

MORIARTY-EDGEWOOD SCHOOL DISTRICT #81

Elementary Schools Student Handbook

2024-2025

Moriarty Elementary

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2015 School Loop Rd.
Moriarty, NM 87035
505-832-4927

Route 66 Elementary

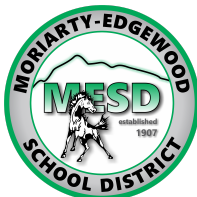
Rhiannon Thomas, *Principal*
805 Barton
Edgewood, NM 87015
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South Mountain Elementary

Davina Turner, *Principal*
577 State Road 344
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Moriarty-Edgewood School District Mission

MESD cultivates positive relationships and inspires students to excel today and tomorrow.



Board of Education

Ms. Linda Hudson.....President
Mr. Denny Young.....Vice President
Mr. Albert Chavez.....Secretary
Ms. Lyndsi Donner.....Member
Mr. Jeff Lossing.....Member

Central Office Staff

Todd Bibiano.....Superintendent
Natalie RomeroDirector of Learning Services
Dr. Mychl Buckley..... Director of Personnel
Antoinette YoungDirector of Finance

Under the Federal Title IX Act:No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

Bajo la Ley Federal del Título IX:Ninguna persona en los Estados Unidos, por razón de sexo, será excluida de participar, se le negarán los beneficios o será objeto de discriminación en cualquier programa o actividad educativa que reciba asistencia financiera federal.

The following individual has been designated to handle inquiries regarding the non-discrimination or harassment policies for the district:

Todd Bibiano, Title IX Coordinator
PO Box 2000, Moriarty, NM 87035
(505) 832-5809
todd.bibiano@mesd.us

La siguiente persona han sido designada para manejar consultas sobre las políticas de no discriminación del distrito:

Todd Bibiano, Coordinador Título IX
PO Box 2000, Moriarty, NM 87035
505-832-5809
todd.bibiano@mesd.us

The District Title IX Coordinator is:

Mychl Buckley
Director of Personnel
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Moriarty, NM 87035
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**MORIARTY-EDGEWOOD SCHOOL DISTRICT #81
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Student Rights & Responsibilities

In accordance with the state and federal laws, the educational system is required to provide each student the opportunity to obtain an education, and provide for the student's safety at school. At the same time, the New Mexico Compulsory School Attendance Law has placed the responsibility of attending school on the students and their parents or guardians. With those two ideas in mind, the school has established guidelines for conduct required of the students and staff members.* The reason these rules on the following pages are written is to inform everyone of the required behavior to assure maximum efforts in reaching the educational goals for students, parents and the school.* IT IS TO BE NOTED THAT THIS LIST IS INTENDED AS A GUIDELINE AND IS NOT ALL INCLUSIVE.

Attendance & Absences

Your child's success in school depends upon his/her regular daily attendance; therefore absences should be avoided. Students should **have no more than 10 absences per year and no tardies**. If your child is sick, however, please keep him/her home. The school must be contacted by a parent/guardian to verify and excuse a student's absence as soon as possible. A child will be automatically disenrolled when (10) days of school are missed in a row. Excessive absenteeism (any student absent more than 20% of the current number of school days) may be reported to the appropriate authorities. Tardies are also reported. All absences (excused or unexcused count toward absenteeism). See MESD Board Policy J-0500 JE for more information. Please be sure to contact the teacher if a student will be absent. Teachers will provide material so students can make up any missed learning or assignments.

Tardy and Early Dismissal

A student is considered **tardy** when they arrive anytime after school begins.

A student is considered an **early exit** if they leave before the school day ends.

If a student leaves or arrives between the hours of 10am and 1pm, this is considered a **half day** for the student.

Excused Absences

Excused absences still count as an absence in chronic absenteeism

Absences may be excused for the following reasons, **with appropriate documentation**:

*Doctor's appointment *Death in the family

*Religious commitment *Illness

*Family emergency *Diagnostic testing

*School or college visit

*Limited extenuating circumstances as approved in advance by the school principal

Family vacations are considered unexcused absences, and it is expected that parents will schedule vacations when school is not in session. During remote learning, students can go where needed as long as they have access to the

internet.

Under the Attendance for Success Act, schools are required to take appropriate action after 5%, 10%, and 20% of days missed:

Tier 1 - Less than 5% of days missed (excused and unexcused): Each school will monitor and support students using PBIS strategies to encourage regular attendance.

Tier 2 - 5%-10% days missed (excused and unexcused): Tier 2 elementary students, the attendance team shall talk to the parent/family and inform the parent/family of the student's attendance history, the impact of student absences on student academic outcomes, the interventions or services available to the student or family, and the consequences of further absences.

Tier 3 - 10% -20% days missed (excused and unexcused): Tier 3 students, the attendance team shall notify the parent/family in writing of the student's absenteeism. The notice shall include a date, time, and place for the parent/ family to meet with school officials/staff to develop intervention strategies that focus on keeping the student in an educational setting. The attendance team shall be convened to establish a specific intervention plan for the student that includes establishing weekly progress monitoring and a contract for attendance.

Tier 4 - 20%+ days missed (excused and unexcused): Tier 4 students, the attendance team shall give written notice to the parent/family, including a date, time, and place for the parent/family to meet with the school principal and the attendance team, and establish non-punitive consequences at the school level, identify appropriate specialized supports that may be needed to help the student address the underlying causes of excessive absenteeism, and apprise the student and the parent/family of the consequences of further absences, which may be a referral to CYFD.

Make-up work is the responsibility of the student. Students should ask for make-up work for assignments missed during their absence. All make-up work is to be completed and returned promptly to the teacher. ****Parents, please call the office to arrange for make-up work before 10:00 AM. when you wish to pick up work for your child. Make-up work may be picked up at the end of the school day.

Arrival & Dismissal of Students (specific to each school)

MORIARTY ELEMENTARY

Please see that your child/children arrive at school by 8:15 AM, but not before 7:55 AM. Buses are unloaded at 7:55 AM. Breakfast is served in the classroom from 7:55-8:25 AM. The Tardy bell will ring at 8:15 AM. School is dismissed at 3:00 pm. Students who leave early must be signed out at the office by an authorized person only. Students cannot be released from school after 2:30 PM. Students will be released to authorized

persons w/ a valid picture ID only. Afternoon pick-up requires a designated numbered placard assigned to each family. Buses will leave by 3:10 PM.

ROUTE 66 ELEMENTARY

Please see that your child/children arrive at the school by 8:10 AM. but not before 7:55 AM. Breakfast is served 7:55-8:10 AM. Classes begin at 8:15 AM. School is dismissed at 3:00 p.m. Students who leave early must be signed out at the office by an authorized person only. Buses are unloaded at 7:55 a.m. and will leave by 2:55, then parents picking up students can move to the bus ramp to pick up the child(ren). Please do not enter the pick up area until buses leave.

SOUTH MOUNTAIN ELEMENTARY

Please see that your child/children arrive at the school by 8:20 AM. but not before 8:00 AM. Breakfast is served starting at 8:00-8:20 AM. Classes begin at 8:25 AM. School is dismissed at 3:00 PM. Students will be released to authorized persons w/ valid picture ID only. Afternoon pick-up requires families to have a dash pass on their vehicle dashboard. Buses are unloaded at 8:00 a.m. and will leave the school in the afternoon by 3:00 pm.

Please note the following: If any person other than the parent or guardian is to pick up the child, the school must have a statement from the parent specifying the necessary information; (ex. name, phone number, time, bus #). ***Identification may be requested and verification may be required before students are released.*** Students will be released to authorized adults only. If the school is not notified by note or phone call, the student will be sent home on the bus.

After School Activities

The RGEC, A.Y.S.O. program/Boy or Girl Scouts/etc... are sponsored by outside organizations. Although we do allow the use of school grounds for Soccer, Boy Scouts, Girl Scouts, Little League, Razzle Dazzle, Bible Club etc., it needs to be emphasized that these **are not school-sponsored activities**. Parents should communicate with the respective coaches or leaders with regard to practice or meetings. Students who stay after school for activities must have written permission not to ride the bus on those days. One written permission per season will suffice. **Parents should realize that students are released to their coaches or program leaders at the end of the school day and are no longer supervised by school personnel.** Only those students who have activities after the school day should stay after school. If a later practice or meeting is scheduled, students will be expected to ride the bus home and then brought back by the family for the activity. **The school will do all in its power to inform students if activities are canceled; however, parents of participants are responsible to get their child/children home if, for some reason, the activity is canceled without proper notice.** Organizations shall be self-insured.

Nursing Services

The nursing program is concerned with the maintenance and improvement of general health for all students. This goal is met through individual screening programs including vision, hearing, scoliosis, and blood pressure. Parents or guardians will be notified if any problems are found and recommendations for follow-up will be given. Parents should notify classroom teachers directly of food allergies to prevent issues.

Immunization and dental screening records are required and maintained for all students. They are reviewed on admission and twice annually. Parents are notified of any immunizations or dental screenings needed to meet state requirements. Your prompt response is required for your child to attend school. Please bring evidence of any immunizations or dental screenings your child receives to the school so our records can be updated.

When special health problems exist, the nurse will work with the student, parents, teachers, and the principal to adapt the school program to meet the student's individual needs. The nurse serves as a consultant to teachers involved with health education programs and may at times assist the teacher with the teaching of health topics. Health counseling for students is provided on an as needed basis.

Emergency safety and first aid is provided for all students and employees. Students who are ill should be kept at home. Parents or someone responsible should be available at all times to be contacted for emergencies. Please keep enrollment cards current as information changes i.e. phone numbers, adults authorized to pick up student(s), etc.

Administration of Medication at School

All medications should be given at home if possible. Medication prescribed to be given three times a day should be given at home unless it is specifically ordered to be given at meal time.

Prescription medication must be in the original prescription bottle labeled with name of student, name of prescribing physician, name of the medication, amount and time to be given. Nonprescription medication must be in the original manufacturer's bottle. A note from parents giving school personnel permission and directions to give the medication must accompany any medication to be given at school.

For long term prescription medication that a student will be taking daily or frequently throughout the school year, an authorization from the physician and parent must be on file each year in the school office. A form may be obtained from the school nurse or health assistant. A current phone number where the parent and physician can be reached that day in case of emergency must be available in the school office.

All medications must be kept in the office and cannot be kept by the students in class.

Sickness & Accidents

Please be sure that the school office knows, at all times, how you or someone else responsible can be reached in case your child gets sick or has an accident. Please make certain that the information on your enrollment cards is current and correct. Make certain to notify us of any change of address and phone numbers. If your child has any special medical problem please notify the office. **We must have the name and phone number of the person you would like us to contact in case of emergencies.**

It is very important that students who are sick be picked up immediately to ensure the safety of all students.

Report Cards & Progress Reports

Report cards will be sent home each nine weeks. Progress reports are sent home at the middle of each nine-week grading period. **The Elementary reporting schedules are independent of the High School and the Middle Schools.** If you have any questions about your child's progress at any time, please schedule a conference with your child's teacher by contacting the school office. A minimum of one formal parent/teacher conference will be scheduled during the year to determine your child's progress. Please refer to the school calendar for advance planning. Parent/Teacher conferences may be scheduled in-person, virtually, or by phone.

Promotion & Retention Policy

The procedure for the possible retention of a student in the same grade for the next school year will follow the District's Promotion/Retention Policy (MESD Policy IKE). **Parents should be notified before the end of February. At the time of notification, a conference will be scheduled during Parent teacher conferences in February.** At that conference, the teacher, parent(s) and student will create a Student Assistance Team (SAT) plan. Once the SAT plan is in place, the student, parent(s), and school will monitor the student's academic achievement until the end of the year. Some time in late-April or early May, the Student Assistance Team (teacher, parent(s) and student) will meet once again to determine the outcome of the plan. If significant progress has been made, the student will be promoted to the next grade level. If progress has **NOT** been made, the school will recommend retention at that grade level. At this point, it will be the parents' final decision on whether the students are retained. If a student is on a SAT plan for two consecutive years and retention is recommended both years, the student will be retained in the second year in accordance with the state statute: 22-2-8.6.

Field Trips

Field trips are for the educational purpose of extending classroom learning into the real world environment. The schools may request family/community volunteers to help chaperone these trips. The teacher or principal may limit the number of chaperones at their discretion, with certified volunteers receiving first preference. Also, parent volunteers or chaperones **may not take older or younger siblings along on the trip.**

Teachers may provide virtual field trips throughout the year.

Parent Teacher Conferences

Parent/teacher conferences are an important part of your child's education. When your child's teacher calls you for a conference, please understand that the conference is requested in the best interest of your child's educational needs. When you wish to confer with your child's teacher, please call during regular school hours to arrange a conference time through the school secretary. Conferences **CANNOT** be held with a teacher in the classroom during class or in the hall between classes.

Conferences can be held, virtually, on the phone or in person. We want parents to be able to meet with teachers in the mode that is most beneficial and convenient for them.

Parent Teacher Organization (PTO)

The Parent Teacher Organization serves as a support group for each elementary school in the district. The P.T.O. schedules programs of common interest to parents and teachers, provides volunteers to help in all areas of the school, helps organize school activities and raises funds to buy equipment and supplies which benefit students. Parents who serve on different advisory committees are frequently selected from the ranks of the P.T.O. Membership information can be obtained through the school office.

Transportation

In New Mexico, RIDING THE BUS IS A PRIVILEGE. A copy of the official bus rules will be given to each student rider by his/her bus driver. No child/children will be allowed to ride a bus other than the one to which they are assigned except in extreme emergencies. Parents must request through the transportation office that their child be allowed to ride a bus other than their regular bus. Students who do not have office approval to ride a different bus will be required to ride their regular bus. Some buses are filled to capacity and extra riders will not be allowed on those buses. Students will be required to ride their regular route bus unless the school has been formally notified that a parent intends to pick a child up. **DO NOT ASSUME** these requests will be granted. If in doubt, call the school for confirmation. **If the bus does not make its route due to inclement weather or road conditions, and parents bring the students to school, it is the responsibility of the parents to pick up students at the end of the school day.**

District Transportation 832-5830 or 832-5855

Bicycles may not be ridden on campus. Vehicle traffic creates a safety hazard for children on bicycles. Students who ride bicycles are strongly encouraged to wear bicycle helmets. Please notify the school prior to a student riding a bicycle or walking to school so we may monitor their safe arrival and departure.

Emergency Procedures

In the event of a school emergency such as fire, tornado, gas leak, or any other emergency which requires the school to be evacuated or dismissed early, it is necessary to have an emergency plan for your child. If you work, have a second person

that your child could stay with until you arrive home. This person should be located on the same bus route your child is on. On the back side of the Parent Signature Form in this handbook is a form for you to indicate your child's emergency plan. Parents are encouraged to insure that their children can enter their home or a neighbors' in case of emergency dismissal and/or bad weather. **Please update this plan as necessary.**

*** Note: For the safety of your child(ren) these forms are REQUIRED.**

Cancellation of School

School may be canceled or delayed due to inclement weather. When the decision to close/delay school is made, announcements will be made on TV stations 4, 7, and 13; and on radio stations KKOB and KRST. Please watch for alerts from MESD (texting, call or email). Please listen carefully to directions - we could be canceled, delayed or have a remote day. Be ready for anything!

Remote learning may be called on occasion for snow days and other unexpected closures. Look for a message from your child's teacher by 9 am to get information about learning and work due upon return.

Moriarty-Edgewood Schools' Dress Code

A student's appearance will be governed by standards that are compatible with decency, cleanliness, safety, and an atmosphere of learning. Dress which disrupts the educational process will not be allowed. The school has the right and responsibility to intervene anytime it feels that the appearance of the student does not conform to these standards. Students violating these standards will be requested to change clothes, parents requested to bring a change of clothes, or the student will be sent home to change clothes. (This absence will not be excused). Sponsors and coaches may require participants to adhere to a predetermined dress code for some events.

THE FOLLOWING ARE UNACCEPTABLE:

1. Half shirts, muscle shirts, tank tops, mesh or see through clothing, shirts or tops with partial or no sides.
2. Clothing which contains symbols, pictures, and/or printing referring to drugs, alcohol, satanic topics , or obscenities. Funeral shirts, or clothing which depicts dress code violations.
3. Skirts, shorts and dresses should not be shorter than the fingertips when hands are held at the sides. The wearing of shorts is a seasonal privilege, allowed only from April 1 to October 15. Spandex, cutoffs and other shorts without hems are not allowed.
4. Clothing must be free of tears and rips (including clothes designed that way).
5. Hats, caps, sunglasses, hoodies, or any other type of headgear in the buildings.
6. Bandanas, regardless of color or design, and hairnets are not to be worn or displayed in any manner.
7. Chains (including wallet chains) are not permitted.
8. Tattoos must be covered by appropriate clothing.
9. Body piercing jewelry/ornamentation (excludes earrings).

10. Both sides of suspenders/shoulder straps must be fastened over the shoulder.
11. Pants must be worn around the waist in an appropriate manner (NO SAGGING or BAGGING!).
12. Shoes, sneakers, or appropriate footwear must be worn at all times unless specified by an adult authority.
13. If belts are worn, the entire belt must be worn through the belt loops.

Students in violation of the dress code are subject to the following consequences:

First violation: Student(s) will be asked to correct the violation immediately by (a.) changing or altering clothes (b.) going home with parent permission or (c.) remain in I.S.S. for the rest of the school day if parents cannot be reached.

Second violation: Student(s) may be suspended from school for the remainder of the day. If parents cannot be reached, students will remain in I.S.S. for the remainder of the day.

Third violation: Student(s) may be suspended from school for three days.

Note: School administrators may determine the appropriateness of clothing not enumerated above. All dress code items apply to both male and female students.

Special Programs

Many special programs and alternative programs supplement our regular school program. These may include Special Education, Reading and Math Intervention, and English Language Learners (ELL) services. If you wish more information about special programs, contact the Office of Instructional Support at 832-5816

The Counseling Program

There is a counselor available at each elementary school in the district. The counseling program is concerned with helping students, parents, teachers and community with such issues as drug abuse, divorce, self-esteem, decision making, coping skills, death/grief, retention, moving, friends, and parenting. Please contact the school office to access these services.

Lunch Room

All children will eat in the lunchroom**; this includes those who bring their lunch. Each child has the right to an enjoyable meal; therefore, all children are expected to behave in the lunchroom in a manner appropriate to attaining that goal. The district plans to ensure that all foods and beverages made available on campus (including a la carte, student stores, parties and fundraising) during the school day are consistent with the current state and federal rules and regulations. All students are provided a free breakfast and lunch.

School Supplies

Each school provides a supply list for all grade levels. MESD will supply students who are unable to bring general supplies each year. At the time of registration, students will be given information about what supplies are needed. During the year, if additional supplies are needed, the teacher will request them through a note.

School Parties

There are three days during the school year when parties are scheduled: Fall Celebration, Winter Celebration, and Valentine's Day. Student's may not give a surprise party for their teacher without the Principal's permission.

School Visitors By Appointment Only

- Upon arrival at the school building, all visitors (MESD staff included) must register in the building office before proceeding to any other part of the building.
- As part of the registration process in the front office, all visitors will be asked to sign the visitor register and provide their driver's license or other state-issued photo-identification, which will be scanned in our visitor sign in system. Temperature and health screening may be required due to State Health Orders.
- Once registered, the visitor will be issued a Visitor Identification Badge, which must be displayed at all times while the visitor remains in the school building or on school premises.
- Visitors must remain in approved areas only and at all times act in a manner appropriate to the safe functioning of the school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the premises.
- Upon conclusion of the visit, the visitor must return to the building office, sign out and return the visitor badge.
- Please note that parents and guardians who are checking students in/out or dropping off items for a student in the front office, and who will not otherwise be proceeding into the school building proper, may do so without advance registration/notice.

❖ **Visitor Policy**

- Appointments Only: All visitors must schedule an appointment through the office staff to come into the building. No visitors will be permitted in the hallways unescorted. Teachers may not schedule independent appointments without notifying the office ahead of time.
- Visitors call the Front Desk to be allowed in
- Visitors must bring an ID and they will be indeed in the security system for clearance.
- The Front Desk will call the department or person hosting the visitor. That person or staff from that department will meet the visitor at the front doors and escort them while in the building.
- A visitors bathroom will be designated

Birthday and Home Party Invitations

To avoid hurt feelings, invitations for birthday parties, or other home parties are not to be handed out at school unless everyone in the class is receiving an invitation. It is acceptable to hand out invitations to all the girls, or all the boys in the classroom. Also, please note that telephone numbers and addresses of students cannot be given out by the office or classroom teacher.

Toys and Personal Belongings

Please ensure your child does not bring laser pointers, radios (including but not limited to CD Players, MP-3 Players, etc....), tape recorders, digital or film cameras, pagers, electronic games, toys, trading cards, expensive clothing, tools, jewelry and lots of money to school. Personal items such as makeup, hair spray, nail polish, and lighters are not allowed. The school **will not** assume any responsibility for any personal items or money brought to school. Buying, selling, or trading of merchandise is prohibited at school unless it is part of a school sponsored fundraiser. IF a child's personal item is confiscated by school personnel, it will remain with the principal until the child's parent can pick it up. If it remains after the last day of the school year, it may be disposed of and no longer available.

Lost or Damaged Books, Property or Report Cards

Your child will be expected to pay for lost or damaged books and property. Your child will be expected to pay for the repair of any vandalized or defaced school property for which he/she is responsible. Please help your child to be responsible and take care of school buildings, equipment and supplies.

The School Telephone

The school telephone is for business use only. Please observe the following rules:

1. Students will not be able to use the phone except in case of an emergency. Students will not be allowed to call to make arrangements to stay with other students.
2. Teachers are unavailable for phone calls during class, unless it is an emergency. It is suggested that you leave a number so the teacher can return your call.
3. Students are not allowed to receive calls. Office staff will give messages as necessary.

Discipline

One of the primary objectives of education is to teach our students to respect others, their property and their rights. Rules for student behavior are designed around safety, common sense, and the need to insure educational opportunities for all. We will make every effort to see that your child is treated fairly. A range of disciplinary measures will be used to correct inappropriate behavior: detention, restitution, community service, suspension, or expulsion. A district wide elementary school discipline policy was

developed and adopted in the spring of 2019 and revised in 2021. A copy is enclosed within this handbook. **After reviewing these policies with your child, please sign and return the attached acknowledgment form at the end of this handbook.**

Definitions

Assault: The intentional and/or planned unprovoked attack of another with a weapon, instrument, or any means of force likely to produce bodily injury. This category includes sexual assault and/or other offenses.

Bullying or Intimidating: Physical or verbally threatening another person which is habitual or reoccurring and may include the use of electronic devices. Please reference board policy #335. Safety concerns can also be made at mesd.us.

Cheating: Doing school work in a dishonest way.

Defiance: Refusing to do or respond to what an adult in authority instructs a student to do.

Disrespect toward Staff: Language or gestures that are either rude or indicate a lack of cooperation.

Extortion: Using intimidation or the threat of violence to obtain money, information, or anything else of value from another person.

Fighting: Employing hostile contact in which at least one party has contributed to a situation by verbal action and/or bodily harm.

Gang Activity: Two or more students whose association results in disruptive behavior.

Obscene Language/Gestures: Using language or gestures which are crude, offensive, insulting, or irreverent. The use of coarse or curse words or gestures to show contempt or disrespect (including gang signs); swearing.

Theft/Stealing: Taking anything that does not belong to you without the owner's permission.

Trespassing: Entering or being on school grounds or in a school building without authorization.

Truancy: Failure to be in school without acceptable reason.

Violation of Dress Code: As defined in Moriarty Elementary Schools Parent/Student Handbook.

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Delinquent Acts

Acts which are against state laws for juveniles. Including but not limited to:

Alcohol: Having or using any alcohol product at school or at a school sponsored activity.

Arson: Starting a fire or causing an explosion by any means on school property or in connection with a school activity.

Drugs: Possession, use or distribution of any substance, legal or illegal, that is capable of producing a change in behavior. This includes giving another student a prescription or non prescription drug.

False Fire Alarms: Setting off the alarm system when no emergency exists.

Tobacco: Having or using any tobacco product at school or at a school sponsored activity.

Vandalism: The intentional destruction or damage of school property or the property of others.

Weapons, Possession: Possessing a weapon such as, but not limited to: a firearm, knife, club, an explosive, spiked-wristband or other spiked jewelry, chains, or other items that may cause, or intend to cause, injury or death.

Moriarty-Edgewood School District Disciplinary Matrix

The Disciplinary Matrix below identifies a range of measures, including Mandatory as well as Optional Responses, to the most commonly occurring offenses for a student referred to the Principal or Principal Designee. All penalties imposed are in accordance with appropriate "Due Process" as prescribed by the Moriarty-Edgewood School Board Policy referencing NMAC 6.11.2.6.D

	Consequences	Category "A"	Category "B"	Category "C"	Category "D"	Category "E"
		Principal/Student Conference	Principal/ Parent Contact or Conference	Principal/ Parent Contact or Conference	Principal/ Parent Contact or Conference	Principal/ Parent Contact or Conference
	Mandatory Consequences					
	Additional Consequences to be imposed at Administrative Discretion	- Contact Parents - Loss of Privileges	- Detention - In-School Suspension (ISS) - Refer to Counselor - Community Service	- Detention - In-School Suspension (ISS) - Refer to Counselor - Community Service - Seek Restitution	- In-School Suspension (ISS) - Suspension Short Term	- Due Process Hearing - Suspension Long Term - Refer to Legal Authorities - Expulsion
	OFFENSE	Shaded Categories are Mandatory Responses				
Offenses	Arson				M	O
	Assault-Physical/Staff					M
	Assault-Verbal Staff			M	O	O
	Assault- Physical					M
	Assault - Verbal		M	O	O	O
	Bomb Threats/False Fire Alarm		M	O	O	O
	Bullying/ Cyber-Bullying/ Intimidation		M	O	O	O
	Cheating/Lying	M	O	O	O	O
	Conspiracy		M	O	O	O
	Controlled Substance (Possession)				M	O
	Controlled Substance (Use/Under the Influence)				M	O
	Controlled Substance (Sale/Distribution)					M
	Delinquent Acts					M
	Disrespect/Defiance to Staff	M	O	O	O	O
	Disruptive Behavior	M	O	O	O	O
	Dress Code	O	O	O	O	O
	Extortion			M	O	O
	Explosive (Possession)				M	O
	Explosive (Use)					M
	Failure to Serve Detention		M	O	O	O
	Fighting	M	O	O	O	O
	Gang-Related Activities					M
	Gun Possession					M
	Harassment		M	O	O	O
	Hazing				M	O
	Language - (Abusive/Profane/Gestures)	M	O	O	O	O
	Mask Violation	O	O	O	O	O
	Obscene Material		M	O	O	O
	Public Display of Affection	M	O	O	O	O
	Sexual Assault					M
	Sexual Harassment				M	O
	Theft			M	O	O
	Throwing Things	M	O	O	O	O
	Tobacco Use/Possession				M	O
	Trespassing	M	O	O	O	O
	Truancy (Habitual as per State Law)	O	O	O	O	O
	Truancy (Cutting Class)		M	O	O	O
	Vandalism				M	O
	Weapons Possession (Other than Guns)				M	O
	Weapons Use					M

Matrix Key -

O = Optional Action

M = Mandatory Action

**Note- This is not an all-inclusive list. Acts of misconduct not specified herein shall also be subject to discretionary action by the principal or principal designee. Repeated infractions or cumulative problems will be dealt with more severely.

*Student Cell Phone Usage—Moriarty—Edgewood Schools Policy JICDAA
(summarized)*

- 1) Students may possess cell phones on campus, however...
 - a) On campus: Cell phones may not be used either for voice or text messaging, on campus at all times from the first bell until the last bell of the day.
 - b) On school busses: Cell phones may be used only with driver permission on any **to and from** school bus.
 - c) On activity busses: Cell phone use on co- or extra-curricular activity busses will be monitored for appropriateness by sponsors, coaches, or teachers.
- 2) The Board finds that needs for emergency contacts with students are adequately served by telephone through each school's office.
- 3) Consequences may include confiscation, parent notification, detentions, or suspensions per administrator discretion.

Notification of Rights under FERPA

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

The **Moriarty-Edgewood School District** is providing you notice of these rights, as outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA

authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. As of January 8, 2009 FERPA enables designated school district and/or contracted transportation personnel including bus drivers and monitors access to student records when deemed necessary. This will be determined on a case by case basis to ensure the safety and welfare of students with special needs. It is permissible to disclose educational information that may include medical and behavioral plans such as those included in an IEPs, SAT plans, 504 plans or other mental or physical health care plans.

4. The District classifies the following as Directory Information; student's name, parent's name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, student's photograph, and the most recent previous school attended by the student. School officials may release this information to any person without the consent of the parents or eligible student. Any parent or eligible student who objects to the release of any or all of this information without his/her consent must notify, in writing, the principal of the school where the records are kept by **September 17, 2013**. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received by **September 17, 2013**, information designated above will be classified as Directory Information until the beginning of the next school year.
5. Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent's Office or from the Principal's Office of each school within the District.
6. The right to file a complaint with U.S. Department of Education concerning alleged failures by Moriarty-Edgewood Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

NOTICE OF RIGHTS UNDER PUPIL PRIVACY RIGHTS ACT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ('eligible student') certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education –

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers or doctors;
7. Religious practices, affiliations, or beliefs of the students or student's family;

Income, other than as required by law to determine program eligibility.

Receive notice and opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute information to others.

Inspect upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Moriarty-Edgewood School District has developed a policy regarding these rights as well as arrangement to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing sales, or other distribution purposes. Moriarty-Edgewood Schools will directly notify parents and eligible students of these policies at least annually and after any substantive changes. Moriarty-Edgewood Schools will also notify parents and eligible students at least annually of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participation in:

- Ø Collection, disclosure or use of personal information for marketing, sales or other distribution.

- Ø Administration of any protected information survey not funded in whole or in part by the U.S. Dept. of Education.
- Ø Any non-emergency, invasive physical examination or screening as described above.

Parents or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

The Moriarty - Edgewood School District does not discriminate on the basis of race, color, national origin, sex or disability in its programs and activities. The following individuals have been designated to handle inquiries regarding nondiscrimination policies:

Director of Special Services/Section 504 Coordinator

Acceptable Use Policy Policy IJNDB

The Moriarty-Edgewood School District (MESD) provides its students and staff access to a multitude of resources related to information and communication technologies (ICT). These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond our campuses. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of digital access comes the responsibility of students, teachers, staff, and the public to exercise appropriate personal responsibility in their use of these resources. MESD policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools. MESD also makes a good faith effort to protect its students from exposure to internet materials that are harmful or explicit. The district maintains a system of internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA), See sample agreement at end of this document.

Digital Citizenship

Users of the district's information and communication technologies are expected to behave in safe, legal, and ethical ways as responsible digital citizens. A responsible digital citizen is one who:

- Respect Oneself & Respect Others:
 - Refrains from using technologies to bully, tease, or harass other people.
 - Carefully considers the appropriateness of information and images he/she shares online.
 - Protects the intellectual property of others by seeking appropriate use permissions and appropriately citing any and all use of media, books, websites, etc.

- Protect Oneself & Protect Others:
 - Never shares passwords or other sensitive account information with anyone else.
 - Protects oneself and others by reporting abuse and not forwarding inappropriate materials or communications.

Expectations for Technology

Responsible use of MESD's technology resources is expected to be ethical, respectful, academically honest, and supportive of the district's mission. Each user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators and/or their designees may review files and communications (including electronic mail) to insure that users are using the system in accordance with district policy. Users should not expect that files stored on servers or disks will be private. Users also should understand that district servers (including cloud services) regularly record internet activity in log files that are available to the public under NMSA 1978, Chapter 14, Article 2: Inspection of Public Records Act. It is also important for users to be aware that the use of district-issued account credentials (i.e. MESD Google accounts, etc.) outside of school and/or on personal devices is also monitored and logged with no expectation of privacy.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive.

- Use of electronic devices should be consistent with the MESD's educational objectives, mission and curriculum.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Intentional or unintentional use of computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.
- Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on district-managed networks are the property of the school district and, as such, may be inspected at any time and should not be considered private.

- Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

Policy Violations

The school reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or internet use, suspension or dismissal from school, and/or legal action. The district may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

Approved by Board of Education
June 19, 2018

Moriarty-Edgewood School District Transportation Quick Reference Guide for Parents/Guardians/Students

Student transportation is a privilege extended to students who qualify for transportation pursuant to statutes 22-16-4 N.M.S.A., 1978 Compilation, NMAC Title 66, and MESD School Board Policy 360.

A copy of the complete [handbook](#) is available upon request from the school office, the bus driver, the transportation office, and/or the MESD Website.

Discipline Policies and Procedures

Nothing contained herein shall prevent the emergency removal of any student from a bus if the student endangers or threatens to endanger the health, welfare, or safety of himself/herself, any other student, driver, aide, or employee.

MESD has disciplinary policies and procedures in place. Each driver has been supplied with copies of the "Transportation Disciplinary Report" which outlines the rules of student behavior. Students may be disciplined for the following actions based upon severity and at the discretion of the driver.

Improper boarding/departing procedures.

Bringing injurious or objectionable articles on the bus: weapons, controlled substances, tobacco, etc...

Failure to remain seated, with feet and body facing forward, in assigned seat.

Being disrespectful to, or refusing to respond appropriately to driver requests to follow rules.

Pushing, hitting, Kicking, tripping, teasing, bullying, or other verbal/physical attack.

Placing any body part or throwing objects out the window.

Use of inappropriate language, inappropriate and/or vulgar hand gestures, notes, cartoons, etc...

Spitting or Littering

Eating, drinking, or chewing gum on the bus.

Excessive noise beyond voice level 2 (conversation volume).

Tampering with or destruction of bus equipment or property.

Any activity that distracts the driver is not allowed, including the use of cell phones & electronic devices.

Other behavior relating to the safety, well-being and respect of others and/or their property.

For an initial offense of a minor infraction, the driver will complete the following steps:

- Hold a conference/talk with the student(s).

- Change the student's seat (if necessary).

- Send a warning notice or call home for contact with parent/guardian.

Drivers will carry an "incident log" on each bus run. The information will be communicated to parent/guardian and administrator on an as needed basis. If behaviors continue, a formal bus discipline "write up" will be issued.

Write Up Procedures

The following procedures may be followed when disciplinary action becomes necessary.

There **MUST** be a conference between the student and driver and the student and school administrator allowing the student due process to explain their part in the infraction. Depending upon the severity of the infraction(s), a conference among the school administrator/ parent/ representative of the transportation department may be held to determine the consequences and return to the bus.

Discipline will be determined by the school administrator based upon information provided by the driver, the student, and/or the representative of district transportation.

Discipline may include any or a combination of the following: warning, change of seat, school-based consequences (recess detention, ISS), restitution, and/or a suspension or termination of the student's riding privileges.

In the case of severe or persistent infractions resulting in a suspension from the bus longer than five (5) days, a conference must be held in person among Transportation Dept. Representative, school administration, parent/guardian, and student before the student is able to return to the bus. If the behaviors are too severe or persist beyond this conference, a student's riding privileges may be revoked for the remainder of the semester or the school year.

Students with special needs have specific rights determined by Federal and State law. These rights will be followed by the transportation department per the IEP or 504. The IEP team must include the transportation department when determining special transportation options and/or behavior plans.

Guest riding

Students **will NOT** be assigned to more than one bus. Students will not be allowed to ride a bus other than the one they are assigned, except in special circumstances, IF adequate space is available on the bus for a temporary period of time. Due to NMPED funding reductions to the Transportation budget, requirements to "fill buses", and a national shortage of drivers, most buses are filled to capacity. Do NOT assume that requests for temporary or single incident requests will be granted. Requests must be

made well in advance through the school office AND the transportation provider.
In the case of joint custody of a student, the student may have two designated stops if:
Both parents live in the same attendance area.
Both residences are outside the statutory distances from school.
Copies of custody agreements are provided to the school and transportation office
The pick up/drop off locations are consistent throughout the week.

School Bus Stops

All school bus stops will be determined to keep student safety as the most important factor. The final decision will rest upon the Transportation Director or designee with this in mind.

Reasonably placed stops will be made so, wherever practical, students do not have to cross the road.

Stops are on the door side away from intersections and within safe walking distances for students.

School buses will load or unload at established stops only, unless there is an emergency or special circumstance determined by the driver with prior approval of the transportation department.

Students must load and unload at THEIR designated stop only. Being late does not provide for a student to load or unload at a different stop than the one assigned unless prior approval is obtained through the transportation department on a one time basis.

A request to change bus stop locations may be submitted in writing to the transportation department. Bus stops should not be closer than a minimum distance of 1,000 ft between stops, whenever practical.

Parents/Guardians are responsible for their student(s) at bus stops until the student(s) board the bus and after they disembark from the bus. MESD and the transportation provider are not responsible for incidents that may occur at bus stops.

Inclement Weather and Alternative Stops

If it is determined that due to emergency situations, inclement weather, or unsafe driving conditions that routes change, Parents/ Guardians will be notified of changes or cancellations in stops via a call from our automated messenger system. You must keep the schools up-to-date of any changes in phone numbers so you can receive this information. We will do everything we can to alert you to these changes with at least a one hour notice. You may access your alternative stop information via the transportation website and/or provided by the driver.

Transportation Department Contacts:

MESD Transportation: Dispatch 832-5855, Admin Asst. 832-5830, Safety Specialist 832-5854, Director 269-9940

Acceptable Use and Handbook Acknowledgement

Moriarty-Edgewood School District Acceptable Use Agreement and Contract Students and Parents/Guardians

As part of the Moriarty-Edgewood School District's continuing effort to provide all students, employees, and district guests with high quality, up-to-date educational resources, we provide a wide-range of information and communication technologies (ICT) in the form of hardware and software throughout the district. We are committed to ensuring the use of these technologies for only educationally sound and productive learning activities for our students.

During school activities, teachers and other staff members will provide guidance for students in the use of appropriate materials. Furthermore, it is the policy of MESD that students will be actively monitored by an adult staff member whenever they use district ICT on premises. The district's Acceptable Use Policy complies fully with the federal Children's Internet Protection Act (CIPA), and a copy of that policy is included with this agreement.

Before being allowed to use district ICT, students will review the district's Acceptable Use Policy in age-appropriate language with a district staff member. We also request that parents/guardians review the policy with their students to reinforce the importance of digital ethics and safety. One rule that should be emphasized consistently is that students should **never** give out personal information (home address, phone number, etc.) about themselves or others online.

I understand, accept, and agree to abide by the following terms and conditions:

- I have received and familiarized myself with the Moriarty-Edgewood School District's Acceptable Use Policy revised in April 2018.
- I will abide by the terms and conditions outlined in the Acceptable Use Policy in my use of district information and communication technologies.
- I understand and accept that the purpose of the MESD information and communication technologies (ICT) is educational. Other uses of district ICT are inappropriate.
- I understand that student accounts on some apps, websites, and other online services are created by the district to provide rich educational experiences for students.
- I understand and accept that my use of MESD information and communication technologies can be suspended or revoked for violations of the Acceptable Use Policy.
- I understand that violations of the Acceptable Use Policy may result in disciplinary action ranging from a verbal or written warning to criminal prosecution.

STUDENT AND PARENT/GUARDIAN ACKNOWLEDGEMENT:

Print Student's Full Name: _____

Student's Signature: _____

Print Parent/Guardian's Full Name: _____

Parent/Guardian's Signature: _____

Date: _____

*Effect for as long as the student is enrolled in the Moriarty-Edgewood School District,
any time by the parent/guardian, administration, or student of legal age.*