR FRIEND/NEIGHBOR WHO CAN BE CONTACTED IN THE EVENT OF YOUR ABSENCE DURING AN EMERGENCY, THIS SHOULD BE SENT TO THE SCHOOL OFFICE IMMEDIATELY! This is for the safety and welfare of your child.
2. NEW MEXICO STATE LAW REQUIRES THAT ALL STUDENTS HAVE UP-TO-DATE IMMUNIZATIONS IN ORDER TO ATTEND SCHOOL. Medical and/or religious exemptions are recognized. It is the responsibility of the parent to provide the school with documentation of immunizations. The child may not attend classes until compliance with this law has been met. The school nurse will send letters to parents when boosters are needed. Any time your child receives an immunization or booster, a copy of an updated immunization record is to be provided to the school nurse.
3. In order for ANY medication (including over-the-counter medicines) to be given to a child during school hours, a written order from a physician for such must accompany the medication and the medicine must be in the original bottle. We also must have written authorization dated and signed by the parent before medication can be dispensed. Students are not to bring medications to school to use without supervision of school health staff.
4. A school nurse is available at all times. In case of occasional absence, a contingency plan will be in effect to meet your child's needs. In case of illness or accident, the school nurse's office will assess your child's current health status to determine whether he/she may return to class after evaluation, whether he/she needs to be sent home, or whether he/she needs to be referred to a doctor for further treatment. Sick children must be accompanied home by a parent or their designee. No child will be taken home to an empty house. It is the responsibility of the parent to see the school has the information to carry this out: see Item #1 above.
5. The school nurse performs annual screenings for vision, hearing, height, weight, and blood pressure as required by state standards and as deemed necessary according to student needs.
6. Our school nurse maintains an open-door policy and is available as a reference and resource person to you regarding any area of health. Should you have any questions or concerns, please call 585-8845 TIS.



## **Head Lice Policy**

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

## **School Attendance Policy**

### **Regular attendance at school is critical!**

Tularosa Intermediate School complies with the New Mexico Compulsory School Attendance Law. The parent, guardian or other person having control or charge of any child residing in the Tularosa Municipal School District #4 when such child is between the ages of 5 and 17 years and who is not otherwise exempted shall send such child to the public schools of the district or some other recognized school as required by Sec. 22-12-2 and 22-12-7, N.M. Statutes, 1978, and Mescalero Tribal Law 10, Section 4-4. Pupils are expected to attend classes daily. A written excuse must be sent to the teacher following your child's absence from school. If there are special medical problems, a copy of the physician's recommendations and/or restrictions must be on file in the nurse's office. In the event of serious illness and/or extended absence, parents are to notify the school as soon as possible. PLEASE CALL THE OFFICE at 585-8802

## **Procedures for Student Absences**

After each unexcused absence the district's automated system will contact the parent of every child absent.

### **Please note that the following applies to all absences including notified and not notified**

After the fifth absence during a semester, parents will be notified by letter from the school office and by phone by the classroom teacher. A conference may be scheduled with the teacher at this time.

After the seventh absence during a semester, parents will be notified by a phone call from the office, a letter indicating the dates of the absences and a conference must be scheduled with the principal, teacher, and student.

After the tenth absence during a semester, parents will be contacted by letter and a phone call from the principal. Parents must schedule a conference with the principal and classroom teacher to discuss absences and consequences for further absences. Consequences may include retention. At this time the student may be reported to the probation services office of the judicial district in which they reside. The student will receive an S or U on their report card in place of an A, B, C, D, F, due to the missed instruction time.

## **Tardiness**

Tardy students will be required to get a pass from the office. Students must be in class by 8:10 or be considered tardy. A tardy slip must be presented to the classroom teacher before the student may be admitted to class. It must also be taken home for the parent's signature.

Five tardies in a semester will equal 1 absence.

If a student is late two hours or more, he/she will be marked ABSENT for 1/2 day of school time.

All work missed due to tardiness will be made up during recess, other free time and before or after school tutoring. Any work not completed will be given a zero.

## **Early Check-Outs**

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

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

## **Transportation**

### **PARENT DROP-OFF AND PICK-UP**

If you drop off or pick up your child, please do so at the circular parking area off of First Street. Please remember, the safety of ALL our children depends on your cooperation with us.

If you are going to pick up your child, please be prompt and pick up no later than 3:00 pm.

### **WALKERS**

Students who walk to and from school must:

1. Leave promptly
2. Use crosswalks

3. Use sidewalks where provided

### **CHANGES TO A CHILD'S REGULAR MODE OF GOING HOME**

***If a child is to change his/her routine, a parent must send a written note or call the school before 2:15 pm.***

### **SCHOOL BUS**

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

Students who are suspended from the bus for not following the rules are expected to continue attending school. It is the parent's responsibility to provide transportation. Complaints regarding bus services should be directed to the Director of Transportation. You may reach the director of Transportation by calling Tularosa School's main number (585-8800).

### **Evacuation Drill Procedure**

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

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

### **Dress Code**

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

The school has the right at all times to regulate students' dress that creates a problem, is a distraction from learning, creates a health or safety hazard, or in any way interferes with the educational process.

The following are examples of unacceptable dress:

bare midriffs, halter tops, spaghetti straps, muscle shirts etc.; excessively short or tight shorts, pants or skirts; excessively baggy pants or shorts, sagging pants or shorts, apparel representative of gang affiliation or identification, clothes bearing phrases, graphics or slogans which are sexually suggestive, promote violence, the use of drugs, alcohol, tobacco products, contain vulgar language or ethnic slurs; sunglasses (unless prescribed) in the building, hats, headgear, clothing fasteners not used for their intended purpose, chains, bare feet, shoes with wheels inserted in the bottoms

The Tularosa Municipal School Board Policy 4.26 on Student Dress Code is made part of this policy by reference as if set forth in full. Copies of this regulation are on file in the Principal's office.

## **Academic Recognition**

### A Honor Roll

Students in grades 3, 4, 5, and 6 who maintain straight A's will be recognized each nine weeks.

### A-B Honor Roll

Students in grades 3, 4, 5, and 6 who maintain A's & B's will be recognized each nine weeks.

### Perfect Attendance

Students in grades 3, 4, 5, and 6 who maintain perfect attendance will be recognized each nine week. Perfect attendance means zero absences and zero tardies.

## **Proficiency Awards**

Proficiency awards will be given three times per year based on short cycle assessments. Students that are proficient in the areas of Math, Reading, Language Arts, & Science receive awards.

## **Homework Policy**

Tularosa Intermediate School teachers assign homework as needed (Grades 3 - 6). There are several reasons for homework:

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

Parents can do their part to improve homework when they:

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

Students in grades 3rd through 6th will be provided an agenda in which to record homework assignments, comments from the teacher etc. It is a good practice to request to see the agenda each day when your child first arrives home.

***Failure to do homework or to turn it in will result in loss of privileges and / or affect grades negatively.***

### Homework Policy for Notified Absence

If absent for less than three days, a student can request make-up work when he or she returns to school. After one day of absence, students are given one school day to make up work.

If absent because of illness for more than three days the parents may contact the office for homework. A full school day will be necessary for compiling the work.

If a student is going to be absent for a reason other than illness, work should be requested prior to leaving school.

## **Grading, Reporting & Parent/Teacher Conferences**

Report Cards will be issued every nine weeks.

Intermediate School (3-6) grading shall be either letter grade or rating grade:

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

- A. 3rd Grade through 6th Grade - All core curriculum areas should have letter grades (A-B-C-D-F) unless the child is receiving modified coursework.  
P.E. remains "S", "N", or "U" rating.

### ***Modified Coursework***

**Any student receiving coursework below grade level standards will receive grades recorded as "S", or "U".**

Parent/Teacher Conferences will be scheduled 2 times a year shortly after each report card is issued. In order to receive your child's report cards, you must attend the conferences. Dates are printed in the 2016-2017 School Calendar located in this handbook.

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

## **School Wide Positive Discipline Plan**

### **Discipline Philosophy**

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

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

Tularosa Intermediate School is committed to excellence in our school program and we consider discipline essential to the educational process. The staff expects all students to behave appropriately while at school and in class. We will not allow any student to stop a teacher from teaching or any student from learning.

To provide all students the excellent learning climate they deserve, we use a School-Wide Positive Discipline Plan. This plan is a positive approach:

1. Effective for teachers
2. Beneficial for students who
  - \* know positive conduct is expected of them
  - \* understand the consequences of inappropriate behavior

The pages in this section of the handbook explain Tularosa Intermediate School's Positive Discipline Plan. Your help in reinforcing these strategies with your child is an important part of the teamwork between home and school.

***As a Tularosa Intermediate School Student, it is my responsibility:***

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

***As a Tularosa Intermediate School Staff Member, it is my responsibility:***

- \* to provide a quality instructional program for all students
- \* to provide an orderly classroom and safe school environment
- \* to develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student
- \* to assist parents in helping their children develop self-discipline, self respect, and self-confidence, and to participate in school as responsible students.

***As the Parent/Guardian of a Tularosa Intermediate School student, it is my responsibility:***

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

**Our School-Wide Rules Are:**

1. Respect the rights, feelings and property of others. Treat others in the way you like to be treated. Use appropriate language at all times. NO PUT DOWNS! Treat the property of others with care. Students and parents or guardians will be held responsible for loss/damage done to school property or loss/damage to the property of others.
2. Keep hands, feet and objects to yourself. This means no fighting, kicking, pushing, throwing objects or inappropriate contact.
3. Move safely from one area of the school to another. Walk, don't run.
4. Radios, I-Pods, Cell Phones, and any other type of electronic device must not be used during instructional time. All devices must be powered off or silent while the child is in class. Students must demonstrate responsibility in the use of these devices. No unauthorized photos or video are to be taken at school. Failure to use these devices in a responsible manner may result in the loss of the privilege of using them during the school day. Failure to comply with this rule shall result in confiscation of said device. Upon a first confiscation the child may pick up the device at the end of the school day. Thereafter, a parent must pick up the device from the office. \* (See page 17 for list of consequences) Any such device is the sole responsibility of the student. The school will not be held responsible for any device lost or damaged.
5. Follow directions the first time they are given.
6. Stay in assigned areas and follow ALL school rules.

***There is no corporal punishment.***

## Classroom Rules

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

STUDENTS WHO CHOOSE TO FOLLOW THE RULES WILL RECEIVE REWARDS SUCH AS:

- Letter home/phone call
- Preferred Activity Time in class
- Field trip
- Certificates
- Special assemblies
- Pickle/Popcorn party
- Video/films

STUDENTS WHO CHOOSE TO DISOBEY THE RULES WILL FACE ONE OR MORE OF THE FOLLOWING CONSEQUENCES:

- Loss of recess privileges
- Time out
- Write a letter of apology
- Conference with Principal and/or Counselor
- Call to parents and/or a letter sent home
- In School Suspension (ISS) student spends day in ISS working on his /her assignments
- Miss a school-wide or class activity, assembly or field trip
- Parent conference
- Parent spend time at school with child
- Payment for property damage (restitution)
- Out of school suspension
- Expulsion
- Referral to law enforcement officials

## Cheating/Plagiarism

Whenever a student is found to be guilty of cheating, the teacher will collect the student's paper and mark a zero for the work. The teacher shall notify the parent of the offense.

## Bullying/Cyber-bullying

“Bullying” or “intimidation” means intimidating or offensive verbal or physical conduct toward a student, which may also involve electronic media, when such conduct is habitual or recurring, including but not limited to verbal or physical confrontation, threats, stalking, and name-calling.

Cyber bullying” means electronic communication that: (a) targets a specific student; (b) is published with the intention that the communication be seen by or disclosed to the targeted student; (c) is in fact seen by or disclosed to the targeted student; and (d) creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities, or performance. Bullying includes, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation. **Bullying will not be tolerated in the Tularosa Intermediate School.**

**For further information refer to Tularosa School Board Policy 4.34**

## **Guidelines for Playground Activities**

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

1. Play in your designated areas.
2. The "Big Toy" and playground equipment are to be used only with teacher supervision.
3. Share the equipment.
4. WALK, DO NOT RUN on the sidewalk, while on the big toy and under covered areas.
5. Rocks, sand, sticks or other items that will hurt someone/something should be left on the ground.
6. Observe rules of safe play, good sportsmanship and fairness when playing soccer, kick ball, basketball, or flag football. Rough playing will not be tolerated.
7. Line up immediately when the signal is given.
8. Get permission if you need to leave the play area.
9. Use of skateboards is not allowed on school property.
10. Food needs to be eaten in the cafeteria, not on the playground

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

Slides:

- Go down the slide in a safe manner, feet first.
- Leave space between each person sliding down.
- Use the slide only when the area is dry.

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

First time - verbal warning

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

Third Time - Discipline referral issued to classroom teacher.

Severe Behavior Situations - immediately sent to the principal's office. A discipline referral will be issued.

Rough playing can result in the loss of playground privileges.

## **Restroom Guidelines**

1. Keep restrooms clean. Pick up after yourself
2. Do not waste supplies.
3. Wash your hands before you leave.
4. Limit time and noise.
5. Graffiti is forbidden.



**Negative Behaviors & Severe Negative Behaviors are a limited problem at TIS. To keep the problem in check we are providing the following policies and procedures for your information. Please keep in mind that discipline is progressive and total numbers of office referrals are considered even when they are from different categories. The principal has full discretion on any discipline matters. Any situation not listed in the handbook will be dealt with on an individual basis with appropriate consequences as determined by the principal.**

**NEGATIVE BEHAVIOR 1-4:**

1. Leaving school grounds without permission (Once a child has entered school property they are not allowed to leave unless checked out and taken by an adult).
2. Disrupting classroom – Any disruption of the educational process including, use of cell phone/electronics during instructional time. Cell phones/electronic devices will be confiscated and returned to the child at the end of the day. The second time an electronic device is confiscated it will need to be picked up by an adult.
3. Foul Language/Inappropriate Acts
4. Lying to school personnel

**SEVERE NEGATIVE BEHAVIOR 5-11**

5. Fighting - Violent action towards another student (hitting). As either student is able to stop the confrontation, we consider both students to be at fault.
6. Stealing – Students and/or their parent will be expected to make restitution.
7. Sexual harassment and/or general harassment may include racial slurs, unwanted remarks, inappropriate touching, bullying, and cyber bullying.
8. Threats of violence/violence – Any type of violent threats or acts will not be tolerated.  
*Students must notify staff, counselor, or principal if they have been threatened or hear any threats. Threats will be investigated. (Do not spread rumors to other students).*
9. Disrespect/Insubordination
10. Throwing things/Dangerous behavior
11. Vandalism & Graffiti

**Consequences for Severe Negative & Negative Behaviors**

***\*Students may receive up to 90% credit on work when serving ISS. When a student is serving OSS will receive 70% credit on work.***

- 1<sup>st</sup> offense – Call home, visit with principal, warning, lunch detention, or ISS
- 2<sup>nd</sup> offense – Call home, visit with principal, lunch detention or ISS
- 3<sup>rd</sup> offense – Call home, visit with principal, 1 day In School Suspension (ISS)
- 4<sup>th</sup> offense – Call home, visit with principal, 2 days In School Suspension (ISS)
- 5<sup>th</sup> offense – Call home, visit with principal, 3 days In School Suspension (ISS)
- 6<sup>th</sup> offense – Call home, visit with principal, 2 days Out of School Suspension (OSS)

***After the 6<sup>th</sup> offense, the child will receive an additional 2 days of OSS for each additional infraction. Upon receiving a tenth office referral in one year a child may be subject to an expulsion hearing.***

#### 12. Tobacco

Tularosa Elementary/Intermediate School has a tobacco free campus. Students are prohibited from the use of tobacco in any form, in the school building, or school grounds. This includes e-cigarettes, matches, and lighters. This covers all school activities such as athletics, dances, homecoming, fundraisers, etc. Infractions will be cause for disciplinary action. Consequences are an automatic 1–day in ISS for the 1<sup>st</sup> offense, and a 2–day ISS for the 2<sup>nd</sup> offense. The third day will result in a 1–day OSS suspension.

#### 13. Possession of weapons

It is the policy of the Board that no student shall bring a weapon into a school zone, nor carry or keep any weapon in a school zone or while attending or participating in any school activity, including during transportation to or from such activity. A weapon is defined as any firearm, knife, explosive device (may or may not be firecrackers) or other object, even if manufactured for a non-violent purpose, that has a potentially violent use, or any “look-a-like” object that resembles an object that has a potentially violent use. This is an Automatic 10 days Out of School Suspension (OSS) pending expulsion hearing and possible police referral.

#### 14. Physical Attack or Threat with a Weapon

Such is described as an assault or threat with a weapon with obvious intent to harm another person. For the purpose of this policy, a weapon is defined as any firearm, knife, explosive device (may or may not be firecrackers) or other object, even if manufactured for a non-violent purpose, that has a potentially violent use, or any “look-a-like” object that resembles an object that has a potentially violent use. A physical attack is considered a belligerent or antagonistic assault by one person, or group of people upon another. The victim did not wish to engage in the conflict and did not provoke the attack. This infraction results in 10-days Out of School Suspension (OSS) pending expulsion hearing and possible police referral.

#### 15. Disruptive and Dangerous Behavior

Any activities or behavior which could be disruptive to the learning environment will be considered dangerous and disruptive. Behavior will result in 10-days Out of School Suspension (OSS) pending expulsion hearing and possible police referral.

#### 16. Explosive Devices

These include the use, possession, or sale of explosive devices. This results in 10-days Out of School Suspension (OSS) with a Superintendent hearing, and police referral.

Possession of fireworks results in 5-days Out of School Suspension

#### 17. Bomb Threats/ Fire Alarms

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

#### 18. Possession or Use of Drugs or Alcoholic substances

The use or possession of illegal substances such as alcohol, marijuana or other drugs will not be tolerated. Any substance which is harmful to a student’s health or welfare may be included in this category. Use of alcoholic beverages, drugs, or any controlled substance by minors is prohibited. Anyone caught having used or in possession of alcohol or other controlled substances on the grounds or during any school sponsored activity is subject to an immediate 5 days OSS, with school counseling, also may

include a police referral. Any additional infractions will result in 10-days OSS pending expulsion hearing, and possible police referral.

#### 19. Distribution of Illegal Substance

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

#### 20. Gang related activity

(See also Tularosa School Board Policy 4.22, Gang Activity, on file in TIS office)

Recognizing that gang activities create an atmosphere of intimidation in the entire school community the Tularosa Board of Education has prohibited gangs and gang activities in our schools. For the purpose of this policy a "gang" is defined as any group of three or more whose purpose includes the commission of illegal action or acts in violation of disciplinary rules of the Tularosa Municipal Schools. Students may not possess any item which reflects membership in or affiliation with a gang; solicit membership or affiliation for a gang; threaten or extort other students. Minimum discipline: 5 days ISS

#### 21. Criminal Damage

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

#### 22. Arson

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

### **Search and Seizure**

Lockers, desks and other storage facilities are the property of the Tularosa Public Schools and remain at all times under the control of the school; however, students using these facilities are expected to assume full responsibility for their care and security. Random inspection of lockers, desks and facilities may be conducted by school officials for any reason, at any time, without notice and without consent. The district may utilize a Canine Drug Alert Unit which may occasionally visit the Intermediate school.

### **Student Rights and Responsibilities**

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

#### **NOTE:**

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

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

