

San Antonio Elementary School



Student/Parent Handbook
2024-2025

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General Information

<i>Principal</i>	Samial Morerod
<i>Administrative Assistant</i>	Luz Padilla
<i>Kindergarten Teacher</i>	Jolene Jaramillo
<i>1st -2nd Grade Teacher</i>	Eloisa Romero
<i>3rd Grade Teacher</i>	Robin Hodges
<i>4th-5th Grade Teacher</i>	Julie Tays
<i>Special Education Teacher</i>	Harathi Pulla
<i>Physical Education Teacher</i>	Matthew Carrejo
<i>Music Teacher (Semester 1)</i>	Carmella Barreras
<i>STEAM Teacher (Semester 2)</i>	Colette Wills
<i>Mindfulness Teacher</i>	Maureen Wilks
<i>Educational Assistant</i>	Stacie Lopez
<i>Educational Assistant</i>	Victoria Murillo
<i>Educational Assistant</i>	Margaret Trujillo
<i>Educational Assistant</i>	(vacant - position to be filled)
<i>Library Assistant</i>	Melody Rapson
<i>Health Assistant</i>	Marissa Silva
<i>Custodian</i>	Maria Alvarodo
<i>Bus Drivers</i>	Robin & Rachel

San Antonio Elementary Phone Number: 575-835-1758
SCSD Transportation Department Phone Number: 575-838-3117

Mondays	<i>PE Day - Students must wear or bring tennis shoes</i>
Tuesdays	<i>Library Day - Return your books each week!</i>
Wednesdays	<i>PE Day - Students must wear or bring tennis shoes</i>
Thursdays	<i>Music (Fall Semester); STEAM (Spring Semester)</i>

School Day Schedule

7:40 am	School Office Opens; Playground
7:50 am	Classes Begin/Breakfast in the classroom
11:05 am	Lunch
3:21 pm	Dismissal

Morning Arrival

Students must arrive at school between 7:40 - 7:50 am each school day.

- Please do not drop your student off before 7:40 am as they will be unsupervised and the doors will be locked.
- Students arriving on campus after 7:50 am must be signed in PERSONALLY by a parent / guardian at the front office before they will be admitted to class.
 - When a student arrives within *fifteen (15) minutes* of school starting, or 8:05 am, the morning will be coded as tardy (TR).
 - If a student arrives after fifteen minutes of school starting, or after 8:05 am, the absence will be coded as unexcused (UX) for the morning.
 - If a student arrives after 11:15 am, the absence will be coded as unexcused (UX) for both morning and afternoon.

Afternoon Dismissal & Dismissal Changes

Students are dismissed at 3:21 pm each school day.

- Teachers account for each student as they are dismissed and must see you to release your child to you
- Students must be picked up immediately following dismissal

Changes to students' instructions for going home at the end of the day

- must be called in to the office at 575-835-1758 or informed in person with office staff
- must be called in before 2:45 pm on the day of the change

Abbreviated Day and Cancellations

An abbreviated day, due to inclement weather, will begin at 9:50 am, or 2 hours after the regular schedule. Buses will run 2 hours after their regular schedule.

For information on weather delays or cancellation, please watch for details on the school messaging app, tune in to the local news media, or check the district website at socorroschools.org.

DATES TO Remember

July - August	September	October	November	December
<p>July 22nd: PAC meeting 3:30</p> <p>Thursday Aug. 1st: First Day of School for Students</p> <p>Aug. 7th: July-August Birthday Bash</p> <p>Aug. 12th: PAC meeting 3:30 Open House 5:30</p> <p>Aug. 15th: Fall Picture Day</p> <p>Aug. 19th: School Board Meeting 5:30</p>	<p>Sept. 2nd: Labor Day (No School)</p> <p>Sept. 4th: September Birthday Bash</p> <p>Sept. 9th: PAC Meeting 3:30</p> <p>Sept. 16th: School Board Meeting 5:30</p> <p>Sept. 16th - Oct. 3rd Fall Reading Challenge</p> <p>Sept. 30th: K-5th Macey Center Trip</p>	<p>Oct. 1st - 18th: Penny War Fundraiser</p> <p>Oct. 2nd: October Birthday Bash</p> <p>Friday Oct. 11th: Parent-Teacher Conferences</p> <p>Oct. 14th: PAC Meeting 3:30</p> <p>Oct. 21st: School Board Meeting 5:30</p> <p>Oct. 23rd: Family Math Night 5:30</p>	<p>Nov. 5th: Election Day - No School. Please vote!</p> <p>Nov. 6th: November Birthday Bash</p> <p>Nov. 11th: PAC Meeting 3:30</p> <p>Nov 12th: Family Thanksgiving Luncheon 11:00</p> <p>Nov. 13th: 4th-5th Grade Macey Center Trip</p> <p>Nov. 18th: School Board Meeting 5:30</p> <p>Nov. 21st: NDI Performance for Gr. K-3, Macey Center</p> <p>Nov. 25-28th: Thanksgiving Break</p>	<p>Dec. 4th: December Birthday Bash</p> <p>Dec. 9th: PAC Meeting 3:30</p> <p>Dec. 10th: Kinder-5th Macey Center Trip</p> <p>Dec. 14th: San Antonio BBQ Fundraiser</p> <p>Dec. 16th: School Board Meeting 5:30</p> <p>Dec. 18th: Polar Express Family Movie Night</p> <p>Dec. 23th-Jan. 5th: Winter Break</p>
January	February	March	April	May
<p>Monday Jan 6th: Students return from Winter Break</p> <p>Jan. 8th: January Birthday Bash</p> <p>Jan. 13th: PAC Meeting 3:30</p> <p>Jan. 16th: Semester Awards Assembly</p> <p>Jan. 20th: School Board Meeting 5:30</p> <p>Jan. 29th: K-5th Macey Center Trip</p>	<p>Feb. 3rd - 13th CandyGram Fundraiser</p> <p>Feb. 5th: February Birthday Bash</p> <p>Feb. 10th: PAC Meeting 3:30</p> <p>Feb 19th: Family Literacy Nite</p> <p>Feb. 24th: School Board Meeting 5:30</p>	<p>Mar. 3rd-6th: Read Across America Week</p> <p>Mar. 5th: March Birthday Bash</p> <p>Mar. 10th: PAC Meeting 3:30</p> <p>Mar. 17th-20th: Spring Break</p> <p>Mar. 24th: School Board Meeting 5:30</p>	<p>Apr. 1st - 28th: Jump-Rope-A-Thon Fundraiser</p> <p>Apr. 2nd: April Birthday Bash</p> <p>Friday Apr. 4th: Parent-Teacher Conferences</p> <p>Apr. 10th: 4th - 5th Grade Macey Center Trip</p> <p>Apr. 14th: PAC Meeting 3:30</p> <p>Apr. 21st: Egg Drop</p> <p>Apr. 28th: School Board Meeting 5:30</p> <p>Apr. 30th: Jump-Rope-A-Thon Assembly</p>	<p>May 7th: May Birthday Bash</p> <p>May 12th: PAC Meeting 3:30</p> <p>May 19th: School Board Meeting 5:30</p> <p>May 20th: Field Day</p> <p>May 22nd: Semester Awards Assembly</p> <p>May 26th: Memorial Day (No School)</p> <p>May 27th: Grade 5 Promotion Ceremony</p> <p>May 28th: NMTech Swim Day</p> <p>May 29th: Last Day of School</p>

Socorro Consolidated Schools: Vision and Mission

District Vision

Educate, Nurture, Inspire

District Mission

Socorro Consolidated Schools will cultivate a climate and culture to ignite student success.



District Goals

1. Student Achievement in PreK-12 English Language Arts and Mathematics
2. Well-being, Mental Health, and Safety
3. Student Engagement and Student Pathways to Success
4. Communication and Community Engagement

District Culture Behavioral Expectations

Foster Positive Mindsets
Build Respectful Relationships
Demonstrate Professionalism
Raise the Bar

San Antonio Elementary Mission and Vision

Mission

San Antonio Staff is committed to ensuring every student gets a high-quality level of education. We will:

- *work hard*
- *strive toward our highest level of success*
- *keep our focus on learning*
- *educate our students to be responsible for themselves and have accountability for their actions*
- *motivate students to learn*
- *encourage them to have strong ethics, strive to be their best, and build self-confidence*

San Antonio Staff will support each other with the tools needed for our students to become lifelong learners and successful adults.

Vision

San Antonio Students will feel welcome, respected, and encouraged to strive to their fullest potential. San Antonio students will be high achieving readers, writers, thinkers, mathematicians, and scientists.

Core Values

- **Excellence**
 - We have high expectations for students and adults
 - We set goals for all students to learn at grade level or higher
- **Perseverance**
 - We grow in learning new things with practice and reflection
 - We recognize failure as part of the learning process
- **Respect**
 - We treat others as we'd like to be treated
 - We strive to understand when and how to help others
- **Reason**
 - We make teaching and learning decisions based on evidence
 - We promote thoughtful decision making
- **Community**
 - We accept others as they are
 - We value the perspectives of our families and stakeholders
- **Continuous Improvement**
 - We commit to continuously improving our practice

Attendance for Success 2024-2025

The New Mexico Attendance for Success Act requires students to attend school each day and for districts to report attendance data to the New Mexico Public Education Department (NMPED). Student attendance is a critical component of the educational process. Students, families and Socorro Consolidated School District (SCSD) personnel must work together to promote student success by encouraging daily student attendance. Attendance positively correlates to student success and should not be treated as a disciplinary issue, but rather lead to conversations with students and families to improve attendance. A parent or guardian who knowingly allows a student to continue to miss school or drop out of school will be reported to the Child Protective Services Department (CYFD) for educational neglect and referred to the Juvenile Probation Office.

Except as otherwise provided in the Public School Code, a school-age person (5 to 18 years) shall attend public school, private school, home school or a state institution until the school-age person is at least eighteen (18) years of age unless that school-age person has graduated from high school, received a high school equivalency credential, or withdrawn from school on a hardship waiver. The parent/guardian of a school-age person, subject to the provisions of the Attendance for Success Act, is responsible for their attendance.

Attendance improvement plans, activities, and interventions focus on:

- Keeping students in an educational setting
- Prohibiting out-of-school suspension or expulsion as the punishment for absences
- Assisting a student's family to remove barriers to the student's regular school attendance or attendance in another educational setting
- Identifying solutions to improve a student's attendance and discuss necessary interventions for the student or the student's family
- Providing additional educational opportunities to students who are struggling with attendance
- Reintegrating students with chronic absences back into an educational setting
- Limiting a student's ability to withdraw only after all intervention efforts have been exhausted.

Excused and Unexcused Absences

Unexcused absences, excused absences and out-of-school suspensions all count toward student absences that require student intervention plans when the number of absences reach the standards for chronic or excessive absenteeism. Differentiating between excused and unexcused absences is only helpful in informing student attendance intervention plans. Students may obtain make-up work for any absence, excused or unexcused. Make-up work is not provided for long-term suspension and expulsion.

SCSD requests cooperation from parents in the matter of school attendance and punctuality, particularly to the following:

- ★ Having students to school on time each day
- ★ The scheduling of medical and dental appointments after school hours or on Fridays, except in cases of emergency.
- ★ The scheduling of family vacations during school vacations and recess periods.

Excusable Absences

Absences may be excused for the following reasons with proper notification:

- Student has a doctor appointment. The absence will only be excused if the visit was for the absent student. A doctor excuse note is required. *(Attendance Code = OA)
- Student has a dentist appointment. The absence will only be excused if the visit was for the absent student. A dentist excuse note is required. *(Attendance Code = OA)
- Student has been sent home sick by the school nurse, Principal, or head teacher. *(Attendance Code if excused = ILL, Attendance Code at 3+ notes = UXN, Attendance Code if sent home by the school = OA)
- Student has a behavioral/mental health visit. The absence will only be excused if the visit was for the absent student. An excuse note from a mental health professional is required. *(Attendance Code = OA)
- Student is on a 504 plan and is absent due to the condition indicated on the 504 plan. Parent is required to submit documentation for each absence, whether a doctor's note or a note written from home. If a home note, parent must indicate that the absence is related to the 504. The Principal will determine if the absence is excused per the student's 504 plan. *(Attendance Code = 504)
- Student has been subpoenaed to appear in court. The absence will only be excused if the student's name appears on the subpoena. A copy of the subpoena is required, or any other documentation showing the student being summoned to appear in court on the day of the absence. *(Attendance Code = OA)
- Student has a death in the immediate family. If the loss is not immediate family, parent will be required to speak with the Principal for approval of the absence. The type of documentation required will be at the Principal's discretion. *(Attendance Code = EX)
- Pre-approved, planned absences require that the parent contact the Principal **before** the absence to explain the reason for the intended absence. The Principal will take the following factors into consideration before approving the absence: Student grades, student behavior, and past and current attendance concerns. Student is responsible for making up any schoolwork missed during the absence. *(Attendance Code = PA)
- Observance of religious or cultural holidays/ceremonies: Documentation from a religious or cultural leader is required specifying the dates of observance. *(Attendance Code = CO)
- Student is suspended from school. No documentation is required. *(Attendance Code = SU)
- Student attends a school sponsored activity, or any activity recognized and approved by the school district as school sponsored (i.e. 4-H, County Fair, etc.) Coaches, school staff, or any person organizing and chaperoning the activities is responsible for submitting a roster to the school attendance secretary to have the absence excused. *(Attendance Code = SS)
- Hazardous weather conditions that cause the roadways to close. All students that do not ride the bus, will be required to follow the school delays and be to school at the designated time, unless otherwise approved by the Principal. *(Attendance Code = EX)

**Attendance Codes are located at the end of each student attendance record*

If a student is too sick to attend school, but not sick enough for a doctor's visit, parent/guardian will submit a written or emailed note indicating illness as the reason for the absence. Parents are allowed to submit *a maximum of (3) three notes per semester for each student*. Any note submitted after the third note will not be excused unless the parent speaks with the Principal and the Principal approves the absence to be excused.

Interscholastic and Extracurricular Activities and Absences

No student shall be absent from school for school-sponsored interscholastic and extracurricular activities in excess of fifteen (15) days per semester, and no class shall be missed in excess of fifteen (15) times per semester.

Unexcused Absences

All absences for reasons not included under excused absences shall be considered unexcused. Examples include, but are not limited to:

- Non-school sponsored activities or trips
- Family vacations outside of the normally scheduled school breaks

Student Late Arrival and Early Check-Out

If a student arrives on campus after 7:50 am, a parent/guardian must PERSONALLY sign him/her in at the front office before he/she will be allowed to go to class.

- When a student arrives within *fifteen (15) minutes* of school starting, or 8:05 am, the morning will be coded as tardy (TR).
- If a student arrives after fifteen minutes of school starting, or after 8:05 am, the absence will be coded as unexcused (UX) for the morning.
- If a student arrives after 11:15 a.m., the absence will be coded as unexcused (UX) for both morning and afternoon (**documentation is required**).

If a student needs to be checked-out early, a parent/guardian/listed emergency contact must PERSONALLY (with proper identification) sign him/her out at the front office before he/she will be called out of class. A student will not be called out of class until the parent/guardian has signed them out. Early check-outs are not allowed 15 minutes prior to student dismissal.

Please note that changes to emergency contacts must be made in person.

- If a student is checked out any time before 11:15, the absence is coded as unexcused (UX) for both the morning and afternoon (**documentation is required**).
- If a student is checked out at 11:15 a.m. or thereafter, the absence for the afternoon will be coded as unexcused (UX).
- If a student is checked out at 2:40 or thereafter, the absence will be coded as an early out (EO) for the afternoon.

Documentation is required when a student has an unexcused (UX) absence for both morning and afternoon.

Tiers of Support

At the beginning of each month, students' attendance will be reviewed to determine the percentage of school days/periods missed.

Tier	Intervention/Prevention	Next Steps
<p>1: Whole School Prevention Tier, less than 5% absenteeism and/or tardiness</p> <p><i>Universal attendance supports for all students</i></p>	<ul style="list-style-type: none"> • Attendance awareness activities (poster contests, announcements, assemblies) • Staff training • Family and community events • Mentoring/tutoring programs • School climate programs that positively recognize student attendance • Attendance incentive programs • Automated call home for every absence 	<p>Parents or legal guardians and school staff continue to support and promote positive attendance activities and programs.</p>
<p>2: Individualized Prevention Tier, 5-9% absenteeism and/or tardiness</p> <p><i>Continue Tier 1 and 2, and notify parents in writing</i></p>	<p>Parents/legal guardians shall be notified in writing when their student has missed 5% of school days for any reason.</p> <p>The letter will include:</p> <ul style="list-style-type: none"> • The student's attendance history • The impact of student absences on student academic outcomes • Interventions or services available to the student or family • The possible consequences of further absences, which could include referral to the Children, Youth and Families Department for excessive absenteeism <p>The Attendance Team will:</p> <ul style="list-style-type: none"> • Document all attempts to notify parent(s)/guardian(s) in PowerSchool (log entry) • Make a referral to the Juvenile Justice Diversion Program. JJD will offer classes on tardiness or absenteeism to parents and/or students. 	<p>If parent or legal guardian needs more information, they can make an appointment to meet with the principal.</p> <p>Attendance team will continue to monitor student attendance.</p> <p>JJD referral - email to bobbisandrs@yahoo.com</p>

Tier	Intervention/Prevention	Next Steps
<p>3: Early Intervention Tier, 10 – 19% absenteeism and/or tardiness</p> <p><i>Continue Tier 1 and 2</i></p> <p><i>Notify parents in writing</i></p> <p><i>Parent / Guardian and Attendance Team meeting</i></p>	<p>Parents/legal guardians shall be notified in writing when their student has missed 10% of school days for any reason. The letter will include:</p> <ul style="list-style-type: none"> • The student's attendance history • The impact of student absences on student academic outcomes. • Interventions or services available to the student or family • Notify the parent/guardian of the possible consequences of further absences, which could include referral to the Children, Youth and Families Department for excessive absenteeism • A date and time that the parent or guardian MUST come to the school to complete a Student Attendance Intervention Plan with the principal. <p>During the meeting:</p> <ul style="list-style-type: none"> • Parents / guardians will develop a Student Attendance Intervention Plan. <p>Attendance Team will follow up with the Socorro Juvenile Justice Diversion Program, who will work with the school administrator to determine and plan for necessary supports and/or referrals (including but not limited to):</p> <ul style="list-style-type: none"> • Social Work • Project Aware • Casa de Luz • CYFD Family Outreach 	<p>The plan and attendance will be monitored by the attendance team.</p> <p>Parents or guardians will be notified when plan is not being followed.</p> <p>JJD followup - email to bobbisondrs@yahoo.com</p>

<p>4: Intensive Support Tier, 20% or more absenteeism and/or tardiness</p> <p><i>Notify parents in writing</i></p> <p><i>Parent / Guardian and Attendance Team meeting</i></p> <p><i>Additional supports or referrals as necessary</i></p>	<p>Parents/legal guardians shall be notified in writing when their student has missed 20% of school days for any reason. The letter will include a date and time that the parent or guardian MUST come to the school to review the Student Attendance Intervention Plan with the principal. During the meeting, the principal will</p> <ul style="list-style-type: none"> • Review the student's attendance history and continued absences • Review the contacts, interventions and plans attempted • Identify and offer interventions or services available to the student or family <p>If excessive absences persist, after 3-4 weeks JJD will work with the school administrator to determine and plan for additional necessary supports and/or referrals including but not limited to:</p> <ul style="list-style-type: none"> • CYFD • CYFD Family Outreach • JPO 	<p>JJD followup - email to bobbisandrs@yahoo.com</p>
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Make-Up Work

When a student is absent from school due to an absence (not long-term suspension or expulsion) that student shall be allowed to make up missed work. Parents/legal guardians shall be notified through newsletters, school handbooks, or any other community communication, that it is the parent/legal guardian's responsibility to notify the school of the student's absence and the reason for the absence. No student shall be refused permission to make up work missed during an absence, with the exception of those with long-term suspensions or expulsions.

If the student is or will be absent, the parent/legal guardian may call the school and request make-up work. Teachers shall be granted at least twenty-four (24) hours from the time of request to compile the assignments.

It is the student's responsibility to request make-up assignments upon return from excused and/or unexcused absences. Failure to request make-up assignments shall not minimize the importance of make-up assignments and the impact on the student's progress. The student shall have the opportunity to complete the work in a period of time equal to the number of days absent unless this creates an undue hardship for the student. When a student is absent, make-up work may be adjusted from the original assignment so that learning needs are met without overburdening the student, teacher, or parent/legal guardian.

Definitions

Absence: a student who is not in attendance for a class or school day for any reason, whether excused or not; provided that "absent" does not apply to participation in interscholastic extracurricular activities. Students are provided no more than fifteen (15) days per year for interscholastic extracurricular activities.

Attendance: students who are in class or in a school-approved activity. If a student attends up to one half the total instructional time during a school day, the student will be counted as having attended one-half of a school day. If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for the full day.

Attendance team: a group that may include school-based administrators, teachers, staff, other school personnel and community members who collaborate and coordinate the implementation of a school attendance improvement plan and/or attendance activities.

Chronic absence rate: the percentage of students, in the aggregate and disaggregated subgroups required by the Every Student Succeeds Act, in a public school and a school district who have been enrolled for at least ten days and who have missed ten percent or more of school days since the beginning of the school year.

Chronic absenteeism: a student who has been absent for ten (10) percent or more school days for any reason, whether excused or not, when enrolled for more than ten days in the school. Students with chronic absenteeism receive early intervention strategies. In the full instructional calendar for Socorro Consolidated Schools, ten percent is sixteen (16) days.

District attendance performance framework: a data-informed system for the district to identify, support, and report improvement of school attendance improvement plans and activities.

Early warning system: a data system that utilizes classroom and student attendance data to track and identify students at risk of chronic absenteeism or excessive absenteeism.

Excessive absenteeism: a student who has been absent for twenty (20) percent or more school days for any reason, whether excused or not, when enrolled for more than ten days. Students with excessive absenteeism receive intensive support strategies. In the full instructional calendar for Socorro Consolidated Schools, twenty percent is thirty-two (32) days.

In-school suspension: suspending a student from one or more regular classes while requiring the student to spend the time in a designated area at the same school or elsewhere. In-school suspension shall include restorative practices and instruction. In-school suspensions may not be counted toward absences from school.

Long-term suspension: the removal of a student from school and all school-related activities for more than ten (10) days, the remainder of the semester, or longer as determined by the hearing officer in cases that are near the end of a given semester. A student receiving long-term suspension may lose credit for the semester unless placed in an alternative school setting.

School attendance improvement plan: an annual school plan to implement a tiered and data-informed system in which schools develop and implement whole-school prevention and intervention strategies and provide attendance intervention strategies to students who are chronically or excessively absent. The tiers consist of:

- “whole school intervention” includes universal, whole-school prevention strategies for all students, including students who have missed less than five percent of classes or school days for any reason
- “individualized prevention” includes targeted prevention strategies for individual students who are missing five (5)

- percent or more but less than ten (10) percent of classes or school days for any reason
- “early intervention” includes interventions for students who are missing ten (10) percent or more but less than twenty (20) percent of classes or school days for any reason (also known as chronically absent)
- “intensive support” includes interventions for students who are missing twenty (20) percent or more of classes or school days for any reason (also known as excessively absent)

Short-term suspension: can be in school or out-of-school and means the removal of a student from school and all school-related activities for no more than ten (10) days. A student receiving short-term suspension shall be allowed to make up work.

Suspension: the removal of a student from school and all school-related activities. Schools shall not utilize out-of-school suspension or expulsion as punishment for absences. Absenteeism is not considered a student discipline issue. In-school suspension, out-of-school suspension and expulsion are prohibited as punishment for absences. Out-of-school suspension counts as a student absence that may require intervention and support. In-school suspension does not count as an absence and must provide the same opportunity to quality of educational setting as a normal school day.

Tardy: when a secondary student (6th - 12th grade) arrives to any class period during the school day after the scheduled tardy time (up to 15 minutes after the start of the class) or when an elementary student (K-5th grade) arrives up to 15 minutes after the official start time of the school day. After 15 minutes, the student will be marked absent for the morning (elementary) or class period (secondary).

Frequently Asked Questions about Attendance

What is an unexcused absence?

An unexcused absence means an absence from class or school day for which the student does not have an allowable excuse. An absence of less than fifty percent of an instructional day shall be counted as one-half day absence, and the absence of more than fifty percent of an instructional day shall be counted as one full-day absence. ***Documentation is required for all absences.***

Elementary students: When a student arrives within *fifteen (15) minutes* of school starting, the morning will be coded as tardy (TR). If a student arrives *after* fifteen minutes of school starting, the absence will be coded as unexcused (UX) for the morning. If a student arrives after 11:15 a.m., the absence will be coded as unexcused (UX) for both morning and afternoon (**documentation is required**). If a student is checked out any time before 11:15, the absence is coded as unexcused (UX) for both the morning and afternoon (**documentation is required**). If a student is checked out at 11:15 a.m. or thereafter, the absence for the afternoon will be coded as unexcused (UX). If a student is checked out at 2:45 or thereafter, the absence will be coded as an early out (EO) for the afternoon. Documentation is required when a student has an unexcused (UX) absence for both morning and afternoon.

Does a phone call excuse my child's absence?

Documentation is required. We want to assure that all students are safe, therefore a phone call to your child's school to notify of an absence is greatly appreciated. This reassures school staff that parents are aware of the student's absence, but please note that a call in to your child's school will not excuse the absence. Formal documentation or a note written by parent is required.

What if I check out my child early, or bring in my child late? Do I still need to submit documentation?

If your child misses more than half of their instruction time due to being checked out early or brought in late, then documentation is required for that absence. For high school students, documentation should be submitted for every class period missed as students will fall into a “No Credit” status when their attendance falls below 90% in any given class.

What if I send documentation with my child, but they continually lose it?

There are several ways to avoid this situation. Here are some helpful hints:

- Parent takes the documentation into the school.
- Have the doctor/dental office fax the documentation directly to your child's school. Follow up with the attendance secretary to make sure that the documentation was received.
- Instead of a hand written note, email the attendance secretary. This also allows you to have record of what you have submitted.
- In the event that you have to send documentation with your child, always contact the attendance secretary notifying that your child has documentation to turn in. In this way, they will assure that your child's documentation makes it to the front office.

How can I check to see if my child's absence was excused?

The school district database, PowerSchool, has a parent portal that allows parents to keep track of attendance and grades. By downloading the app and obtaining an identification number and passcode from your child's school, keeping track of attendance and grades becomes easy.

How can my child avoid receiving unexcused absences?

Parents are required to submit documentation for every absence and the documentation must be provided to the school within **(3) three school days** of the student returning from the absence. If documentation is not presented within three school days, the absence shall remain unexcused. Once documentation is submitted, it will be evaluated according to the Definition of Excusable Absences listed below. *Turning in documentation does not guarantee an automatic excusal of an absence. (i.e. A note stating that the family traveled out of town for the day, but the travel did not include one of the excusable reasons, the absence would not be excused.)*

ATTENDANCE MATTERS

IN ONE SCHOOL YEAR

97% = **6** days off
attendance
= **30 hours** of learning lost



PUNCTUALITY MATTERS

IN ONE SCHOOL YEAR

5 MINUTES late each day
= **3** days off in total



EVERY DAY COUNTS

School and future **success** starts with good **attendance**!



100%
Your attendance is excellent!

Our target for all students



DAILY LATENESS EQUATES TO...

3

DAYS LOST

6

DAYS LOST

10

DAYS LOST

5 MINUTES LATE
15 hours lost to learning

10 MINUTES LATE
30 hours lost to learning

15 MINUTES LATE
50 hours lost to learning

Remember

Your education is important - don't miss out!

97%
Well done!

6 DAYS ABSENCE
30 hours lost to learning
You're on the right path for success, keep it up!

95%
We're concerned

10 DAYS ABSENCE
50 hours lost to learning
A poor attendance gives you less chance of success.

90%
Seriously worried

19 DAYS ABSENCE
95 hours lost to learning
Very poor attendance has a serious impact on your education and may reduce your life choices.

Bus Services

Student transportation is a privilege, not a right, extended to eligible students pursuant to State Statutes 22-16-2 and 22-16-4, N.M.S.A., 1978. Students who do not abide by the State Statutes and/or District Policy Governing Student Transportation may have their transportation privileges revoked.

Every student in the district has been issued a personal I.D. badge to be used EVERY time they ride the bus (including to and from school and when attending field trips). Students must scan their own I.D. badges every time they enter and exit each bus. If a student does not have their I.D. badge, they will not be allowed to board the school bus. Your child cannot use another student's ID to gain access on any bus. If a student scans another student's I.D. badge instead of their own, they will not be permitted on the bus for 5 school days. Lost ID badges can be replaced at the bus barn for a charge of \$5.00.

It is required that both parents/guardians and students become familiar with the contents of the [Transportation Student/Parent Handbook](#). Discussions of the contents are to be encouraged, especially with the younger children, to ensure their understanding of the importance and the need for proper bus riding behavior.

Transportation to Off-Campus Activities

The district will provide transportation to all school related events. Every child must take district provided transportation to all off-site activities, in town and out of town. If a parent is wanting to have their child return home with them after a trip, they will need to have all the proper forms filled out and submitted to the office prior to the departure to the activity. Parents/Guardians are the only individuals that a child may return home with. Returning home with other family members such as aunts/uncles, grandparents, older siblings, or friends of the family will not be permitted. Parents, guardians, siblings, or other family members may not ride the bus to any school related function, unless they are a (Socorro) school employee. They must use their personal mode of transportation to and from the event.

Behavior

Assault and/or Battery by a student on an Employee

The Board of Education recognizes the need for a school environment that is safe, secure, and nurturing. This environment must allow employees to be free from any assault and/or battery by students. Therefore, any assault and/or battery by a student directed toward an employee or service provider is strictly forbidden. All acts of assault and/or battery will be handled according to the discipline matrix.

Bullying

Bullying behavior will not be tolerated. All instances of bullying will be addressed according to our discipline matrix. Any student who believes he/she has been the victim of bullying by anyone or any person or with knowledge of bullying should immediately report the alleged act. The report may be made to any staff member who will assist the student in reporting to administration. Falsely accusing someone of bullying will be regarded as a serious offense and may result in disciplinary action or other appropriate sanctions.

6.12.7.7 NMAC DEFINITIONS:

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

“Cyberbullying” means electronic communication that:

- targets a specific student;
- is published with the intention that the communication be seen by or disclosed to the targeted student;
- is in fact seen by or disclosed to the targeted student; and
- creates, or is certain to create, a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance.

Students and parents may file a written complaints concerning suspected bullying behavior to school personnel and administrators. Reporting forms can be found on the school website under Parent Resources. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.

Code of Conduct

A. Prohibited activities: The commission of or participation in the activities designated below is prohibited in all public schools and is prohibited for students whenever they are subject to school control. The following acts are prohibited by this rule:

- (1) criminal or delinquent acts;
- (2) committing, threatening to commit, or inciting others to commit or threaten to commit any act of violence, directly or indirectly, in person or through electronic means, against a public school, student, or school personnel or official;
- (3) sexual harassment;
- (4) disruptive conduct;
- (5) refusal to identify self; and
- (6) refusal to cooperate with school personnel.

B. Regulated activities: Beyond those activities designated as prohibited in Subsection A of [6.11.2.9](#) NMAC, all other areas of student conduct may be regulated within legal limits by local school boards as they deem appropriate to local conditions. Conduct by non-students which affects school operations may be regulated within legal limits pursuant to any of the forms of authority described in Subsection B. of [6.11.2.8](#) NMAC. Activities subject to local school board regulation within legal limits include:

- (1) school attendance;
- (2) use of and access to public schools, including:
 - (a) restrictions on vehicular traffic on school property;
 - (b) prohibition of, or conditions on, the presence of non-school persons on school grounds or in school buildings while school is in session; and
 - (c) reasonable standards of conduct for all persons attending school-sponsored activities or other activities on school property;
- (3) students' dress and personal appearance;
- (4) use of controlled substances, alcohol and tobacco in public schools;
- (5) speech and assembly within public schools;
- (6) publications distributed in public schools;
- (7) the existence, scope, and conditions of availability of student privileges, including extracurricular activities and rules governing participation;
- (8) per Section 22-5-4.7 NMSA 1978, each school district is required to adopt a policy providing for the expulsion from school, for a period of not less than one year, any student who is determined to have knowingly brought a weapon to a public school under the jurisdiction of the local school board. The local school board or the superintendent of the school district may modify the expulsion requirement on a case-by-case basis; the special rule provisions of Subsection D of [6.11.2.11](#) NMAC, apply to students with disabilities; and
- (9) the discipline of students for out-of-school conduct having a direct and immediate effect on school discipline or the general safety and welfare of the school.

Discipline Matrix-Level 1 Offenses

Level 1-Minor	Definitions	1 st Offense	2 nd Offense	3 rd Offense
Classroom Disruptions (6.11.2.9 NMAC)	<ul style="list-style-type: none"> *Continual talking during instruction *Distracting others (distracting the educational process) *Throwing objects *Not following directions *Unprepared to learn *Refusal to participate 	Level 1a Follow classroom behavior plan	Level 1a Follow classroom behavior plan	Level 1b <ul style="list-style-type: none"> • Hot Slip • Consequences based on classroom behavior plan • Parent contact by teacher (same day)
General Violations of School Expectations (NMAC §6.11.2.8)	<ul style="list-style-type: none"> *Unsafe behavior (horseplay) *General disrespect towards others *Dishonesty *Not following school-wide facilities etiquette *Public display of affection *Verbal or written aggression *Throwing objects 	Level 1a Follow classroom behavior plan	Level 1a Follow classroom behavior plan	Level 1b <ul style="list-style-type: none"> • Hot Slip • Consequences based on classroom behavior plan • Parent contact by teacher (same day)
Academic Dishonesty	<ul style="list-style-type: none"> *Plagiarism *Cheating during assessment 	Level 1a Follow classroom behavior plan	Level 1a Follow classroom behavior plan	Level 1b <ul style="list-style-type: none"> • Hot Slip • Consequences based on classroom behavior plan • Parent contact by teacher (same day).
Refusal to cooperate w/staff or faculty Vulgar/inappropriate language directed at staff/faculty (6.11.2.9 NMAC)	<ul style="list-style-type: none"> *Verbal insubordination/intimidation *Refusal to act as requested *Directing vulgar language at staff/faculty 	Level 1a Follow classroom behavior plan	Level 1a Follow classroom behavior plan	Level 1b <ul style="list-style-type: none"> • Hot Slip • Consequences based on classroom behavior plan • Parent contact by teacher (same day).
Cell Phones/Cell Phone Watches or Electronic Devices	*Cell phone/cell phone watch being out of backpack, turned on, or used during the school day	Level 1a <ul style="list-style-type: none"> • Phone, watch, or device will be confiscated. Student may pick it up in the office at the end of the day. • Parent contact by teacher 	Level 1a <ul style="list-style-type: none"> • Phone, watch, or device will be confiscated. Parents/Guardians may pick it up in the office. • Parent contact by teacher 	Level 1b <ul style="list-style-type: none"> • Phone, watch, device will be confiscated. Parents/Guardians may pick it up from the school at the end of the school year. • Parent contact by teacher

Discipline Matrix-Level 2 Offenses

Level 2-Serious	Definitions	1 st Offense	2 nd Offense	3 rd Offense
Bullying including Cyber bullying (N.M. Code R. § 6.12.7.8)	* Repeated verbal or written aggression including physical and/or electronic act or gestures	Level 2a <ul style="list-style-type: none"> Office Referral Parent Contact Parent-Teacher-Principal Meeting to decide on consequences Behavior Contract Alternative Setting Behavior Intervention 	Level 2b <ul style="list-style-type: none"> Office Referral Parent Contact Parent-Teacher-Principal Meeting Up to 5 Days Suspension Behavior Contract Referral to Juvenile Justice Diversion 	Level 2b <ul style="list-style-type: none"> Office Referral Parent Contact Parent-Teacher-Principal Meeting 5-10 Days Out of School Suspension (OSS) Behavior Contract
Sexual Harassment (6.11.2.9 NMAC)	*Unwanted verbal, nonverbal, or physical conduct of a sexual nature *Sharing and/or distributing obscene materials	<u>Level 2a Minor</u> Infractions: <ul style="list-style-type: none"> Parent contact by teacher (same day). Teacher meets with the student and documents. <u>Level 2b Major</u> Infractions <ul style="list-style-type: none"> Parent Contact Parent-Teacher-Principal Meeting 3 Days Out of School Suspension Behavior Contract Behavior Intervention 	<u>Level 2a Minor</u> Infractions: <ul style="list-style-type: none"> Office Referral Parent Contact Parent-Teacher-Principal Meeting to decide on consequences Behavior Contract Alternative Setting <u>Level 2b Major</u> Infractions in addition to above: <ul style="list-style-type: none"> 5 Days Suspension Referral to Juvenile Justice Diversion 	Level 2b <ul style="list-style-type: none"> Office Referral Parent Contact Parent-Teacher-Principal Meeting 5-10 Days Out of School Suspension (OSS) Behavior Contract Level IV Hearing for Long Term Suspension
Inciting a Physical altercation of others Filming a fight Verbal exchange/intimidation Disorderly Conduct (6.11.2.9 NMAC)	*"Carrying messages" of fighting between two + parties *Filming fights of students *Disruption of learning environment *Not following staff/faculty redirection *threats or verbal intimidation	Level 2a <ul style="list-style-type: none"> Office Referral Parent Contact Parent-Teacher-Principal Meeting to decide on consequences Behavior Contract Alternative Setting Behavior Intervention 	Level 2b <ul style="list-style-type: none"> Office Referral Parent Contact Parent-Teacher-Principal Meeting Up to 5 Days Suspension Behavior Contract Referral to Juvenile Justice Diversion 	Level 2b <ul style="list-style-type: none"> Office Referral Parent Contact Parent-Teacher-Principal Meeting 5-10 Days Out of School Suspension (OSS) Behavior Contract

Discipline Matrix-Level 2 Offenses (Continued)

Level 2-Serious	Definitions	1 st Offense	2 nd Offense	3 rd Offense
Theft of student/ school belongings(<\$100) Vandalism (<\$100) Graffiti or Damage of School Property <u>(6.11.2.9 NMAC)</u>	*Theft *Defacing student/school property	Level 2a <ul style="list-style-type: none"> Office Referral Parent Contact Parent-Teacher-Principal Meeting to decide on consequences Behavior Contract Alternative Setting Restitution Behavior Intervention 	Level 2b <ul style="list-style-type: none"> Office Referral Parent Contact Parent-Teacher-Principal Meeting Up to 5 Days Suspension Behavior Contract Restitution Referral to Juvenile Justice Diversion 	Level 2b <ul style="list-style-type: none"> Office Referral Parent Contact Parent-Teacher-Principal Meeting 5-10 Days Out of School Suspension (OSS) Behavior Contract Restitution
Tobacco and E-Cig <u>(N.M. Code R. § 6.12.4.6)</u>	*Snuff Dip *Cigarettes *Electronic Cigarettes *Vape Products	Level 2a <ul style="list-style-type: none"> Office Referral Parent Contact Parent-Teacher-Principal Meeting Behavior Contract 1-3 Days Suspension Behavior Intervention 	Level 2b <ul style="list-style-type: none"> Office Referral Parent Contact Parent-Teacher-Principal Meeting Behavior Contract Up to 5 Days Suspension Referral to Juvenile Justice Diversion 	Level 2b <ul style="list-style-type: none"> Office Referral Parent Contact Parent-Teacher-Principal Meeting Behavior Contract 5-7 Days Out of School Suspension (OSS)
Racialized Aggression	*Any form of discrimination, bias, harassment, or violence based on an individual's race, ethnicity, national origin, color, or any other racial or ethnic characteristic	Level 2a <ul style="list-style-type: none"> Parent Contact Parent-Teacher-Principal Meeting 1-3 Days Out of School Suspension Behavior Contract Behavior Intervention 	Level 2a <ul style="list-style-type: none"> Office Referral Parent Contact Parent-Teacher-Principal Meeting Behavior Contract 3-5 Days Suspension Referral to Juvenile Justice Diversion 	Level 2b <ul style="list-style-type: none"> Office Referral Parent Contact Parent-Teacher-Principal Meeting 5-10 Days Out of School Suspension (OSS) Behavior Contract Level IV Hearing for Long Term Suspension
Assault and/or Battery by Students on Employee <u>Board Policy J-2600</u>	*Not resulting in great bodily harm	Level 2a <ul style="list-style-type: none"> Office Referral Parent Contact Parent-Teacher-Principal Meeting Behavior Contract 3 Days Out of School Suspension Referral to Juvenile Justice Diversion 	Level 3 <ul style="list-style-type: none"> Office Referral Parent Contact Parent-Teacher-Principal Meeting Low Enforcement Report 10 days Out of School Suspension pending Level IV Hearing for Long Term Suspension 	


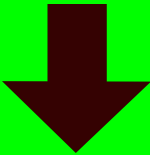
Discipline Matrix-Level 3 Offenses

Level 3-Serious	Definitions	1 st Offense	2 nd Offense	3 rd Offense
Drug/Alcohol Use and/or Possession <u>(N.M. Code R. § 6.12.4.6)</u>	Use or possession of the following: *Illegal *Prescription drugs *Alcohol	Level 3 <ul style="list-style-type: none"> • Office Referral • Parent Contact • Parent-Teacher-Principal Meeting • 5 days Out of School Suspension • Behavior Contract • Referral to Juvenile Justice Diversion 	Level 3 <ul style="list-style-type: none"> • Office Referral • Parent Contact • Parent-Teacher-Principal Meeting • Low Enforcement Report • 10 days Out of School Suspension • Behavior Contract 	Level 3 <ul style="list-style-type: none"> • Office Referral • Parent Contact • Low Enforcement Report • 10 days Out of School Suspension pending Level IV Hearing for Long Term Suspension
Fighting and/or Physical altercation <u>(6.11.2.9 NMAC)</u>	*Physical exchange of any kind (including, but not limited to shoving, punching, pulling hair, bumping)	Level 3 <ul style="list-style-type: none"> • Office Referral • Parent Contact • Parent-Teacher-Principal Meeting • 3-5 days Out of School Suspension • Behavior Contract • Referral to Juvenile Justice Diversion 	Level 3 <ul style="list-style-type: none"> • Office Referral • Parent Contact • Parent-Teacher-Principal Meeting • Low Enforcement Report • 5-10 days Out of School Suspension • Behavior Contract 	Level 3 <ul style="list-style-type: none"> • Office Referral • Parent Contact • Low Enforcement Report • 10 days Out of School Suspension pending Level IV Hearing for Long Term Suspension
Fighting and/or Physical altercation <u>(6.11.2.9 NMAC)</u>	*Physical exchange of any kind (including, but not limited to shoving, punching, pulling hair, bumping) *Resulting in great bodily harm	Level 3 <ul style="list-style-type: none"> • Office Referral • Parent Contact • Low Enforcement Report • 10 days Out of School Suspension pending Level IV Hearing for Long Term Suspension 		
Theft (>\$100) Trespassing Major Vandalism <u>(6.11.2.9 NMAC)</u>	*Theft of cell phones, laptops, or similar items *Trespassing – in location without permission *Defacing school property (including bus)	Level 3 <ul style="list-style-type: none"> • Office Referral • Parent Contact • Parent-Teacher-Principal Meeting • 3-5 days Out of School Suspension • Behavior Contract • Restitution • Referral to Juvenile Justice Diversion 	Level 3 <ul style="list-style-type: none"> • Office Referral • Parent Contact • Parent-Teacher-Principal Meeting • Low Enforcement Report • 5-10 days Out of School Suspension • Behavior Contract • Restitution 	Level 3 <ul style="list-style-type: none"> • Office Referral • Parent Contact • Low Enforcement Report • 10 days Out of School Suspension pending Level IV Hearing for Long Term Suspension • Restitution

Discipline Matrix-Level 3 Offenses (Continued)

Level 3-Serious	Definitions	1 st Offense	2 nd Offense	3 rd Offense
Weapons (6.11.2.9 NMAC)	*Knives *Guns *Explosives *Or items which are used to cause great bodily harm	Level 3 <ul style="list-style-type: none"> • Office Referral • Parent Contact • Low Enforcement Report • 10 days Out of School Suspension pending Level IV Hearing for Long Term Suspension 		
Threat of Violence (6.11.2.9 NMAC)	*Threat to shoot, stab, or injure any other individual on campus	Level 3 <ul style="list-style-type: none"> • Office Referral • Parent Contact • Low Enforcement Report • 10 days Out of School Suspension pending Level IV Hearing for Long Term Suspension 		
Assault and/or Battery by Students on Employees Board Policy J-2600	*Resulting in great bodily harm	Level 3 <ul style="list-style-type: none"> • Office Referral • Parent Contact • Low Enforcement Report • 10 days Out of School Suspension pending Level IV Hearing for Long Term Suspension 		

Discipline Matrix Flowchart

Level 1	Level 2	Level 3
<p>1a: Classroom Preventions</p> <p><u>1st Offense:</u> Follow Classroom Behavior Plan <u>2nd Offense:</u> Follow Classroom Behavior Plan <u>3rd Offense:</u> Hot Slip, Consequences based on Classroom Behavior Plan</p>	<p>2a: Office Referral</p> <ul style="list-style-type: none"> • Parent Contact • Parent-Teacher-Principal Meeting to decide on consequences • Behavior Contract 	<p>Office Referral</p> <ul style="list-style-type: none"> • Parent Contact • Parent-Teacher-Principal Meeting to decide on consequences • Can/will result in suspension including possible Long Term Suspension. • Behavior Contract • Law Enforcement Report
<p>After a Student Receives 3 Hot Slips</p> 	<p>2nd Offense / Level 2b Office Referral</p> <ul style="list-style-type: none"> • Parent Contact • Parent-Teacher-Principal Meeting to decide on consequences • Behavior Contract • Referral to Juvenile Justice Diversion • Appropriate Instruction / Intervention Diversion Classes 	<p><i>Parents and Students Please Note:</i></p> <p><i>Consequences for behaviors resulting in a Level 2 or 3 Office Referral can include (but are not limited to):</i></p> <ul style="list-style-type: none"> • loss of (planned) fun days • loss of (planned) parties • Out of School suspension • Referral to Juvenile Justice Diversion
<p>1b: Office Referral</p> <ul style="list-style-type: none"> • Parent Contact • Parent-Teacher-Principal Meeting to decide on consequences • Behavior Contract 	<p>3rd Offense / Level 2b Office Referral</p> <p>Can/will result in suspension including possible Long-Term Suspension.</p>	

[Discipline Matrix is written in adherence to New Mexico Administrative Code](#)

Dress Code

While we do want our students to express their individual style, we do require the following guidelines to be used when dressing for school daily.

All Clothing should have NO images or references of drugs, gangs, weapons, alcohol, sex or sexual content. Clothing should be worn appropriately and properly fastened. No excessively tight clothing. No see-through clothing may be worn. Undergarments should not be visible.

Hats, Caps, Hoodies, or any type of Headgear may not be worn in buildings at any time.

Make-up may not be worn at the elementary level.

Shirts and Tops: No crop tops—showing your stomach is not allowed. Low plunging/cut necklines, halter tops, off the shoulder blouses, spaghetti straps, tank tops, muscle shirts (sleeveless shirts with low cut arm holes) are not allowed.

Shoes need to be worn at all times. They need to be well fitting and tied (when they have laces) at all times. House slippers are not permitted. Appropriate footwear for PE is required (tennis shoes). Heelys are not allowed on campus.

Shorts, Skirts, and Pants: Shorts and skirts may not be shorter than mid-thigh length. Pants may not show exposed skin above mid-thigh. Leggings or tights must be worn underneath the pants to cover the skin if there are rips, holes, or tears above mid-thigh.

Sleepwear SHOULD NOT be worn to school, unless it is a school sponsored sleepwear day.

Dress code applies to all school days, including fun days and field trips, unless otherwise noted.

Drug and Alcohol Free Campus

We are a drug and alcohol free campus, this includes e-cigs, vapes, and cartridges. Marijuana in any form is not permitted on campus. All drug and alcohol violations will follow the discipline matrix (**N.M. Code R. § 6.12.4.6**).

Field Trips

Field trips are designed to enrich students' learning. Students must have a written permission form signed by a parent or legal guardian on file prior to leaving on the trip. Failure to return a signed permission form prior to the trip will result in the student's inability to participate. Students are expected to follow all school rules during each field trip. All chaperones who will be responsible for students in addition to their own student must agree to and sign the district's **DISTRICT CHAPERONE AGREEMENT**.

Parent volunteers assisting with field trip activities are expected to model appropriate behavior and dress appropriately to promote positive learning experiences. Parent volunteers work under the direction of the teacher to supervise and facilitate learning activities. Siblings, relatives in other grade levels, or students not enrolled in our school are not permitted on field trips. Parents are not allowed to ride the bus unless they are a school employee (see Transportation Handbook). Parents wishing to transport their children home from the field trip must complete the appropriate release form from the office prior to the trip. Student ID badges are required to enter and exit the bus on all field trips.

Fines and Fees

Students will be held responsible for all debt incurred including library fines, Chromebooks, and textbook/furniture/technology replacement and/or repair costs. It is ultimately the responsibility of the child to keep and care for the borrowed property until it is returned. Fines will be imposed for lost, stolen, or damaged property. A User’s Agreement must be signed at the beginning of each year to allow your child access to district provided devices. For our older students, these devices may be taken home on assigned days.

Grading/Report Cards

It is district policy that a minimum of two grades per week in each core subject be entered into PowerSchool for families to access grades. Teachers are required to have assignments and grades posted on or before the Monday of the preceding week.

Report cards are distributed every 9 weeks. Progress reports are distributed every 4 ½ weeks to students approximately one week after the end of each quarter. They are given directly to students or parents at parent-teacher conferences. It is the students’ responsibility to show their report cards to their parents/guardians.

Grading Period	Progress Report Issued on:	Report Card Issued
1 st : Aug 1 – Oct 3	September 3, 2024	October 11, 2024 (during parent-teacher conferences)
2 nd : Oct 7 – Dec 19	November 11, 2024	January 9, 2025
3 rd : Jan 6 – March 13	February 6, 2025	April 4, 2025 (during parent-teacher conferences)
4 th : Mar 24 – May 29	April 24, 2025	May 29, 2025

Lice Policy and Procedures

Communications

- Classroom notices will be sent out when there are 3 confirmed cases of head lice within a two-week time period in a particular classroom.
- Classroom teachers will remind Parents/Guardians of their need to monitor their students for lice a minimum of once per month.
- The school nurse will offer sessions explaining lice policy/procedure or to provide education to Parents/Guardians or staff as requested.

Monitoring

Health office staff will provide weekly lice check monitoring once a known case has been successfully treated (no live lice seen), monitoring for recurrences. Head checks of the affected student will be once per week until a two-week time period without new lice being documented.

Health office WILL NOT check heads in the following situations::

- Parents/Guardians requesting head checks on students other than their own.
- Head checks requested without reasonable cause/symptoms.

Health office staff WILL provide lice checks in the following situations:

- Students self-reporting or students referred to the health office with symptoms of visual sightings of lice
- Parents/Guardians requesting head checks on their own students or themselves
- In a classroom where a student has been found to have visual sightings of lice: School Staff will check all children in the class.
 - **GROSSLY INFESTED HEAD** (10 or more lice found in 3-minute head check)
 - Immediate exclusion.
 - Heads of all other students in this household will be checked by health office staff.
 - Treatment required before returning to school with a health office check prior to returning to a classroom.
 - Health office will supply Parents/Guardians with information on best treatment options, which will include non-pesticide options.
 - Health office staff will be a source of support and encouragement to families during the treatment process and will caution families against over-treatment.
 - **LESSER LICE** (9 or fewer lice found within 3-minute head check)
 - Prompt call to parent/guardian with two options:
 - A parent has the option to come get the student to treat the student.
 - Parents/Guardians will be allowed to keep their student in school to finish out the day as in compliance with parent agreement
 - **DARK NITS WITH NO LIVE LICE**
 - Health office staff will communicate to Parents/Guardians the existence of dark nits and provide treatment recommendations reflecting best practice.
 - No exclusion imposed.
 - Students will be monitored with head checks once per week until a two-week time period with no new lice is documented.
- **Parent report of discovering lice and having treated**

Health office will offer assistance to Parents/Guardians who report they have treated their students for lice. Follow-up by health office staff is at the discretion of the parent and is not required. Health office staff is available to:

 - Provide return to school head check.
 - Head checks on siblings and other family members.
 - Follow up head checks once per week, not to exceed a two-week window with no signs of new lice.
- **Parent report of suspected lice**

Health office will advise, if the parent is uncertain of the student's lice status, a head check be completed by health office staff (or other healthcare professionals familiar with lice) prior to treatment.

Parent Agreement of Treatment

- Agreement to treat head after school with student returning to school the next day for a head check prior to returning to a classroom.
- Agreement that if there is not significant improvement in the process of removing nits and minimal lice (fewer than 3 found in 3-minute head check) exclusion will be imposed at time of recheck.
- Agreement that the health office may share a student's lice status with his/her classroom teacher so activities can be discreetly modified to minimize the chance of head-to-head contact with others in the school during the treatment phase.
- Health office will offer to check the heads of any member of the household as all members with active lice should be treated in the same window of time.

- Health office will supply Parents/Guardians with information on best treatment options, sharing pros and cons, which will include non-pesticide options.

Parties

Classrooms are allowed four parties per school year (two each semester). Parents may bring a healthy snack on those days that is commercially prepared as per state requirement. Parents should contact teachers at least two days in advance, and speak with them concerning possible food allergies of other students in the classroom.

Student birthdays are recognized once per month on the first Wednesday of the month during the lunch period. If you would like to recognize your child on this day we suggest a small gift bag be given to the students having a birthday within that month. Please call and make arrangements a minimum of two days prior to the monthly birthday celebration. If you are planning a party outside of school for your child, we ask that you mail invitations rather than passing them out at school.

Personal Items

Students are asked to leave their personal items and toys at home. This includes electronic devices such as cell phones, earbuds/headphones, smart watches, etc. Bringing items from home creates a safety problem and there is always the risk of their belongings being lost or damaged. The school and the district are not liable for damage or loss to any personal items brought to school by students and/or community members.

Parent/Student Grievance Procedure

The primary purpose of this policy is to provide for the prompt and equitable resolution of parent/student complaints as close to the source of the complaint as possible. Therefore, parents/students should address the issue or complaint at the level where the issue arose, i.e., the teacher, coach, or staff member. If the complaint is not resolved, only then should the complaint proceed to the assistant principal, the principal, the assistant superintendent, the superintendent and as a final arbiter, the Board.

The following timeline shall be followed:

1. The aggrieved parent or student shall have a right to be heard orally by the instructor who shall render a decision within three (3) school days.
2. If the parent or student is not satisfied, the grievance shall be presented in writing within three (3) school days to the principal or designee who shall render a decision in writing within three (3) school days.
3. If the parent or student is still not satisfied, he/she shall within three (3) school days appeal to the assistant superintendent or superintendent. The grievance will be heard within three (3) school days and a response rendered within ten (10) school days.
4. If the parent or student is not satisfied he/she shall appeal to the Board of Education within three (3) school days. The Board shall hear the grievance within thirty (30) days and render a decision within one (1) calendar month.

Playground Expectations

1. Students are expected to treat others with respect.
2. Aggressive behavior will not be tolerated (throwing objects, kicking, pushing, tackling, wrestling).
3. Equipment will be used safely and properly (i.e. jump ropes for jumping only).
4. Students will be held responsible for the care and handling, and cleaning up of school equipment.

Phone Usage

School Phones

School phones are for school use. Student use of school phones is subject to approval by school personnel if the situation is determined to be urgent. **Students may not receive phone calls during class time. Parents may call the office and request that a message be delivered to their student.** Messages for students will be delivered during the last 30 minutes of the school day. Families are encouraged to make and communicate travel arrangements with their student prior to the start of the school day.

Cell Phones

Cell phones and cell phone watches for elementary age children are discouraged. If your child must have a cell phone, electronic device, or their cell phone watch (any watch that receives calls or messages) at school, it should be in their backpack, and it must remain turned off at all times including lunch and recess. Failure to follow this policy will result in the phone/watch being confiscated. Refer to the discipline matrix for disciplinary action. School personnel will not be responsible for or involved in any investigation into lost, stolen, damaged, or missing cell phones/watches. It's important for parents to take responsibility for actively supervising student cell phone use carefully.

Racialized Aggression

At Socorro Consolidated Schools we are committed to creating a safe, inclusive, and equitable learning environment for all students. We recognize that racialized aggression is a significant issue that affects the well-being and educational opportunities of marginalized communities. This policy statement outlines our commitment to addressing racialized aggression in our public schools and fostering a culture of respect, empathy, and diversity.

Definition of Racialized Aggression

1. Racialized aggression refers to any form of discrimination, bias, harassment, or violence based on an individual's race, ethnicity, national origin, color, or any other racial or ethnic characteristic. It encompasses both overt and covert acts of hostility, including racial slurs, microaggressions, bullying, exclusion, stereotyping, and hate speech.

Zero Tolerance for Racialized Aggression

2. We maintain a zero-tolerance policy towards racialized aggression in all our schools. Any act of racialized aggression, regardless of its form or severity, will be met with swift and appropriate disciplinary action. Please see the discipline matrix for consequences. We firmly believe that every student has the right to learn and thrive in an environment free from discrimination and racial hostility.

Promoting Awareness and Education

3. We are committed to providing ongoing education and training to students, teachers, staff, and parents/guardians about the detrimental impact of racialized aggression and the importance of fostering a culture of inclusivity and respect. This includes implementing an age-appropriate curriculum that promotes diversity, empathy, and understanding.

Reporting and Investigation Procedures

4. Students, parents/guardians, and staff are encouraged to report any incidents promptly, and every report will be taken seriously. All reports will be thoroughly investigated in a fair, unbiased, and confidential manner. We are committed to protecting the privacy and well-being of individuals involved in these incidents.

Rewards

The schools will limit the use of food or beverages for rewards for testing/academic performance or good behavior unless they meet the Smart Snacks in School nutrition standards, or the child has a medical waiver for other foods.

Sales

Students are prohibited from selling anything on campus, unless it is a school approved fundraiser.

School Closures and Delays

Delayed Start of the Day and Cancellations

An abbreviated day, due to inclement weather, will begin 2 hours after the school start time. Buses will pick up students 2 hours after regular pick-up time. Breakfast will not be served on delayed days. On weather delays or cancellations, a call and/or text will be sent to the parent/guardian, and will be displayed on the local news.

Telephone Notification

If schools are closed or start times delayed, all students and staff will get a recorded message to the phone number on record with the district. This message will tell you about school cancellation, delay to start times, or district closure. Make sure your contact information is up to date at the school site.

The media will mention the district only if there is a delay or closure.

If you do not hear any information, it's safe to assume district schools are open or have resumed their regular schedule.

School Personnel/Authority

The principal, the assistant principal and all other employees of the school have the responsibility to assess and implement the Discipline Matrix. In an emergency situation the principal or designee may remove a student from campus, place a student in a temporary alternative educational program and/or suspend a student in accordance with NM Administrative Code. At all other times the teacher, an administrator or a Disciplinary Committee will assess the situation and implement the Discipline Matrix including referral to another level, short or long-term suspension, referral for behavior intervention, parent shadowing, et All school personnel have the right to take action anytime the educational process is threatened with disruption or when the safety of people or property becomes an issue. It is up to the discretion of school personnel to exercise their best judgment in choosing consequences for particular situations or infractions. Students whose presence poses a danger to persons or property are considered to be a disruption to the educational process and may be removed immediately from the classroom, the school or school sponsored events. The police or other legal authority may participate in removal if necessary.

The Discipline Matrix is in force during regular school hours anywhere on school property, and district-provided transportation of students, including designated school bus stops. At all times and places where school personnel have jurisdiction, including school sponsored events, field trips, athletic functions and other school related activities. Any public school official or designated chaperone is authorized to take action when a student's conduct has a detrimental effect on other students, staff members or on the orderly educational process.

Student Medication Administration

Policy Statement

- I. All student medication will be administered only by a State Department of Education licensed (SDE) school nurse, their designee, or self-administered by the student with proper authorization from both the student's primary healthcare provider (MD, Nurse Practitioner, Dentist or Physician Assistant) and parent/guardian. School nurse-administered medications will be given only when absolutely necessary and when travel distances and scheduling are prohibitive.
- II. Procedure Governing Administration of Medications at School (Prescription and Non- Prescription Drugs):
 1. In order for the SDE licensed school nurse or designee to administer any type of medication at school, and for maximum protection to all involved, the school must have on file the following: a current Medication Administration Form.
 - a. This form must include: name of student, date of birth, name of drug, dosage, time of administration, duration of time student will be on the medication, special instructions, side effects or adverse reaction(s), whether the medication may be self-administered, phone numbers where both primary healthcare provider (PCP) and parents/guardians may be reached, signatures of the PCP and parent/guardian, and date signed.
 - b. This form will be reviewed by the SDE licensed school nurse and filed with the student's medication log.
 - c. **A Medication Authorization Form must be completed for each medication, prescription and non-prescription, must be filled out annually and/or when changes are made during the course of the school year.**
 2. The container of medication must be pharmacy-labeled with the name of the medication, the strength and current dosage, schedule for administration, the name of the student, and the name of the PCP.
 3. Non-prescription medications must be in the original bottle with the protective seal unbroken.
 4. All medications must be kept in the school health office in a locked cabinet or closet at all times. All controlled or narcotic medications must be kept in a double-locked cabinet or closet. When controlled substances are received in the health office the number of pills will be counted and documented by the SDE licensed school nurse and the health assistant or other adult.
 5. In the absence of the SDE licensed school nurse, a staff member, designated in advance by the principal and school nurse, will supervise the self-administration of the student's medication. See "Guidelines for Supervised Self-Administration" which follows.
 6. Students who are too young or incapable of self-administration will require all medications to be administered by the SDE licensed school nurse or designee in accordance with the New Mexico Nurse Practice Act (NMNPA). For those students who are deemed incapable of self-administering their medication, in the absence of a SDE licensed school nurse or designee, the parent/guardian will be notified of their responsibility to administer the medication to their child. (See Exceptions to the Administration of Medications in the Absence of the SDE-licensed nurse).
 7. All medication administration will be recorded on the nurse's Medication log and will include the date and time of day given and will be initialed by the person who administered or supervised the self-administration of the medication.
 8. It is recognized that state laws, including the State of New Mexico Nursing Practice Act (NMNPA), govern the administration of medications and must be followed.
 9. On occasions, when unauthorized medication is found on the school premises, it will be confiscated and stored in the principal's office. Parents will be notified regarding board policy and disposition of the medication.
 10. Additional Guidelines for Supervised Self-Administration of Medication:

- a. When a SDE licensed school nurse or designee cannot administer a medication to a student, and no other alternative exists, student may be allowed to administer their own medications under the following conditions: (a) Self administration is recommended, in writing, by the prescribing PCP and the parent/guardian; (b) An assessment of the student's ability to self-administer has been made by the SDE licensed nurse; and (c) a designated, trained staff person supervises the student.
- b. The parent/guardian or physician PCP must instruct the student how to take the medicine. Young children and handicapped children should be taught according to their level of understanding.
- c. The student should be able to identify his/her own medication by reading and verifying the name of the medication, dosage, and instructions for administration shown on the label. The student should know why he/she is taking the medication and be aware of the side effects of taking the medications. Student education should be age-appropriate.
- d. The supervising staff person unlocks the medication cabinet and assists the student with the medication. The staff person supervises the student taking of medication at the specified time, and sees that the procedures are properly recorded on the daily medication log.
11. The potential side effects of the medication will be located on the medication authorization form. Staff will be instructed on appropriate action to take in case of a medical emergency.
 - a. Supervised self-administration of medication must comply with the current Socorro Schools "Student Medication Administration Policy."
12. Exception to the Guidelines as determined by agreement of Child's Ability:
 - a. Students may be allowed to carry prescribed inhalers and/or insulin with them with written authorization of both parent/guardian and PCP. In some cases, a periodic assessment may be required to monitor the appropriateness of the situation. The student will be instructed in medication administration by the parent/guardian or PCP. The SDE licensed school nurse will assess the ability of the child to self-administer medication.
13. Guidelines for Student Medication Administration on Field Trips:
 - a. Students who are on field trips may self-administer their medication under supervision by a staff person with proper authorization. Established procedures must be followed as outlined above to ensure the safety of the student. For students who cannot self-administer their medication, refer to the student's Individual Health Plan (IHP).
 - b. Teachers are responsible for notifying the SDE Licensed school nurse one week in advance of students who need to take medication while on the field trip.
 - c. There are two (2) options for providing the student's medication for the field trip.
 - d. The parent/guardian may obtain a second empty pharmacy-labeled bottle from the pharmacist for use during field trips.
 - e. The SDE licensed nurse may place a dose in the student's original pharmacy-labeled bottle and retain the remaining medication in the locked medication cabinet until the bottle is returned.
 - f. The envelope or bottle prepared by the school nurse or parent/guardian must contain the following information:
 - i. Name of student
 - ii. Name of medication
 - iii. Dose of medication
 - iv. Time of medication delivery
 - v. A designated staff person will carry the medication.
 - vi. Upon return to the school, the supervising staff person will sign the medication log in the health office that verifies the student received his/her medication.
 - vii. A student who requires medication will NOT be kept from attending the field trip.

14. Guidelines for Medication Administration during Extended Field Trips (begins before or extends beyond the duty day)
 - a. The administration of medications on overnight or extended field trips will be the responsibility of the parent/guardian.
 - b. The parent/guardian will be responsible for making arrangements for the safe administration of their child's medication during the entire field trip.
 - c. The parent/guardian will provide all medication.
15. Disposal of Medications at the End of the School Year
 - a. Parent/guardian will be informed that it is their responsibility to retrieve any unused doses of medication if the student is withdrawn from the school or at the end of the school year.
 - b. Any medications not picked up by June 1st will be disposed of by the SDE licensed school nurse in the presence of another school employee in a manner to prevent any possibility of further use of the medication. The school nurse and school employee will document the name of the medication and amount disposed of along with the name of the student for which it was prescribed. Both individuals will sign the documentation.
 - c. Unused medications, other than metered dose inhalers, will not be released to the student at the elementary school level (Pre-K-6th grade).
16. The parent/guardian must either pick up the medication or the medication will be destroyed on June 1st.

Searches

To ensure the safety of the school population, school personnel may conduct searches of students. The district acknowledges both state and federal constitutional rights that are applicable to personal searches of students, searches of their possessions (e.g., pocket contents, backpacks, handbags, etc.) and vehicle searches. School administrators need only have individualized reasonable suspicion that a particular search will reveal evidence that a crime or breach of the disciplinary code is being committed by the student or that a safety or security issue may exist. Individualized reasonable suspicion is established when the observation of specific and describable behavior or information from a credible informant leads one to reasonably believe that a particular student is engaging in or has engaged in prohibited conduct. The reasonableness of the search shall depend upon:

- The value and reliability of information used as justification for the search
- The prevalence and seriousness of the problem to which the search is directed
- The urgency requires an immediate search

Even if individualized reasonable suspicion exists, the scope of the search shall be such that the measures used are reasonably related to the purpose of the search and not excessively intrusive.

Law enforcement officers not specifically assigned to the school shall be required to have probable cause to perform a search of a student.

Physical Searches

Search of a student or staff member's person or property may be conducted only where there is individualized reasonable suspicion that the individual being searched has committed a crime or a breach of the disciplinary code. Searches may be conducted by a school administrator or designee.

A student search would be documented in the body of the Student Information System referral.

Desks, school lockers, storage spaces and computers are not the private property of a staff member or student but the property of the school district and may be opened and subject to inspection without consent.

Student Support Services

Library Services

All students visit the library on a weekly basis. The library assistant provides activities to encourage reading as a lifelong learning skill. Students should accept the responsibility for the safekeeping and care of library books. To avoid lost books, we suggest that parents select a special place at home for library books.

Nurse's Office

Our nurse's assistant will be on site Tuesdays and Thursdays each school week. The main responsibilities of the school nurse are to check immunization records, to maintain health records, and to provide hearing and vision screening. The nurse handles all minor injuries and illnesses and will contact the parents/guardians in these matters. The nurse will dispense medication if the parent has filled out the necessary form, the medication comes with doctor's instructions and the student is not transporting the medicine. Student medication administration policy will be followed. Students must have a hallway pass to be admitted into the nurse's office, unless it is an emergency situation. Parents are responsible for any emergency care costs. However, insurance is available through the schools for a very nominal sum to cover these costs occasioned by any accident (NOT ILLNESS). This insurance may be purchased to cover school hours only or 24 hours per day for the entire school year.

Physical Education

Our PE days will be on Mondays and Wednesdays. Appropriate footwear for PE is required (tennis shoes). Students are provided with a range of activities to promote fitness and good health through our Physical Education Program. Our Physical Education Instructor designs well-rounded programs based on the developmental needs of our students. The programs provide opportunities for students to develop responsibility through cooperative play. Our students also participate in physical fitness assessments during the school year.

Special Education Services

Socorro Consolidated Schools provide a full range of Special Education Programs to those students who meet eligibility requirements established by the State of New Mexico. Students qualify for placement only after an appropriate referral and diagnostic evaluation is completed. Prior to any recommendation for testing, the classroom teacher works with parents and school staff to explore ways to meet the student's needs through the Student Assistance Team (SAT) process. Parents will be informed if a student is recommended for diagnostic testing and must give permission before testing takes place. Following testing, parents will be invited to a meeting to discuss the results and any program recommendations. If the student qualifies for services, parental permission is required prior to placement in any Special Education Program.

Student Assistance Team (SAT)/Multi-Layered Systems of Support (MLSS)

Teachers will follow all MLSS steps defined by the district prior to referring a student to SAT. Teachers will act upon recommendations made through the MLSS process within given timelines.

The Student Assistance Team (SAT), which includes school staff, parents, and the student (when appropriate), is a team that utilizes a positive, problem-solving intervention process. The purpose of the SAT is to create a learning environment that contributes to the achievement, well-being, and success for students. This is a general education process that uses a systematic, positive, problem-solving approach to clarify problems and concerns, develop strategies to address areas of need, mobilize and coordinate resources, provide for a system of accountability with measurable outcomes, and lead to success for all students.

SAT assists students by ensuring that the school and community are doing everything possible to help students succeed. Students are most successful when there is a strong spirit of cooperation between home, school, and community. Based on this shared responsibility, the SAT meets to explore possibilities and strategies that will best meet the educational needs of students, and that supports teachers and parents. The SAT includes the most important people in the student's life; parents or caregivers, teachers, counselors, specialists, wellness staff, school administrators or designees, and any other school or community members who can provide support. SAT intervention plans require participants to look at the student in a holistic manner. Each element in the SAT process provides essential information that assists the team in developing a successful intervention plan based upon student strengths.

Technology Acceptable Use

Students will be prohibited from using district provided technology if parent and student do not sign the Acceptable Use Policy. Students will also be prohibited from using district provided technology if the policy is violated.

Visitors to School

The Socorro Consolidated School Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program. In order to maintain the safety of all students, the Socorro Consolidated Schools will require that all visitors sign in at the office, during regular school days.

1. To ensure minimum interruption of the instructional program, visits during school hours should be first arranged with the teacher and/or principal. If a conference is desired, an appointment should be set with the teacher during non-instructional time.
2. All parents/guardians, members of the community, and visitors shall report to the front office, show identification, and sign-in immediately upon entering any school building or grounds when school is in session. A visitor pass will be issued and must be worn while on campus. The Visitor Badges must be worn above the waist and visible at all times. Keys or identification will be held in the office until the visitor's pass is returned.
3. For purposes of school safety and security, the district has designed a visible means of identification for visitors while on school premises. Visitors not wearing visitors' badges while on campus shall be asked to report to the front office to sign in and get a visitor's badge.
4. The District recognizes that there are students with special needs. The District will establish procedures for parents/guardians of students with special needs to facilitate the visitation process for such parents/guardians.
5. No electronic listening or recording device may be used on Socorro Consolidated Schools property without the Superintendent or his/her designee permission.
6. Special Events: Events such as but not limited to, Award Programs, Field Days, Spelling Bees, Career Day, Science Fairs, etc. shall be handled differently. Visitor badges will not be required but visitor will still need to sign in at the main office. In order to restrict the interruptions of students, visitors must restrict their visit to areas specifically designated for the event.
7. Sporting Events: Sporting events are not subject to the Visitors to School Policy. However, sporting events will be adequately supervised by District Administration and local police department to ensure student safety.
8. Parents who volunteer on a regular basis will be required to have a district background check. It is the responsibility of the volunteer to schedule and pay for the background check.

LEGAL REFERENCES: NMSA 30-31-22C, 1978, NMSA 31-15-18, 1978

Withdraw Procedures

The process for withdrawing a student from Socorro School District is as follows: obtain appropriate forms from the office (withdrawal form from PowerSchool), have the forms filled out by the teachers/staff/ parent, return all textbooks and property, make sure all fees/fines are paid, and take completed forms to the principal's office for the final clearance and appropriate signatures.

San Antonio Elementary School
2024-25 School Year

Acknowledgement

*I acknowledge that I have received, read and understand the
2024-25 Student/Parent Handbook.*

Parent Name (printed) _____

Parent Signature _____

Student Name _____

Student Grade _____