

MESA ALTA JUNIOR HIGH
STUDENT HANDBOOK
2025-2026



HOME OF THE BOBCATS

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Dannette Lopez

Assistant Principal

Jena Roberts

ADMINISTRATION

Superintendent

Lynda Spencer

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WELCOME TO THE 2025-2026 SCHOOL YEAR!

On behalf of the Mesa Alta administration, faculty and staff, we would like to welcome you to Mesa Alta Junior High School (MAJH) for an exciting, challenging, and unforgettable school year. We are all enthusiastic about the upcoming year and the incredible learning that will take place. We are proud of the excellent academic standards and widely recognized extra-curricular traditions that are a reflection of our Bobcat Pride. The success we have achieved is the result of great support from a community that is proud of its schools, a school board focused on student learning, devoted administrators, teachers committed to improving instruction and students dedicated to do their best. We look forward to the coming school year with great anticipation and high expectations.

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VISION STATEMENT

Together with community stakeholders, we at Mesa Alta Junior High (MAJH) are focused on preparing students for college and careers. We aim to inspire and empower students to excel both academically and socially, while preparing them to be productive citizens and future leaders. MAJH strives to provide a nurturing and safe environment that fosters a rigorous academic and technological curriculum to prepare students to become lifelong learners.

- Career/College Readiness
- Technology
- Real World Experiences
- Rigorous curriculum
- Project-based learning

MISSION STATEMENT

We, the faculty and staff of Mesa Alta Junior High, believe that all students can achieve. We are dedicated to providing an academic environment that will insure student success. To this end, we will provide:

- A safe and orderly campus for all students
- Curriculum that aligns with the New Mexico Content Standards/Core Curriculum
- Daily instruction meeting individual student needs
- Programs and activities that enhance academic achievement, as well as each student's social and emotional growth

CORE VALUES

- Respect
- Responsibility
- Safety

A MESSAGE FOR OUR FAMILIES

This handbook contains valuable information for you and your student(s). Please familiarize yourself with its contents. This handbook is written to list and explain procedures, rules and regulations for the operation of the school. The handbook is designed to be used as a reference guide for students, parents/guardians and staff; to help them become better acquainted with the school. The handbook does not, nor was it intended to cover all situations that may occur during the course of the school year. Situations that are not covered by this handbook will be handled at the discretion of the administration. Communication will be transparent, honest and consistent.

When problems arise, the proper procedure, in a junior high school setting, is to:

1. Be sure your son/daughter has first had the opportunity to address the issue with him/herself. We want to solve the issue at hand through having our students advocate for themselves.
2. If the first step in the resolution process does not satisfy change-reach out to the staff member regarding the issue and communicate with them about the issue at hand.
3. If steps 1 and 2 in the resolution are not effective, please contact our Administrators.

We hope this handbook will be helpful to clarify processes and procedures at Mesa Alta Junior High.

PARENT'S RESPONSIBILITY IN EDUCATION

The responsibility of educating the child doesn't just lie with their school. A kid's education starts at home and parents are their first teachers. Parents play a crucial role in shaping a child's personality, character, habits, emotional development etc. In fact, research has shown that the best predictor of a student's success is the degree of involvement of parents in a child's education. It is necessary for parents to be involved in the right manner in the education process for the proper academic and social development of the child. A parent who is abreast with what their child is studying at school would be more aware of their strengths and weaknesses, their areas of interest and would be able to better connect the child's learnings to real-world situations. Three main areas where parents can rather *should*, contribute are:

1. Being a role model for children to follow
 - a. It is the role of a parent to teach children discipline, responsibility, and accountability by setting limits, establishing consequences and also teaching values.
2. Helping the child in schoolwork
 - a. Every child's level of understanding is different. According to the child's needs, parents can assist their children (of all ages) by visiting with them what they've learned at school, guiding them on how to do their home assignments and projects (and not do it for them), helping them maintain a healthy balance of studies and play, and rewarding their progress.
3. Creating a conducive learning environment at home
 - a. *"Encourage and support your kids because they want to live up to what you believe in them"* One of the biggest gifts a parent can give their children is their support and acceptance. Being positive, emotionally present, and reassuring when they fail can go a long way. An environment of love and openness that allows children to fail and learn can play a massive role in helping them inculcate curiosity and ensure their right development.

Video Recording on Campus

For the safety and security of our students, staff, and visitors, our campus is equipped with video surveillance cameras. These cameras may record in hallways, common areas, and other public spaces on school property. Video recordings are used solely for security, safety, and school operations purposes, and may be reviewed by authorized personnel as needed. By entering school property, individuals acknowledge and consent to video recording in these areas.

IPRA REQUEST: student directory information is subject to IPRA requests. Parents can opt to not provide information but must provide a written statement indicating that request. Sites will have to monitor which student parents have opted not to share directory information.

Under FERPA, a school must annually notify parents and eligible students of their rights under FERPA. The annual notification must include information regarding the right to inspect and review the student's Educational Records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the FPCO regarding an alleged failure by a school to comply with FERPA. It must also inform eligible students of the school's definitions of the terms "School Official," "Legitimate Educational Interest," and "Directory Information."

BELL SCHEDULE

25-26 Mesa Alta Junior High (MAJH) Bell Schedule

Periods	Daily Schedule	Early Release	Weather Delays
Drop off Breakfast	7:35am - 8:05am	7:35am - 8:05am	9:35am -10:05am
1st Hour	8:10am - 9:05am	8:10am - 8:48am	10:10am - 10:48am
2nd Hour	9:10am - 10:00am	8:53am - 9:26am	10:53am - 11:26am
3rd Hour	10:05am - 10:55am	9:31am - 10:04am	11:31am - 12:04pm
4th Hour	11:00am - 11:50am	10:09am - 10:42am	12:09pm - 12:42pm
Lunch	11:55am - 12:35pm	10:47am - 11:27am	12:47pm – 1:27pm
7th Inside 8th Outside	11:55am - 12:15pm	10:47am - 11:07am	12:47pm - 1:07pm
7th Outside 8th Inside	12:15pm - 12:35pm	11:07am - 11:27am	1:07pm - 1:27pm
5th Hour	12:40pm - 1:30pm	11:32am -12:05pm	1:32pm - 2:05pm
6th Hour	1:35pm - 2:25pm	12:10pm - 12:44pm	2:10pm - 2:43pm
7th Hour	2:30pm - 3:20pm	12:49pm - 1:20pm	2:48pm - 3:20pm
	5 min passing periods	5 min passing periods	5 min passing periods
		Lunch Inside/Outside	Lunch Inside/Outside
	All classes have the same amount of instruction time. 1st Hour has 5 extra Minutes for housekeeping and announcements	Please make sure your student is on time for school and stays the duration of the school day. Please limit late arrivals and early check-outs. Students need to be checked out no later than 2:50pm.	No early drop offs! There will not be staff on duty to monitor the students until 7:35am. It is a safety concern to have them dropped off any earlier.



BLOOMFIELD SCHOOL DISTRICT 2025-2026 SCHOOL CALENDAR

APPROVED June 10, 2025

July 2025					
M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

August 2025					
M	T	W	TH	F	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	20
25	26	27	28	29	20

September 2025					
M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	21
29	30				41

August	
1	New Staff ONLY Report
4	All Teachers Report (Professional Days)
7	All EA's Report
7	Kindergarten Screening (New Students Only)
8	First Day of School for Transition Students (Grades 1st, 4th, 7th & 9th Only)
11	First Day of School (All Grades except Pre-K)
18	First Day of Pre-K

October 2025					
M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	23
27	28	29	30	31	64

November 2025					
M	T	W	TH	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	14
24	25	26	27	28	78

December 2025					
M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	15
22	23	24	25	26	93
29	30	31			

September	
1	Labor Day (No School)
19	HOMECOMING (Early Release)
October	
6	Virtual Learning All Grades
9	NMPED Reporting Day

January 2026					
M	T	W	TH	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	19
26	27	28	29	30	112

February 2026					
M	TU	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	19
23	24	25	26	27	131

March 2026					
M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	17
23	24	25	26	27	148
30	31				

November	
4	Election Day
7	Parent/Teacher Conferences
24-28	Thanksgiving Break
December	
1	NMPED Reporting Day
22-31	Christmas/New Year Break
January	
1-2	Christmas/New Year Break
5	Professional Day (No School)/EA's Report
19	Martin Luther King Day (No School)

April 2026					
M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	21
27	28	29	30		169

May 2026					
M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	18
25	26	27	28	29	187

June 2026					
M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

February	
6	Parent/Teacher Conferences
16	President's Day (No School)
11	NMPED Reporting Day
March	
13	Virtual Learning All Grades
16-20	Spring Break
27	NO School Pre-K

- First & Last Day of School/Students Return
- Parent/Teacher Conferences
- New Teachers Report
- Professional Day
- High School Graduations
- School Holidays
- Early Release (5.5 Hrs)
- NM PED Reporting Day
- End of Quarter
- First Day for Pre-K
- Virtual Learning ALL Grades

3 Year old Pre-K will attend HALF-DAY sessions Monday through Friday.
4 year old Pre-K will attend ALL DAY Monday through Friday.

April	
3	Good Friday (No School)
May	
22	Last Day of Pre-K
22	Last Day of School (2-Hour Early Release)
22	NMPED Reporting Day
23	BHS/CYB Graduation (Saturday)
25	Memorial Day
June	

Inclement weather days will be 2-hour delay or snow days for the 2025-2026 school year.

ADJOINING PROPERTIES:

The people who live in the houses surrounding the school should not have to tolerate trespassers, loitering, vandalizing their property, bothering pets, or exhibiting rude behavior(s) towards them in any way. The school will cooperate fully with these property owners in every way possible to help identify any students participating in these practices.

APPOINTMENT REQUEST PROCEDURE:

If you would like to meet with an administrator or staff member, please call the front office to schedule a day/time. Mrs. Lopez and Mrs. Roberts prioritizes being in the classrooms and working with teachers and students. Therefore, if you plan to "stop by", it is very likely we will not be available. Between being actively involved in classrooms and with students, attending professional learning community (PLC) meetings to discuss instruction and assessment data, district level meetings/trainings, and attending already scheduled parent/student meetings (ex: IEP, SAT), there will be little time to be in the office during the school day. Our teachers are with students the majority of the day and cannot be interrupted during instruction. However, if you call the front office at 505-632-8021, Mrs. Velasquez or Mrs. Lewis will be able to assist you with setting up a day and time to meet in person. Please feel free to contact administration or staff and leave a message either via telephone or email and know that we will respond within a 24 hour period of time. If you do not hear from us within 24 hours, please call back and speak with the front office and they will direct your call to the first available administrator. We appreciate your adherence to this important procedure!

ATTENDANCE

STUDENT ATTENDANCE POLICY

Regular attendance is the responsibility and obligation of each and every student enrolled at Mesa Alta Junior High. Whenever it is necessary for a student to be absent, the parent or legal guardian must call the school (505) 632-4351, after 8:00 am, and as early as possible in the morning on the day that the student is absent. Any student returning after an absence, being truant or suspended MUST report to the attendance office for a pass to class. (Bloomfield School District Attendance Policy).

A student will be considered TRUANT if the parent or legal guardian fails to notify the school at the time of the absence. Truancy is defined as an avoidable absence without the knowledge and consent of the student's parent or legal guardian.

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COMPULSORY ATTENDANCE

A "school-age person" means a person who is at least five (5) years of age prior to 12:01 a.m. on September 1 of the then current school year and who has not received a high school diploma or its equivalent and who has not reached the person's twenty-second (22nd) birthday on the first day of the school year and meets other criteria provided in the Public School Finance Act.

Any parent, guardian or person having custody and control of a person subject to the provisions of the Attendance for Success Act is responsible for the school attendance of that person until that person has reached at least eighteen (18) years of age unless the person has graduated from high school, received a school equivalency credential or withdrawn on a hardship waiver. A person shall be excused from this requirement if, with the written signed permission of the parent, guardian or person having custody and control of the person to be excused, the person is excused from the provisions of this section by the Superintendent of Schools for a hardship.

The school-age person shall attend school for at least the length of time of the school year that is established in the school district in which the child is a resident or enrolled and the school district shall not excuse a student from attending school except as provided in the Attendance for Success Act or for parent-authorized medical reasons.

Adopted: September 10, 2019

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STUDENT ATTENDANCE

Any parent, guardian or person having custody and control of a "school-age person" is responsible for the school attendance of that person until that person has reached at least eighteen (18) years of age unless the person has graduated from high school, received a school equivalency credential or withdrawn on a hardship waiver. The school age person has the right to attend public school within the school district of residence. The school-age person shall attend school for at least the length of time of the school year that is established in the school district in which the child is a resident or enrolled. A "school-age person" means a person is at least five (5) years of age prior to 12:01 a.m. on September 1 of the then current school year.

Pregnant and parenting students must have the same educational opportunities as their peers.

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include, but are not limited to illness, injury, bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith or religious instruction and tribal obligations. For religious instruction and tribal obligations written consent of a parent and approval of the principal are required. A student may be excused for authorized reasons and time shall be provided for the student to make up the work.

An unexcused absence means an absence from a class or school day (half of the students approved program) for which the student does not have an allowable excuse. Absent means not in attendance for a class or school day for any reason, excused or not except for interscholastic extracurricular activities. In the event of a necessary absence known in advance, the parent is expected to inform the school. If the absence is caused by emergency, such as illness, or injury the parent is expected to telephone the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent notified the school in advance of the absence.

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School administrators are authorized to excuse students from school for necessary and justifiable reasons as determined from the circumstances surrounding the cause of the absence.

ATTENDANCE INTERVENTIONS:

The District shall provide interventions for students who are missing school, depending on the number of absences. Intervention is called for if a student misses five percent (5%) or more of classes or days of school.

A public school shall provide interventions to students who are absent or chronically absent, which may include:

- assessing student and family needs and matching those needs with appropriate public or private providers, including civic and corporate sponsors;
- making referrals to health care and social service providers;
- collaborating and coordinating with health and social service agencies and organizations through school-based and off-site delivery systems;

- recruiting service providers and business, community and civic organizations to provide needed services and goods that are not otherwise available to a student or the student's family;
- establishing partnerships between the public school and community organizations, such as civic, business and professional groups and organizations and recreational, social and out-of-school programs;
- identifying and coordinating age-appropriate resources for students in need of:
 - counseling, training and placement for employment;
 - drug and alcohol abuse counseling;
 - family crisis counseling; and
 - mental health counseling;
- promoting family support and parent education programs; and
- seeking out other services or goods that a student or the student's family needs to assist the student to stay in school and succeed.

PURPOSE: Regular, uninterrupted instruction, classroom participation, and interaction with classmates are important to the educational process. Preparation and training for subsequent study and the demands of employment include the development of self-discipline through regular class attendance. For these reasons and others, state law requires that all children of appropriate age and condition attend school regularly. See the Compulsory School Attendance Law, NM Statutes Annotated § 22-12-1 through 22-12-8.

The New Mexico Children's Code provides that if a child has more than ten unexcused absences per year, the child's family may be designated a "family in need of services" or a "family in need of court ordered supervision," NM Statutes Annotated § 32A-3A-2(A)(1) and 32A-3B-2(A). A child who is permitted by his/her parents or legal guardian to be chronically truant may also be considered a "neglected child". Id. § 32A-4-2(C) (2). State law requires the schools to report violations of the Compulsory School Attendance law to the juvenile probation office. Violations of the Compulsory School Attendance law can subject parents or legal guardians to criminal sanctions as provided by New Mexico law.

Maintaining regular school attendance by all students is the joint responsibility of parents or legal guardians and educators. In keeping with that obligation, the Bloomfield Board of Education and District Superintendent prescribe the following rules for school attendance.

Parent or Legal Guardian Verification of Absence

A parent or legal guardian must:

1. Notify the school each day their child will be absent from any class and state the reason for the absence; or
2. Upon the first day a student returns to school from any absence, the student must present a signed, dated note from his/her parent or legal guardian verifying the reason for the absence.
3. ALL ABSENCES WILL BE RECORDED AS ABSENT. Parents/Guardians may send in excuses; however, that does not impact the attendance expectations. The only exception to this are cultural and medical absences that can be verified.
4. TEN CONSECUTIVE DAYS ABSENCES will result in the student being withdrawn from school. Parent phone calls to the school will not "reset" the number of days. When students reach ten consecutive absences, they will be withdrawn from the school and will need to be re-enrolled should the parent/guardian decides he/she/they would like to do so. The only exception will be for cultural or medication purposes with the appropriate documentation from the medical facility or cultural ceremony explanation/pamphlet/etc
5. ATTENDANCE will be taken very seriously. In the event of chronic absenteeism, MAJH will seek the support of outside agencies in order to improve attendance. We will take all necessary measures and seek all available support for the student and family in order to improve attendance long-term.

Prolonged Illness: In cases of chronic or prolonged illnesses expected to last ten (10) or more consecutive school days, during which the student is able to do school work, the student's parent or legal guardian will present written verification by the student's professional health care provider of the expected length of the illness and the student's ability to do school work at home.

MEDICAL DOCUMENTATION MUST BE PROVIDED BY THE PARENT/GUARDIAN. FAILURE TO PROVIDE DOCUMENTATION WILL RESULT IN THE STUDENT BEING WITHDRAWN FOR 10 CONSECUTIVE DAYS ABSENCES.

MAKE UP WORK:

Following an excused absence, a student will be given time and staff assistance (as indicated by make-up policy below) by his/her teacher to make up the work the student missed during the absence. A student will not be provided the opportunity to make up the work missed during an unexcused absence. At applicable grade levels, if the student fails to make up the work missed during an excused absence within the time permitted, any work for which a grade was to be assigned will be counted as a zero in the teacher's grade book, and averaged into the student's grades for the relevant grading period.

MAKE-UP of ASSIGNMENT POLICY

- One (1) day/class for make-up work will be allowed for each day/class absence up to a maximum of five (5) days or one (1) school week. Special make-up arrangements are required for make-up over a 5 day limit.
- The one day per absence policy does not pertain to schoolwork assignments known to the student prior to their being absent. These assignments are due upon the student's return.
- For school-sponsored scheduled activities, students should make arrangements for their assignment/make-up prior to the absence.
- Pre-arranged absences require pre-approval by an administrator; therefore, arrangements for assignment/make-up should be made before the absence.

BE RESPECTFUL

MAJH students are expected to:

- Show courtesy and respect towards others
- Use acceptable language at all times, free of name calling, insults or profanity
- Settle differences without put-downs, threats or fighting
- Ask staff for help as needed for conflict resolution
- Interact with each other safely without pushing or roughness
- Eat in designated areas only and keep the school clean and free of litter
- Share equipment and demonstrate good sportsmanship
- Remain on school grounds from the time of arrival to dismissal- MAJH is a closed campus
- Take care of school grounds, property and equipment
- Come to school and class on time, prepared to work and study
- Being prepared for all classes with necessary supplies
- Listen, follow directions, participate and cooperate
- Walk in a safe and orderly manner in school buildings
- Leave toys, blankets, fidgets, games, gum, radios, laser pens, phones, pagers (or other electronic devices) that distract from learning at home
- Communicate in a respectful tone/manner with staff and other students
- Take good care of school property
- Complete all homework assignments
- Organize time well
- Respecting themselves and others
- READ on a regular basis
- Do their best

BE POSITIVELY ENGAGED

MAJH students are expected to:

Participate by:

- participating in classroom activities
- contributing to discussions and group activities.
- asking questions when they don't understand.
- participating in school activities and having fun.
- participating in community and recreation programs.

Have a Good Attitude by:

- understanding parents' values and expectations.
- maintaining good physical health, exercising, eating right, and getting enough sleep.
- listening carefully to teachers and parents.
- developing positive attitudes; being cooperative and considerate.
- welcoming challenges.
- helping others.

BE SAFE

MAJH students are expected to:

- Follow adult directions
- Follow our three core values: respect, responsibility, and safety
- Always keep hands, feet, and objects to yourself
- Walk in the hallways
- Stay in line, single file. Stand in line and wait your turn
- Stay to the right side, walk in 2 lines when the halls are crowded.
- Walk and use quiet voices when entering and exiting
- Sit properly in class and cafeteria
- Pick trash up off the floor
- Wash hands with soap and water
- Follow playground/outdoor rules
- Play/Gather in approved areas only
- Line-up when the whistle blows

BEHAVIOR

In order to have an outstanding instructional program, it is absolutely necessary for an atmosphere of mutual respect to exist among administration, teachers, and students. Students who disrupt the learning process and become disciplinary problems interfere with the educational rights of the other students. Disruptive behaviors will be addressed with appropriate disciplinary actions. You, as a student of MAJHS, must recognize and accept the responsibility of your actions and behavior. The administrative staff of Mesa Alta will address discipline concerns with students as outlined in Board Policy,

school handbook policy and New Mexico Public Education Department regulations.

CONSEQUENCES FOR POOR CHOICES

Students who fail to meet MAJH's positive behavior expectations will face certain consequences. If a student misbehaves, appropriate consequences may include:

- Warnings
- Parent notification
- Parent conference
- Lunch detention
- After School Detention
- Loss of privileges/participation in school activities
- In School Suspension (ISS) or Out of School Suspension (OSS)
- Referral to administration
- Expulsion
- Local law enforcement involvement

MAJH STUDENTS ARE HELD TO A HIGH STANDARD OF BEHAVIOR.

Illegal activities such as vandalism, graffiti, use or possession of drugs, paraphernalia, alcohol, tobacco products, vape apparatus, e-cigs, or other controlled substances are prohibited. Matches, lighters, weapons, firearms, or any other dangerous items are also illegal on campus. Intimidation, fighting, or harassment are all prohibited. All of these activities may result in suspension, expulsion, and police involvement.

If students engage in unlawful acts, police will be involved and charges will be pressed against the student. MAJH will not tolerate this type of unlawful conduct on our campus.

MAJH DISCIPLINE MATRIX outlines offenses and subsequent disciplinary action. A copy of the matrix can be found on our website. Please familiarize yourself with our matrix so that you and your child are informed of the expectations and progressive discipline that will take place if the behavior continues.

[The MAJH DISCIPLINE MATRIX is linked here.](#) For detailed information on specific infractions and the progressive discipline, please refer to this document. This document is also readily available on our webpage at:

<https://bfsdmesa.ss19.sharpschool.com/>. If you require a paper version of the matrix, please contact the front office staff at 505-632-8021 and they can arrange to have one ready for pick up or to send home with your student. It is necessary at times to update the matrix mid year, those changes will be communicated and

made available immediately.

DISCIPLINE/INFRACTIONS:

At any point in time, if the administration feels that the discipline matrix does not fit the punishment for a student, they will use discretion on a case by case scenario as an admin staff.

Three assignments to ISS results in the student being removed from participation in any remaining quarterly events. The assignment of OSS within the quarter will automatically result in the student being removed from any events for the remainder of that quarter.

THE FOLLOWING ARE SOME, BUT NOT ALL BEHAVIOR INFRACTIONS ADDRESSED IN THE MAJH DISCIPLINE MATRIX:

ALCOHOL/DRUGS/TOBACCO – Students will not possess, distribute, sell, consume and/or utilize alcohol, drugs or tobacco (cigarettes, e-cigs, chews, nicotine gum, vape apparatus and oil) at any time on-campus, school property or at related school activities.

BATTERY/FIGHTING

Physical combat in which one or both parties have contributed to the situation by verbal and/or physical action will be subject to disciplinary action as per Bloomfield School Board Policy. Students who fight may also be charged by the Bloomfield Police Department with Battery or Public Affray.

ASSAULT/AGGRAVATED - Threatening or intending hostile contact by any means of force likely to produce serious bodily injury. This category includes offenses with a weapon.

*****Offense Against Staff: - Administrative discretion and possible expulsion*****

BATTERY/AGGRAVATED - Performing hostile contact to another person causing great or lasting bodily injury, or using a weapon in a battery. This category includes sexual assault.

BULLYING IS AGAINST THE LAW

ANTI-BULLYING

Bullying, harassment and intimidation are illegal and will not be tolerated in any Bloomfield Schools or Department. "Bullying" means any repeated and pervasive written verbal or electronic expression, physical act or gesture, or 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 station, 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 or may not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age, or sexual orientation. "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm, or terrorize another person. "Cyber-Bullying" the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature. It is when a student use the internet, cell phones or other technological devices to send or post text or images intended to hurt, embarrass, threaten, torment, humiliate or intimidate their victim

Direct violation of district policy or state law WILL result in disciplinary action which may include: suspensions and/or long term expulsion from school. In some instances legal authorities may also be involved. You are not alone, there is help available, if you have been a victim of bullying or harassment or suspect bullying is happening report this to the principal immediately.

Report through the **"SAY SOMETHING"** app or call/email the principals.

REPORTING FALSE OR INACCURATE INFORMATION VIA ANY AVENUE (SAY SOMETHING, VERBAL/Written STATEMENT) WILL RESULT IN DISCIPLINARY CONSEQUENCES.

Title IX Notice of Non-Discrimination

The Bloomfield School District is committed to the philosophy of equal opportunity/equal access in all its employments, educational programs, activities, and services. All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, employment assistance, extra-curricular, and other school-related activities. Discrimination in education or employment because of race, color, national origin, ancestry, religion, creed, sex, age, physical or mental handicap, marital or parental status, pregnancy, sexual orientation, or veteran status is prohibited. Board Policy A-0450 Sex Discrimination

Non-Discrimination Statement

Bloomfield Schools prohibits discrimination on the basis of race, color, national origin, sex (including pregnancy, sexual orientation, or gender identity), disability, or age in its programs and activities and provides equal access to other designated youth groups.

Title IX Coordinator

To ensure compliance with Title IX and respond to any concerns or complaints, Bloomfield Schools has designated the following Title IX Coordinator:

Debbie Hernandez

Title IX Coordinator

Bloomfield Schools

325 N Bergin Lane

Bloomfield NM 87413

Phone: 505-632-4337

Email: dhernandez@bsin.k12.nm.us

The Title IX Coordinator is responsible for overseeing the district's response to Title IX reports and complaints, implementing training for staff and students, and ensuring prompt and equitable resolutions.

Reporting

Anyone who believes they have been subjected to sex-based discrimination, including sexual harassment, is encouraged to report the concern to the Title IX Coordinator or a school administrator. Complaints may be submitted in person, by mail, by telephone, or by email, using the contact information listed above. Students, parents, and staff have the right to file a formal complaint. Retaliation against any individual for filing a complaint or participating in an investigation is strictly prohibited.

Grievance Procedures

Bloomfield Schools follow procedures in accordance with 34 C.F.R. Part 106 to address formal Title IX complaints, including a prompt, thorough, and impartial investigation and resolution process.

For more information about your rights under Title IX, please visit:

www.bsin.k12.nm.us

BUYING AND/OR SELLING – No items are to be bought or sold at school or on school property. Items will be confiscated without consideration for monetary loss.

CHEATING - an unacceptable behavior in any classroom and will be dealt with according to teacher policy first, contacting parents and then possible action by the administration. A student who willfully allows another to copy is as guilty of cheating as the student doing the copying.

DRESS CODE

Our dress code is intended to support a safe, inclusive, and distraction-free learning environment where students can express themselves respectfully. We commit to using restorative practices when addressing dress code concerns to protect student dignity and build understanding.

- **Equity & Non-Discrimination:** Dress code applies consistently regardless of race, gender identity, religion, body type, or cultural background.
- **Respect & Responsibility:** Students are encouraged to dress in ways that respect the learning community and promote personal responsibility.
- **Restorative Response:** If a student's attire does not align with expectations, staff will engage in a private, respectful conversation and offer a restorative solution.
- **Student Voice:** Students will be involved in ongoing review and feedback of dress code policies.

Students **may** wear:

- Clothing that expresses personal style, cultural identity, and individuality.
- Tank tops, t-shirts, hoodies, jeans, athletic wear, leggings, shorts, skirts, or dresses (unless disruptive or against safety guidelines).
- Religious or cultural headwear.

Students **must** wear:

- A top (shirt, blouse, etc.)
- A bottom (pants, shorts, skirt, etc.)
- Footwear suitable for safety and school activity (e.g., no slippers unless part of spirit day, etc.)

Students **may not** wear:

- Clothing that depicts or promotes hate speech, violence, drug/alcohol use, or sexually explicit content.
- Garments that intentionally expose private areas (e.g., revealing undergarments, midriffs, or belly. For example no underwear, boxers, or bras showing.)
- Items that pose a safety risk (e.g., spiked jewelry, excessively long chains, or sharp objects).

Responsive & Restorative Process

If a concern arises:

1. **Private Conversation:** A staff member speaks with the student *privately*, respectfully explaining the concern.
2. **Restorative Dialogue:** The student has an opportunity to share their perspective. Staff focuses on understanding, not punishment.
3. **Solutions-Focused:** If needed, students may be offered clothing options, allowed to call home, or given time to change without academic penalty.
4. **Reflection (Optional):** Students may be invited to reflect (brief written or verbal) on how clothing impacts community norms.
5. **Follow-Up:** Patterns of concern may result in a restorative circle involving student, staff, and family to co-create understanding.

We believe students have the right to express themselves through their clothing, as long as it supports a respectful, inclusive learning space. If a concern about attire arises, we will handle it privately and restoratively, seeking to understand rather than punish. Our goal is to build community, not shame individuals.

STUDENT DRESS

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school.
- Materially interfere with school work, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent students from achieving their educational objectives.
- Represent membership in a gang.

Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.

Adopted: June 15, 2021



Cell phones

ARE NOT ALLOWED during instructional hours

1st offense: verbal warning, parent contact, documented in educators handbook
Teacher keeps the phone until the end of class period

2nd offense: Office keeps the phone until the end of the day

3rd offense: Office keeps the phone, parent has to pick up the phone 1 day of ISS

4th offense: Student must turn phone into office every morning

FALSE ALARM/FIRE EXTINGUISHER

Interfering with the proper functioning of a fire alarm system or giving a false alarm, whether by means of a fire alarm or otherwise. Proper civil authorities will be notified

FALSE IDENTIFICATION/PROVIDING FALSE INFORMATION (LYING)

Refusal to give identification, information or giving false identification and/or false information (lying) when requested by any staff member including security guards, custodians, substitute teachers, administrators, etc.

HABITUAL OFFENDER:

Students referred to the office 5 or more times within a quarter, as recorded by Educators Handbook, will be subject to progressive disciplinary action.

OBSCENE IMAGES/MATERIALS:

Any student caught using school computers to view obscene material will have their computer privileges revoked for a minimum of the remainder of the quarter. If it continues, students will have their computer privileges revoked for the remainder of the year. Displaying material which is indecent and has the potential of being disruptive, offensive material will be removed. The circulation of pornographic and or obscene material via the use of cell phones or other electronic devices (i.e. sexting) will not be tolerated, and the proper authorities may be notified.

PERSONAL PROPERTY:

Students should NOT bring large sums of money or personal valuables to school. There is always a chance of theft or loss, and *school personnel WILL NOT be held responsible*. Valuable or personal property brought to school is done so at the risk of the individual.

PLAGIARISM/ACADEMIC DISHONESTY - Plagiarism is intellectual theft existing in several forms:

- Copying of work or passage without quotation marks and footnote.
- The partial quotation and paraphrase of a passage without a footnote.
- The complete paraphrase of a passage without a footnote.
- Plagiarism shows disregard and/or contempt for original inquiry and it CANNOT be excused. Credit is not allowed for work done by those who plagiarize.
- Any form of academic dishonesty will not be tolerated and will result in an automatic 0/F on the assignment

PROFANITY/FOUL/VULGAR LANGUAGE:

Use of profanity/foul/vulgar language on campus is prohibited as are the same types of offensive gestures. This includes slogans, pictures, artwork or other inappropriate displays of vulgarity or obscenity on clothing, notebooks, binders etc.

PROJECTILES:

Examples are snowballs, squirt guns, water balloons, rocks, pencils, spit wads, etc. Misuse of these items are not allowed on campus.

PUBLIC DISPLAY OF AFFECTION:

NO acts of physical intimacy are allowed.

RACIST BEHAVIORS AND LANGUAGE:

Mesa Alta has an absolute ZERO tolerance for racist language and behaviors. Automatic three days in school suspension for first offense of using racist language (ex: n****r, bea**r, cracker, etc.) regardless of the ethnicity of the student verbalizing the racist language. The use of the "N" word is out of hand and will absolutely NOT be tolerated. Progressive discipline for each time a student uses this language.

RECORDING SUSPICIOUS ACTIVITIES:

Any student caught recording fights, staff, or any indecent conduct will be subject to disciplinary consequences.

SEXUAL HARASSMENT:

MAJH forbids discrimination against any student on the basis of sex. Sexual harassment activity by adults or students will not be tolerated. Every effort will be made to assure that students have full enjoyment of educational benefits, climate or opportunity. Sexual harassment/discrimination is against the law. It is illegal in the workplace under the Civil Rights Act, Title VII, and in the schools under the Civil Rights Act, Title IX. Adults or students engaging in sexual harassment/discrimination will be subject to appropriate disciplinary action.

Sexual harassment/discrimination is any UNWELCOME sexual advance, request for sexual favor, and other verbal or physical conduct of a sexual nature when it is made a condition of a person's work/school performance or environment.

Definition: (Examples of sexually harassing behaviors) -It is generally accepted that any type of UNWELCOME conduct directed toward a student because of his or her gender may constitute sexual harassment. This behavior may include:

- Touching - unwelcome touching of a sexual nature
- Verbal comments - about parts of person's body, sexual preference or

- performance, or the person's clothing and looks;
- Name calling - that accentuates gender or is of a sexual connotation;
- Spreading sexual rumors - about a person verbally, in writing or electronically.
- Suggestive Gestures - such as touching oneself sexually in front of others or making suggestive gestures or sounds.
- Pressure for sexual activity - through physical actions, verbal actions or written material. Stunts - pulling on a person's clothing or underwear in a manner to cause exposure of the body or affect the fit of clothing in a sexual manner.
- Sexual Assault - from groping to rape.
- Lascivious behavior- sexual behavior that is considered crude and offensive, or contrary to local moral or other standards of appropriate behavior. In this sense "lascivious" is similar in meaning to "lewd", "lustful", "indecent", "lecherous", "unchaste", "licentious" or "libidinous".
- Sexting- the act of sending sexually explicit photos, messages, voicemails, IM's, either via phone, computer, webcam or other technological device.

SEXUAL HARASSMENT REPORTING, INVESTIGATION, AND SANCTIONS

It is the policy of MAJH to encourage victims of sexual harassment/discrimination to report an incidence without fear of reprisal.

- Students who feel that they have been sexually harassed or discriminated against by adults or other students are encouraged to report these conditions to the appropriate Principal or the next higher level of administration.
- Confidentiality will be maintained and no reprisals or retaliation will be tolerated as a result of good faith reporting of charges of sexual harassment/discrimination.
- A comprehensive review of the circumstances, including the nature of the alleged conduct, the context in which the alleged conduct occurred, and other pertinent factors will determine if the alleged conduct constitutes sexual discrimination/harassment.
- Any adult or student found to have engaged in sexual harassment/discrimination shall be subject to disciplinary action deemed appropriate to the offense and consistent with district and school disciplinary policies.

Any student engaging in sexually explicit conduct (exhibited or verbal) directed toward other students or staff will be suspended for a length of time to be determined by the building administration but not to exceed ten (10) days. Subsequent violations will result in a ten- (10) day suspension pending a disciplinary hearing for possible expulsion.

The Administrator shall report the findings and resolution of the review to the complainant in a timely fashion not to exceed 60 school days, unless mutually

agreed upon. In the event the complainant is not satisfied with the school's efforts to correct the situation, a grievance may be filed with the State EEOC Agency, and with the Federal EEOC agency.

Human Rights Division
New Mexico Department of Labor
Aspen Plaza 1596 Pacheco Street
Santa Fe, New Mexico 8710

SEXUAL MISCONDUCT - inappropriate sexual language, depantsing another student (or themselves), and touching another student inappropriately through horseplay. MAJH will not tolerate sexual misconduct of any kind.

THEFT - Unauthorized possession and/or sale of property without consent of the owner.

THREATS -A threat of physical violence and/or actual physical violence may result in a referral. Language, Profane and/or Abusive Language need not be obscene to be abusive. Language can be considered abusive when said (directly) to the person or (indirectly) when the comment is made about someone. School personnel, including substitutes, will not be subjected to language that is abusive. (Incidentally, courts have ruled abusive language, gestures, etc., directed by students toward teachers or staff on weekends, holidays or other non-school times may be handled as though it happened on campus, during school hours).

UNDER THE INFLUENCE OF NON-PRESCRIBED SUBSTANCE - Any student who attends school under the influence of any non-prescribed substances will have the following consequences:

VANDALISM/LITTERING - Deliberately or maliciously destroying, damaging, and/or defacing school property, or the property of another individual. This includes littering. The student and/or parent/guardian are responsible for cost, or replacement of damaged property. The tagging of car windshields/windows is considered vandalism, and students who are caught tagging cars will be considered vandals.

VIOLATION OF SUSPENSION -A student being physically present on campus or at a school activity while on suspension. Any student suspended from Mesa Alta Junior High School for violation of district/building disciplinary policy is restrained from all school (BHS/MAJH) campuses for the duration of the suspension. This includes all curricular and extracurricular activities, athletics and other events. Arrangements to attend counseling sessions may be made through the principal.

VISITORS/STUDENT VISITORS - All visitors (parents, guardians) must check in at the MAJH Main Office. Visitors will be asked to provide identification. Any visitor or family member who spends time at the school often needs to go through Human Resources and pass a background check.

WEAPONS - The possession and/or use of weapons on school property and/or school related activities are a violation of district policy as approved by the Bloomfield School Board as well as being against the law. Violations will be addressed as per the district conduct policy and referred to the appropriate law enforcement agency.

GENERAL INFORMATION

BICYCLES/SKATEBOARDS/SCOOTERS - If you ride a bike to school, you can park it in the bike rack; lock your bike. The school is not responsible for damage or theft while bikes or skateboards are parked on campus. Skateboards may be used only for transportation to and from school and must be placed on the skateboard racks provided. Scooters, motorized skateboards, etc. are not allowed on campus. For safety reasons, none of these modes of transportation may be ridden or stood upon anywhere on campus.

CHECKOUT PROCEDURE

- **NO EARLY CHECKOUTS AFTER 2:30; AFTER 2:30, PLEASE GO TO THE PICKUP LINE ON THE BACKSIDE OF THE SCHOOL TO WAIT FOR STUDENT DISMISSAL.**
- All students enrolled at MAJHS must have a current parent/guardian signed STUDENT INFORMATION SHEET on file each school year. All changes and updates must be made in writing by the legal parent/guardian on the school form.
- All persons checking a student out must be a parent/guardian or on the emergency contact information sheet in PowerSchool and must also be 18 years of age.
- Phone checkouts are not allowed; only in the case of an emergency, written notice signed by a parent/guardian must be provided no later than two (2) school days after the student returns to school.
- Due to liability issues, NO phone checkouts will be permitted on EVENT or early release days. No Exceptions.
- In case of an emergency only people on the student information sheet will be allowed to check the student out.
- In a medical situation, the school nurse or building administrator may obtain phone authorization for someone other than the parent/guardian or written emergency contacts listed on the Student Information Sheet to check a student out. The school nurse or building administrator will inform the office staff of the exception and the person's identity that will

check the student out.

CHECKOUT FOR LEAVING CAMPUS DURING CLASS HOURS

Students who wish to leave school before their regular dismissal time must first have a parent/guardian fill out and sign the checkout sheet located at the MAJH office front desk. Students who fail to follow the prescribed checkout procedures will be considered truant and will be subject to disciplinary action.

Students who are leaving from a school activity off-campus must get the written approval of the Principal 24 hours in advance.

CIVIL RIGHTS COMPLIANCE

It is the policy of the Bloomfield Municipal Schools to provide equal opportunities without regard to race, color, national origin, gender, socio-economic status, qualified handicap, or veteran status in its educational programs and activities. This includes but is not limited to: admissions, educational services, financial aid, and employment.

All employees and students with the Bloomfield School District are advised that their conduct will in no way discriminate against persons within the school district whether employee or students. Should a civil rights grievance be filed against any person employed by the Bloomfield School District, there will be no reprisal or retaliation taken toward the grievance.

A person with a complaint shall begin a grievance process by filling out the appropriate forms. All forms, along with specific details and definitions, can be found in the district grievance policy in the principal's office or in the Central Administration Office.

CLASS SCHEDULE CHANGES:

Team changes will not be considered until the 10th day of the new school year and will only be made if space permits. No schedule changes will be made UNTIL after the first two weeks of any semester.

- All schedule changes after the beginning of each semester require parent and administrative approval. Note: If the parent and student have not first attempted to solve any problems with the teacher and if the student did not turn in the schedule request form there will be no change allowed.

CONDUCT:

J-2300 © JIC

STUDENT CONDUCT

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, or affecting the school order. In establishing these regulations, the Superintendent may consult with parents, students and staff committees. In addition to compliance with regulations established by the Superintendent, students are expected to obey all rules and regulations adopted by the Board, and to obey any order given by a member of the faculty or staff relating to school activities.

A student shall be defined as any person who is enrolled in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Violation of District rules and regulations.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to

obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

Adopted: date of manual adoption

COMMUNICATION

The Bloomfield School District Board of Education recognizes the need for district staff to involve parents in open dialogue concerning their child's educational experiences.

As per Board Policy, the following minimum guidelines are to be observed:

- All visitors are expected to report to the front office upon arriving on campus, sign in, and obtain a visitor's pass.
- All visitors must present their ID when checking in at the front office.
- Conferences are expected to occur during non-instructional time and scheduled with mutual agreement.
- Parents and staff should not involve children in awkward, embarrassing or confrontational situations.
- When any party feels uncomfortable, either has the right to exit the meeting, and schedule a follow-up meeting. (Example: use of profanity, intimidation, etc.)
- School District personnel will retain the right to contact the appropriate authorities either to remove people in extreme cases or utilize court-restraining orders as necessary.
- All parties will remain professional in all communications. Failure to do so will result in the meeting being terminated and rescheduled for a later date.

CONFERENCES

FALL:NOVEMBER 7th, 8:00-4:00

SPRING: FEBRUARY 6TH, 8:00-4:00

We encourage you and your child to check grades early and often in PowerSchool in order to stay on top of any missing assignments or failing grades. Please do not wait for parent teacher conferences to be advised on your child's progress or lack thereof.

DROP OFF AND PICK UP PROCEDURES

Pick-up and Drop-off will occur on the back side of the school. NO EXCEPTIONS without proof of medical need. There are marked double entrance lines. Students will NOT be allowed to cross the double entrance lines and cross the parking lot. Failure to follow this expectation creates a major safety concern and could easily result in student injuries; it will not be tolerated. Further, students are NOT to be picked up on the front side of the school at the end of the day as that is the bus lane and this also creates a major safety concern with cars in the bus lane and/or students attempting to cross the bus lane. Also, please be considerate by not blocking driveways/entrances. DROP OFF: 7:40-8:00 am NO EARLY DROP OFFS - There will be no staff on duty prior to or after duty times to supervise. Students will not have access to the inside of the building prior to 7:40 am. PICK UP: 3:00 pm - Please refrain from early pickups. We will teach bell to bell and every minute matters!

EMERGENCIES

EVACUATION

- When a bomb threat or other related emergency is reported, EVERYONE WILL EVACUATE THE BUILDING and proceed to their designated area.
- Classroom teachers should take their grade books and take roll when they have reached the designated area and report any absences
- DO NOT STOP to turn off lights, close windows or doors.
- Evacuate immediately upon signal.

FIRE DRILLS

- The Alert signal (Horn blasts) and verbal instruction on the P.A. are the signals for a fire drill. Students are to leave the building in an orderly manner and report to the area designated by the teacher. Teachers should close all windows, turn off lights and close (but do not lock) doors.
- Classroom teachers should take their grade books and take roll when they have reached the designated area and report any absences.

SHELTER IN PLACE

- Remain seated
- Listen to your teacher
- Do not get into your bag or pockets until directed to do so
- Keep hands and feet visible
- Follow staff directions
- Cooperate with Emergency Personnel
- Cell phones are turned off or on silent and placed in the cell phone holders
- Students can be allowed to move within the building (try to limit as much as possible), and will be able to move during passing periods.
- Completely locked down from the outside.

LOCKDOWN: ADMINISTRATIVE

- Indicates a medical emergency in the building
- Keep students inside classrooms
- Close classroom doors
- Minimize hallway movement to emergency traffic only

LOCKDOWN: EMERGENCY (should consider this the drill for an Active Shooter Situation)

- Know your classes designated safe spot
- If you are in the restroom, hall, etc proceed immediately to the nearest classroom or office
- Do not bring your bags or other items to the safe spot
- Do not open the door for anyone
- Stay calm
- Do not get on cell phones or other electronic devices
- Follow teacher directions
- Remain silent unless directed to speak by staff
- Listen to announcements

FOOD/DRINKS

Water is the only drink allowed in the halls or classroom and must be in a clear water bottle.

- Under teacher administration, food will be allowed in the classroom.
- NO "HOT" snacks or snacks with brightly colored coatings as these tend to end up in textbooks, on walls, etc.
- HEALTHY snacks are allowed at the teacher's discretion and only in moderation. For example, students will not be allowed to snack all day from a family sized chip bag.

EXTRA CURRICULAR ELIGIBILITY

Students wishing to participate in athletics or extracurricular activities (school sponsored activities which are not required by law or by Educational Standards for New Mexico Schools) must have passed at least four (4) classes, failed no classes, and obtained a 2.0 grade point average. Any student not meeting these criteria will be ineligible until the first day of the next grading period.

Excessive absences, tardies, and/or truancies could result in a student being declared ineligible for the remainder of the semester by the Principal and Athletic Director.

- Students that have accumulated 5 absences that are not medically excused or prearranged will be declared ineligible if their GPA is below a 2.0 or if they have 2 or more F's. Eligibility will be reinstated when the student has made up the days in excess of 5 days as per the attendance policy.

All school rules apply at and away athletic/school activities.

- Students who are absent without prior administrative approval on the day of or before a home or an away activity shall not be permitted to compete in or take part in any type school activity if any part of the school day is used for the activity, which includes travel.
- **Students who have received OSS within the quarter will be ineligible for the quarter events.**
- **Students who have received three or more days of ISS within the quarter will be ineligible for the quarterly events.**

NMAA RULE: A student-athlete is limited to 15 school related and/or activity absences per semester.

PROCEDURE FOR CHECKING SCHOLASTIC ELIGIBILITY

See Current NMAA Eligibility Requirements:

https://www.nmact.org/file/Verification_of_Eligibility.pdf

GRADING SYSTEM w/ GRADE POINT AVERAGE

The symbols of A, B, C, D, AND F are used as achievement indicators for our grading system.

- A - SUPERIOR
- B - ABOVE AVERAGEabove average
- C - AVERAGE
- D - BELOW AVERAGE
- F - FAILING

NOTE: Special Education will utilize the same grading system.

GRADING SCALE with POINTS EARNED FOR GPA:

SCALE REGULAR HONORS/ADVANCED PLACEMENT

90 to 100 A= 4.0 A = 5.0

80 to 89 B= 3.0 B = 4.0

70 to 79 C= 2.0 C = 2.0

60 to 69 D= 1.0 D = 1.0

59 or Below F= 0.0 F = 0.0

GUM - Teacher discretion: If it becomes an issue on carpets, floors and tables the school has the right to band all gum

HEADPHONES/EARBUDS/AIRPODS – only in one ear

HEALTH OFFICE

Any student who has a health issue of concern is to be referred to the school nurse. This might include suspected poor vision, suspected hearing loss, suspected communicable disease symptoms, infectious skin conditions, and/or any other condition where the student might be helped by consulting the school nurse

Students who are not feeling well are required to report to the Health office before calling parents to check them out. The Health office will contact parents as necessary.

IMMUNIZATION RECORDS

All students are to meet the requirements as set forth by the Bloomfield Board of

Education and the State of New Mexico. A record of individual immunizations is maintained in the nurse's office. Failure to have up-to-date-immunization records or to comply with immunization requirements is just cause for a student either not being allowed to enroll or for suspension pending dis-enrollment

IN SCHOOL SUSPENSION (ISS)

- ONLY an Administrator or Dean of Students will assign a student to ISS.
- If students miss an assigned ISS day, they will make it up on the next day in attendance.
- If the ISS EA is out, students will make up their assigned ISS day on the next day the ISS EA is in attendance.
- Misbehavior in ISS will result in the student being assigned out of school suspension (OSS).
- Students in ISS will not be released for Athletic events.
- Our current ISS EA is Ms. Slauch.

LIBRARY REGULATIONS

Students are welcomed and encouraged to utilize the school library. During class time students must have an agenda or an agenda from a teacher or they will not be admitted. Most library materials may be checked out for a two-week period except for books on reference or reserve status. The students have access to books and a large variety of other materials in the library. A fine of 10 cents per day is charged for overdue materials. Materials can be renewed anytime and the loss of books is to be reported to the librarian as soon as possible.

MEALS - BREAKFAST AND LUNCH

The Bloomfield Schools Student Nutrition Department provides daily breakfast and lunch free to students. Free and reduced lunches are available for all students attending Bloomfield Schools.

All food and drink are to remain in the cafeteria. No food and drink will be allowed in the courtyard as students have not disposed of trash and/or food items properly in the past. Students **MUST REMAIN** on campus for breakfast and lunch and are to remain in the cafeteria or courtyard. Students must consume their food in the cafeteria before going outside to the practice field, basketball courts or anywhere else on campus. Students are not allowed to consume their food on the surrounding walls or hallways adjacent to the cafeteria. Students are prohibited from loitering in the halls without a hall pass or prior administrative approval. Violation of this policy may result in Saturday School, ISS, or OSS.



Parent Letter on Emergency Procedures - Before an Incident Occurs

Dear Parent(s)/Guardian(s):

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school has prepared to respond effectively. In fact, public schools in New Mexico are built to meet stringent construction standards and may even be safer than many homes in the event of a disaster.

Should we have a major disaster/emergency during school hours, your student(s) will be cared for at this school. Our school has a detailed crisis plan, which has been formulated to respond to major catastrophes.

Parent/guardian cooperation is imperative during an emergency. Please adhere to the following instructions in case of emergency:

1. Please do not telephone the school. Telephone lines may be needed for emergency communication. See #3 below for alternatives for communications.
2. In the event of a serious emergency, students will be kept at school until they are picked up by a responsible adult who has been pre-identified on the school emergency contact card, which is required to be filled out by parents/guardians at the beginning of every school year. Please instruct your child to remain at school until you or a designee arrives. It is recommended that you consider the following criteria when you authorize another person to pick up your child at school:
 - He/she is 18 years of age or older.
 - He/she is usually home during the day.
 - He/she could walk to school, if necessary.
 - He/she is known to your child.
 - He/she is both aware of and able to assume this responsibility.
2. Turn your radio to ___94.9 FM_____for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via TV on channel(s) KOBF 4 , KOAT 7 , KRQE 13 and/or the school/district website: www.bsin.k12.nm.us.

For emergency announcements, go to the school website, local media channels, and social media and the apps. In addition, information regarding day-to-day school operations will be available by calling the District Office at 505-632-3898.

If you opted into our mass notification system, you will also be notified via phone, and/or e-mail as soon as possible during an emergency.

It is important that we have your correct phone number and e-mail address so that you will receive these messages. Please do not call the school or your child's cell phone during an emergency, as phone lines will need to remain clear for emergency services.

Impress upon your children the need for them to follow the directions of any school personnel during an emergency.

During some emergencies, students may be taken to an off-campus relocation site. If this occurs, the school's relocation and family reunification plan will be activated, which means that students will be released from the relocation site only to custodial parents/guardians or persons identified on the school emergency card. It is recommended that parents/guardians familiarize themselves with the school's relocation and reunification plan, so that you have a better understanding of the protocols that may be utilized in this circumstance.

The decision to keep students at school will be based upon, among other factors, whether streets in the area are open and/or safe for travel. If an early release occurs, radio stations will be notified and the school/district website will post relevant information. If a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent/guardian. In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road or weather conditions prevent the driver from delivering students to their homes or to school in the morning, the students will be delivered to the nearest school site, and that school will communicate with the home school to inform them of the student's whereabouts. Parents will then be notified accordingly with instructions on how and where to pick up your student.

In case of a hazardous material release near the school, shelter-in-place procedures will be implemented to provide in-place protection from the outside elements. All students and staff will clear the fields, report to their rooms and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a shelter-in-place

drill or event should report to the school office or to a previously designated area at the school, because classrooms will be inaccessible. When the dangerous incident has subsided, or the drill has ended, the all- clear signal will be given and classrooms will again be accessible.

Please discuss these matters with your children and immediate family members. Planning will help alleviate concern and confusion during emergencies.

Sincerely,

Dannette Lopez

Mesa Alta Junior High School

PASSES

Students must have a signed pass from the Principal, Counselor, Nurse or by their teachers to be out of the classroom during any scheduled class period. Students will be considered truant if they do not have a pass.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be recited daily by the students in each public school at the beginning of the school day. Students will have the right to refrain from participation in this recitation due to sectarian, denominational, or conscientious views; however, the exercise of this right may not interfere with the rights of others. All students will rise and remain standing during the recitation.

Celebrations Requirements

Each Quarter there will be a Celebration

If you mess up you get a fresh start in the new quarter to join in on the celebration

Must have NO Fs

NO OFFICE referrals

Attendance under 10 days

In that quarter you will not be able to attend **any fun activities** that take place.

FIELD TRIPS

To attend the end of the year field trip you must not have ANY Fs, NO referrals, and attendance under 10 days for the entire year.

SCHOOL SPONSORED DANCES

SCHOOL SPONSORED DANCES ARE FOR STUDENTS OF MESA ALTA JUNIOR HIGH SCHOOL ONLY. NO EXCEPTIONS.

All school rules and policies will be followed and enforced. School groups/organizations sponsoring dances must comply with regulations and must include these regulations in advertising their dances. The organization or group sponsoring the dance is responsible for acquiring and scheduling six (6) chaperones (parents and teachers) for the dance as a prerequisite for administrative or facility usage approval. No dance band/DJ can be signed to contract for a school sponsored dance without prior approval of the principal. The student group must have sufficient un-obligated money in their activity account to pay the band/DJ prior to entry into a contract agreement.

DANCE REGULATIONS

School dress code is in effect at dances. Students whose dress/attire is in bad taste will not be admitted. The sponsor and/or an administrator will make the decision in these situations.

1. Once a student leaves the dance location, they will not be re-admitted unless they asked/received permission to leave and/or were escorted by a dance sponsor/chaperone.
2. Parents, guardians, and teachers are always welcome. Siblings or other family members may only attend if they are the legal guardian.
3. The dances exhibited by students should be in good taste.

SEARCH AND SEIZURE POLICY NOTICE

SEARCHES

School property assigned to a student and a student's person or property while under the authority of the public schools are subject to search, and items found are subject to seizure. Searches will be conducted when an authorized district personnel has a reasonable suspicion that crime or other breach of disciplinary rule is occurring or has occurred. Searches will also be conducted by authorized administrative authority or other authorized school personnel of the school district when he or she has reasonable cause to believe that a search is necessary to help maintain school discipline and/or safety. Searches may include school property (i.e. backpacks, lockers and buses) student vehicles when on campus or otherwise under school control, student's personal effects which are not within their immediate physical possession, and physical searches of a student's person. The use of a metal detecting wand

may be used if a vape or weapon possession is suspected.

SEIZURE OF ITEMS

Illegal items, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the administrative authority deems appropriate. Any illegal or banned items will be disposed of by police officers or school personnel.

J-3400 © JIH

STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS

Interviews

A parent may be present during an interview except when interviews are conducted pursuant to a report of child abuse and the interview is by a Children, Youth, and Family Department worker or a peace officer.

Except in child abuse and abandonment situations, should a peace officer appear on campus requesting to interview a student attending the school, the school administrator shall be notified and the school office shall contact the student's parent(s). The parent(s) will be asked if they wish the student to be interviewed and, if so, will be requested to be present or to authorize the interview in their absence.

If the parent(s) cannot be reached, the peace officer should be requested to contact the parent(s) and make arrangements to question the student at another time and place.

If a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of the District shall cooperate fully with the police.

Searches

School property assigned to a student and a student's person or property while under the authority of the public schools are subject to search, and items found are subject to seizure, in accordance with the requirements below.

Notice of search policy. Students shall be given reasonable notice, through distribution of written policies or otherwise, of each school's policy on searches at the beginning of each school year or upon admission for students entering during the school year.

Who may search. Certificated school personnel, school security personnel and school bus drivers are "authorized persons" to conduct searches when a search is permissible as set forth below. An authorized person who is conducting a search may request the assistance of some other person, who upon consent becomes an authorized person for the purpose of that search only.

When search is permissible. Unless Local School Board policy provides otherwise, an authorized person may conduct a search when he or she has a reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions and also when he or she has reasonable cause to believe that a search is necessary to help maintain school discipline.

Conduct of searches; witnesses. The following requirements govern the conduct of permissible searches by authorized persons:

- School property, including lockers and school buses, may be searched with or without students present unless a local school board or administrative authority provides otherwise. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the administrative authority.
- Student vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches.
- Physical searches of a student's person may be conducted only by an authorized person who is of the same sex as the student, and except when circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex. The extent of the search must be reasonably related to the infraction, and the search must not be excessively intrusive in light of the student's age and sex and the nature of the infraction.
- In any of the foregoing enforcement actions, the administration is authorized to use dogs whose reliability and accuracy for sniffing and detecting contraband has been established. The dogs will be accompanied by a qualified and authorized dog trainer/handler who will be responsible for the dog's actions. Any indication by the dog that an illegal or unauthorized substance or object is present on school property or in a vehicle on school property shall be reasonable cause for a search by school officials.

Seizure of items. Illegal items, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when and if the

administrative authority deems appropriate.

Notification of law enforcement authorities. Unless a local school board policy provides otherwise, an administrative authority shall have discretion to notify the local children's court attorney, district attorney or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred.

Items provided by the District for storage (e.g., lockers, desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. (Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel.)

Arrest

When a peace officer enters a campus and indicates an intent to take a student into custody or arrest a student, the office staff shall request the peace officer to establish proper identification, complete, and sign a "Form for Signature of Arresting Officer." The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental inquiries about the arrest or may contact the parents, if necessary, to explain the relinquishment of custody by the school and the location of the student, if known.

Adopted: date of manual adoption

SOCIAL WORKER

Students needing to confer with a social worker are required to communicate with a staff member who will then email the social worker. The social worker does have designated individual and group meetings times that are pre-scheduled; therefore, a student may not be provided immediate access unless there is an emergency (ex: suicidal ideation/threat).

SUBSTANCE ABUSE

(ALCOHOL – DRUG- TOBACCO- E-CIGS - VAPES - PSYCHEDELIC - OTHER)

All violations and consequences for violations of the District Substance Use Policy are cumulative.

STANDARD CONSEQUENCES (OPTION # 2 from section D above)

1. First and Second Policy Violations

- i. Receive a combination of 9 days OSS and ISS.
 - ii. Complete a mandatory substance abuse screening with a school designee within the time frame of the OSS/ISS.
- 2. Third or Subsequent Policy Violations
 - i. Receive a combination of 9 days OSS and ISS.
 - ii. Complete a substance abuse screening with a school designee within the time frame of the OSS/ISS.
 - iii. A long term suspension or expulsion hearing will be held with the district's hearing officer or designee.

INTERVENTION WITH CONSEQUENCES (OPTION # 1 from section D above)

- 1. First and Second Policy Violations
 - a. Receive a combination of 9 days OSS and ISS (four to six days of the OSS/ISS may be held in abeyance).
 - b. Complete a substance abuse screening with a school designee within three days of the violation.
 - c. Sign a Substance Abuse Intervention Contract. Consequences that were held in abeyance will be reinstated for noncompliance with the intervention contract.
- 2. Third or Subsequent Policy violations
 - a. Receive a combination of 9 days OSS/ISS.
 - b. Complete a mandatory substance abuse screening with a school designee within the time frame of the OSS/ISS.
 - c. Sign a Substance Abuse Intervention Contract which will require the completion of a full substance abuse assessment within the community. Consequences that were held in abeyance will be reinstated for noncompliance with the intervention contract.
 - d. A long term suspension or expulsion hearing will be held with the district's hearing officer or designee. Either the hearing or the outcome of a hearing will be held in abeyance.

STUDENT RIGHTS AND RESPONSIBILITIES

Student rights and responsibilities will be protected by Bloomfield Schools and governed by the Board of Education to ensure students the opportunities provided by the Constitution of the United States. The freedoms of expression, association, assembly, privacy, etc. are an integral part of a student's development and education in a democratic society in which we live. Students should follow the basic guidelines which govern student's rights and responsibilities.

- Students shall honor the rights of others and insure that educational progress is not hindered.

- Students shall use proper and acceptable language. They shall refrain from the use of any language that is libelous, inappropriate, or obscene.
- Students shall not deface any school property.
- Students shall obey and follow local school board policies set forth by the authorized governing bodies, state, and federal laws. These are available in the Principal's office and on the school district website under Board Policy Manual.
- Students shall not threaten others on campus, nor will they be allowed to cheat or steal.
- Students shall keep parents informed concerning reports, progress, and functions of the school.
- Students shall report any right the student feels he/she is being deprived of through the proper channels. This will provide for corrections as appropriate. The proper channels being the teacher, principal, superintendent, and the school board.

Policy J-4600

STUDENT DISCIPLINE

Neither the District nor any school or individual shall impose discipline, discrimination or disparate treatment against a student based on the student's race, religion or culture or because of the student's use of protective hairstyles or cultural or religious headdresses. No student who is enrolled, or eligible for enrollment, in a federally recognized Indian nation, tribe or pueblo shall be prohibited from wearing tribal regalia or objects of cultural significance along with or attached to a cap or gown, or from wearing tribally significant footwear or other items of apparel under a gown, at graduation ceremonies or public school events. "Tribal regalia" means a tribe's traditional dress or recognized objects of religious or cultural significance, including tribal symbols, jewelry, beading, and feathers. Racialized aggression defined as any aggressive act which can be characterized, categorized or which appears as such to be racial in nature is prohibited. A link to a state-wide hotline for reporting such incidents is provided on the District Website located at www.bsin.k12.nm.us.

Policy I-7450

GRADUATION EXERCISES

Tribal Regalia No student who is enrolled, or eligible for enrollment, in a federally recognized Indian nation, tribe or pueblo shall be prohibited from wearing tribal regalia or objects of cultural significance along with or attached to a cap or gown, or from wearing tribally significant footwear or other items of apparel under a gown, at graduation ceremonies or public school events. "Tribal regalia" means a tribe's traditional dress or recognized objects of religious or cultural significance, including tribal symbols, jewelry, beading, and feathers. The Superintendent shall develop procedures to implement this tribal regalia requirement.

SUPPORT CALL/DISCIPLINE REFERRAL PROCEDURE:

1. Receive the Referral – When a referral is submitted or an administrative support call is received, we review the details carefully, including the incident description, involved students, and any supporting information from staff or witnesses.
2. Investigate – Gather relevant information by speaking with the student(s) involved, witnesses, and staff members. Review any available evidence, such as camera footage or written statements, to ensure a thorough understanding of the situation.
3. Determine the Outcome – Based on the investigation, decide on an appropriate course of action in line with school policies and discipline guidelines.
4. Contact Parents – Once the outcome is determined, communicate with the parents or guardians to inform them of the situation, the findings, and any consequences or next steps.
5. Document and Follow Up – Record the outcome in the student's file or school discipline system. If necessary, follow up with staff, parents, or students to ensure any required actions or interventions are being implemented.

TARDIES:

The following will be the disciplinary policy regarding unexcused tardies. Unless a parent/ guardian contacts the office, the tardy is considered unexcused. Students will be assigned lunch detentions up to ISS for multiple violations. Chronic tardiness will result in an attendance plan and possible referrals to outside agencies.

TELEPHONES:

There is a phone in the school office for student use. Students receiving calls during

class time will not be notified or called to the office unless it is determined to be an emergency. The office staff will take messages/numbers that students can pick up between classes. Students should not be permitted to leave class to use the telephone except in the case of an emergency as determined by the teacher, not the student.

This handbook is not intended as, nor does it serve as, an exhaustive list of District policies. The school administration reserves the right to make disciplinary decisions as needed based on student need or performance. A Bloomfield School District Policy Manual is available at either the Mesa Alta office or the Bloomfield School District Administrative office and on the district website.

Secondary Disciplinary Matrix coming soon... therefore, behavior actions and consequences may be updated once the district adopts this matrix.

[BLOOMFIELD SCHOOL DISTRICT PARENTS, GUARDIANS, AND STUDENTS ARE EXPECTED TO FOLLOW THE STUDENT EXPECTATIONS OUTLINED IN SCHOOL BOARD POLICY MANUAL AND ADMINISTRATIVE REGULATIONS WHICH CAN BE LOCATED HERE.](#)

