

This Handbook Belongs To:

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**Zuni High School
2018-2019
Student Handbook**



O' Hail to Our Fair Zuni High
The Royal Blue and Gold
We Shall not Falter, Shall not Fail
To Ever Reach our Goal (Fight! Fight!)
The Thunderbirds will Reign on High
Our Spirits Never Die,
We'll fight for the Victory
Of Dear Ole Zuni High (Fight)

**Home of the
Thunderbirds**

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**Zuni Public School District
Vision Statement**

The Vision of the Zuni Public School District is to empower a community of learners who aspire, take risks and develop new realities. The District and Community shall work together to create a thoughtful and nurturing environment that meets the needs of all students in traditional and contemporary cultures, now and in the future.

Zuni Public School District Goals:

- 1. *Ensure academic excellence through growth and achievement by maintaining a climate of high expectations, and providing motivating experiences for all students, staff, and parents.***
- 2. *Strengthen the effectiveness of communication between the District the community by working with students, staff, and parent to develop learners.***
- 3. *Ensure proficiency in the Zuni and English languages for students and staff by providing Programs***
- 4. *Develop and nurture respect for self, others, and the environment in safe and drug-free settings.***
- 5. *Improve performance of all programs, students, staff, and the Board of Education, by utilizing a systematic evaluation approach.***

**Zuni High School
Vision, Mission Statement and Goals**

We believe that young people should be prepared to become responsible, lifelong learners in a personalized, small-school setting, based on high expectations and respect for all. We will accomplish this through a culture of trust that values the traditions of Zuni and New Mexico, and involves family and community.

Our Goals and Principles:

- *Learning to use one's mind well***
- *Less is more, depth over coverage***
- *Personalization***
- *Student-as-worker, teacher-as-coach***
- *Demonstration of mastery***
- *A tone of decency and trust***
- *Democracy and equity***

In Pursuit of these Goals We Pledge to:

**BE RESPONSIBLE
TREAT ALL PEOPLE WITH RESPECT
BE A GOOD CITIZEN**

2018-19 DAILY SCHEDULES

ZUNI HIGH SCHOOL REGULAR BELL SCHEDULE

1ST PERIOD 8:30 – 9:28
2ND PERIOD 9:31 – 10:29
3RD PERIOD 10:32 – 11:30
4TH PERIOD 11:33 – 12:31
LUNCH 12:31 – 1:16
5TH PERIOD 1:19 – 2:17
6TH PERIOD 2:20 – 3:18
7TH PERIOD 3:21 – 4:19

ZUNI HIGH SCHOOL EARLY RELEASE FRIDAY

Mentoring 8:30 – 9:30
1st PERIOD 9:33 – 9:47
2nd PERIOD 9:50 – 10:04
3rd PERIOD 10:07 – 10:21
4TH PERIOD 10:24 – 10:38
5TH PERIOD 10:41 – 10:55
6TH PERIOD 10:58 – 11:12
7th Period 11:15 – 11:30
LUNCH 11:30

ZUNI HIGH SCHOOL LATE START SCHEDULE

1ST PERIOD 10:00 – 10:45
2ND PERIOD 10:48 – 11:33
3RD PERIOD 11:36 – 12:21
LUNCH 12:21 – 1:06
4TH PERIOD 1:09 – 1:54
5TH PERIOD 1:57 – 2:42
6TH PERIOD 2:45 – 3:30
7TH PERIOD 3:33 – 4:19

Scheduling Procedures including Changes

Students are asked to pre-register each spring. Students are encouraged to choose courses carefully, keeping in mind their graduation plan. Schedules are NOT changed after the first day of class of each term without completion of a schedule change request form and signed approval of the student's parent, counselor, and the involved teacher. Approved schedule changes will be made that are least disruptive to the student's schedule and in consideration of class sizes.

Release of Student Records and Information

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that governs the maintenance of student education records. Under that law, parents of students, or students themselves if they are at least 18 years of age ("eligible students"), have both the right to inspect education records kept by the school about the student and the right to correct inaccuracies or misleading information in the record. Access to these records by other than the parents or the student is limited and generally requires prior consent by the parent or the student.

The Board of Education of the ZPSD Public School District gives notice to all parents and eligible students that:

ZPSD maintains the following education records directly related to students and subject to the limitations on disclosure provided in FERPA: Academic records, Personal information records, Disciplinary records, Attendance records, Health records, Progress reports, and Standardized testing records.

Access to education records is limited to: Parents of students under 18, parents of students over 18, if such student is dependent as defined in the Internal Revenue Code, the eligible student, officials of this school district who have a legitimate education interest, federal, state, and local officials to whom information is required to be reported, certain test organizations, accrediting organizations, appropriate persons in connection with an emergency, pursuant to subpoena or court order, to any person, with the written consent of the parent or eligible student.

ZPSD policy requires that educational records be kept to an essential and relevant minimum. Records are reviewed at the end of each school year, and non-essential or irrelevant material is deleted. ZPSD policy limits the right of access to education records to the persons and circumstances indicated above. ZPSD requires that copies be made available to persons entitled to receive copies. ZPSD policy provides that explanations and interpretations of records are available upon reasonable advance notice. Some records, such as standardized test scores and other material of a technical nature may only be reviewed with a person qualified to interpret and explain such material and records. ZPSD policy provides the right to challenge the content of records. If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question. ZPSD will not re-disclose student records without prior written consent.

FERPA classifies certain types of information that generally would not be considered to be an invasion of privacy or harmful if released as "student directory information." Unless the parent or eligible student objects in writing as described below, school officials may release directory information, as defined under ZPSD policy, to any person, including but not limited to marketer, colleges, and the media, without the consent of the parents or the student. Parents/students who object to the release of any or all of this information without consent must notify, in writing, the Principal/Assistant of the school where the records are kept within fifteen (15) days following the 1st day of school (or the enrollment of the student, if after the beginning of the school year). The objection must state what information the parent or student does not wish released. A form for filing an objection is available at all district schools and at the superintendent's office. In the absence of timely notice objecting to its release, the listed information will be classified as directory information until the beginning of the next school year.

"Directory Information" as defined by ZPSD policy includes: the student's name; grade in school; name of school; eligibility and participation in officially recognized activities, including but not limited to fine arts exhibits, performing arts programs, other performances, graduation programs and sports events; weight and height of members of athletic teams; honors and awards received; yearbooks; and identification in visual media, including photographs, videotapes and video images, depicting school programs or activities. Federal regulations are subject to change, and SPSD will comply with regulations as adopted.

Release of Student Information to Military Recruiters

ZHS will provide student names, addresses, and telephone numbers to military recruiters unless the parent or student (if 18 or over) specifically requests that the information not be released without prior written parental consent. Parents of students in grades 9-12, or students aged 18 or older, who object to the release of this information are asked to complete a form indicating their objection. If the form is not completed and returned to the student's school, requests for this information will be honored. Forms are available in the counselor's office for students in grades 9-12 and should be returned within fifteen (15) days of the beginning of the school year or fifteen (15) days after enrollment.

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232h, requires school districts to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns any of the following eight specific areas ("protected information surveys"):

Political affiliations or beliefs of the student or student's parent, Mental or psychological problems of the student or student's family, Sexual behavior or attitudes, Illegal, anti-social, self-incriminating, or demeaning behavior, Critical appraisals of others with whom respondents have close family relationships, Legally-recognized privileged relationships, such as with doctors, lawyers, or ministers, Religious practices, affiliations, or beliefs of the student or parents, Income, other as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys") and certain physical examinations and screenings ("activities").

ZPSD does not currently plan to administer surveys that seek any of the "protected information" detailed above. Should a situation arise where such a survey needs to be administered, the District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities. Parents will be provided with an opportunity to review the surveys and with an explanation of the activity. Parents will have the opportunity to consent to or opt their child out of participation. The rights granted by PPRA, as well as the opportunity to consent/opt out, transfer from parents to any student who is 18 years old or is an emancipated minor under State law. Any questions or concerns should be directed to the school Principal/Assistant.

Student Assessment

ZPSD believes it is important to offer students a variety of assessment opportunities. Assessments are included as a part of every class; however, students are also measured through a variety of alternative methods including: portfolios, demonstrations, presentations, and collaborative projects. This variety of assessments allows students and teachers to identify strengths and problem areas and respond to them promptly. When problem areas are identified, teachers develop strategies to correct the problem.

Assessments utilized at Zuni High School include:

Partnership for Assessment of Readiness for College and Careers – PARCC: Administered to all students once a year.

New Mexico Standards Based Assessment--NMSBA: Administered to 11th grade

ACT/Plan: Administered to 10th grade

ACT: Administered to 11th & 12th grade

ASVAB: Administered to 10th, 11th and 12th grade on voluntary basis

ASVAB Aptitude Battery: Administered to all students in the Fall

New Mexico English Language Proficiency Exam: Administered to all ELL students.

STAR – Short Cycle Assessment for ELA and Math

EOC - State required End Of Course exams

STUDENT LED CONFERENCES

At ZHS Student-Led Conferences (SLC) replace the traditional parent/teacher conference. SLCs are led by the student with parent/guardian, mentor, and other student invited guests. The mentor facilitates the meeting, but the student is the leader of the meeting. During the conference, students will explain their progress of both academic (content/skill) and character. Students will explain their progress by leading their families through a portfolio of assignments from classes. Students will receive a grade for presentation, therefore attendance is required of the student and a family member.

Students will be required to compile a portfolio for SLC presentations, and will complete quarterly reflections to show growth of their academic work.

The ZPSD Grading Policy

Performance Level	Description of Student Performance
"A" Level Performance 90-100	The student's work exceeds all of the basic requirements of the challenge/task at a very high level of competence. It is clear, carried out with unusual precision and skill, and demonstrates an in-depth understanding and analysis of the content and the challenge itself. The work is presented in an original and creative manner that communicates either new insights or intriguing perspectives.
"B" Level Performance 80-89	The student's work exceeds all of the basic requirements of the challenge/task at a high level of competence. It is complete, has no significant errors, and demonstrates a thorough grasp of the content and the challenge/task itself. In addition, the work is well presented, and facts and ideas have been combined in order to generalize or explain conclusions and interpretations of the ideas and concepts studied.
"C" Level Performance 70-79	The student's work satisfies the basic requirements of the challenge/task at an acceptable level of competence. It shows the required grasp of key ideas and concepts, is presented in an adequate manner, and conveys the key ideas of the challenge/task itself. Work at this level meets only the minimum level of performance and should be considered a point from which improvement should begin.
"D" Level Performance 60-69	The student's work does not satisfy the basic requirements of the challenge/task and must show improvement. This work demonstrates a minimal understanding of key ideas and concepts, lacks clarity and precision in its presentation, and demonstrates little understanding of the challenge/task itself. This work meets only the minimum level of competence for granting credit.
"F" Level Performance Below 60	The student has not met the basic requirements for "D Level Performance" in the course. All strategies and/or time available to satisfy this academic requirement have been exhausted, and "No Credit" will be awarded for this course work.
Honor Roll	To qualify for the honor roll, a student must earn a 3.0 grade point average (GPA) for the semester.

ACADEMIC ELIGIBILITY REQUIREMENTS

To participate in any extra-curricular or competitive activity a student shall have a minimum of a 2.0 grade point average with no grades of an F based on a 4.0 grading scale. Eligibility for Special Education students is based on NMAA guidelines and student IEP. Eligibility is determined by Semester grades. If the student does not meet the eligibility requirements the penalty will be removal from participation in any athletic team or extracurricular performances or travel. A student that demonstrates academic progress toward eligibility may practice with the team or group, but may not travel or participate in contests.

Programs Available to Help Students

ZPSD offers a variety of programs to assist students in reaching their personal and educational goals.

Library

The Library provides a wide variety of research materials, as well as fiction and magazines to be read at leisure. As a center for information gathering and processing, the library staff can offer assistance with research and the production of projects.

Dual Enrollment

Dual enrollment provides an opportunity for high school students to take college level courses. Dual enrollment courses may only be taken for elective credit and cannot have a weighted grade. In accordance with our agreements with the post-secondary institutions, students may not take a dual enrollment course to meet a core graduation course requirement or take a course that is offered at the high school. Eligibility requirements to enroll in dual enrollment courses are established by the post-secondary institution and vary with the institution and the desired course. It is the student's responsibility to provide the ZPSD registrar with an official college transcript to get the course included on the student's ZPSD transcript.

Credit Recovery / Correspondence Courses / Online Course work

Students must request prior approval from their counselor for correspondence course to qualify for credit at ZPSD. These courses must require that the final be supervised by certified school personnel and be earned from an accredited school. ZPSD reserves the right to evaluate a course before credit is given.

Counseling

Sometimes students find themselves in difficult or confusing situations. For these situations, there are people on staff as well as support groups that can help. School counselors, social workers, and school psychologists are available for counseling.

Normal Class Load

The normal class load for a ZPSD student is 7.0 credits per year. Students can earn additional credits beyond their normal class loads through summer school, correspondence courses, IDEAL-NM, etc. All additional credits need prior approval from ZHS Administration.

ZPSD Graduation Requirements

A total of 25 credits are required for the Class of 2018 and beyond to graduate from Zuni High School. Students must pass the state mandated assessments (PARCC, SBA, EOC) administered to receive an endorsed diploma. Students who earn credits but do not meet the state mandated requirements may be eligible for a Certificate of Completion. To participate in the graduation exercises, students will have to earn all their required course credits AND meet the requirements as stated in the School Board Policy.

CREDIT REQUIREMENTS FOR CLASS OF 2016 and subsequent classes:

English	4 credits
Mathematics	4 credits (one unit =or> than Algebra 2)
Science	3 credits (2 with lab)
Social Studies	3.5 credits
Physical Education	1 credit
Health	.5 credit
Career cluster/workplace readiness or a language other than English	1 credit
Fine Arts/Practical Arts	1 credit
AP/Honors/Dual Enrollment/Distance Learning Course	
Senior Honors Research	.5 credit
Mentoring	.5 credit
TOTAL REQUIRED COURSE CREDITS	19 credits
TOTAL ELECTIVE COURSE CREDITS	6 credits
TOTAL CREDITS REQUIRED FOR GRADUATION	25 credits

Receiving Credit

In order to receive a ½ credit for a particular course, a student must be enrolled in that course for 66% of that course's semester and complete the course with a grade of 60% or better.

Grade Classification for Class of 2016 and subsequent classes

A student's grade classification is determined by the number of high school credits earned.

Minimum credits for the following grades at ZHS are as follows:

- Freshmen 0 – 6 credits
- Sophomore 6.5 – 12 credits
- Juniors 12.5 – 18 credits
- Seniors 19+ credits

A student transferring to ZHS from a high school program whose graduation requirements are less rigorous may be classified using a pro-rating system

ATTENDANCE POLICIES

Students who attend school regularly and attend classes on time afford themselves more learning opportunities than those who are frequently absent or tardy. Regular and prompt attendance helps students experience continuity in lessons, make connections to other work, and develop a strong work ethic. In addition, the State of New Mexico mandates that students attend school regularly and on time – a policy that ZPSD fully supports.

As a result of House Bill 106, the following sanctions are imposed for truancy by the State of New Mexico for noncompliance. In addition to the process outlined below, school consequences are also imposed for truancy.

In accordance to Zuni Children's Code Title IX of the Zuni Tribal Code, Chapter 12 Compulsory School Attendance Section 9-12-1 Compulsory School Attendance; Responsibility: B. A minor shall attend school for the length of time during the school year established for the school, and C. The parent, guardian, or custodian is responsible for the minor's school attendance.

	Non-Attendance Consequences
3 days	<ul style="list-style-type: none"> • Parent called by Home School Liaison. • 3-day letter sent home via 1st class mail.
5 days	<ul style="list-style-type: none"> • Parent contact made by Home School Liaison. • 5-day letter sent home via 1st class mail or home visit will be made instructing parents to contact school within 24 hours for attendance/student assistance meeting.
7 days	<ul style="list-style-type: none"> • Parent called by Home School Liaison. • 7-day letter sent home via certified mail & 1st class mail OR home visit will be made instructing parents to contact school for attendance meeting/contract
8 days	<p>Elementary and Middle School</p> <ul style="list-style-type: none"> • Parent called by Home School Liaison. • Referral to the Tribal Courts and the Juvenile Probation • Office of the judicial district where the student resides. <p>High School</p> <ul style="list-style-type: none"> • Required meeting to determine whether credit will be awarded for individual classes • Referral to the Tribal Courts and the Juvenile Probation if absent 9 full days

****Upon a student reaching 10 consecutive absences, he/she will be dropped from enrollment per NM Compulsory School Attendance Law.

TRUANCY

A student found to be truant is absent from class or school without the prior knowledge and consent of the parent or Guardian. The office must receive written or verbal verification within 24 hours of the absence. Students charged with Truancy will not receive credit for class work missed due to the absence. Any work missed will be counted as a zero (0) for grading purposes.

Consequences

- 1st offense: Parental notification and then either one (1) day in-school suspension OR a chosen alternative form of discipline.
- 3rd offense: Parental notification and mandatory conference, possible referral for counseling and/or to the Student Assistance Team for review, and then either up to a three (3) day in-school suspension OR a chosen alternative form of discipline.
- 5th offense: Parental notification, mandatory parental conference and possible referral to the appropriate Social Services and/or law enforcement agency and the Student Assistance Team for consideration of intervention options, and then up to five (5) days in-school suspension, or a chosen alternative form of discipline. Student will be under a school attendance contract.
- 10+ offenses: Referral to Zuni Tribal Children's court for violation of school compulsory attendance law.

Excusing Absences

To request that an absence be excused, the parent or legal guardian must call 782-4451 the day the student is absent, stating the student's name, grade and reason for the absence. Parents/guardians should contact the Attendance Office to excuse a partial day absence, prior to the absence. **Students who are emancipated (or are at least eighteen**

[18]) and have provided a notarized statement signed by the student and parent/legal guardian that parental approval is not required to excuse a student's absence from school are required to obtain approval from the Principal/Assistant Principal. The administrator may require documentation or other verification to confirm the student's reason for the absence.

Absences *may be excused* for the following reasons:

- Medical, Health or Legal Appointments
- Illness (A doctor's note may be required after the third absence)
- Death in the family
- Limited Family emergency; family deaths
- Religious commitment
- Diagnostic testing
- School sponsored activity
- Extenuating circumstances, as agreed by the school administration prior to the absence.

Parents requesting extended absences (five days or more) for family needs must have prior Principal/Assistant permission.

Out of School Suspension (OSS) is considered an excused absence. Student may make up work during OSS for partial credit.

If a student has an excessive amount of excused absences, the Principal/Assistant may require documentation from a medical professional.

School-Related Absences

In accordance with state guidelines, students will be granted absences for school-related activities provided appropriate documentation is provided. Students are responsible for all work missed during school-related absences. Seniors are allocated two additional days for college visits.

Unexcused Absences

An unexcused absence is defined as an absence for which no contact has been made by the parent to the school that explains the student's absence or in which no appropriate excuse is given by student's parent/legal guardian. A student with excessive unexcused absences will be subject to disciplinary action. Unexcused absences include, but are not limited to:

- Sleeping in
- No ride
- Missing the bus
- Student employment
- Arriving to school more than 10 minutes late
- Working on homework
- Baby sitting
- hunting

Appointments

Zuni High School is a closed campus. Students may not leave campus during the school day without parental permission or approval of an authorized administrator. A parent/guardian must call in before the student will be excused to arrive late or leave campus for appointments. If a parent has not called or cannot be reached, we will call to verify the appointment before the student is allowed to leave campus. Therefore, students should know how to reach their parent and/or their doctor in order to confirm the appointment. Students must sign out and back in upon returning. Students who are emancipated or are at least eighteen and have provided a notarized statement signed by the student and parent/guardian that parental approval is not required to excuse a student from leaving campus or arriving late are required to obtain approval from the Principal/Assistant Principal. The administrator may require documentation or other verification to confirm the student's reason for the absence.

Making Up Work

A student who is absent is required to make up work. The student will have (1) one school day to make up work for each excused absences, exclusive of weekends (e.g. students will have (2) two days to hand in work if he/she missed two days of school.) Weekends are not counted as makeup days, so a student missing Thursday and Friday has until Wednesday the following week to turn in work (Monday and Tuesday are counted as the days used for makeup.)

TARDINESS

Tardy Policy

Tardy To School

Parents must call school prior to their student's arrival at school on the day of a tardy. Tardies will be excused or unexcused based on the same criteria as absences. Students who are tardy due to an appointment should follow the process outlined in the section titled "Appointments". Students arriving to school (late) tardy must report directly to the office. **Any student late to 1st period with an un-excused tardy will be assigned to their first period teacher after school to make up for the tardiness. After the 3rd tardy to 1st period, it will be considered "habitual," and the student will be assigned to In School Suspension (ISS).**

Tardy to Class

Tardy is being defined as arriving to class after the tardy bell rings. Late arrival to class is an issue of serious concern. When students are tardy, both students and teachers are impacted. Teachers must stop instruction, repeat material or directions, and adjust attendance records while prompt students must wait while the distraction is addressed. Three tardies in one week will result in After School Detention. Five tardies in one week will result in one day of In School Suspension. Excessive tardies will be dealt with at the administrator's discretion.

Check-Outs

As we value the safety of our students, student check-outs are permissible only to adults (over 18) who are listed on the Zuni High School enrollment form. **No Exceptions.**

Health and Wellness

The ZHS Health Office is staffed by a health assistant to help maintain and support the well-being of our students. A district nurse is also available to help our students and maintains regular contact and office hours at Zuni High School.

Students who experience health problems during the school day **must report to the health office, located across from the front office.** To support our student's academic success, if students arrive to the health office during passing period and are not having a health crisis, they are required to go to their next block class and get a pass from their teacher so they are not marked absent. Students will be assessed and an attempt to reach the parent will be made, as needed. Any student needing to go home due to illness will get approval from the health office before being allowed to check out. Attempts to reach a parent will always occur when a health problem exists or a significant injury is sustained during the school day. If the health office staff has assessed the student as able to remain in school and a parent cannot be reached, the student will be returned to class. Students are able to rest in the health office during the school day for 20 minutes when not feeling well. Parents or other designated emergency contacts must pick up the student from school and sign them out in the health office. Parental consent is necessary if the students are to drive themselves home. Parents are requested to report any serious injury or ongoing health conditions that occur throughout the school year to the health office to support educational success and recovery.

Zuni Public School District Policies in accordance with the New Mexico State Department of Health, Office of School Health are as follows:

NO medication, either prescription or over the counter, may be carried by the student on campus. There are two exceptions. A metered dose Asthma inhaler and emergency injections for severe allergic reactions may be carried by the student only if we have the appropriate forms completed by the doctor and parent. These forms will be kept on file in the Health Office.

Parents who wish to have over the counter medications available for their student during the school year must obtain an over the counter medication form from the health office and return it to the health office with the medication in the original sealed container. The medication will only be provided as needed to the student in the health office.

Students who require prescription medication during the school year must obtain a prescription form from the health office. It must be filled out by the prescribing MD and signed by the parent. It must then be returned to the health office with the medication in the original prescription container and the script must match the MD orders. Prescription medications will be given within one hour of the time due and students will sign for their dose. This is assisted self-administration. When students fail to arrive to the health office for their medication, every attempt to locate them will take place. Parents will be notified if their child misses a dose. When a student has run out of medication, the bottle will be sent home with the student and the parent will be called. Parents MUST bring their student's medication to the health office or call the health office to make other arrangements.

Students caught in possession of either prescription or over the counter medications during the school day may be subject to disciplinary measures. Students who either give or sell prescription drugs, over the counter medications or “look-a-likes” to other students on campus will be subject to disciplinary measures under selling, distributing or exchanging an illegal substance, with an automatic police referral. It is imperative to understand that both over the counter and prescription drugs have different effects on individuals and could cause great harm or even death when given to someone it was not intended for.

Medications will not be kept year to year. Parents must pick up the medications in the health office by the last day of school. Medications will be discarded if left in the health office at the end of the year. **All permission forms expire at the end of the school year.**

ZPSD follows the state guidelines regarding immunizations. Students must be up to date with their immunizations in order to register for school and to remain at school. If you have questions about this, please call the Health Office.

CODE OF CONDUCT AND STUDENT CONSEQUENCES

Zuni Public Schools Hearing Authority

MISSION:

The Hearing Authority will interpret and implement school board policy in a way that ensures a safe, effective and productive learning environment for all ZPSD students.

GOALS:

- The hearing authority will enforce school board policy in such a way that allows for safe & effective schools.
- The hearing authority will collaborate with counseling agencies to provide students with the necessary services to be successful in school.
- The hearing authority will collaborate with schools to ensure efficient operations in conducting hearings.

DISCIPLINE POLICY

DISCIPLINE POLICIES/PROCEDURES RELATING TO STUDENTS

PHILOSOPHY: The word “discipline” is derived from the word “disciple” which means, “to teach.” The purpose of these discipline and attendance policies is to ensure a safe, child-centered learning environment, which is free of disruption. These policies involve parents, community members, and school personnel in the process, and hold students accountable for their behavior.

The effective education of our students requires a school environment in which students feel safe and secure. The Board of Education is committed to maintain an environment conducive to learning in which students are safe from violence, threats, name-calling, intimidation, and unlawful harassment. This policy shall include circumstances related to racial harassment and racial discrimination and how each are related to student to student, student to school personnel, and school personnel to student incidents.

DISCIPLINARY REFERRAL PROCESS:

1. It is acknowledged that all staff members share in the responsibility for enforcing the discipline policies and creating an environment conducive to learning.
All referrals shall be made in writing.
2. The Principal/Assistant and/or his/her designee shall conduct and document a confidential investigation to determine whether or not to proceed with charging the referred student with a violation of policy.
3. In investigating a referral, the administrator or designee shall interview witnesses as appropriate and necessary.
4. In processing disciplinary referrals, the administrator or designee shall utilize, as appropriate counseling with students.
5. All disciplinary policy consequences described below accumulate throughout the school year unless otherwise specified.
6. Any/all unlawful items shall be confiscated and be turned over to a law enforcement agency as soon as possible.
7. When a student has been placed on a district contract, by the Hearing Authority, the following should occur:

- a. The student will return to school with a copy of the district contract and a re-entry check-off form, which will require a Principal/Assistant Principal signature and a referral to the Student Assistance Team. If a student has been long-term suspended by the Hearing Authority, or if a student violates his/her district contract, resulting in long term suspension, the following should occur:
- b. Upon returning from long term suspension, the student will be required to obtain a re-entry check in form, signed by the Principal/Assistant Principal, who will refer the student to the Student Assistance team.

8. If a student is expelled for 365 day expulsion:

- *The student would be placed in the grade level he/she was expelled from*
- *If the student was proficient or above on the most recent NMSBA – then the student would be placed in the next grade level*
- *If the student is not proficient or above in the most recent NMSBA – then the student would be placed in the grade level expelled from*

If the offense was drug or alcohol related, the student will also be referred to the SAS Counselor for continued services.

*The school would schedule a re-entry conference and the student would be placed in the SAT process for support and mentoring.**

Possible placement in alternative program [AEP]

9. Students expelled for other than 365 day expulsion:

- *The school and hearing authority would review the NMSBA data sheet for the current school year.*
- *If expelled prior to the NMSBA for the current school year:*
 - *The student would be placed in the grade level expelled from*
 - *The school would schedule a re-entry conference and the student would be placed in the SAT process for support and mentoring.*
- *If the student was expelled after the NMSBA:*
 - *If the student was proficient or above he/she would be placed in the next grade level:*
 - *The school would schedule a re-entry conference and the student would be placed in the SAT process for support and mentoring.*
- *If the student was not proficient or above he/she would be placed in the grade level expelled from:*
 - *The school would schedule a re-entry conference and the student would be placed in the SAT process for support and mentoring.*

10. Special Education expelled or placed on long term suspension:

- A Manifestation Determination Review (MDR) meeting is held and if it is determined that the behavior is not a manifestation of the student’s disability:
- An IEP meeting will be held to do a change of placement and services:
- The IEP team will meet a minimum of once per semester to review the placement, service delivery, and monitor progress.
- Placement *Interim Alternative Program [IAES]*

Note: The student with a disability is entitled to the same sanctions for misconduct as a non-disabled student with one exception; the student is still entitled to a Free Appropriate Public Education (FAPE). The school does not have to replicate all the services and instruction the student would have been offered had he remained in school however, they are required to provide sufficient services to permit the student to continue to participate in the general curriculum and to progress towards meeting the goals set out in the student’s IEP that was developed prior to the expulsion.

ALL ZPSD DISTRICT DISCIPLINE POLICIES APPLY TO BEHAVIOR THAT OCCURS WHILE ON SCHOOL PROPERTY, IN A SCHOOL BUS/VEHICLE, OR AT A SCHOOL ACTIVITY, BUS STOP, ATHLETIC OR SOCIAL EVENT.

EXCEPTION: IF VIOLATIONS COMMENCE ON DISTRICT PROPERTY AND PROCEEDS DIRECTLY OFF DISTRICT PROPERTY THIS IS CONSIDERED A VIOLATION.

EXPULSION

GENERAL POLICIES

Prior to initiating any disciplinary measures for any student a determination shall be made as to whether the student is in a Special Education Program, is being served under SAT/504, or is being screened/evaluated for either program. Students within any of these categories shall be diverted to the Special Education Disciplinary procedures.

PROCEDURES FOR EXPULSION OR LONG-TERM SUSPENSION

A. Definitions:

1. "Short-Term Suspension" means the removal of a student from attendance at all schools of the district for a period of not more than ten (10) school days.
2. "Long-Term Suspension" (LTS) means the removal of a student from attendance at all schools of the district for a specified or indefinite time exceeding ten (10) school days.
3. "Expulsion" means the permanent removal of a student from attendance at all schools of the district.

B. Procedures: Short-Term Suspension

A short-term suspension may be imposed upon any student subject to this policy on the basis of the decision of such student's Principal/Assistant following a brief informal interview at which the student is notified of the charges against him or her, and has an informal opportunity to respond. The Principal/Assistant shall notify the student's parent or guardian of a short-term suspension in writing. In cases in which a short-term suspension is imposed pending a recommended long-term suspension or expulsion, the notice of short-term suspension should be provided as part of the notice of hearing regarding long-term suspension or expulsion, as provided below.

C. Procedures: Expulsion and Long-Term Suspension (LTS)

Expulsion or LTS from school shall be only by action of a Hearing Authority who shall be appointed from time to time by the Superintendent, following the procedures described in this section. Principal/Assistants who recommend expulsion or LTS to the Hearing Authority shall follow the same due process procedures used in cases of short-term suspension. The parents or guardian of a student recommended for expulsion or LTS shall be provided written notice of such recommendation by mail or by personal delivery by a school employee.

Written notice of the recommended action shall be provided by the Hearing Authority.

ARSON DISRUPTIVE AND DANGEROUS TACTICS

Offenses that are considered dangerous or disruptive: Arson, playing with fire, calling in a bomb threat, possession or explosion of fireworks and explosives, riot, walk-outs, strikes, setting off fire alarms, discharging fire extinguishers is included in this section. Also, other acts that are equally as disruptive or dangerous might be charged as an offense in this policy, such as students obstructing school personnel from responding to a dangerous or potentially dangerous situation.

Consequences

Any offense: Parental notification and notification to the appropriate law enforcement agency and then refer the student to the Hearing Authority who will have the prerogative of long-term suspension for remainder of the current semester with the option of extending the long-term suspension through the succeeding semester *and/or district behavior contract*, depending on the nature of the offense. Counseling at discretion of Hearing Authority.

ASSAULT/ BULLYING (Student to Student)

Any willful act done by a student, whether individually or in concert with other, to another student(s) for the purpose of subjecting such student(s) to bullying, humiliation, intimidation, harassment, disability harassment, racial harassment, sexual harassment, hazing, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace. Students can disclose bullying by completing a harassment complaint form. If requested, the complaint can be kept confidential. All students are encouraged to be pro-active in preventing bullying.

Definitions

1. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.

2. "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
3. "Disability Harassment" is defined as intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the district.

Harassment and Disability Harassment include but are not limited to:

- a. Verbal acts, teasing, use of sarcasm, jokes;
 - b. Name-calling, belittling;
 - c. Nonverbal behavior such as graphic or written statements;
 - d. Conduct that is physically threatening, harmful, or humiliating; or
 - e. Inappropriate physical restraint by adults.
4. "Racial Harassment" consists of physical or verbal conduct relating to an individual's race when the conduct:
 - a. Has the purpose or effect of creating an intimidating, hostile, or offensive academic environment;
 - b. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
 - c. Otherwise adversely affects an individual's academic opportunities.
 5. "Sexual Harassment" means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment may take place under any of the following circumstances:
 - a. When submission to such conduct is made, explicitly or implicitly, a term or condition of obtaining an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used to factor in decisions affecting that individual's education; or
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.
 6. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing includes but is not limited to:
 - a. Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body.
 - b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - d. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - e. Any activity that causes or requires the student to perform a task that involves a violation of state or federal law, or district policies.
 7. Electronic expression- means written, verbal, or pictorial communication conveyed through any form of electronic medium, including, but not limited to, desktop or laptop computers [internet, email, instant messaging, websites, web-cameras, chat rooms], cell phones [text messaging, digital photographs or movies], and instant messaging devices.
 8. Menacing- includes, but not limited to, any assault intended to place a school employee, student or third party in fear of imminent physical injury.

Consequences for Assault/Bullying

1st offense: Parental notification and with Principal/Assistant discretion of notification to the appropriate law enforcement agency, and then up to five (5) days suspension with a mandatory parent conference for re-entry.
Counseling is required by local agency.

2nd offense: Parental notification and notification of the appropriate law enforcement agency, and referral to the Hearing Authority who will provide an opportunity for a hearing with parents and student present to discuss *recommendation for district behavior contract and/or* the possibility of long-term suspension for up to one (1) year (365 days). The student will be suspended until the hearing. **It is the discretion of the Principal/Assistant Principal, to determine the severity of the violation is that of a violent or serious nature, then, the Principal/Assistant would have the option of referring the student to the Hearing Authority to discuss the possibility of long-term suspension for up to one (1) year (365 days). If the student is referred to the Hearing Authority, the student will be suspended for a minimum of five (5) days or until the hearing, whichever is longer. Counseling is required by local agency.**

ASSAULT

AGGRAVATED ASSAULT (Student to School Personnel)

An actual attack on school personnel, or other persons on school property or at a school activity. This may include any form of intentionally forceful, harmful, hurtful, or clearly offensive physical contact administered upon or directed to the body of another, including, but not limited to:

- a. Striking, kicking, squeezing, pushing, or pinching any part of the body, or forcefully grabbing the body or attempting to do any of the foregoing; or
- b. Restraining or restricting physical movement through physical contact, or attempting to do either.

Consequences

Any offense: Parental notification and notification to the appropriate law enforcement agency, and then refer the student to the Hearing Authority who will provide an opportunity for a hearing with the parents and student present with recommendation to expel for up to one (1) year (365 days). The student shall be suspended for a minimum of five (5) days or until the hearing, whichever is longer. **Counseling is required by local agency.**

AGGRAVATED ASSAULT (Student to Student)

The act of inflicting bodily injury of a serious nature to another student. This would include using part of your person, including, but no limited to the following: fist, head, elbow, foot, knee, or teeth. Serious bodily injury involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, protracted loss or impairment of the function of a bodily member, organ, or mental faculty, and also further encompasses a cut, abrasion, bruise, burn or disfigurement, physical pain, illness, impairment of the function of the bodily member, organ or mental faculty, and any other injury to the body, no matter how temporary.

Consequences

- 1st offense: Parental notification, notification of the appropriate law enforcement agency and up to a five (5) days suspension with a mandatory parent conference for re-entry. **It is the discretion of the Principal/Assistant Principal, to determine the severity of the violation is that of a violent or serious nature, then, the Principal/Assistant would have the option of referring the student to the Hearing Authority to discuss the possibility of long-term suspension for up to one (1) year (365 days). If the student is referred to the Hearing Authority, the student will be suspended for a minimum of five (5) days or until the hearing, whichever is longer. Counseling is required by local agency.**
- 2nd offense: Parental notification, notification of the appropriate law enforcement agency, and referral to the Hearing Authority who will provide an opportunity for a hearing with parents and student present to discuss *recommendation for district behavior contract and/or* the possibility of long-term suspension for up to one (1) year (365 days). The student will be suspended until the hearing. **Counseling is required by local agency.**

AGGRAVATED BATTERY (Student to Student)

The act of verbally or physically confronting another student in a disruptive manner; shall include, but not be limited to, the acts of intentionally pushing, shoving, bumping, running into, tripping, or grabbing another student however no punches are thrown.

Consequences

- 1st offense: After careful investigation to ascertain the extenuating circumstances and individual guilt, proceed with parental notification and up to three (3) days suspension with a mandatory parent conference for re-entry.
- 2nd offense: After careful investigation to ascertain the extenuating circumstances and individual guilt, proceed with parental notification and then up to five (5) days suspension with mandatory parental conference for re-entry. Possible SAT referral. *School site counseling required.*
- 3rd offense: Parental notification and then refer to the Hearing Authority who will provide an opportunity for a hearing with parents and student present *with recommendation for* long-term suspension for the remainder of the semester *and/or district behavior contract.* Counseling is required by local agency.

BURGLARY (Larceny, Burglary and Criminal Damage to School or Personal Property)

Consequences

- a. Larceny consists of stealing of anything of value, which belongs, to the school, school personnel, or other individuals on school property or at a school function.
- b. Burglary consists of unauthorized entry of any vehicle water-craft aircraft, dwelling, or other structure, movable or immovable, which belongs to the school, school personnel, or other individuals while on school property or at a school function with the intent to commit any felony or theft therein.
- c. Criminal damage (including graffiti) to school or personal property consists of intentionally damaging any real or personal property of the school or school personnel without the consent of the school or personnel.
- d. Any pupil who commits larceny, burglary, or criminal damage to school or private property shall be liable to the school or owner for full restitution of the property or for payment to the school or individual owner for an amount equal to the fair market value of the property, less any salvage value. In the event such a pupil shows financial inability to restore to the school or individual owner the fair market value less salvage (if any), an installment payment plan shall be established.

If such a pupil is found by the Administration to:

1. be financially able to restore the value or
 2. be financially able to meet a reasonable installment plan to restore the value and fails or refuses to do so, the student may be subjected to long-term suspension until such time as compliance begins.
- e. Any pupil who commits burglary, larceny, or criminal damage to school or personal property may also be found to have engaged in misbehavior or other specific offenses under these policies may be invoked. This procedure may include referral to a Human Services Agency or the District Hearing Authority if the act is judged criminal and/or delinquent. The school administrator will refer the student to the District Hearing Authority to decide whether the student will be allowed to remain in school or be placed on suspension for a period of time comparable with other acts of similar nature.

BUS DISCIPLINE

DISCIPLINE FOR STUDENT INFRACTIONS ON THE SCHOOL BUS

The following infractions will result in:

Loss of bus privileges for 5-10 days

Disrespect or profanity • Standing while the bus is in motion • Throwing trash while on the bus, or throwing items at others • Getting off at the incorrect stop without prior authorization by parent and administration.

Loss of bus privileges for 10-15 days, and may include OSS Detention:

Verbal harassment or intimidation • Failure to ride the appropriate assigned bus route • Smoking • Throwing items out the bus window • Entering or exiting the bus through the back door • Passing or walking behind the bus • Using bus equipment without authorization.

Loss of bus privileges for 15 days, or removal from the bus for the remainder of the semester/year*

Theft or vandalism – restitution is mandatory • Sexual harassment or misconduct, including indecent exposure • Gang signs • Written or verbal threats to a passer-by (pedestrian or in a vehicle) • Starting a fire or lighting

matches • Failure to follow directives of bus driver, administrator or adult supervisor • Verbal harassment/profanity directed toward bus driver • Intimidation of peers on the bus or at any bus stop • Habitual behaviors (2 or more bus referrals).

Loss of bus privileges for an indefinite period of time, with possible hearing. Use or possession of illegal substance • Threat or physical harassment/assault toward the driver or a peer • Possession of a weapon • Throwing items out of the bus at a person or object.

***A meeting will be scheduled with the student's parents in any case in which the student will lose bus privileges for more than 15 days. The right to ride the bus is not absolute. Any student may have these privileges removed at any time. The school bus is an extension of the school when dealing with disciplinary guidelines.**

CHEATING/Plagiarism

Consequences for Academic Dishonesty

- 1st offense: Teacher assigns an "F" or zero for the work in question and notifies the parent/guardian; Teacher will refer the incident in writing to administration; Administration may meet with the parents and place the student on a behavior contract; Administration may assign ISS; Student may lose designation as an academic program scholar and/or the privilege of participating in Zuni's extracurricular activities.
- 2nd offense: Teacher notifies the parent/guardian; Teacher will refer the incident in writing to administration; Student may be removed from the class for the semester and receive a grade of "WF" for the class (Administration makes the final decision as to whether a student is permanently dropped from the class); Administration may assign ISS or suspension; The student may lose designation as an academic program scholar and/or the privilege of participating in Zuni's extracurricular activities

Controlled Substance/Paraphernalia/Possession/Distribution/Use:

DRUNKENNESS/DISORIENTATION

Student using abnormal speech or exhibiting abnormal behavior resulting from the usage of drugs and/or the consumption of intoxicating (alcoholic) beverages or inhalants.

POSSESSION OF DRUGS/ALCOHOL/COUNTERFEIT DRUGS/ANY SUBSTANCE WITH INTOXICATING OR ADDICTIVE EFFECT

The possession of marijuana, hallucinogenic drugs, other abuse prone drugs, counterfeit drugs, any substance with an intoxicating effect, or the possession of intoxicating (alcoholic) beverages. This also includes possession of paraphernalia that has been used to ingest drugs. Transaction of purchased illegal drugs on district property without receiving the drugs.

Definition of Possession:

- On a student's person while at school, school activity, or while being transported to and from an activity in a school bus or school vehicle.
- In a student's assigned or unassigned locker.
- In a student's car or friend's car while on school property.
- Knowingly concealed on school property by a student.
- On a student's person while under sports/activity season 24 hour policy.

Definition of Counterfeit Drugs:

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

Definition of a Substance with intoxicating/addictive effect:

- A substance such as permanent markers, hair spray, liquid paper, gasoline, paint, energy drinks used to produce an intoxicating effect.
- Drugs prescribed by the student's physician that are being taken according to the directions of the prescription are exempt under this policy.

NOTE: PRESCRIBED MEDICATIONS ARE TO BE KEPT IN THE SCHOOL SITE HEALTH OFFICE AND TAKEN UNDER THE SUPERVISION OF A SCHOOL NURSE

USAGE OF ALCOHOL/DRUGS/COUNTERFEIT DRUGS/ANY SUBSTANCE WITH AN

INTOXICATING/ ADDICTING EFFECT

The usage of marijuana, hallucinogenic drugs, other abuse prone drugs, counterfeit drugs, any substance with an intoxicating or addictive effect, or having consumed intoxicating (alcoholic) beverages.

Definition of Usage

- a. Using prior to attending school, then attending school.
- b. Using prior to attending a school activity, then attending the school activity.
- c. Using while at school.
- d. Using while being transported in a school bus/vehicle to and from school or to and from an activity, which the school is sponsoring or in which the school is taking part.
- e. Using while participating in a school sponsored event.

The following provisions apply when a student violates any or all of the previous substance abuse definitions

Consequences

Any offense: Parental notification and mandatory conference, notification to the Appropriate law enforcement agency, student will be referred to the Hearing Authority for a long-term suspension hearing. Student will be suspended a minimum of five (5) days or until the scheduled hearing.

At the hearing with the Hearing Authority, if the student is found to be in violation of this policy, and is allowed to remain in school, a contract shall be agreed to by the student, parent(s), and school district that provide for the following:

- A. Student is required to enroll in a drug/alcohol counseling program. Select option 1 or option 2 at the time of the student's hearing. This selection cannot be changed at a later date.
Option 1 – Attend District Drug/Alcohol Counseling Program with ZPSD for first time offenders (recommended). Parent/guardian participation is required at all sessions.
Option 2 – Attend a community, outside drug/alcohol counseling program. The duration of the counseling sessions shall be determined by the counselor.
- B. Violation of the contract or a second infraction of this policy shall result in long-term suspension for up to one (1) year (365 days) **or placed in alternative setting, Which is IAES [sped] or AEP [general ed.]** *Substance abuse counseling is provided by ZPSD for alternative programs.*

If a student is expelled, either at the hearing or as a result of violating the contract, then the student shall enroll in and complete a drug-counseling program prior to returning to a Zuni Public Schools. However, if a student does not complete the program or drops from their counseling program, then the student will be enrollment restriction until a time when the counseling program is completed.

SALE OR DISTRIBUTION OF DRUGS/ALCOHOL/COUNTERFEIT DRUGS SUBSTANCE WITH INTOXICATING/ ADDICTIVE EFFECT

Sale or distribution of marijuana, hallucinogenic drugs, other abuse prone drugs, and/or intoxicating (alcoholic) beverages to other students or persons while on school property or a school activity.

Definition of Sale or Distribution

- a. The act of selling drugs or alcoholic beverages for money or compensation.
- b. The act of distributing drugs or alcoholic beverages without gaining compensation.
- c. The act of distributing drugs or alcoholic beverages while under sports/activity season.

Consequences

Any offense: Parental notification and mandatory conference, notification to the appropriate law enforcement agency and then refer the student to the Hearing Authority with a recommendation of long-term suspension for one (1) calendar year (365 days). The student will be suspended until the hearing. **Counseling must be completed prior to re-entry hearing.**

DRESS CODE

- A. Zuni Public School District students are to come to school dressed appropriately and ready to learn. The dress code is designed to provide a safe and healthy environment that promotes positive behavior and learning.

- B. Students are to dress in a manner that will not:
1. Interfere with classroom instruction
 2. Be a safety hazard to self or others
 3. Embarrass self or others
- C. Wearing sagging clothing below the hips is not permissible. Pants are to fit at the waist. Clothing that is designed to be worn outside must be properly fitted. Overalls are to be over the shoulders and fastened on both sides. Midriffs and underwear should not be exposed. All individuals will remove any headgear i.e. hats, caps, hairnets, and bandannas while in the school buildings as a form of courtesy, respect, and security. **Bandannas are not allowed.** When outside, all hats should be properly worn. Sleep wear, muscle shirts, tank tops, spaghetti strapped shirts, low-cut tops, stretchy skin-tight clothing, see-through clothing, short shorts, strapless/tube top blouses and bare midriff clothing will not be allowed. Sunglasses are inappropriate in school. If a student must **use sunglasses for medical reasons he/she must have a note signed by the administrator for the day they are to be worn.** Students must wear footwear at all times; flip flops, slippers and shower shoes are not allowed. Students are not permitted to walk about the school in stockings or socks without shoes or in bare feet unless given permission by a staff member. **Graphics on clothing and accessories, extra-long belts and other items of clothing or accessories that have been determined to be gang related by the Zuni Police Department are not allowed.** Clothing and accessories should not exhibit ICP items, drug, alcohol, and/or cigarette messages or emblems. Clothing and accessories will not exhibit satanic emblems. Clothing and accessories will not exhibit inappropriate language. (See Policy 6-19, Satanic Symbols, Illegal Substances and other Inappropriate Symbols)
- D. Zuni High School administration reserves the right to prohibit the wearing of any clothing or accessory (I.e. colors, styles, logos, etc.) that is considered gang-related or counter-productive to a positive learning environment.
- E. Should a student come to school wearing prohibited clothing, the Principal/Assistant or designee shall:
1. Take the prohibited items (i.e. Headgear, sunglasses, T-shirts, etc.) and store it in the Principal/Assistant's office to be picked up and taken home:
 2. Give the student an appropriate article of clothing to wear during the school day, which he/she can return on the following day, or send the student home to change
 3. Have a conference with the student and the parent to discuss appropriate clothing standards or provide them with a copy of Board policies 6-19 and 6-32.
- F. If any student continues to violate the above dress codes, the Principal/Assistant or designee may deem this as defiance of Board policy and can refer to the Suspension Policy 6-24 for further disciplinary actions.

ELECTRONIC DEVICES

The Board is committed to providing a safe, positive and productive learning and working environment. The use of Electronic Devices on school campuses has increased classroom disruptions and resulted in an increase of threatening and inappropriate communications. The term "Electronic Devices" shall mean any and all devices which accomplish their purposes electronically and include, without limitation, cell phones, iPads, pagers, electronic emailing devices (e.g. Blackberry), iPods or other MP3 players, kindles, radios, speakers, DVD players, video cameras, laser pointers, portable video game players, laptop computers, personal digital assistant (PDA's), cameras and any device that provides a wireless, unfiltered connection to the Internet.

Consequently, the use of any and all Electronic Devices by students during the school day, whether on campus or during a school-sponsored event is strictly prohibited. The "school day" shall mean the normal hours of operation of the school. While students are not prohibited from procedures, the Electronic Devices must be turned "off" and stored in a student's backpack or purse, locker, or vehicle. This Policy does not apply to the sanctioned use of Electronic Devices by teachers, or students under the direct supervision of their teacher, for educational purposes.

Use of Electronic Devices in violation of this policy shall result in the confiscation of the Electronic Device.

Consequences for Electronic Devices

- 1st offense: The **Parent/Guardian** may recover the Electronic Device from the school's administrative office at the end of the day.
- 2nd offense: **The student will receive a discipline notice for misbehavior and the electronic device will be confiscated for the rest of the semester.**

Electronic Devices that are not recovered at the end of the school year may be disposed of by the District. The District shall not be liable or responsible for the loss of or damage to any Electronic Device confiscated from a student pursuant to this policy. This policy does not prohibit the use of

Electronic Devices on school buses or extracurricular activity buses unless otherwise restricted by District staff responsible for the activity.

EXTORTION (Student/School Personnel)

The illegal taking of money or property by using threat or using force.

Consequences

- 1st offense: Parental notification and with Principal/Assistant discretion notification to the appropriate law enforcement agency and either up to a three(3) day In or out of school suspension with a mandatory parent conference for re-entry. If the charge is serious, referral to Hearing Authority, who will provide opportunity for a hearing with the parent and student to discuss possibility of long-term suspension for the remainder of semester. The Hearing Authority will have the prerogative of long-term suspension and/or district behavior contract. The student will be suspended until the hearing.
- 2nd offense: Parental notification with mandatory parental conference for re-entry, with Principal/Assistant discretion of notification to the appropriate law enforcement agency and up to a five (5) day in or out of school suspension with a mandatory parent conference for re-entry. Referral to Hearing Authority (Principal/Assistant's discretion).

FALSE Accusation (Student to School Personnel, Student to Student)

A student who makes a false report of child abuse or neglect against another person in bad faith or with malicious purpose.

Consequences

- 1st offense: Parental notification, possible referral for school counseling, and up to a three (3) day suspension with mandatory parental conference. At Principal/Assistant discretion appropriate law enforcement agency may be notified.
- 2nd offense: Parental notification with mandatory parental conference, notification of appropriate law enforcement agency. Possible referral to the Hearing Authority who will provide an opportunity for a hearing with parents and student to discuss the possibility of long-term suspension for the remainder of the semester and/or district behavior contract.

FOOD/DRINK

NO FOOD OR DRINKS OUTSIDE OF THE CAFETERIA (see Misbehavior). NO ENERGY DRINKS ALLOWED ON CAMPUS. No outside food or drinks at Zuni High School Athletic Games. There will be no selling of food or drinks by students during the school day.

FORGERY

The act of falsifying a person's name, or altering of any school document and/or fraudulent use of school documents, such as passes, etc.

Consequences for Forgery

- 1st offense: Parent notification and conference, and either a one (1) day in or out of school, OR a chosen alternative form of discipline.
- 2nd offense: Parental notification and conference, and either up to a three (3) day in or out of school suspension with mandatory parent conference for re-entry OR a chosen alternative form of discipline
- 3rd offense: Parental notification and mandatory parental conference and referral to the Student Assistance Team and or counseling (mandatory if not previously referred) for consideration of intervention options, and up to five (5) days in or out of school suspension, or a chosen alternative form of discipline, additional consequences may include placement in an alternative setting and /or school behavior contract.
- 4th offense: Parental notification and referral to the Hearing Authority who will provide an opportunity for a hearing with the parents and students present to discuss the possibility of long-term suspension for the remainder of the semester and/or district behavior contract. The Hearing Authority would have the prerogative of long-term suspension at this hearing. The student will be suspended until the hearing.

GANG ACTIVITY

The Board recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of

intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities.

A. Definition

For purposes of this policy a "gang" is any group of two or more persons whose purposes include the commission of illegal acts, or acts in violation of disciplinary rules of the school district. "Gang related activity" includes but is not limited to the prohibited conduct set forth below.

B. Prohibition

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang; bandanas showing colors, ICP items.
2. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation with any gang.
3. Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. soliciting membership in, or affiliation with, any gang;
 - b. soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
 - c. painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property;
 - d. engaging in violence, extortion, or any other illegal act or other violation of school policy;
 - e. soliciting any person to engage in physical violence against any other person.

B. Application and Enforcement:

C.

1. In determining, as part of the application and enforcement of this policy, whether acts, conduct, or activities are gang related, school officials are encouraged to exercise discretion and judgment based upon current circumstances in their schools, neighborhoods, and areas.
2. The removal of gang-related graffiti shall be a priority in maintenance of school property. All such graffiti on school property shall be removed or covered within twenty-four (24) hours of its first appearance to school officials, or as soon thereafter as possible, unless additional time is needed to obtain replacements for damaged items.
3. School officials should also encourage private property owners to promptly remove or cover gang-related graffiti on private property in school neighborhoods.
4. School officials are strongly encouraged to work closely with local law enforcement officials in controlling gang-related activities. Local law enforcement can provide school officials with information regarding gang-related activities in the area, including names and characteristics of local gangs.
5. The Superintendent, in consultation with the appropriate building Principal/Assistants, should report instances of gang-related criminal acts or acts of serious disruption to local law-enforcement authorities for further action.

Consequences for Gang Activity

If Gang Activity policy is violated; the student will be charge with a misbehavior or [Principal/Assistant choice for alternative discipline] and **if serious violation the school administrator will refer the student to the District Hearing Authority to decide whether the student will be allowed to remain in school on a behavior contract for rest of semester or be placed on long-term suspension up to one year [365 days].**

DISRUPTIVE MISBEHAVIOR

Behavior which creates a willful and significant interference with the educational process. Misbehavior may include repetitive disruptions for which the classroom teacher has exhausted classroom consequences, including parent notification. The misbehavior may occur on school property, school bus/vehicle, at a bus stop, or at an activity, athletic or social event. The Principal/Assistant will use their discretion in the processing of student referrals. Misbehaviors include, but are not restricted to the following definitions:

1. The use of profane language or gestures, which are disruptive.
2. The willful refusal to identify one's self upon request from school personnel.
3. The failure to disperse or leave any school facility or school event after being requested to do so by authorized school personnel.
4. The refusal to follow a reasonable direction issued by authorized school personnel.

5. The theft of minor items such as school supplies.
6. The wearing of clothing which is disruptive to the educational process or in poor taste.
(See school site dress code policy).
7. Signing or tagging to establish territory on school property.
8. Making particular hand gestures to signal affiliation or action.

Consequences:

- 1st offense: Principal/Assistant-student conference and parental notification. If the Principal/Assistant feel the student behavior warrants a parent conference, then the student may be suspended until a conference can be arranged.
- 2nd offense: Parental notification and possible parent conference and then either one (1) day in or out of school suspension OR a chosen alternative form of discipline.
- 3rd offense: Parental notification and mandatory conference, possible referral for counseling and/or to the Student Assistance Team for review, and then either up to a three (3) day in or out of school suspension OR a chosen alternative form of discipline.
- 4th offense: Parental notification and mandatory parental conference and referral to the Student Assistance Team (mandatory if not previously referred) for consideration of Intervention options, and then up to five (5) days in or out of school suspension, or a chosen alternative form of discipline. Additional consequences may include placement in an alternative setting [school site] and/or a school behavior contract.
- 5th offense: Parental notification and referral to the Hearing Authority who will provide an opportunity for a hearing with the parent and student present to discuss the possibility of long-term suspension for the remainder of the semester. The Hearing Authority would have the prerogative of long-term suspension *and/or district behavior contract* at this hearing. The student will be suspended until the hearing.

INDECENT EXPOSURE

Student to Student/School Personnel; the act of exposing one's private parts, including buttocks, in public.

Consequences

- 1st offense: Parental notification and conference, mandatory counseling, and up to three (3) days suspension with a mandatory parent conference prior to re-entry.
- 2nd offense: Parental notification and conference, and then referral to the Hearing Authority with a recommendation for behavior contract and/or long-term suspension for the remainder of the semester.
- 3rd offense: Parent notification and then recommend long-term suspension to the Hearing Authority for the remainder of the year. **Counseling is required by local agency.**

PROFANE LANGUAGE/ ABUSIVE LANGUAGE (Student to School Personnel)

The usage of improper language or the usage of insulting language/gesture or the use of profanity directed toward school personnel

Consequences – See DISRUPTIVE MISBEHAVIOR

PUBLIC DISPLAY OF AFFECTION (PDA)

At Zuni High School, we are community of learners. Everyone respects and values the members of the school community as individuals with unique qualities and gifts. At Zuni High School, we are preparing students to enter the world of higher education and work. Any public display of affection should enhance the respect that we have for another; however, it should never interfere with learning. The following parameters should guide us in our behavior at school, on school grounds (including parking lots, and outside areas) and at school activities:

NOT APPROPRIATE

~ Kissing, groping, molesting, lap sitting, or touching private parts, extended hugging.

APPROPRIATE

- ~ Touching (excluding private parts) – for example, a pat on the back, linked hands (with both hands visible), Nonromantic quick hugs, or an occasional arm around the shoulder while conversing, encouraging, showing solidarity or support is appropriate.
- ~ Dances are social occasions and partners can hold each other romantic, but no

- provocative embraces.
- ~ Visible, open handholding is permissible
- ~ No act should take away any portion of a person's dignity, but rather add to it.

Excessive public display of affection beyond a handshake or quick hug may be distracting and embarrassing to others and are not appropriate in the school setting.

Consequences for PDA

- 1st Offense: Student Conference/Parent notification.
- 2nd Offense: Student Conference/Parental notification/counseling referral to the counseling office and or nurse.
- 3rd Offense: Parental notification and mandatory parental conference. Read and answer questions pertaining to PDA activity.
If continued it will fall under Disruptive Conduct/Defiance see Page 26

RESTITUTION

Any pupil who commits larceny, burglary, or criminal damage to school or private property shall be liable to the school or owner for full restitution of the property or for payment to the school or individual owner for an amount equal to the fair market value of the property, less any salvage value. In the event such a pupil shows financial inability to restore to the school or individual owner the fair market value less salvage (if any), an installment payment plan shall be established.

If such a pupil is found by the Administration to:

1. be financially able to restore the value or
2. be financially able to meet a reasonable installment plan to restore the value and fails or refuses to do so, the student may be subjected to long-term suspension until such time as compliance begins.

THIEVERY (Student to Student/School Personnel)

Taking something without permission from another student, teacher, school building, or school premises and/or knowingly being in possession of stolen property, goods or contraband.

Consequences – See BURGLARY

TOBACCO POSSESSION, USE, or DISTRIBUTION

Tobacco Policy (Student)

The possession, usage, or distribution of tobacco products (smoking, chewing or dipping), including e-cigarettes of any kind while at school, on school property, in a school bus/vehicle, or at any school activity is prohibited.

Consequences

- 1st offense: Parental notification and either one (1) day in-school suspension or a chosen alternative form of discipline, *the student may also be referred for counseling.*
- 2nd offense: Parental notification and mandatory conference and either up to three (3) days in-school suspension or a chosen alternative form of discipline. *Counseling required* (and subsequent)
- 3rd offense: Parental notification and conference, and either up to five (5) days in-out school suspension, or a chosen alternative form of discipline.

VANDALISM

Criminal damage (including graffiti) to school or personal property consists of intentionally damaging any real or personal property of the school or school personnel without the consent of the school or personnel.

Consequences – See BURGLARY and RESTITUTION

WEAPONS IN SCHOOL

The Board of Education recognized that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, and use of weapons by unauthorized persons in or around school property.

This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 33 U.S.C. 3315 (a) (1) and Gun Free School Zones Act of 1990, 18 U.S.C. 921-924, and it is the intention of the Board that it be interpreted to conform to provisions of those referenced laws.

DEFINITIONS

Weapons

For purposes of this policy, a "weapon" is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

Firearm

For the purposes of this policy, and for purposes of compliance with Federal Gun Free Schools Act, 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; and firearm muffler or firearm silencer, or any destructive device.

Enforcement:

This policy shall be enforced according to the Board's Student Search and Seizure Policy. Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the State Board of Education and the policies of the district

Penalties for violations:

- A. Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion.
- B. In compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a firearm, as defined in this policy, shall at a minimum, be expelled from school for a period of not less than one year (365) days, provided, that the Superintendent or the Board of Education may modify such penalty in appropriate cases in their discretion.
- C. This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA).
 - D. In accordance with the provision of 20 U.S.C. 1415e (3) (B) of the IDEA, a child with a disability who is determined to have brought a weapon to a school under the jurisdiction to the School Board may be placed in an interim alternative educational setting as specified by the IEP team.
 - E. If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting during the tendency of such proceedings, unless the parents and school officials agree otherwise.

1st Offense: Parental notification and notification to the appropriate law enforcement authorities or appropriate juvenile authorities and then refer the student to the Hearing Authority with a recommendation of expulsion for 1 year (365) days.

2nd offense: Parental notification to the appropriate law enforcement authorities or appropriate juvenile authorities and then refer the student to the Hearing Authority with a recommendation of expulsion.

Possession of weapons other than firearms

1st Offense: Parental notification and notification to the appropriate law enforcement agency and then refer the student to the Hearing Authority with a recommendation of expulsion for the remainder of the current semester with the option of extending the expulsion through the succeeding semester, depending on the nature of the offense.

2nd Offense: Parental notification and notification to the appropriate law enforcement agency and then refer the student to the Hearing Authority with a recommendation of expulsion for the remainder of the current semester with the option of extending the expulsion through the succeeding semester, depending on the nature of the offense.

SEARCH / SEIZURE

The Board of Education, in recognition of the necessity of conducting searches and seizures of employees and students from time to time in order to enforce school policies and discipline, adopts the following policy regarding searches and seizures.

DEFINITION

As used in this policy "contraband" means any substance, material, or object prohibited from school pursuant to school policy or state or federal law, including drugs, alcohol, fireworks, or weapons.

RULES REGARDING SEARCHES AND SEIZURES

With respect to both employees and students, the district reserves the right to search persons, personal effects and vehicles *when a reasonable, individualized suspicion based upon objective, observable facts exists*:

- A. A pat-down search of a person may be conducted on the 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 presence of a witness of the same sex. Strip searches are not permitted.
- B. 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.
- C. Persons are permitted to park on school premises as 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.
- D. 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 shall be reasonable cause for a search by school officials.

ADDITIONAL THINGS YOU NEED TO KNOW

Parent Contact

Except for purposes of access to student records, Zuni High School will contact and/or seek permission of the parent(s) of a student who has reached the age of 18 for emergency and other reasons set out in this Handbook, unless a notarized statement signed by parent/legal guardian is on file.

Student Parking

The high school parking lot is available for the safe and responsible use of student parking. Any sophomore, junior, or senior who complies with all ZPSD rules Drivers License and vehicle registration policies and procedures is eligible for parking privileges on campus.

Visitors

Because Zuni High School is a closed campus, ZHS will not allow student visitors. Parent(s)/Guardian(s) are required to check in with the front office staff before any communication takes place with their student. Having a visitor, even a well-behaved

and respectful one, disrupts the learning atmosphere of the classroom. ALL visitors to the campus must check in at the front office desk located in the reception area of the Administration Building. A Visitor's Pass will be issued by Staff for authorized visits, other visitors will be requested to return after instructional time ends. Staff at the front desk will contact the appropriate staff member who will meet the visitor in the reception area and escort them to their destination on campus.

Background Checks/Fingerprinting/Waivers

Parents, coaches, chaperones or volunteers who assist with students and have any type of supervisory responsibility accompanying or involved with a class must have background clearance that includes fingerprinting. Parents/legal guardians, attending school lunches or visiting classrooms must complete the waiver document for admittance into classrooms or school.

Parents/legal guardians meeting students at field trip sites, attending assemblies, school community meetings, and parent teacher conferences, etc., do not need a waiver or background check/fingerprinting.

Telephones

Students will not be allowed to make personal telephone calls from school phones unless they have permission from staff. Cell phone of students may be used in office only with permission from Administrators.

CAMPUS SECURITY

Campus Security Officer(s) assist with the safety and security of Zuni students and staff. All Campus Security Officers are to be treated with courtesy and respect. Failure to follow the direction of Campus Security will result in disciplinary action up to and including suspension.

CLOSED CAMPUS POLICY

Students are expected to remain on campus for the entire school day. Students may leave campus during the school day with prior parental permission and an official school release by the Attendance Office, Health Office, or the Administration Office. Any visitor to our campus must report to the Administration Office for approval before entering the campus. If a parent wishes to visit a classroom, a 24-hour notice period is requested.

COMPUTER USAGE

With so many different pieces of modern technology available for use at ZPSD, it is imperative that students respect and properly care for all school equipment. Likewise, it is equally important that students respect the work of others and that they do not access, copy, or alter files that were not created by them, without proper permission. Actions which will be considered grounds for disciplinary and possible legal action include plagiarism, copyright violations, invasion of privacy, unauthorized access, or any action that **could** result in damage to computer files, systems or facilities or which violate ZPSD rules/policies. In addition, all students are required annually to sign the District's Acceptable Use Policy, which detail the rules for using our internal computer network as well as the Internet.

YOUR STUDENT NETWORK ACCOUNT

Students must know the following before using their network account:

- *You may only log onto one machine at a time.
- * Only you may use your account.
- *Don't share your ID number or password with anyone.
- * You are responsible for ALL activity while your account is logged in.
- * If you walk away from a computer while logged in, you're still responsible.
- * Read the discipline code.
- * If you use or plan to use technology to do harm, you risk losing your network privileges as well as being suspended or expelled from school.
- * Activities on our school network may be monitored.

ZPSD computers and equipment may only be used for educational activities. This is a policy of the ZPSD School Board.

BECOME INVOLVED IN ACTIVITIES

To get the most out of school, you have to be involved at school! The more you work with school activities, the better your grades and performance will be. Activities and academics equal excellence in education.

TITLE IX

Under the provisions of Title IX, Education Amendments of 1972, public schools must make sure that all students, regardless of gender, have equivalent opportunities to participate in athletics, academics, and training programs. The ZPSD Title IX Coordinator is responsible for overseeing compliance with the provisions of Title IX and for investigating complaints. For further information, contact the ZPSD Title IX Coordinator at the Zuni Public Schools District Office, 12 Twin Buttes Dr., Zuni, NM, 87327, (505) 782-5511.

SECTION 504

Under the provisions of Section 504, Rehabilitation Act of 1973, public schools must make sure that all students, regardless of disability, have equivalent opportunities to participate in a free appropriate public education (FAPE). **This provision applies** to qualifying disabled students whose disabilities are not so severe as to create IDEA eligibility.

ZPSD's Section 504 Coordinator is responsible for overseeing compliance with the provisions of Section 504 and for investigating complaints. For further information, contact ZPSD's 504 Director, at the Zuni Public Schools District Office, 12 Twin Buttes Drive, Zuni, NM 87327, (505) 782-5511.

LOSS OF PRIVILEGES

Students can lose privileges such as attending school dances, games and participating in school activities due to poor attendance, behavior or academic marks.

Safety Drills

Every precaution is taken to insure your child's safety during school hours. Monthly drills are practiced to make certain that students learn proper safety procedures and follow all safety guidelines. Your child will be informed by respective teacher on drills. All Evacuation/Lock Down drills are practiced for the possibility of personal threat or other dangers that might occur at our school. These are conducted at irregular intervals. These drills include campus lock-downs and bomb evacuations that are conducted by school administration and local emergency personnel.

An Evacuation Plan is posted in each room of the school. Students should study and familiarize themselves with the plan in each of their classes. When a signal or sound is given, students will immediately respond appropriately as per the plan. When leaving the building is required, all students will leave the room in a quiet and orderly manner following the prescribed route to clear the building. Students and teachers must report to their designated areas and remain there until the signal or alarm sounds for the return to the classroom.

If parents are to pick up their students at another designated location, they will be informed at the time of the situation where the reunification site is.