# Zuni Middle School

Zuni, New Mexico 87327  
**Phone:** (505) 782-5561  
**Fax:** (505) 782-5563  
[www.zpsd.org](http://www.zpsd.org)

## ADMINISTRATIVE TEAM

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<tr>
<th>Role</th>
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<th>Email</th>
</tr>
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<tr>
<td>Principal</td>
<td>Monique Garcia</td>
<td><a href="mailto:monique.garcia@zpsd.org">monique.garcia@zpsd.org</a></td>
</tr>
<tr>
<td>Dean of Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Rhonda Quetawki</td>
<td><a href="mailto:rhonda.quetawki@zpsd.org">rhonda.quetawki@zpsd.org</a></td>
</tr>
<tr>
<td>Counselor</td>
<td>Dominique Dosedo</td>
<td><a href="mailto:dominique.dosedo@zpsd.org">dominique.dosedo@zpsd.org</a></td>
</tr>
<tr>
<td>School Social Worker</td>
<td>Deborah Badua</td>
<td><a href="mailto:deborah.badua@zpsd.org">deborah.badua@zpsd.org</a></td>
</tr>
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**School Colors:** Navy Blue and White

**School Mascot:** Falcon
VISION

Zuni Middle School aims to foster a globally competitive community of lifelong learners in an equitable, nurturing, and safe environment.

MISSION

Our mission is to provide a learning environment that ensures academic excellence and achievement. Our school will engage students in project-based learning with culturally based components by maintaining a climate of high expectations, providing motivating and nurturing experiences to all students and parents.

PHILOSOPHY

We believe that all students should be given a variety of opportunities to become proficient in the academic disciplines in order to meet their physical, social, and emotional needs, in both traditional and contemporary cultures by embedding the A:shíwi core values.

ACADEMIC GOALS

By spring 2019, ZMS Academic goal will be in alignment with the 90 Day Plan. The 90 Day Plan is the overall school academic plan of action regarding our academic goals for English Language Arts/Reading and Mathematics. Our academic goal in both core subject areas is to increase nearing proficiency or proficiency by 10-15%.

These activities are part and parcel of every school curriculum. We realize that they play a large role in helping students enjoy success in and out of the classroom. Therefore, it is the philosophy of Zuni Middle School to encourage participation in a variety of sports, clubs, and activities. No matter what you choose to do, it will help to make your middle school years more satisfying.
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A: SHI:WI CORE VALUES:
HONANSAMMO L E’N A:DEYA’ DU

Hon i:yayyulashshik’yana:wa.

We will respect one another

Hon ko’hol lewuna:wediyahnan, wan hon i:tse’manna.

We will think before we act and consider the consequences.

Hon i:yansatduna:wa. We will help one another. Hon i:yanbeye:na:wa.

We will give advice and counsel one another.

Hon i:yayyumola a:dek’yanna.

We will be honest and trust one another.

Hon i:wichemana:wa.

We will love one another.

Hon dewulashshi’ iwillaba’ a:dek’yanna

We will be kind and generous to one another.

Hon i:yanhadiya:na:wa, hon i:yayyu’hadiyahk’yana:wa.

We will listen and pay attention to one another.

Hon delanko’ha:willi:wa.

Be empathetic to one another.

Ihadiya:wa.

Listen.

Don dehwan illaba.

It is your turn.

Hom dehwan

ukna:we.
MESSAGE TO THE PARENTS / GUARDIANS

Dear Parents,

This handbook contains valuable information for your children and you. Please familiarize yourself with its contents. This handbook is written to list and explain procedures, rules, and regulations for the operation of the school. The handbook is designed and developed to be used as a reference guide and to help students, parents/guardians, and staff to become better acquainted with the school. The handbook does not, nor was it intended to, cover all situations that may occur during the course of the school year. Situations that are not covered by this handbook will be handled at the discretion of the administration and Board Policy. Parents/Guardians and students will be consulted in these determinations.

When problems arise, the proper procedure, in a secondary setting, is to be sure your son/daughter has first had the opportunity to address the issue him/herself. This is an important part of the educational process. If the parent/guardian believes it is appropriate to get personally involved to clarify an issue, or solve a problem, first contact the teacher/sponsor/coach. If that communication does not resolve the situation, contact the Counselor or the Principal.

We hope this handbook will be helpful to clarify processes and procedures at Zuni Middle School.

Elahkwa,

Zuni Middle School’s Administrative Team

PARENT /STAFF COMMUNICATION

We recognize the need for ZMS staff to involve parents in open dialogue concerning their child’s educational experiences.

The following minimum guidelines are to be observed:

A. All visitors are expected to report first to the building office upon arriving at a campus/site, sign in, and obtain a visitor’s pass.
B. Conferences are expected to occur during non-instructional time scheduled with mutual agreement.
C. Parents and staff should not involve children in awkward, embarrassing, or confrontational situations.
D. When any party feels uncomfortable, either has the right to exit the meeting and schedule a follow-up meeting (example: use of profanity, intimidation, etc.
E. Zuni Middle School’s district personnel will retain the right to contact the appropriate authorities to remove people in extreme cases.

PARENT TEACHER ORGANIZATION

Parents and guardians are important to student success. Parental involvement is imperative to assist in decision-making processes regarding school decisions. ZMS has a parent teacher organization, known as
Parents Pursuing Excellence, which provides opportunities for involvement at Zuni Middle School. This organization will meet seven (7) times a school year beginning at 5:15 PM in the ZMS Library. Dates are listed on the School Calendar of Events. The purpose of this organization is to provide assistance to parents, students, and staff in academic and fundraising activities. Contact the ZMS Principal for more details.

**GENERAL STUDENT INFORMATION - NON - DISCRIMINATION**

The Board and District personnel will make every effort to provide equal opportunities for students to participate in school-sponsored activities and programs.

No discrimination because of race, ethnicity, gender, disability, age, marital status, nationality, religious affiliation, sexual orientation, gender identity, genetic data, or any other characteristic protected under applicable federal, state, or local law, may be practiced in providing educational activities. Gender will not be used as a determinant for participation in a program except when gender is a valid qualification.

**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 Federal Programs Director and ZPSD Title IX Coordinator at the Zuni Public Schools District Office, 10 Sandy Springs Dr., Zuni, NM 87327, (505) 782-5511.

**REHABILITATION ACT, SECTION 504**

ZPSD affirms that no qualified person shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program, or activity conducted by ZPSD. In order to assure compliance with Section 504 of the Rehabilitation Act, ZPSD has established referral procedures; parent rights information; and grievance procedures. A request for a Section 504 due process hearing should be made within thirty-five (35) days of notice of right to file (but not less than thirty [30] days).

The request shall be made to:
Director of Special Education
P.O. Drawer A
12 Twin Buttes Drive Zuni, NM 87327
(505) 782-5511

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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 District has adopted a written policy governing all the rights of parents and students under FERPA. Copies of this policy may be found in the Superintendent’s Office and in the Principal’s Office of each school within the District.

The Board of Education of the Zuni Public School District (ZPSD) 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 educational 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 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 ZPSD 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. Please note: Federal Regulations are subject to change and ZPSD will comply as new regulations are adopted.

POLICY STATEMENT FOR SEARCH AND SEIZURE

For the protection and security of individuals and property on the ZPSD’s campuses, Board policy authorizes the search of individuals by school personnel, including students, their personal effects, lockers, desks and vehicles on school property, as permitted under federal and state law. The policy on Search/Seizure is located in the Student Discipline section of this handbook.

FINES
Students are responsible and accountable for loss of or damage to school property, including textbooks and library books.

The Principal will establish procedures through which students may be held responsible and accountable for loss of or damage to school property, including textbooks and library books.

ZMS may withhold the grades, diploma and transcripts of the student responsible for damage or loss of instructional materials. An alternative program in lieu of payment may be pursued.

**HEALTH SERVICES**

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

Students who experience health problems during the school day must report to the health office. To support our student’s academic success, students are required to go to their next 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. 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. Parents or other designated emergency contacts must pick up the student from school and sign them out in the health office.

Parents are requested to report any serious injury or ongoing health conditions, such as allergies or medications taken, that occur throughout the school year to the health office to support educational success and recovery.

**IMMUNIZATION REQUIREMENTS**

Only students who provide proof immunization may lawfully enroll in New Mexico Public Schools. All students in ZPSD must provide proof of immunization at the time of enrollment. Additional NM State immunization requirement is available from the school nurse.

**MEDICAL, OR RELIGIOUS IMMUNIZATION EXEMPTION**

Students must bring verification of exemption at the time of registration. This exemption must be renewed each year, prior to enrollment.

**MEDICATIONS**

Zuni Middle School has neither the responsibility nor authority to dispense over-the-counter medication without permission from the parent/guardian. The following policy will be adhered to for students requiring medication:

A. Prescription medications must have a signed order from the doctor and be kept in a locked area in the health office.

B. All medications must be dispensed under the supervision of the nurse, Principal or Principal Designee.

C. All allergies must be medically verified by a Doctor each school year (i.e. milk, peanuts, bee stings, etc.)
GENERAL INFORMATION

TELEPHONE USE STUDENTS

Zuni Middle School’s administration offices, library, computer lab, gymnasium, classroom telephones are to be used by staff only for school business only. Students will not be called from class for personal telephone calls. Emergency telephone calls will be screened and the student will be notified, if necessary. Parents/Guardians may leave emergency and other necessary messages at the administrative office.

BACKGROUND CHECKS, FINGERPRINTING, WAIVERS

Parents, coaches, chaperones or volunteers who assist with students and has any type of supervisory responsibility accompanying or involved with a class, must have background clearance that includes fingerprinting (At the expense of the Parents/Guardians). Parents/Guardians attending school lunches or visiting classrooms must complete the waiver document for admittance into classrooms or school and need not have the formal background/fingerprinting clearance.

Parents/Guardians meeting students at field trip sites, attending Indigenous Peoples Day, assemblies, programs, parent-student-teacher conferences, athletics events, etc. do not need a waiver or background check or fingerprinting.

STOLEN LOST, OR DAMAGED SCHOOL-OWNED ITEMS

Students are responsible for the cost of replacing lost, stolen, or damaged school-owned items which include but are not limited to technology, books, science equipment etc. Failure to do so will result in held report cards, books, transcripts, or other school documents, and/or loss of Library Media Center and further athletic/activity participation until payment in full is made by the student. Students should make every effort to protect school-owned items (books, sports uniforms, calculators, electronic equipment, etc.).

CLOSED CAMPUS

Zuni Middle School has a closed campus. Students will eat on campus and will leave campus only if checked out by a person having proper credentials as determined by the building administration. Persons checking out students must be listed on a student’s registration form. If a person other than those listed on the registration form is picking up a student, parent/guardian must contact the office.

VISITORS

Student Peer Visitors will not be allowed on campus.

All other visitors will be required to check in with Administrative Assistant in the Administrative Office, sign in, receive and wear a visitor’s pass. The Administrative Assistant will check in with appropriate personnel that the visitor is intending to visit.

Parent/Guardian Observation is welcome; however, they will be required to complete an observation form, meet with Principal or Dean of Students, before and after the visit. Administrator and/or Dean will determine if visit is of an appropriate nature. All parents/guardians will be expected to conduct themselves in an appropriate manner; not bother other students or staff for any reason, not take any photographs for any reason or use electronic devices while on campus for any illegal or inappropriate reason.

All visitors required to follow Food and Beverage and Healthy School Policy guidelines.
SCHOOL CEREMONIES AND OBSERVANCES

The Pledge of Allegiance shall be recited daily by the students and staff at the beginning of the school day in both English and Zuni. Students will have the right to refrain from participation in this recitation due to sectarian, denominational, or conscientious views; however, the exercise of this right may not interfere with the rights of others. We do ask that all students please stand during the Pledge of Allegiance.

When special days or significant events are recognized, it is recommended that appropriate classroom and assembly programs be presented in keeping with the traditional and historical significance of the event or season.

FOOD SERVICES- CAFETERIA

Students will be expected to follow all listed cafeteria rules and regulations as listed within context of this document as well as any specific rules and regulations specified for cafeteria code of conduct.

FOOD AND BEVERAGES

Food and beverages that do not come under the guidelines of the Smart Snacks in Schools and the Zuni Wellness Policy are NOT acceptable and will be confiscated. Food examples include: candy, sunflower seeds, pinons, chips, Cheetos, Kool-Aid items, etc. Beverage examples include: soda/pop, Monster, Rock Star, Full Throttle, Red Bull, Charge, Tilt, Gatorade, etc. Bottled water is acceptable. In addition, outside food will not be permitted during lunch. In order to insure food on campus meets these guidelines all classroom parties must be approved by the Principal.

DELIVERIES

When a delivery is accepted at the office, the student will be notified at a time that will not disturb, or interrupt class time. Deliveries may be refused if it is deemed to interfere with the educational process. The front office is not responsible for any deliveries left for students.

SECURITY CAMERAS

Security cameras are used on school property and in school buildings. Records of activities may be used for investigation and enforcement.

SKATEBOARDS, ROLLERBLADES, BICYCLES, ROLLER- SHOES

Due of concerns for safety and security, skateboards, roller-shoes and rollerblades are NOT to be used on campus during the school day. Bicycles shall be dismounted once on campus and secured to the bike racks provided. ZPSD is not responsible for any loss or damage of skateboards, rollerblades, bicycles, etc. brought onto campus. Skateboards and rollerblades are not allowed on buses.
# 2018-2019 REGULAR BELL SCHEDULE:

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<th>Period</th>
<th>Time</th>
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<td>6th</td>
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<td>Pd 1</td>
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<td>Pd 3</td>
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<td></td>
<td>Pd 5</td>
<td>1:11-2:07</td>
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<td>3:07-4:03</td>
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<td>Pd 7</td>
<td>3:07-4:03</td>
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## Friday

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<td>8:15-9:10</td>
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<td>RTI</td>
<td>8:15-9:10</td>
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<td>P1 PBL/</td>
<td>9:12-10:12</td>
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<td>P1 PBL/</td>
<td>9:12-10:12</td>
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<td>Leadership</td>
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<td>Leadership</td>
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<td></td>
<td>P2 PBL/</td>
<td>10:14-11:14</td>
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<td>P2 PBL/</td>
<td>10:14-11:14</td>
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<td>Leadership</td>
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<td>Leadership</td>
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<td>8th</td>
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</table>
INCLEMENT WEATHER/LATE START SCHEDULE

When there are days that will cause a late start for school i.e. weather, school related events, etc. school will have an abbreviated schedule. Students are required to arrive by 10:00 am, unless otherwise specified during times of inclement weather/late start schedule. Communication will be made via School Messenger.

PROJECT BASED LEARNING

Zuni Middle School is a Project Based Learning (PBL) school. PBL is the ongoing learning about different subjects at the same time. ZMS staff will guide students to identify, through research, a real-world problem. Students will then develop a solution using evidence to support the claims. Students will present their project and solution through a multimedia approach based in a set of 21st-century tools.

Students will…
- Show what they learn as they study a the unit designed by their grade level teachers
- Collaborate with each other, and assess themselves and each other
- Produce a product that and will be expected to demonstrate their learning

COURSE OF STUDY

6th Grade: Core Classes:
Math, Language Arts, Science, Social Studies, Zuni Language & Culture, and Fitness & Health (Pathways to Healthy Living); Electives

7th Grade: Core Classes:
Math, Language Arts, Science, Social Studies, Zuni Language & Culture and Physical Education & Health: Electives

8th Grade: Core Classes:
Math, Language Arts, Science, Social Studies, and Zuni Language & Culture: Electives

PROGRESS REPORTS AND REPORT CARDS

Progress reports are developed and sent to parents and guardians after the first four weeks of every quarter. Report Cards are issued at the end of every quarter.

PROGRESS MONITORING/ASSESSMENTS

Progress Monitoring will be conducted one time per quarter in addition to the Beginning of Year, Middle of Year and End of Year Short Cycle Assessments with iReady.

- Teacher developed Pre Test and Post Test strategies/modalities will be implemented as required by administration.
- Nine - Week Exams (Quarterly Finals) are to be administered in each classroom every quarter.
- Semester 1 and Semester 2 Exams are to be administered in each classroom. (End of Course Exam may be used in lieu of Semester Exam)
GRADING SCALE AND CRITERIA

<table>
<thead>
<tr>
<th>Performance Level</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>90%-100% Outstanding performance</td>
</tr>
<tr>
<td>B</td>
<td>80%-89% Above average in performance</td>
</tr>
<tr>
<td>C</td>
<td>70%-79% Average in performance</td>
</tr>
<tr>
<td>D</td>
<td>60%-69% Below average in performance</td>
</tr>
<tr>
<td>F</td>
<td>59% and Below Failing</td>
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</table>

GRADE POINT AVERAGE

The grade point average (GPA) is an average of all grades received for all classes taken. Each letter grade has a point value: A=4, B=3, C=2, D=1, and F=0. GPA is calculated by determining the sum of the numerical equivalent of the letter grades divided by the total number of 7 courses taken during that marking period.

HONOR ROLL

The Honor Roll recognizes students who achieve academic excellence each semester. There are three levels of distinction:

- Principal’s Honor – Students who earn “A” in ALL courses. GPA 4.0 or above
- Scholar – Students who earn all A’s and B’s in their courses. GPA of 3.5 to 3.99 and no grades below “B”.
- Commended Student – Students with a “B” average in all courses. GPA of 3.0 to 3.49 and no grades below “C”.

DISPUTE OF GRADES

Grades are awarded for individual student’s academic work each quarter and semester bases on mastery of the course content and teacher expectations. Grades are determined by the teacher of record. Mere disagreement or dissatisfaction with an instructor’s evaluation of the student’s academic work is not sufficient basis for a grade appeal. Students who wish to appeal a grade must follow the steps in the order outlines below.

Step 1: Contact the instructor
In the event a student and/or parent disputed the grade on a particular assignment or final course grade, the student should first discuss the grade with the instructor in an effort to resolve the matter on an informal basis.

Step 2: Contact Crew Teacher
The matter remains unresolved following this initial informal discussion with the instructor or the course, the student and/or parent is encouraged to ask his/her Crew teacher to assist as a mediator.
Step 3 Appeal to the Principal
Where final course grades are concerned, if the matter still cannot be resolved the student and parent may appeal the course instructor’s decision to the Principal. In such cases, the attached grade appeal form must be completed and submitted in order for the appeal process to move forward.

Please complete the appropriate Course Grade Appeals form. The appealed grade form and supporting documents must be received within 30 calendar days of the final grade being posted in PowerSchool. Please bring the form and documentation to the principal’s office. Per State Regulations with the New Mexico Department of Education: only the registered Teacher of Official Record can officially change a recorded grade.

RETENTION POLICY
If your student has not made academic yearly progress as defined in the short cycle assessment adopted by the District and determined by the student assistance team as sufficient to enter the next higher grade and shall participate in the required level of remediation.

According to New Mexico statute, 22-2C-6, a parent shall not be notified no later than the end of the second grading period that the parent’s child is not academically proficient, and a conference consisting of the parent and the teacher shall be held to discuss possible remediation programs available to assist the student.

If the student has not made academic yearly progress upon completion of the prescribed remediation program and upon the recommendation of the teacher and school principal the shall be retained in the same grade for no more than one (1) year with an academic improvement plan developed by the student assistance team in order to meet academic yearly progress.

ASSESSMENTS
ZMS believes it is important to offer students a variety of assessment opportunities. School wide 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, parents and students work together to develop strategies to correct the problem.

Assessments utilized at Zuni Middle School include:

- Partnership for Assessment of Readiness for College and Careers -PARCC: Administered in grades 6 thru 8. (April, May)
- New Mexico Standards based Assessment -NMSBA Science: Administered in grade 7. (February, March)
- NMAPA- Specialized Assessment for Special Needs Students
- Short Cycle/Interim Reading and Math: An assessment of reading comprehension and math skills. Administered to all students three times a year. (BOY(Baseline Data), MOY, and EOY): iReady
- ACCESS for ELL: A test of English language proficiency based on the WIDA English Language Development Standards that form the core of WIDA's approach to insulating and assessing English language learners. Administered to all ELL students. (January, February, March)
- End of Course Exams -EOC: An assessment of content proficiency in particular subjects; and are used by classroom teachers as their final exam. Administered to students in the courses of Science, Social Studies, Physical Education, and Art. (May)
STUDENT LED CONFERENCES

At ZMS Student-Led Conferences (SLC) replace the traditional parent/teacher conference. SLCs are led by the student with parent/guardian, crew advisor, and other student invited guests. The crew leader 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 crew grade for presentation, therefore attendance is required of the student and a family member.

Sixth, Seventh, and Eighth Grade students will be required to compile a portfolio for SLC presentations, and will complete quarterly reflections to show growth of their academic work.

Attending SL’s is strongly encouraged by the students, parents and guardians.

PORTFOLIO

All students are required to compile a portfolio to be presented to their parents during Student Led Conferences. Students are also required to create an electronic visual presentation (i.e. PowerPoint, Prezi, etc.) and present to their family. Portfolios are to be a compilation of all learning during a students’ middle school years at ZMS (6-8.) Portfolio contents will be comprised of the following:

- Cover page and spine nameplate
- Table of Contents
- Portfolio Checklist with Teachers’ signatures
- Introduction (English and their Native language)
- Quarterly Reflections and Artifacts from every course with evidence of academic growth
- Awards and Certificates
- Next Step Plan (end of the year)

EIGHTH GRADE EXIT PORTFOLIO

To ensure academic excellence through growth and achievement by maintaining a climate of high expectations, and providing motivating experiences for all students, staff, and parents; students shall demonstrate progress annually in content subject areas as measured by state mandated and ZPSD approved assessments.

Students at grade eight (8), shall produce formal presentation with examples of work demonstrating competency in the New Mexico Core Content Standards, resumes of experiences, and other academic and extracurricular accomplishments. Each student shall present to a panel of teachers and citizens from the community. The passing of both the portfolio and presentation at eighth grade shall be required for promotion to the next grade. Portfolio criteria will be provided to each student upon commencement of school. Students are fully responsible for completing all required components of 8th grade portfolio. Students will have the opportunity to seek aid and help from all of their teachers, staff and administration. Should parents/guardians realize that their child may be struggling to complete portfolio, ZMS has an open door policy; whereas, parents/guardians may make contact with teachers, counselors, and administration by their own accord to seek aid and intervention.

CREW

Crew is a required and graded class. Crew advisors stay with the same crew for as many as three years. Ideally, crew size does not exceed 15 students. The following broad areas provide the focus of crew sessions at ZMS:
Crew provides each student a one-to-one relationship with an adult advisor (crew leader) at the school, as well as a consistent and ongoing small-scale peer community. Crew leaders monitor and support student progress, serve as the student’s advocate in difficult academic and social situations, and act as the primary contact point between parents and the school.

Crew meetings are frequently used for team building exercises and for group discussions on topical issues. These exercises and discussions help establish crew identity and a positive school culture.

## HOMEWORK

All homework assigned will be used to supplement and strengthen the student’s regular class work. Students will be held responsible for turning in completed homework on the date it is due. It will also be the responsibility of the student who has been absent from school to request homework assignments from their teachers within the first three days upon return from absences. It will be up to the discretion of the teacher to determine how many days a student will have to submit any outstanding work from their absence.

## ATTENDANCE POLICY

The parent/guardian is charged by law with responsibility for the student’s school attendance. The New Mexico Compulsory School Attendance Law Required that all students of appropriate age and condition attend classes regularly.

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

<table>
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<tr>
<th>Days</th>
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| 3 Days | • Parent/Guardian called by Home School Liaison  
• 3 Day letter sent home via 1st class USPS Mail |
| 5 Days | • Parent/Guardian called by Home School Liaison  
• 5 Day letter sent home via 1st class USPS Mail and/or home visit will be made instructing Parents/Guardians to contact school within 24 hours to set up Attendance/Student Assistance Team Meeting. |
| 7 Days | • Parent/Guardian called by Home School Liaison  
• 7 Day letter sent home via 1st class USPS Mail and/or home visit will be made instructing Parents/Guardians to contact school within 24 hours to set up Attendance/Student Assistance Team Meeting for Attendance Contract. |
| 8 Days | ELEMENTARY AND MIDDLE SCHOOL  
• Parent/Guardian called by Home School Liaison  
• Referral to Tribal Courts and Juvenile Probation Office of the Judicial District where child resides  
HIGH SCHOOL  
• Required meeting required to determine whether credit will be awarded for individual classes  
• Referral to Tribal Courts and Juvenile Probation Office of the Judicial District where child resides if student absent 8 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 for Truancy

| 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 782-5561 the day the student is absent, stating the student’s name, grade and reason for the absence. Upon return to school, the student is to bring a written note for documentation to the Home School Liaison. Parents/guardians should contact the Liaison’s Office to excuse a partial day absence, prior to the absence. 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 is required after the third absence)
- Death in the family
- Limited Family emergency
- 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 permission.

If a student has an excessive amount of excused absences (three or more days), documentation from a medical professional is required upon student’s return to school.

Out-of-School Suspension (OSS) is considered an excused absence. A student may make up work during OSS for partial credit.
**SCHOOL-RELATED ABSENCES**

In accordance with state guidelines, students will be granted a maximum of seven absences per term for school-related activities provided appropriate documentation is provided. Students are responsible for all work missed during school-related absences.

**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 (oversleeping)
- No transportation
- Missing the bus
- Arriving to school more than 10 minutes late
- Student employment
- Babysitting
- Hunting
- Working on homework

**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 arriving to school (late) tardy must report directly to the office. Any student late to 1st period with an unexcused tardy will be assigned to their first period teacher after school to make up for the tardiness. Parents must be contacted prior to being held after school to make arrangements. After the 3rd tardy to 1st period, it will be considered “habitual,” and the student will be assigned to In School Suspension (ISS.)

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 may result in After School Detention (if available.) 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.

**DOCUMENTATION OF ABSENCES**

A computerized list of absences and tardiness is maintained for every student. Parents who would like a copy of their child’s attendance should request a copy by completing the required request form and submitting it to the office.

**MAKE-UP WORK**

A student who is absent is required to make up work. **All teachers will be/are required to provide students with make up work for all excused absences.**
1. It is the responsibility of the students/parents must request make-up work for all absences and out-of-school suspensions. It is the responsibility of the student/parent to collect and return work.
2. The student and parent should refer to the individual teacher’s printed syllabus distributed to all students at the beginning of each year for Make-Up Work procedures and guidelines. A copy of the Syllabus is posted in each classroom and provided to the office.
3. Students who have three (3) or more consecutive absences and foresee that the absence may continue should request make-up work from the classroom teacher as soon as feasibly possible, or ahead of absence.

STUDENT DRESS CODE

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.

The school administration has the ability to regulate any student’s clothing that may create a disruption, is a distraction to learning, is of questionable decency and/or creates a health or safety hazard. Students are responsible for complying with the school dress code. Parents/Guardians are responsible for monitoring their student’s attire.

ZMS Student Guidelines:

All individuals will remove hats, caps, hoods, and hairnets while in the school buildings as a form of courtesy and respect. Bandanas are not 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.

Clothing sagging that sags below the hips is not permissible. Pants are to fit at the waist. Pants are to be in good repair with no rips or tears. Midriffs and underwear should not be exposed. Pajamas are not to be worn at school.

- Overalls shall be worn over the shoulders and fastened on both sides.
- Muscle shirts, half shirts, halter tops, and bare midriff clothing will not be allowed. Display of cleavage is unacceptable.
- See-through garments, tank tops, spaghetti straps, and form-fitting garments (such as spandex) may only be worn with another covered layer of clothing which meets the dress code.
- Students must wear footwear at all times. No house slippers. No flip flops. Students are not permitted to walk around the school in stockings or socks without shoes or in bare feet.
- Distasteful patches, decals, buttons or other insulting items will not be allowed.
- Graphics on clothing, backpacks, and school supplies, extra-long belts, bandanas, or other items of clothing that have been determined to be gang related by the Zuni Police Department are not allowed. Representation of gang-affiliated colors, symbols, and language will not be allowed.
- Attire, including backpacks and accessories, that makes reference to violence, sex, gang membership (see 014, Gang Activity), Satanism/occult, skulls, tobacco, alcohol or drugs, and self-harm will not be
allowed. Safety pins, jewelry with spikes, chains, or other objects considered a safety hazard will not be allowed.

- Students may wear hoodies to school, but must take them off and place them in their bags before entering class.
- Short skirts, dresses, and shorts should be below the knee.
- Concert t-shirts that contain offensive language, images, etc. is considered to be inappropriate attire. The school site administrator will have the discretion to ask student to change attire.

Please note: All dress code issues are subject to administrative review and discretion. Exceptions for specific situations may be allowed by administration. Students who volunteer for extracurricular activities, such as athletics, clubs, school sponsored events, etc., are subject to the standards of dress as defined by the sponsors of such activities.

CONSEQUENCES

Should a student come to school wearing prohibited clothing, the Principal or Principal Designee shall:

1. Take the prohibited items (i.e. Headgear, sunglasses, T-shirts, etc.) and store it in the Principal'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,
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.

If any student continues to violate the above dress codes, the Principal or Principal Designee may deem this as defiance of Board policy and can refer to the Suspension Policy 6-24 for further disciplinary action.

PERSONAL PROPERTY

1. Lockers are provided for students in the PE classes. Locks may only be used during a student's scheduled PE class period. Locks found on lockers overnight will be cut and removed. In the event that a locker needs to be opened and the student has provided a false or inaccurate combination or refuses to unlock the lock, that lock may be cut and removed by the school.
2. Students should NOT bring large sums of money, or personal valuables to school. There is always a chance of theft or loss. The school will not be responsible for any lost or stolen items and will not make efforts to recover these items. Be especially careful not to take any valuable or money into the gym/locker rooms.
3. Personal electronic devices such as iPods, MP3 players, handheld devices, encouraged on campus. If a device is lost or stolen, it is NOT the responsibility of the school to replace it. For more information, see electronic Devices.
4. The use of cell phones on campus is a privilege not a right. Students will be allowed to use cell phones outside before and after school. All Electronic Devices must be turned OFF, not silenced or on vibrate, and out of sight during the "school day". The only exception to this policy would be if the electronic device is being used for educational and instructional purposes and its use has been approved and under the direct supervision of their teacher. Teachers will be required to notify school site principal within context of lesson plan, or otherwise, if they choose to allow their students to use electronics in classroom for academic purposes only.
5.
INTERNET AND COMPUTER USE

ZUNI MIDDLE SCHOOL CONTRACT FOR INTERNET USE

With so many different pieces of modern technology available for use at ZMS, 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. Students should 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/ZMS rules and policies. In addition, all students are required annually to sign the ZMS and ZPSD's Acceptable Use Policy, which detail the rules for using our internal computer network as well as the Internet.

YOUR STUDENT NETWORK ACCOUNT AND E-MAIL ACCOUNT

Students must know the following before using their network account:
- Complete the District Technology Agreements
- Complete the ZMS Technology Agreements
- Successfully complete the Digital Citizenship “course.
- 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.
- All activities on our school network may be monitored and inappropriate use will result in automatic five (5) day suspension from ZPSD internet and computer use.

INTERNET RULES AND COMPUTER RULES

The Internet is filtered and is provided for users to conduct academic research. Users are responsible for appropriate behavior while using the Internet. Communications on the Internet are often public in nature, general school rules for behavior and communications apply. Access and use of the Internet is a privilege NOT a right and requires responsibility and considerations.

Beyond the clarification of such standards, ZPSD is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the Internet. Zuni Middle School and ZPSD will not be liable for the actions of student users connecting to the Internet. All users shall assume full liability, legal, financial, or otherwise for their actions. In addition, ZPSD accepts no responsibility for any information or materials that are transferred through the Internet.

Internet storage areas will be treated like school lockers. User should not expect that files stored on ZPSD servers will be private. Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Teachers will guide students toward appropriate materials.

As a part of a student's schoolwork, the school gives the use of computers, e-mail and G-Suite accounts on the server for their work. Your student’s behavior and language should follow the same rules they follow in class and at school. To help keep all students safe, students shall agree to the following promises:
1. Students will use the computers and accounts only to do school work, as explained to me by their teacher and not for any other reason.
2. Students will not use a school computer for personal or illegal purposes.
3. Students will use the Internet only in ways the teacher has approved.
4. Students will not give their password to anyone else, and will not ask for or use anyone else’s password.
5. Students will not put their address or telephone number, or any other personal information about themself or anyone else on the computer.
6. Students will not upload, link, or embed an image of others or myself to unsecured, public sites.
7. Students will not use games or other electronic resources that have objectionable content or that engage them in an inappropriate simulated activity.
8. Students will be polite and considerate when they use the computer. Students will not use it to annoy, be mean to, frighten, tease, or poke fun at anyone. Students will not use swear words or other rude language.
9. Students will not use the computer to bully or threaten anyone, including teachers, schoolmates or other children.
10. Students will not try to see, send, or upload anything that says and or shows bad or mean things about anyone's race, religion or sex.
11. Students will not take any device home. It is assigned to students for at school learning and use.
12. Students will not break copyright rules or take credit for anyone else’s work.
13. If students have or see a problem, students will not try to fix it themselves but will tell the teacher. If the problem is an inappropriate image Students will turn off the monitor and then seek help.
14. Students will not block or interfere with school or school system communications.
15. A student’s computer or accounts use is not private; their teacher may look at their work to be sure that they are following these rules, and if they are not, there will be consequences, which may include not being able to use the computer.
16. Students will be responsible for their device. Students shall recognize that damaged or stolen devices may not be replaced which means they not have a device to use the remainder of the school year.
17. Students shall know the conduct that is forbidden in school is also forbidden when they use computers outside of school. If it interferes with other students’ education, and if they break the rules there will be consequences in school.

Violations may result in the following consequences:
A. Loss of computer use and network access;
B. Additional disciplinary action will be administered according to the existing ZPSD’s Acceptable Use Policy, ZPSD Board Policy, and Zuni Middle School Student and Parent Handbook procedures regarding inappropriate material, language, or behavior;
C. When applicable, law enforcement agencies may be involved.

STUDENT ACTIVITIES

Zuni Middle School encourages students to fully participate in the extensive interscholastic education curriculum. Programs require considerable expenditures of time and high level of commitment beyond the regular academic day.

CONFLICTS IN SCHOOL ACTIVITIES

Students who participate in a variety of school-sponsored activities will occasionally have conflicts: two events will be scheduled at the same time in separate programs. Schedules are established and potential conflicts are known well in advance. When those situations arise, it is crucial that the student notify the coaches/sponsors to make a decision, without inappropriate pressure, or penalty from involved staff.
POLICIES CONCERNING MIDDLE SCHOOL DANCES

School dances are a PRIVILIDGE and not a right. All rules and regulations will be enforced. There will be ZERO tolerance to alcohol, drugs, tobacco, weapons, fighting, and gangs. Be aware of the following policies concerning middle school dances:

A. The school administration reserves the right to approve or disapprove students’ clothes at dances upon entrance to the building.
B. Once a student has entered the building, the student will not leave and re-enter unless special permission is received from the sponsor.
C. School dances are designed for Zuni Middle School students only.
D. School administration reserves the right to disqualify a student for attending a dance: school attendance, academics and behavior will all be elements of which school site a principal makes a decision to disqualify a student from attending dance.

SCHOLASTIC ELIGIBILITY

In order to enjoy the privilege of participating in interscholastic athletics, you must meet academic standards established by the New Mexico Activities Association (NMAA) and the Zuni Public School District. This academic eligibility includes not only those students involved in athletics, but also those students participating in all extra-curricular clubs.

2018-2019 Scholastic Eligibility as Defined by NMAA

1. Use of Semester Grades Only: Scholastic eligibility will be determined by semester grades. Eligibility checks for those deemed unable to participate at semester will undergo checks at designated marking periods (6/9 weeks) during that semester. If they are passing at the 9 week marking period, they are eligible for immediate participation that semester. If they are eligible at the 6 week marking period, they are eligible immediately and will undergo an additional check on the next 6 week marking period as well. Fall 2018 eligibility will be based on 2nd semester grades from 2017-2018 school year.
2. No F’s: A student must have a minimum GPA of 2.0 and NO F’s in order to be eligible to participate in activities/athletics. This is a change from the past where a student was allowed one F.
3. Summer Courses: Beginning in the summer 2018, students may make up multiple courses to attempt to gain eligibility. Any class eligible for replacement based on local district policy can be taken and have the grade replaced to gain eligibility. The replacement classes are required to be the exact course that was listed on the official transcript (i.e. AP English must be replaced with AP English, etc.).
4. Cumulative Provision: The cumulative provision may only be used at the beginning of the semester and must include all semester grades beginning with the 9th grade year. This provision may be used if the student has no more than one F grade at the semester.

ACADEMIC ELIGIBILITY REQUIREMENTS

To participate in any middle school performance or competitive activity, a student shall have a minimum of 2.0 grade point average with no grades of an F based on a 4.0 grading scale, or its Eligibility for Special Education students is based on NMAA guidelines and student IEP. 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. All students participating in extra-curricular activities, must have an electronic grade check two weeks before any event.
**REQUIREMENTS TO PARTICIPATE IN ATHLETICS**

If you wish to participate in athletics at ZMS, you must comply with all applicable rules, policies and regulations of ZPSD and of the particular team. You must also have the following forms signed and turned into the athletic office prior to tryouts and practice:

- Physical Exam (good for 12 months after May 1)
- Permission to Practice Form
- Interscholastic Participation Form
- Acknowledgement of Injury Risks

**SPORTS / CLUBS OFFERED**

These activities are part and parcel of every school curriculum. We realize that they play a large role in helping students enjoy success in and out of the classroom. Therefore, it is the philosophy of Zuni Middle School to encourage participation in a variety of sports, clubs, and activities. No matter what you choose to do, it will help to make your middle school years more satisfying.

Some sports that may be offered are:

- Volleyball
- Track and Field
- Native American Club
- Cross Country
- Boys Basketball
- Leadership Student Council
- Football
- Girls Basketball

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.

**ACADEMIC COMPETITIONS**

Some academic competitions that may be offered are:

- Poetry Contest
- Spelling Bee
- Geography Bee
- Mathematics Bee
- Robotics
- Science Fair

**NEW/TRANSFER STUDENT**

Eligibility for students who transfer into the Zuni Public Schools from another district will be reviewed at the time the student officially enrolls and begins attending school. All factors affecting students’ eligibility status in the previous district will be considered in determining the date the student becomes eligible for participating in performances and/or competitions. All NM Public Education Regulations will be followed regarding new and transfer eligibility.

**SPECIAL EVENTS**

The following Special Events may be held by ZMS:

- Indigenous Day with crowning of school Prince and Princess
- Storytelling Night
- Art Expo
- Math Academic Night
- Sports Banquets
- Eighth Grade Promotion Ceremony
- Honor Roll Assemblies
- Quarterly Incentive Events based on academic achievement\Perfect Attendance Celebration
- Student of the Month Celebration
- The dates for these events appear in Appendix B, ZMS Calendar of Yearly Events.

A calendar of events will be provided and posted on ZPSD Web Page once formulated for each school year.

### SUPPORT SERVICES

#### SCHOOL COUNSELOR

The school Counselor will schedule student appointments. A request will be made to the student’s classroom teacher specifying date and time. Students who have a scheduled appointment will be excused by the classroom teacher to report to the school Counselor’s office. Parents can request services for students by contacting Ms. Dosedo at 505.782.5561, ext. 4003.

To make an appointment with the school Counselor, contact the administrative assistant in the office before school, after school, or during lunch period. DO NOT WAIT in the office during class time periods unless you have a scheduled appointment and/or your school Counselor has asked you to wait. A sign-up sheet is also available in the office for students to make an appointment.

### SERVICES PROVIDES

School counseling services provided include:

- Class scheduling and course offerings
- Transcripts and grade management
- Interpretations of test scores
- Supervision of students taking certain standardized tests
- Individual counseling students with academic, social/emotional, and career/college issues
- Group counseling sessions (Topics include bullying, substance abuse, social/emotional issues, etc.)
- Mediation
- Crisis management
- Collaboration with and referrals to community agencies
- Oversee office immediate needs
- Works with parents, guardians, and families

### SCHEDULE CHANGE POLICY

The ZMS Counseling & Guidance Department helps students maintain a rigorous schedule providing students with the knowledge and skills for high school and beyond. ZMS runs on a schedule consisting of seven periods. If a schedule change is warranted, students and staff must provide sufficient reason for the change and get permission from the ZMS Principal and Counselor, their grade level team and parents or guardians.

***When available, parents and students may access the student’s grades and attendance records on PowerSchool through the Internet. Please contact the office for your account information.

### WHEN SHOULD I CONTACT THE SCHOOL COUNSELOR?

A. When something is happening in your family that may affect your child’s school performance.
B. If you need support, information, or counseling related resources.
C. If you need ZMS staff to be watchful of your child for any reason and/or you need feedback about your child while he/she is at school.

D. When a student requires coordination of services from multiple professionals (pediatrician, psychologist, academic specialist, etc.) It is often helpful to have one point of contact.

E. You should expect a phone call from the Counselor if concerns about your child are repeatedly brought to the counselor’s attention or if the Counselor has contact with your child regarding concern that requires parental help or involvement.

SCHOOL SOCIAL WORKER

The School Social Worker (SSW) brings a special knowledge base, skill, and perspective to the educational process. She focuses on the well-being of the whole child and recognize the importance of nonacademic factors in the student’s success. The SSW is the link between home, school, and community. She works to bring together resources within the school, student, faculty, and community to enhance the student’s ability to benefit fully from his or her school experience. Along with the teachers, administrators, and other educational specialists, the SSW promotes and supports students’ academic success. The SSW provides supportive services to the students and their families in crisis. The SSW will be contacted when all other systemic processes have been met. The SSW will provide crisis interventions, assessments, counseling, case management, referrals, and make home visits. The SSW will also provide consultation to parents who need further assistance in receiving services. The SSW assists with intervention and group counseling sessions.

HOME-SCHOOL LIAISON

The Home-School Liaison works to establish positive partnerships among parents, school staff, and community agencies to enhance student achievement, promote student attendance, and increase student responsibility. Liaison helps parents to stay informed about school activities and events, arranges conferences for teachers and administrative staff with parents or guardians, and may make home visits. The Home Liaison will attend the PTO PEx and JOM/IEC/PAC meetings as the school representative. Liaison will participate in SAT meetings to bridge gap with parents and school. Parents/Guardians are welcome to set up meeting with home liaison to discuss JOM/IEC/PAC participation and meaning.

LIBRARY CENTER

Regular library hours are from 7:45 a.m. until 3:00 p.m. The library may be closed during lunch break (lunch period may vary at times.) The library may be closed for special testing, meetings, or presentations at various times throughout the academic year.

LIBRARY USE

A. Students, staff, parents, and community members are required to complete a Library and Technology Loan Agreement Form.
   a. Technology and materials available to students and staff.
   b. Library books available to students, teachers, parents and community members.
B. All students, staff, parents and community members are required to check-out materials in their name in their library account.
C. All materials check-out is on a two (2) weeks limit for all patrons.
D. All materials taken from the library must be checked out in your name. No one may check out books for someone else.
E. Check out time is two weeks. Return all checked out books to the book drop by the due date located in the library.
F. No late fees will be charged to any patron.
G. All patrons are responsible for all materials you check out.
H. Lost or damaged items must be paid for before students are allowed to check out new material.
   a. Lost books patrons are required to pay the Replacement Cost of the book(s).
   b. Damaged books fee is $2.00 (Two dollars), for each damaged book.
I. All patrons are required to return all library books by end of each school year.
J. Lost or damaged books, students are required to pay the Replacement Cost, students will not be able to receive year end grades or receive promotion to 9th grade status. If students do not have the means to pay for the lost or damaged item(s) there may be other ways to make restitution.
K. Reference books may not be removed from the library.
L. Library computers are available strictly for educational use.

**CODE OF CONDUCT**

Zuni Middle School has implemented CHAMPS, a Positive Behavioral Interventions and Supports (PBIS) to promote positive behavior by acknowledging students being responsible, respectful, and safe! CHAMPS is a school wide initiative.

Research shows that positive reinforcement is one of the best ways to not only change problematic or unexpected behavior, but also to encourage and maintain expected behavior. Positive behavior interventions and supports (PBIS) establishes clear behavior expectations to support all students in achieving social, emotional, and academic success. In addition to making behavior expectations clear to students, PBIS provides behavioral supports when needed, and fosters a positive environment where appropriate behavior is acknowledged and rewarded.

The Zuni Middle School Code of Conduct has been adopted to include A:Shiwi Core Values to protect and foster respect for the rights of ZPSD students and staff.

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### Zuni Middle School Code of Conduct

<table>
<thead>
<tr>
<th>All Settings</th>
<th>Office</th>
<th>Hallways</th>
<th>Restroom</th>
<th>Cafeteria</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Be Safe</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stay safe in supervised area.</td>
<td>Report directly to the office.</td>
<td>Walk</td>
<td>Only one person to a stall.</td>
<td>Orderly lines</td>
<td></td>
</tr>
<tr>
<td>Keep hands, feet, body and other objects to self.</td>
<td>Accept the consequences of your actions.</td>
<td>Slow down at corners.</td>
<td>Use toilet and sink as designed.</td>
<td>Carry tray with both hands.</td>
<td></td>
</tr>
<tr>
<td>Use materials and equipment properly.</td>
<td>Keep hands, feet, body and other objects to self.</td>
<td>Keep floor and sink area dry and clean.</td>
<td>Walk at all times.</td>
<td>Walk into classroom calmly.</td>
<td></td>
</tr>
<tr>
<td>Ask permission to leave.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Keep hands, feet, body and other objects to self.</td>
</tr>
</tbody>
</table>

**Hon ko’hol lewunawediya:nan, wan hon i:hse’man:na.** (We will think before we act and consider the consequences.)

Hon i:yayułashshik’yana:wa. (We will respect one another.); Hon i:yanbeye:na:wa. (We will help one another.); Hon i:yan: (We will give advice and counsel one another.); Hon i:wichemana:wa. (We will love one another.); Hon i:yayyumola a:dek’yanna. (We will be honest and trust one another.); Hon delank’ha:willi:wa. (Be empathetic to one another.); Hon dewułashshi’ iwillaba’ a:dek’yanna. (We will be kind and generous to one another.); Ihadiya:wa. (Listen.); Hon i:yanhadiya:na:wa, hon i:yayu’hadiyak’ta:wa. (We will listen and pay attention to one another.); Don dehwan illaba. (It’s your turn.); Hon dehwan ukna:we. (It is my turn.)
| Treat others the way you would like to be treated. |
| Don't interrupt and wait to be spoken to. |
| Use quiet inside voices. |
| Use inside voices. |
| Use manners. |
| Follow adult directions the first time. |
| Be prepared. |
| Handle consequences in a mature fashion. |
| Go promptly to and from destination. |
| Always flush and clean up after self. |
| Go directly to cafeteria in the morning. |
| Be in assigned seat before the bell rings. |
| Use appropriate language. |
| Respect the learning environments of other students. |
| Keep our building clean. |
| Notify adults of unsafe situations. |
| Keep walls, stalls, and floors clean. |
| Follow site rules. |
| Use inside voices. |
| Respect the learning environments of other students. |
| Use appropriate language. |
| Report vandalism to office. |
| Follow bus safety rules. |
| Be responsible for your own learning. |
| Use materials and equipment properly. |
| Be in assigned seat before the bell rings. |
| Have respect for privacy. |
| Stay in your own personal space. |
| Keep our building clean. |
| Keep hands to yourself. |
| Use line basics. |
| Enter and exit quietly. |
| Ask permission to leave. |
| Stay seated. |
| Keep to your designated areas. |
| Keep to your designated areas. |
| Walk. |
| Use bleachers appropriately. |
| In case of emergency proceed immediately to the designated area or shelter. |
| Stay in the designated area with your group. |
| Ask permission to leave. |
| Keep hands to yourself. |
| Use appropriate language. |
| Give privacy to others. |
| Disposse of tray and leftovers properly. |
| Be on your best behavior. |
| Be considerate of allergies. |
| Don't interrupt and wait to be spoken to. |
| Use manners (say please and thank you.) |
| Have respect for privacy. |
| Use inside voices. |
| Quickly take care of your business soothers are not waiting. |
| Keep our building clean. |
| Use appropriate language. |
| Give privacy to others. |

**Zuni Middle School Code of Conduct Cond.**

<table>
<thead>
<tr>
<th>Gym, Courts, or Fields</th>
<th>Emergencies</th>
<th>Assemblies</th>
<th>Athletic Events</th>
<th>Field Trips</th>
<th>Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hon ko'hol lewuna:wediyahnan, wan hon i:tse'manna. (We will think before we act and consider the consequences.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Be Safe</th>
<th>Stay in designated areas</th>
<th>Silently walk with an adult to your class to the designated area.</th>
<th>Use line basics.</th>
<th>Know, understand and respect the rules of games.</th>
<th>Stay in the designated area with your group.</th>
<th>Stay in your assigned seat and sit appropriately.</th>
<th>Keep your hands, feet, body and other objects to yourself and inside the bus.</th>
<th>Use inside voices.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wear appropriate clothes and footwear</td>
<td>Remain orderly.</td>
<td>Enter and exit quietly.</td>
<td>Spectators and players stay in the designated areas.</td>
<td>Ask permission to leave.</td>
<td>Keep your hands, feet, body and other objects to yourself and inside the bus.</td>
<td>Use inside voices.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use equipment properly</td>
<td>Stay seated.</td>
<td>Keep to your designated areas.</td>
<td>In case of emergency proceed immediately to the designated area or shelter.</td>
<td>Keep hands to yourself.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Keep what belongs on the grand on the ground</td>
<td>Walk.</td>
<td>Use bleachers appropriately.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Follow game rules.</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

Hon i:yayyulashshik’yana:wa. (We will respect one another.); Hon i:yansatduna:wa. (We will help one another.); Hon i:yanbeye:na:wa. (We will give advice and counsel one another.); Hon i:wichemana:wa. (We will love one another.); Hon ko'hoł lewuna:wediyahnan, wan hon i:tse'manna. (We will think before we act and consider the consequences.)
<table>
<thead>
<tr>
<th>Be Respectful</th>
<th>Follow adult directions.</th>
<th>Keep hands, feet, body and other objects to self.</th>
<th>Listen, learn, and participate appropriately.</th>
<th>Respect officials.</th>
<th>Use appropriate voices.</th>
<th>Listen to and follow the driver’s rules.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Use kind words.</td>
<td>Keep hands, feet, body, and other objects to self.</td>
<td>Listen and follow adult directions.</td>
<td>Show appropriate appreciation.</td>
<td>Care for surroundings.</td>
<td>Use appropriate language.</td>
</tr>
<tr>
<td></td>
<td>Include everyone.</td>
<td>Listen, learn, and participate appropriately.</td>
<td>Keep hands, feet, body, and other objects to self.</td>
<td>Keep hands, feet, body, and other objects to self.</td>
<td>Use kind and appropriate words and actions.</td>
<td>Use kind words.</td>
</tr>
<tr>
<td></td>
<td>Take turns and share.</td>
<td>Use appropriate voice levels.</td>
<td>Use appropriate voice levels.</td>
<td>Follow directions of referees and coaches.</td>
<td>Be an attentive listener to presenter and chaperones.</td>
<td>Treat others the way you want to be treated.</td>
</tr>
<tr>
<td></td>
<td>Participate.</td>
<td></td>
<td></td>
<td>Be an attentive listener to presenter and chaperones.</td>
<td>Watch out for each other</td>
<td>Keep hands, feet, body, and other objects to self.</td>
</tr>
</tbody>
</table>

**Hon ko’hol lewuna:wediyahnan, wan hon i:tse’manna.** (We will think before we act and consider the consequences.)

<table>
<thead>
<tr>
<th>Be Responsible</th>
<th>Line up when the bell rings.</th>
<th>Understand purpose of drill.</th>
<th>Allow others to listen, learn, and participate.</th>
<th>Follow directions of referees and coaches.</th>
<th>Follow school rules.</th>
<th>Keep track of your belongings.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Notify adults of unsafe situations.</td>
<td>Use appropriate voice levels.</td>
<td>Ask permission to leave to use the bathroom.</td>
<td>Clean up area after the game.</td>
<td>Wear appropriate clothing and footwear.</td>
<td>Keep bus clean and neat.</td>
</tr>
<tr>
<td></td>
<td>Return equipment.</td>
<td>Pick up your area.</td>
<td>Represent your school positively at all times.</td>
<td>Represent your school positively.</td>
<td>Follow adult directions the first time.</td>
<td>Follow directions the first time.</td>
</tr>
<tr>
<td></td>
<td>Accept consequences.</td>
<td></td>
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<td></td>
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</tbody>
</table>
## 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

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

## DISCIPLINE POLICY AND PROCEDURES RELATING TO STUDENT 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.
2. All referrals shall be made in writing.
3. The Principal or Principal 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.
4. In investigating a referral, the administrator or designee shall interview witnesses as appropriate and necessary.
5. In processing disciplinary referrals, the administrator or designee shall utilize, as appropriate, counseling with students.
6. All disciplinary policy consequences described below accumulate throughout the school year unless otherwise specified.
7. Any and all unlawful items shall be confiscated and be turned over to a law enforcement agency as soon as possible.
8. When a student has been placed on a ZPSD contract, by the Hearing Authority, the following should occur:
   a. The student will return to school with a copy of the ZPSD contract and a re-entry check-off form, which will require the Principal’s 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 ZPSD 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, who will refer the student to the Student Assistance Team.

9. If a student is expelled for 365 days:
   a. The student would be placed in the grade level he/she was expelled from.
   b. If the student was proficient or above on the most recent NMSBA and PARCC, then the student would be placed in the next grade level.
   c. If the student is not proficient or above in the most recent NMSBA and PARCC, then the student would be placed in the grade level expelled from.
   d. If the offense was drug or alcohol related, the student will also be referred to the Counselor and/or Social Worker 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 may be in an alternative program.

10. Students expelled for other than 365 day expulsion:
   a. The school and hearing authority would review the NMSBA and PARCC data sheet for the current school year.
   b. If expelled prior to the NMSBA and PARCC for the current school year:
      i. The student would be placed in the grade level expelled from.
      ii. The school would schedule a re-entry conference and the student would be placed in the SAT process for support and mentoring.
   c. If the student was expelled after the NMSBA and PARCC:
      i. If the student was proficient or above, he/she would be placed in the next grade level.
      ii. The school would schedule a re-entry conference and the student would be placed in the SAT process for support and mentoring.
   d. If the student was not proficient or above, he/she would be placed in the grade level expelled from:
      i. The school would schedule a re-entry conference and the student would be placed in the SAT process for support and mentoring.

11. Special Education expelled or placed on long term suspension:
    a. 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,
       i. An IEP meeting will be held to do a change of placement and services.
       ii. The IEP team will meet a minimum of once per semester to review the placement, service delivery, and monitor progress.
       iii. Placement in an Interim Alternative Program.

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 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 ZPSD PROPERTY AND PROCEEDS DIRECTLY OFF ZPSD PROPERTY THIS IS CONSIDERED A VIOLATION.
SUSPENSION AND EXPULSION OR LONG TERM SUSPENSION

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

Definitions:
1. **Short-Term Suspension** means the removal from attendance at all schools of the ZPSD for a period of not more than ten (10) school days.
2. **Long-Term Suspension** means the removal of a student from attendance at all schools of the ZPSD 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 ZPSD.

A. **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 or Principal Designee 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 or Principal Designee 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.

B. **Procedures: Expulsion and Long-Term Suspension**
Expulsion or long-term suspension 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 or Principal Designee who recommends expulsion or long-term suspension 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 long-term suspension 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.

DISRUPTIVE CONDUCT AND DEFIANCE

Consequences will be incurred for 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 or Principal Designee will use their discretion in the processing of student referrals. Misbehaviors include, but are not restricted to the following definitions:

1. The use of improper language, insulting language/gesture, and profanity directed toward students or school personnel.
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, page).
7. Signing or tagging to establish territory on school property.
8. Making particular hand gestures to signal affiliation or action of gang membership.

CONSEQUENCES

<table>
<thead>
<tr>
<th>Offense</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>Principal or Principal Designee notification and conference. If the Principal or Principal Designee feel the student behavior warrants a parent conference, then the student may be suspended until a conference can be arranged.</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>Parental notification and possible parent conference; and then either one (1) day suspension or alternative form of discipline.</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>Parental notification and mandatory conference; possible referral for counseling and/or</td>
</tr>
<tr>
<td>4th Offense</td>
<td>Assistance Team for review; and then, either up to a three (3) day suspension or a chosen alternative form of discipline.</td>
</tr>
<tr>
<td>5th Offense</td>
<td>Parental notification and mandatory conference; referral to the Student Assistant Team (mandatory if not previously referred) for consideration of intervention options; and then, up to five (5) days suspension, or a chosen alternative form of discipline. Additional consequences may include placement in an alternative setting and/or school behavior contract.</td>
</tr>
</tbody>
</table>

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.

ELECTRONIC DEVICES

The Board is committed to providing a safe, positive and productive learning and working environment. The unauthorized use of Electronic Devices on school campuses has increased classroom disruptions and resulted in an increase and inappropriate communications.

“Electronic Devices” shall mean any and all devices which accomplish their purposes electronically and include, without limitation, cell phones, iPads, electronic emailing devices, iPods, Kindles, portable speakers, video cameras, laser pointers, portable video game players, laptop computers, cameras and any device that provides a wireless, unfiltered connection to the Internet. ZPSD and ZMS are not held responsible for any and all electronic devices being stolen, lost, broken, damaged, etc. Should a device be stolen, lost, broken, damaged, etc. an investigation to recover the devise will not be instituted because students have free will and knowledge of the risks of bringing to school, using their device, sharing their device and making known to others of their device. Students are also aware of electronic usage policy at ZMS.

Consequently, all Electronic Devices must be turned OFF, not silenced or on vibrate, and out of sight during the “school day”. The only exception to this policy would be if the electronic device is being used for educational and instructional purposes and its use has been approved school site principal and under the direct supervision of their teacher. Teachers must reflect academic use of device in lesson plan.

Use of Electronic Devices in violation of this policy shall result in the following consequences.
DEVICE CONSEQUENCES (unauthorized use and/or violation of school electronic usage policy)

<table>
<thead>
<tr>
<th>1st Offense</th>
<th>Device held for Five (5) School days</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Offense</td>
<td>Device held for Ten (10) school days</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>Device held for the remainder of the semester.</td>
</tr>
</tbody>
</table>

A parent/guardian must pick up the device from the front office. Electronic devices that are not recovered at the end of the school year may be disposed of by the ZPSD. The ZPSD shall not be liable or responsible for the loss of or damage to any electronic device confiscated from a student. This policy does not prohibit the use of electronic devices on school buses or extracurricular activity buses unless otherwise restricted by ZPSD staff responsible for the activity.

PUBLIC DISPLAY OF AFFECTION

At Zuni Middle School, we are a community of learners. Everyone respects and values the members of the school community as individuals with unique qualities and gifts. At ZMS, 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
1. Kissing, groping, molesting, lap sitting, or touching private parts, extended hugging, wrapping arms around and lifting individual off the ground.
2. “Hickies” are not allowed on students.

Appropriate
1. Touching (excluding private parts): for example, a pat on the back, linked hands (with both hands visible), or an occasional arm around the shoulder while conversing, encouraging, showing solidarity or support is appropriate.
2. Dances are social occasions and partners can hold each other romantically, but no provocative embraces are allowed.
3. Visible, open handholding is permissible
4. No act should take away any portion of a person’s dignity, but rather add to it.

Excessive public displays of affection beyond a handshake or quick hug may be distracting and embarrassing to others and are not appropriate in the school setting. Students must follow “the daylight rule” while on campus. This means no part of either body should block daylight from showing through.

CONSEQUENCES

<table>
<thead>
<tr>
<th>1st Offense</th>
<th>Student conference and parental notification.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Offense</td>
<td>Student conference, parental notification, referral to counselor and/or School Nurse.</td>
</tr>
</tbody>
</table>
3rd Offense | Parental notification and mandatory parental conference. Read and answer questions pertaining to PDA activity. If continued, it will fall under Disruptive Conduct and Defiance.

FALSE ACCUSATIONS (STUDENT TO STUDENT/SCHOOL PERSONNEL)

False accusations in bad faith or with malicious purpose include, but are not limited to the following:
- False report of child abuse or neglect against another person
- False report of sexual abuse or molestation
- False report of verbal abuse
- False report of physical abuse
- False report of inappropriate gestures
- False report of other criminal activity

CONSEQUENCES

<table>
<thead>
<tr>
<th>Offense</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>Parental notification, possible referral for school counseling, and up to a three (3) day suspension with mandatory parental conference. At Principal or Principal Designee discretion, appropriate law enforcement agency may be notified.</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>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 ZPSD behavior contract.</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>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 rest of the school year.</td>
</tr>
</tbody>
</table>

FORGERY

Forgery is 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

<table>
<thead>
<tr>
<th>Offense</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>For extortion cases where money or goods are not returnable, student may be asked to do community service as restitution for 3 days</td>
</tr>
</tbody>
</table>
2nd Offense | For extortion cases where money or goods are not returnable, student may be asked to do community service as restitution for 5 days
---|---
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 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 reminder of the semester and/or ZPSD behavior contract. The Hearing Authority would have the prerogative of long-term suspension at this hearing. The student will be suspended until the hearing.

For extortion cases where money or goods are not returnable, student may be asked to do community service as restitution.

**CHEATING**

ZPSD school board defines cheating as including but not limited to;
- plagiarism
- copying
- using unauthorized help sheets and the like
- illegally obtaining tests in advance
- substituting for a test-taker, and other forms of unauthorized collusion

Plagiarism an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author a piece of writing or other work reflecting such unauthorized use.

**CONSEQUENCES**

| 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 suspension; student may lose designation as an academic program scholar and/or the privilege of participating in 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 suspension; the student may lose designation as an academic program scholar and/or the privilege of participating in extracurricular activities. |
SEARCH AND 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 under New Mexico Administrative Code 6.11.2.10 Enforcing Rules of Conduct.

A. **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.

B. **Rules regarding Search and Seizures:** With respect to both employees and students, the ZPSD 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 the 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 ZPSD 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.

LARCENY, BURGLARY, AND CRIMINAL DAMAGE TO SCHOOL PERSONAL PROPERTY

A. “Larceny” consists of stealing 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, watercraft, 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. This includes etching on classroom tables, chairs, markings placed permanently, by any means without permission by school staff, and willful damaging of property in classrooms and other areas including restrooms.
CONSEQUENCES

A. 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:
   a. be financially able to restore the value or
   b. 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.

B. 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 Hearing Authority if the act is judged criminal and/or delinquent. The school administrator will refer the student to the 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.

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.

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 personnel.

CONSEQUENCES

See Burglary and Restitution.

EXTORTION (STUDENTS AND SCHOOL PERSONNEL)

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

CONSEQUENCES

| 1st Offense: | Parental notification and with Principal or Principal Designee discretion, notification to the appropriate law enforcement agency and either up to a three (3) day 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 ZPSD behavior contract. The student will be suspended until the hearing.

2nd Offense: Parental notification with mandatory parental conference for re-entry, with Principal or Principal Designee discretion of notification to the appropriate law enforcement agency and up to five (5) days suspension with a mandatory parent conference for re-entry.

Referral to Hearing Authority (Principal or Principal Designee's discretion).

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, if 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:
A. be financially able to restore the value or
B. 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 is met.

GANG RELATED ACTIVITY

The ZPSD School Board recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of other activities as outlined in the handbook 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 and will be dealt with accordingly.

It is therefore the policy of the Board that gangs and gang activities are prohibited in the ZPSD according to the following:

1. 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 ZPSD. "Gang related activities" includes but is not limited to the prohibited conduct set forth below.

2. Prohibitions: No student on or about school property or at any school activity shall:
   a. Wear, possess, use, distribute, display, wear colors, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidence or reflect membership in or affiliation with any gang; for example, bandanas, showing colors, shoe laces showing colors, belts showing colors, shirts showing colors, binders/notebooks/folders/papers showing colors and/or affiliation, backpacks showing, ICP items, SUR 13, 505, Zia symbol, Hatchet Man/Girl; drawing gang related symbols on furniture, notebooks, etc.
   b. Engage in any act, either verbal or nonverbal, including, but not limited to, gestures, calls, codes, or handshakes, showing membership or affiliation with any gang.
   c. Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to:
      i. soliciting membership in, or affiliation with, any gang;
      ii. soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
iii. painting, writing, drawing or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property or display such on personal property while in school;
iv. engaging in violence, extortion, or any other illegal act or other violation of school policy;
v. soliciting any person to engage in physical violence against any other person.

3. Application and Enforcement:
   a. 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.
   b. 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.
   c. School officials should also encourage private property owners to promptly remove or cover gang-related graffiti on private property in school neighborhoods.
   d. 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.
   e. The Superintendent, in consultation with the appropriate building Principal or Principal Designee, should report instances of gang-related criminal acts or acts of serious disruption to local law-enforcement authorities for further action.

CONSEQUENCES

| Any Offense: | If Gang Activity policy is violated; the student will be charged with a serious violation, the school administrator shall refer the student to the Hearing Authority to decide whether the student will be allowed to remain in school on a behavior contract for the rest of semester or be placed on a long-term suspension up to one (1) year (365 days). |

INDECENT EXPOSURE (STUDENT TO STUDENT)

The act of exposing one's private parts, including buttocks, in public.

| 1st Offense: | Parental notification and conference, mandatory counseling, and up to three (3) days in-school 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 a behavior contract and/or long-term suspension for the remainder of the semester. |
| 3rd Offense: | Parent notification and then recommendation for a long-term suspension to the Hearing Authority for the remainder of the year. Counseling is required by local agency. |
ASSAULT/BULLYING (STUDENT TO STUDENT)

ZMS will not allow any willful act done by a student, whether individually or with others, to another student(s) for the purpose of subjecting such student(s) to bullying, humiliation, intimidation, harassment, self-harm, disability harassment, racial harassment, sexual harassment, socioeconomic status harassment, hazing, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace through any form including electronically by texting, social media (cyber bullying), etc.

1. “Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, 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, sex, ethnicity, national origin, religion, disability, age, sexual orientation, or any identity trait.

2. “Harassment” means knowingly pursuing a pattern of conduct intended to annoy, alarm, or terrorize another person, and

3. “Disability Harassment” is defined as intimidation or abusive behavior toward a student based on a disability. Any act creating a hostile environment by interfering with or denying a student’s participation or receipt of benefits, services, or opportunities in the ZPSD is included.

   a. Harassment and Disability Harassment include but are not limited to:
      i. Verbal acts, teasing, use of sarcasm, jokes;
      ii. Name-calling, belittling;
      iii. Nonverbal behavior such as graphic or written statements;
      iv. Conduct that is physically threatening, harmful, or humiliating; or
   v. Inappropriate physical restraint

4. “Racial Harassment” consists of physical, verbal, or written forms of conduct relating to an individual’s race/ethnicity 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 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 subjects 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 or use 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 ZPSD policies.

7. Harassment using “Electronic expression” means written, verbal, or pictorial communication intended to harass or cause harm using any form of electronic medium, including, but not limited to:

a. Electronic devices including desktop, laptop computers, cell phones, iPads, tablets, or any other electronic devices.

b. Digital communication including Internet, social media, email, instant messaging, websites, web-cameras, chat rooms, text messaging, digital photographs, movies or any other digital communication.

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

<table>
<thead>
<tr>
<th>1st Offence</th>
<th>Parental notification, Principal or Principal Designee’s discretion of notification to the appropriate law enforcement agency, and up to five (5) days suspension with a mandatory parent conference for reentry. Counseling is required by local agency.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Offence</td>
<td>Parental notification, notification to 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 recommendations for a ZPSD 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 or Principal Designee, to determine the severity of the violation is that of a violent or serious nature, then, the Principal or Principal Designee 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.</td>
</tr>
</tbody>
</table>

AGGRAVATED BATTERY (STUDENT TO STUDENT)

Aggravated battery is the act of verbally or physically confronting another student in a disruptive manner, which includes, but is not limited to, the acts of intentionally pushing, shoving, bumping, running into, tripping, or grabbing another student; however, no punches are thrown.

CONSEQUENCES
### AGGRAVATED ASSAULT (STUDENT TO STUDENT)

Aggravated assault is the act of inflicting bodily injury of a serious nature to another student. This includes using part of your body, including, but not limited to the following: fist, head, elbow, foot, knee, or teeth to injure another person. 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

<table>
<thead>
<tr>
<th>Offence</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1st Offence</td>
<td>Parental notification, notification of the appropriate law enforcement agency and up to a five (5) days suspension with a mandatory parent conference for reentry. It is the discretion of the Principal or Principal Designee, to determine the severity of the violation is that of a violent or serious nature, then, the Principal or Principal Designee 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 by local agency is required prior to student’s re-entry into school.</td>
</tr>
<tr>
<td>2nd Offence</td>
<td>Parental notification, notification to 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 a ZPSD 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.</td>
</tr>
</tbody>
</table>

### AGGRAVATED ASSAULT (STUDENT TO SCHOOL PERSONNEL)
An actual attack on school personnel or other persons on school property or at a school activity may include any form of intentionally forceful, harmful, hurtful, or clearly offensive physical contact, which includes, but is not limited to:

1. 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
2. Restraining or restricting physical movement through physical contact, or attempting to do either.
3. Use of objects, such as a door, chair, book, etc. to intentionally harm personnel or limit their physical movement.

CONSEQUENCES

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

TOBACCO POSSESSION/USE ON CAMPUS (STUDENT)

Disciplinary consequences will be incurred for the usage of tobacco products; smoking, chewing or dipping or possession of tobacco products on one’s person while at school, on school property, school bus/vehicle, or at a school activity.

CONSEQUENCES

| 1st Offense: | Parental notification and mandatory conference and either one (1) day 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 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 suspension or chosen alternative form of discipline. |

USAGE OF ALCOHOL/DRUGS/CONTERFEIT DRUGS/ANY SUBSTANCE WITH AN INTOXICATING AND ADDICTIVE EFFECT (inclusive of any counterfeit tobacco product.)

Disciplinary consequences will be incurred for 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.
A. Definition of Usage:
   a. using prior to attending school
   b. using prior to attending school activity
   c. using while at school or at a school activity
   d. using while being transported in a school bus/vehicle to and from school or to and from an activity that the school is sponsoring or in which the school is taking part
   e. using while participating in a school sponsored event

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

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.

CONTROLLED SUBSTANCE/PARAPHERNALIA/POSSESSION/DISTRIBUTION (inclusive of any counterfeit tobacco product.)

Possession or misuse of controlled substances, possession or use of illegal substances, possession of paraphernalia or distribution of any of these will result in severe disciplinary consequences.

DRUNKEN DISORDERENTATION

Students may be suspected of drunkenness/disorientation when exhibiting abnormal speech or abnormal behavior. Cause for suspicion includes but is not limited to the following:
- Slurred speech
- Identifying odor
- Irrational behavior
- Dilated pupils / red eyes
- Loss of balance / coordination
- Written or graphic representation of illegal substances
- Discussing drug and alcohol use in a non-academic situation

ZMS administration or authorized personnel reserves the right to search any student(s) or their belongings if suspected of drunkenness or disorientation.

POSSESSION OF DRUGS/ALCOHOL/COUNTERFEIT DRUGS/ANY SUBSTANCE WITH INTOXICATING OR ADDICTIVE EFFECT (inclusive of any counterfeit tobacco product.)

Disciplinary consequences will be incurred for possession of the following:

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 and transaction of purchased illegal drugs on ZPSD property without receiving the drugs.

   A. 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, and on a student’s person while under sports/activity season 24 hour policy.

B. Counterfeit Drugs: Any substance designed to look like an illegal or abuse-prone drug, and any substance represented as an illegal or abuse-prone drug.
   a. Substance with intoxicating/addictive effect: A substance such as permanent markers, hair spray, liquid paper, gasoline, energy drinks used to produce an intoxicating effect, and drugs prescribed by the student’s physician that are being taken according to the directions of the prescription are exempt under this policy.

ZMS administration or authorized personnel reserves the right to search any student(s) or their belongings if suspected of sale or distribution.

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

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

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.

SALE DISTRIBUTION/COUNTERFEIT DRUGS/SUBSTANCES WITH INTOXICATING AND ADDICTIVE EFFECT (inclusive of any counterfeit tobacco product.)

Disciplinary consequences will be incurred for the 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 at a school activity.

Definition of Sale or Distribution
   A. The act of selling drugs, counterfeit drugs, or alcoholic beverages for money or compensation.
   B. The act of distributing drugs, counterfeit drugs, or alcoholic beverages without gaining compensation.
   C. The act of distributing drugs, counterfeit drugs, or alcoholic beverages while participating in a school sponsored event or activity.

ZMS administration or authorized personnel reserves the right to search any student(s) or their belongings if suspected of sale or distribution.

CONSEQUENCES
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 a long term suspension for one calendar year of 365 days. The student will be suspended until the hearing. Counseling must be completed prior to re entry hearing.
HEARING AUTHORITY

At the hearing with the Hearing Authority, if the student is found to be in violation of this policy, and is provided 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:
   a. Option 1. Attend ZPSD Drug/Alcohol Counseling Program with ZPSD for first time offenders (recommended.) Parent/Guardian participation is required at all sessions.
   b. 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 (1) year (365 days) or placed in an alternative setting, which is IAES (SPED) or AEP (Gen 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 Zuni Public Schools. However, if a student will be placed on an enrollment restriction until a time when the counseling program is completed.

WEAPONS/FIREARMS POSSESSION

The Board of Education recognizes 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.

A. Definitions
   a. Weapon: 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.
   b. 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 explosion; the frame or receiver of any such weapon; and firearm muffler or firearm silencer, or any destructive device
B. Penalties for possession of firearm(s):
   a. Any and all students found to be in violation of this policy shall be subject to disciplinary action, 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).
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. 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.

C. Prohibitions: It is the policy of the ZPSD Board that no student shall bring a weapon into a school zone, nor carry or keep any weapon in a school zone or while attending or participating in any school activity, including during transportation to or from such activity.

D. Enforcement: This policy shall be enforced according to the ZPSD School 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 ZPSD.

**CONSEQUENCES FOR POSSESSION OF FIREARMS**

<table>
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<tr>
<th>1st Offence</th>
<th>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.</th>
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<tr>
<td>2nd Offence</td>
<td>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 for 1 year (365) days of contract violation.</td>
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**POSSESSION OF WEAPONS OTHER THAN FIREARMS**

**CONSEQUENCES**

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<tr>
<th>1st Offense</th>
<th>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.</th>
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<tr>
<td>2nd Offense</td>
<td>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.</td>
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**DISRUPTIVE AND DANGEROUS TACTICS**

Offenses that are considered dangerous or disruptive include 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, and setting off stink bombs. 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 the remainder of the current semester with the option of extending the long-term suspension through the succeeding semester and/or ZPSD behavior contract, depending on the nature of the offense. Counseling is at the discretion of Hearing Authority. |

BUS RULES AND REGULATIONS

Students living one mile or more from the school are eligible for bus transportation. Route information is available from the school office.

The driver is in full charge of students when they are riding the bus and will remind students regularly of safe bus behavior. The driver has the same authority as the classroom teacher. Students who disobey the rules will be given verbal notice that a written referral will be sent to the school administration. The administration will contact the parent/guardian of the infraction and may schedule a conference.

The length of the suspension shall depend upon the seriousness of the offense. A report will be made to the parent/guardian. Cooperating with your driver is essential for the safety of all students who ride the school bus.

SAFE BUS BEHAVIOR

The driver is in full charge of students when they are riding the bus. The students must obey the driver promptly.

- Students should never stand in the traveled portion of the roadway while waiting for the bus.
- Student shall not get on or off the bus or move about within the bus while it is in motion.
- Students will not be permitted to leave the bus on the way to or from school except at their regular assigned stop without the advanced permission from a school official. Once students are loaded they must remain on the bus until dropped off at their bus stop.
- Students who must cross the road after leaving the bus will cross only when the driver signals all is clear.
- Students must be on time at their assigned bus stop. The bus driver will not wait for students who are not in the loading area.
- Animals and breakable glass are not allowed on the bus.
DISCIPLINE FOR STUDENT INFRACTION ON THE 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.

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.
# Zuni Public Schools 2018-19 Calendar

**ZBE Approved**

**05/14/2018**

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**New Staff Orientation Aug 3**

**Staff Work Days Aug 7, May 31**

**First Day of School Aug 20**

**Submission Deadline Aug 31**

**Holiday/Break Periods - July 4, Sep 3, Oct 8, Nov 19-23**

**Dec 24-31, Jan 1-4, Jan 21, Feb 18, Mar 11-15, May 27**
STUDENT PARENT HANDBOOK SIGNATURE PAGE

After reading the Student/Parent Handbook, please sign the appropriate lines below and return the form to Zuni Middle School.

PARENTS/GUARDIANS

We, the parent(s)/guardians of ________________________________________________ agree to follow and the policies outlined in the Zuni Middle School Student –Parent Handbook for the 2018-2019 School Year.

We recognize the right and responsibility to discuss the rules and policies with our child. We/I acknowledge that we have read, reviewed and understand the contents of the handbook.

Signature of  
Parent/Guardian___________________________________________________________  
Date________________

Signature of  
Parent/Guardian___________________________________________________________  
Date_______________

STUDENT

I, ____________________________________________, student of Zuni Middle School, agree to follow policies outlined in the Zuni Middle School Student –Parent Handbook for the 2018-2019 School Year.

I acknowledge that I have received, read and understand the contents of the handbook. I agree to abide by all rules, regulations and policies described herein of document.

Signature of Student_____________________________________________ Grade __________________  
Date________________