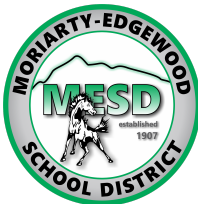


MORIARTY-EDGEWOOD SCHOOL DISTRICT #81

Middle Schools Student Handbook



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Moriarty-Edgewood School District Mission

Moriarty-Edgewood School District cultivates positive relationships and inspires each student to excel today and tomorrow.

Board of Education

Mr. Charles Armijo.....President
Ms. Elizabeth Howells..... Vice President
Mr. Albert ChavezSecretary
Ms. Wendi Burns Member
Ms. Linda Hudson.....Member

Central Office Staff

Teresa SalazarSuperintendent
Natalie RomeroDirector of Learning Services
Mychl Buckley.....Director of Personnel
Antoinette YoungDirector of Finance
Amy Ortiz.....Special Education Coordinator

Tardies: During the school day
 Students arriving late to class without permission of staff disrupt the educational process; tardies that are not explicitly approved by staff are considered unexcused and may result in an assignment to detention or in-school suspension for the remainder of the class period.
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Academics

CHAMPS Positive Behavior System

Both Middle Schools use the CHAMPS school-wide approach to behavior support. Teachers will instruct students on the CHAMPS expectations for their classrooms as well as common areas such as the hallways, cafeteria, and patio. Conversation level, getting Help, type of Activity permitted/ expected, type of Movement permitted/ expected, what full Participation looks like, and how to achieve Success will be clearly taught and reinforced throughout the school year.

Grade Reports and Online Access

Parents and students can access grades from home on a computer or internet capable device.

Powerschool is linked through www.mesd.us or <http://powerschool.mesd.us/public>

Access to Powerschool will utilize the same information from the year prior. New students will receive a code from the Registrar.

If you need support with this process, see the Registrar or a teacher.

Grading Scale

Grade	Point Range	Grade Points
A+	100	4.00
A	90-99	4.00
B	80-89	3.0
C	70-79	2.0
D	69-60	1.0

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F	50-59	0.0
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Honor Roll

The Honor Roll is calculated at the end of each Semester and 9 week term.

Gold-4.0 GPA

Silver-3.99-3.5 GPA with no D or F

Schedules and Schedule Changes

All schedule changes must be approved by administration prior to changes being enacted. The student is required to complete a schedule change request form and submit it to the Registrar's office.

Schedule changes must be requested within the first 2 weeks of school unless there are changes referred through the SAT process or IEP team.

Schedule changes the first 2 weeks of school will be approved for the following reasons:

- Academic level misplacement (based on data and teacher referral)
- Additional reasons may be determined appropriate by administration, teachers, parents, and the student.

Checking In and Checking Out of school

In order to maintain the integrity of the educational program for all students, **parents/guardians are asked to make appointments outside the school day as often as possible.** If a student must leave campus during the day, the following procedures must be followed:

- Students who are ill or injured are required to check out through the Health Office.
- Only a parent or authorized guardian (as listed on registration form) may pick up the student in the attendance office.
- The parent or authorized guardian must sign the checkout sheet if they pick up the student during the school day.
- The parent or authorized guardian must sign the student in on the sheet if the student arrives anytime after the first bell.
- Parents of students who are regularly checked out of school prior to the end of the school day may be asked to meet with the Principal/ designee to discuss the reason(s) and acknowledge the impact this could have on the student's academic progress.

During the Covid-19 Pandemic

- Parents will present ID at the door (via security camera) for verification when checking students out early.

Tardies: During the school day

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- Parents will be allowed into the building (Masks required) to sign students out. They will be asked to wait for their child in front of the main entry doors.

Drop-off and Pick-up Procedures**Edgewood Middle School**

EMS student drop-off and pick-up area is on the east driveway ramp. Except when diverted by school personnel, the entry and exit is the east gate. When using the area, please pull as far forward as possible, remaining in a single file vehicle line parallel to the curb. Students are expected to exit vehicles in a safe and quick manner, allowing parents to move forward and exit the parking lot.

Moriarty Middle School

MMS parents may drop their students off at the student drop off area located on the north side of the gym. Enter on the west-side of that parking area and then exit on the east-side. Please do not drop off directly in front of the school due to the fire lane. Should you choose to drop off in the parking lot in front of the school, please park in a designated parking stall. Please do not block the handicapped parking area. Parents are expected to follow the speed limit.

Please do not block handicapped parking areas.

Drop-off/Pick-up Procedures**Edgewood Middle School**

- Students may be dropped off at **8:10 am**.
- Students should report directly to the assigned supervised locations.
- Students dropped off after 8:00 am should report immediately to their 1st period class.
- Students must be picked up by **3:34 pm**
- Students are not allowed to remain on campus unless they are enrolled in an after school activity.
- Students that are attending an event that begins later in the evening are **not** permitted to remain on school grounds after school unless prior arrangements have been made with the adult sponsor; students must leave EMS campus at the end of the school day and return at the scheduled time of the event.

Moriarty Middle School

- The cafeteria area and patio area are open at 7:45 for drop off.
- Please do not drop off earlier than 7:45 as there is no supervision before that time.
- Students must report to the patio or cafeteria area prior to school, students are not allowed in halls until the 7:55 bell rings.
- Students dropped off after 8:00 must report to the attendance office.

Tardies: During the school day

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- Students must be picked up by 3:20 on regular days and 1:45 on Wednesdays.
- Students are not permitted to remain on campus unless they are in an assigned activity supervised by an approved adult representing the school or activity.
- Students that are attending an event that begins later in the evening are **not** permitted to remain on school grounds after school unless prior arrangements have been made with the adult sponsor; students must leave MMS campus at the end of the school day and return at the scheduled time of the event.

Fees

For the 2022-2023 School Year, there will be NO student fees.

ID Badges

Students will be provided with an ID Badge at the beginning of the school year. The ID Badge will be used for safety/security, cafeteria and library privileges, student activities, and athletic pass (should you purchase one). The ID Badge must be with the student and easily accessible at all times.

Fire and Emergency Drills

Fire Drills and Practiced Evacuations Requirements from NMPED 6.30.2.10

PROCEDURAL REQUIREMENTS

Emergency drills and practiced evacuations.

Emergency drills shall be conducted in each public school and private school in the state, including in each charter school, as follows: (a) at least once per week during the first four weeks of the school year and at least once per month during the remainder of the school year; (b) two of these drills shall be shelter-in-place drills; (c) one of these drills shall be an evacuation drill; (d) nine of these drills shall be fire drills, with one fire drill required each week during the first four weeks of school.

In-School Suspension (ISS)

Assignment to In-School Suspension (ISS) may result from a variety of situations including disciplinary consequences. A student who is placed in ISS is expected to cooperate fully with the ISS teacher and complete a reflective statement about his/her behavior. The student will be responsible for completing work missed in ISS. **Students assigned ISS may not participate in any school activity on day of ISS including games and practice for athletics.**

Out of School Suspension (OSS)

A student that is suspended from attending school may not be present at any Moriarty-Edgewood School District Campus on the day(s) of suspension. Students may make up any and all missed work, as determined by the administrator. It is the student's responsibility to communicate with teachers to collect and turn in work. **Students assigned to OSS may not participate in any school activities on the day of their OSS. This includes after school events and athletics, attendance at events, or other activities on school campuses.**

Tardies: During the school day

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Parent Volunteers

Staff members welcome and encourage parent volunteers. Parent volunteers are required to fill out volunteer paperwork and pass a background check through central office prior to being in classrooms or on campus regularly. Once completed, volunteers must wear a badge and sign in and out of the office when on campus.

Reporting Concerns

Bullying, cyber-bullying, intimidation or harassment will not be tolerated. Students who have concerns about situations involving any such behaviors are strongly encouraged to report concerns immediately to an administrator, counselor, security officer, school resource officer, or other trusted adult. Parents are similarly encouraged to contact the school with any such concerns. The school is committed to investigating and addressing any such inappropriate behavior promptly.

MESD developed an anonymous on-line reporting system located at www.mesd.us under “Report a Safety Concern” to facilitate reports of these kinds of concerns, as well as making reports for other problematic behaviors such as the presence of drugs or weapons, suicide threats or other potentially dangerous or disruptive activities.

Your help in ensuring a safe and secure learning environment will be greatly appreciated.

Parents and students who have concerns about situations involving a teacher are expected first to contact the teacher and arrange for a conference to discuss their concerns. If this action fails to resolve the situation, parents may contact the head secretary and schedule an appointment with the principal. **Parents and students are encouraged not to conduct their own investigations, as doing so may impede the ability of school administration or district staff to verify the situation and take appropriate action.**

School Sponsored Activities & Trips

All rules that apply to student behavior on campus and in the classroom apply to any student attending a school-sponsored activity. Even if the activity is after school or at another location, the students must behave in such a manner as to credit Moriarty-Edgewood School District. Any student participating in behavior that discredits the school will not be allowed to attend future activities.

Students selling items

Students are prohibited from selling food, drink, or any other item during the school day that is not part of a school sponsored fundraiser.

Tardies: During the school day

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Textbooks

- ELA books are checked out to each student and are consumable. A replacement fee will be charged if lost.
- Math books are checked out to individual students, students are responsible for their books and damaged, lost, or stolen books will result in a replacement fee.
- Social Studies and Science text books are in classrooms and are checked out to students as needed.

Visitors on Campus

During the COVID-19 Pandemic we will be limiting entry into the school buildings:

- Parents are welcome to make appointments with teachers and administrative staff virtually.
- We are encouraging communication via email, phone calls, and virtual meetings
- In the event of extreme circumstances that the necessity arises for a meeting in person, visitors will be screened (temperature taken) and symptom questions must be answered before entry.
- Visitors are required to wear masks and practice social distancing.

Student Services**Athletics/Activities****NMAA Eligibility: Athletic and All Extra-Curricular Participation**

NMAA rules state that a student shall have passed a minimum of six (6) classes, not failed more than one (1) and had a grade point average of 2.0 or better (on a 4.0 grading scale) for the immediate previous grading period. A student may be eligible through either quarter or semester grades at the semester grading period. **THIS APPLIES TO ALL EXTRACURRICULAR ACTIVITIES IN WHICH A STUDENT PARTICIPATES AND SERVES AS A MINIMUM REQUIREMENT FOR STUDENTS.**

Eligibility: Other/non-NMAA

All students involved in off-campus activities (field trips, athletic events, band, chorus, etc.) which require that they miss classes must be eligible to attend such events. Eligibility requires that students be passing all classes according to the date required by the activity sponsor(s). Students must also be in good standing concerning behavior (no outstanding referrals) and attendance (no unexcused absences and no chronic absences, even if they are excused). It is the responsibility of the event sponsor (teacher or coach) to be aware of the student's standing and not to allow the student to participate.

Nutritional Services

MESD operates a hot meal program and serves breakfast and lunch daily with the following costs:

Edgewood Middle School

For the 2021-2022 School Year, all students will be eligible for free breakfast and lunch.

Moriarty Middle School

Tardies: During the school day

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Due to the Community Eligibility Provision in our District's Student Nutrition Program, all MMS students will be eligible for free breakfast and lunch this school year.

Counseling

A licensed social worker/ counselor will provide services to assist students in making positive choices and dealing with a problem situation. Students are encouraged to use this resource in order that their interests and needs may be met. Students may be referred to the counselor for support by staff members.

Library

The library operates on a part-time basis as an educational media center for print, audio, and visual materials serving faculty and students. Students may use the library before school, during lunch, or after school, or with teacher permission during classes. Students are not allowed to be in the library without a supervising adult present. Checkout privileges are two-weeks for books, overnight for magazines and reference materials. Fines are collected for overdue materials to encourage prompt return.

Lockers**Edgewood Middle School**

EMS does not provide lockers for students, except for students enrolled in PE classes or Athletic programs.

Moriarty Middle School

MMS does not provide lockers for students, except for students enrolled in PE classes or Athletic programs.

Nurse/Health Office and Issues of Illness/Injury

All students needing to take prescribed medication during school hours are required to inform the front office and have a medical authorization form on file with the nurse. Law for enrollment in New Mexico schools requires shot records for all students. Students are required to have District and parental permission to carry medication of any kind on campus and that medication is to be reported to the school Health Assistant upon the student's arrival at school. A student may not distribute medication of any kind to any other person on campus, including but not limited to natural/herbal or over-the-counter medications. To do so will be considered a violation of the student behavior code and student(s) will be subject to school consequences.

The health office will not provide any medication including Tums, Tylenol, or other over the counter medication. If a student needs this, it must be provided to the health office with the proper form filled out.

Tardies: During the school day

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It is essential that students who experience illness or injury report immediately to the Health Office.

Students using a cell phone to contact a parent without going through the Health Office will be subject to consequences as per Board Policy # 389 (see page 12).

Telephone Use (Land Lines)

The school phone is available when permission is given by the Principal or front office staff. Students will not be called out of class to use the telephone unless there is an emergency.

Policies

Board Policy Listing

A full version of district policies that directly affect students may be reviewed on the MESD website mesd.us. To access these policies, click on the “About Us” tab, then click on the “Board of Education”. All students are expected to follow these policies regardless of age.

ATTENDANCE POLICY- JE-J0500

Both middle schools support and enforce for all students an attendance policy based upon NM State statutes. Please read the following information carefully, as it has been provided to assist you in having a clear understanding of what is expected by the state and enforced by MESD..

The New Mexico Children’s Code provides that if a child has more than ten (10) unexcused absences per semester, 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-31-2 [A] [1] and 32A-3B-2 [A]). A child who is permitted by his or her parents to be chronically truant may also be a “neglected child” (NMSA 32A-4-2 [C] [2]).

State Law requires schools to report violations of the Compulsory School Attendance Law to the Probation Services Office of the judicial district in which the student resides for investigation to determine whether the student may be a neglected child or a child in a family in need of services, and thus subject to the provisions of the Children’s Code (NMSA 22-12-7 [C]).

Violations of the Compulsory School Attendance Law can subject parents to criminal sanctions as provided by New Mexico law (NMSA 22-12-7 [D]). In addition to any other disposition, the Children’s Court may order the habitual truant’s driving privileges to be suspended for a specified time not to exceed ninety (90) days on the first finding of habitual truancy and not to exceed one (1) year for a subsequent finding of habitual truancy (NMSA 22-12-7 [C]).

Definitions

- Unexcused Absence: an absence for which **no appropriate excuse** has been provided by the student’s parent or legal guardian within the time limits provided by this policy. Special family situations may be considered appropriate for an excused absence when prior approval is received from the principal or his/her designee.
- Truant: a student who has accumulated five unexcused absences within any 20 day period.
- Habitual Truant: a student who has accumulated 10 or more unexcused absences within a school year.

Tardies: During the school day

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Requirements

- **Parent Notification of Absence:** Parent or guardian shall notify the school each day his/her child will be absent from any class and the reason for the absence; or shall provide a written and signed verification of the reason for the student's absence, presented upon the first day a student returns to school from any absences. If a student has been absent for 3 or more consecutive days due to illness, the principal and his/her designee may require written verification from the student's professional health care provider.
- **Prolonged Illness:** In cases of chronic or prolonged illness expected to last up to 10 days or more, during which the student is able to do school work, the student's parent or guardian shall present written verification by the student's professional health care provider of the expected length of the illness and of the student's ability to do school work at home, and the student shall be placed on study-at-home status until he or she can return to school.
- **Notice to Parents of Unexcused Absence:** If a student is absent from school without parent notification of absence, the principal or his/her designee will, as soon as practicable, contact the parents or legal guardians by telephone.
- **Additional Absences:** Upon the 3rd and 4th unexcused absence(s) the school will provide written notice to the student's parent or legal guardian that they shall be required to meet with the principal or his/her designee. The 4th unexcused absence will also result in notification to the Juvenile Probation Services.
- **Parent Failure to Meet:** If a parent/guardian fails to arrange, or to appear for a conference regarding unexcused absences within 10 days of notice from the school, the school will provide written notice to the Juvenile Probation Services and will cooperate with them or the District Attorney in enforcement actions.

Absences: Excused

- Any absence from class, whether excused or unexcused, detracts from the overall education of the student. For valid excused absences, the teacher will help the student make up the work missed. However, the student is responsible for scheduling the makeup work with his/her teachers. The following guidelines apply to an excused absence:
- Excused and unexcused absences will be entered into the PowerSchool system by staff. Any questions regarding discrepancies should be referred first to the Attendance/Health Clerk.
- A student will be allowed two (2) days for every one (1) day missed to make up work due to an excused absence; this includes activity and athletic absences.
- The day the student returns to school does not count as a makeup day.
- Days lost due to truancy or out of school suspension (OSS) will not be afforded makeup privileges unless otherwise approved by an administrator or designee.
- A student will be counted absent excused (AE) in PowerSchool when a parent or legal guardian of a student contacts the office by calling or sending a signed note concerning the absence AND when the reason for the absence is considered valid according to the compulsory attendance expectations of NMPED and the school administrator.

Absences: Unexcused and Those In Question

Tardies: During the school day

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- The determination of “excused” resides with the building administrator in consideration of special circumstances or situations and NMPED compulsory attendance expectations.
- Recurring absences (even if a parent notifies the office of the absences) that are of a questionable nature and/or those that negatively impact the time the student spends in the instructional environment are subject to review by the school administrator and counselor.
- An unexcused notation to teacher gradebooks will be issued in situations where a student’s absence is unverified by a parent or if the reason for the absence is in question by school administration. If unexcused absences become a concern (even if those absences are called in by a parent or guardian), school personnel may file a report with the New Mexico Children, Youth, and Families Department (CYFD).
- A student with excessive excused or unexcused absences may be referred to CYFD as a child in need of supervision, according to the district policy (see procedures that follow this section).
- Ten (10) consecutive days of absences will result in automatic withdrawal from school with a possible referral to CYFD.
- Students are not to leave the campus or classrooms without permission. Students leaving early or arriving late must be checked in by an adult and obtain a pass from the attendance clerk.

Absences Due to Activities/Athletics

A student is allowed fifteen (15) absences per semester for school-sponsored activities. Any student who exceeds fifteen absences per semester may not attend a school activity during the class/classes in which fifteen absences have occurred. Students absent for athletics or other school-sponsored activities are subject to the same make-up procedures as are students with any other excused absence (see Excused Absences ,above).

Follow-up Student Absences and Truancy Policy Enforcement Procedures

The following descriptions are intended to clarify the procedures followed by staff regarding chronic student absences or truanies.

1. If a student is absent from school without a parent notification of absence by the day of the student’s return to school (or other if determined necessary by staff), a school staff member will contact the parent as soon as practicable. Contact will be made via telephone or automated phone system. The reason for the absence will be documented.
2. Upon the 3rd unexcused absence, staff will provide written notice to the student’s parent or legal guardian that the parent/guardian shall be required to meet with a staff member for the purpose of identifying the cause(s) of the unexcused absences. A plan will also be established to prevent future unexcused absences. The plan will be confirmed in writing and signed by the principal and the parent/legal guardian during or immediately following the conference.
3. Upon the 4th unexcused absence, staff will notify the student’s parent/guardian that he/she is required to attend a conference to review the plan to prevent unexcused absences. Notice of the 4th unexcused absence will also be sent to the Probation Services Office for the judicial district in which the student resides for appropriate action, which may include investigation under the Children’s Code.

Tardies: During the school day

Students arriving late to class without permission of staff disrupt the educational process; tardies that are not explicitly approved by staff are considered unexcused and may result in an assignment to detention or in-school suspension for the remainder of the class period.

Chronic tardies may result in a full-day assignment to ISS, an escort between classes, or other disciplinary action.

Tardies: Period 1 Students arriving late to first period will be required to sign in. A determination of “excused” or “unexcused” will be made by office staff and/or the principal. Regardless of the reason provided, upon the 3rd tardy to first period a conference will be required with the principal, the counselor and/or an administrative designee. Chronically tardy students may be required to develop an attendance contract or face referral for other supports within or outside of school.

4. Additional unexcused absences will result in continuation of written notification to the Probation Services Office of the student’s accrual of such absences.
5. If the parent/guardian fails to arrange or fails to appear for a conference regarding unexcused absences within 10 days of notice from the school, the school will provide written notice to the Probation Service Office of such failure. MESD staff will cooperate with the Juvenile Probation Office or the District Attorney in enforcement actions.
6. MESD staff shall provide written notice of habitual truancy by certified mail to, or by personal service on, the parent/guardian of the student. If a student continues to accrue unexcused absences after written notice of habitual truancy has occurred, the student shall be reported to the Probation Services Office of the judicial district where the student resides for an investigation as to whether the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy and thus subject to the provisions of the Children’s Code.
7. Habitual student absences (even if excused) shall be monitored for patterns and reported as required herein.

Electronics

To prevent distractions in the learning environment, the use of all electronic items (**including but not limited to cell phones, radios, CD players, Gameboys/PSP’s, and iPods**) is strictly prohibited during school hours. Students who choose to bring such items to school are to be aware that the school is not responsible for items being lost, stolen, or destroyed. **Electronic items will be confiscated at the discretion of staff members**; arrangements for reclaiming these items may be made with the teacher or in the office. Students who require the use of an electronic device in order to learn effectively may have this issue addressed through the IEP process or other school-based processes such as SAT, 504, etc. In these situations, the school will supervise the procedures and specific devices/content appropriate to the situation.

Student Cell Phone Usage, Policy JICDAA -J2700

The Board of Education has stated that “the use of any and all cell phones by students during the school day...is strictly prohibited...This policy does not apply to the sanctioned use of cell phones by students under the direct supervision of their teacher for educational purposes.”

Consequences for Violations: Cell phones will be confiscated when this policy is violated.

First offense: the student may recover the phone from the administration office at the end of the school day.

Second offense: the student’s parent/guardian must recover the phone from the administration office.

Third offense: Parent meeting may be required and further disciplinary action may occur for disruptive conduct.

Tardies: During the school day

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The District shall not be liable or responsible for the loss of or damage to any Cell Phone confiscated from a student pursuant to this policy.

School Bus Conduct Policy JICC- J2450

All rules applicable to the MMS campus apply to students while in transit to and from school. Students and parents should refer to the Moriarty-Edgewood Schools Transportation Handbook for details. Disciplinary action can result in loss of riding privileges. If a parent transports a student to school because inclement weather prevented the bus from running its route, that parent must accept responsibility for taking the student home. Buses that do not run morning routes will not run afternoon routes

Wheeled Items

Skateboards, roller blades, skates, scooters, and wheeled shoes are strictly prohibited on any Moriarty-Edgewood School District campus at any time. Bicycles may be ridden to and from school, but must be locked in the front bicycle rack and may not be ridden around on campus.

Moriarty-Edgewood School District Student Behavior Policy

Upon entering the school, students assume part of the responsibility for creating a stimulating academic and social environment in which everyone is free to grow and learn. Students may exercise their Constitutional rights of free speech, press, assembly, and privacy. The exercise of such rights, however, must be conducted in a manner that does not disrupt the learning of others in the educational process.

Certain other student behavior disrupts the educational process. School authorities shall promptly, efficiently and with a district-wide consistency deal with negative behaviors. The consequences of unacceptable behavior are outlined in the section below. The list is not all-inclusive; acts of misconduct not specified herein shall also be subject to discretionary action by appropriate school personnel. School administrators have the responsibility to take discretionary action any time the educational process is threatened with disruption. Nothing in the following is intended to prevent a staff member, teacher or principal or other administrator from using his/her best judgment with respect to a particular situation.

Student Dress Code Policy JICA-J2350

A student's appearance is governed by standards that are compatible with decency, cleanliness, safety and an atmosphere of learning.

The PE department requires students to wear a specified uniform for class:

- Appropriate t-shirt
- Athletic shorts (appropriate length) or joggers
- Tennis shoes
- NOTES:

Tardies: During the school day

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Tardies: Period 1 Students arriving late to first period will be required to sign in. A determination of “excused” or “unexcused” will be made by office staff and/or the principal. Regardless of the reason provided, upon the 3rd tardy to first period a conference will be required with the principal, the counselor and/or an administrative designee. Chronically tardy students may be required to develop an attendance contract or face referral for other supports within or outside of school.

- Shorts and shirts may not have snaps, buttons, zippers, or brads.
- Jean shorts for PE are prohibited.
- Interpretation of PE dress code standards will be left to the professional judgment of the instructor.

Dress Code Specifications

Any clothing style or manner of dress that disrupts the educational process will not be allowed. The school has the discretionary right and responsibility to intervene anytime it feels the appearance of a student does not meet these standards.

The following types of clothing are specifically addressed:

1. Shirts which expose the midriff, muscle shirts, halter tops, tank tops with straps less than 2” wide, spaghetti straps, mesh or see-through clothing, shirts or tops with partial or no sides are not permitted.
2. Clothing which contains symbols, pictures, and/or printing referring to drugs, alcohol, satanic topics, obscenities, funeral/death images and other clothing that depicts dress code violations are not permitted.
3. Spandex, cut-offs, and other shorts without hems are not permitted.
4. Skirts, shorts, and dresses should not be shorter than the fingertips when hands are held at the student’s sides. Wearing tights under clothing that is shorter than the student’s fingertips does not make the clothing acceptable.
5. Clothing must be free of tears and rips that exist as part of the design. (NOTE: Clothing that contains tears and rips as a result of normal wear will be reviewed on a case-by-case basis.)
6. Hats, caps, sunglasses and any other type of headgear may not be worn inside the building, with the exception of specific “spirit” days designated as “paid” or “free” hat days.
7. Bandannas, regardless of color or design, and hairnets are not to be worn or displayed in any manner.
8. Chains (including wallet chains), dog collars, and jewelry that includes spikes or sharp points are not permitted.
9. Tattoos must be covered completely by appropriate clothing.
10. Body piercing jewelry/ornamentation (except for earrings in the ears) is not permitted.
11. Both sides of suspenders/shoulder straps must be fastened over the shoulder.
12. Pants must be worn at the waist in an appropriate manner (no sagging, bagging, or dragging).
13. Shoes, sneakers or appropriate footwear must be worn at all times unless specified by an adult authority.
14. If belts are worn, the entire belt must be worn through the belt loops.

Consequences for Dress Code Violation (including new body piercings other than in the ear): Students in violation of the dress code are subject to the following consequences:

1. First violation: remove and replace unacceptable clothing; possible assignment to In-School Suspension (ISS) for the remainder of the day. Note: “covering up” with a jacket or sweater will not be permitted.
2. Second violation: ISS for up to 3 days.
3. Third violation: Out-of-School Suspension (OSS) for one day; student will fall under the category of “chronic offender” or “defiant.”

TYPES OF BEHAVIOR THAT DISRUPT THE EDUCATIONAL PROCESS

Tardies: During the school day

Students arriving late to class without permission of staff disrupt the educational process; tardies that are not explicitly approved by staff are considered unexcused and may result in an assignment to detention or in-school suspension for the remainder of the class period.

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This list is not all-inclusive. Acts of misconduct not specified herein shall also be subject to discretionary action by appropriate school personnel. This document does not attempt to set societal standards. The criterion used for defining unacceptable behavior is whether or not it has the potential to disrupt the educational process. These guidelines follow municipal and state guidelines (see the following matrix). In addition to school and/or district consequences, illegal behaviors will be referred to the School Resource Officer or other Law Enforcement agency.

Alcohol, Drugs, Controlled Substances Policy JICH- J3050

Students are prohibited from use, possession, sale, distribution or transportation of alcohol and/or illegal drugs and/or associated paraphernalia on school property, at school property, at school or school-sponsored activities. For this rule, illegal drugs include controlled substances, prescription drugs used or possessed without a prescription, solvents used for intoxication and those substances possessed, sold, and /or used that are represented to be controlled or illegal substances (look-alikes). A controlled substance is defined as any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, and/or alcoholic beverages. “Look-alikes” are specifically included whether or not they are capable of producing changes.

Assault: Physical JK-R J4611

Intending or performing assault and battery with a weapon, instrument, or any means of force likely to produce bodily injury and/or including sexual assault and/or other related offenses.

Assault: Verbal JK-R J4611

Threatening physical harm to another, causing a present fear or imminent danger by the use of threats, gestures, and/or verbal assaults.

AUP Violation Policy IJNDB-EA

Violating any aspect of the Acceptable Use Policy (Copy of AUP is found in policies at end of this packet).

Bomb Threat and/or False Alarm JK-R J4611

Falsely and maliciously stating to another person that a bomb or other explosive has been placed in such a position that persons or property are likely to be injured or destroyed. Interfering with the proper functioning of a fire alarm system or giving a false alarm, whether by means of a fire alarm or otherwise.

Bullying/Harassment Policy JICD-J2550

Bullying is defined by the MESD as the use of aggression, intimidation and/or cruelty with the deliberate intent of hurting another person verbally, physically or emotionally including the use of technology or internet habitually over time. Bullying will not be excused, permitted or tolerated under any circumstances.

Cheating Policy JK-R J4611

Tardies: During the school day

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Copying work from another source, plagiarizing, turning in work represented as the student’s own, looking onto another student’s paper, using a stolen or found answer key to complete an assignment or test, or other means by which a student’s work is not solely his/her own. This includes plagiarism.

Delinquent Acts Policy JK-R J4611

An act committed by a child that would be designated as a crime under the law if committed by an adult.

Disrespect/Defiance of School Personnel/Authorities Policy JK-R J4611

Refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction.

Disruptive Behavior in General Policy JK-R J4611

Disrupting the educational process, producing a health/safety hazard, violating state/municipal law, or violating specific school rules.

Extortion Policy JK-R J4611

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

Failure to Serve Consequences Policy JK-R J4611

Failure to follow staff directives to report for such things as lunch detention, morning detention, etc.

Fighting Policy JK-R J4611

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

Gang-related Policy JK-R J4611

Activity No gang-related activity shall be tolerated. No student on or about school property or at any school activity shall:

- Wear, possess, use, distribute, display or sell clothing, jewelry, emblem, badge, symbol, sign or other article or item which is evidence of membership or affiliation in any gang;
- Commit any act or omission, or use any speech (either verbal or non-verbal), or non-verbal gestures, signs, graffiti, etc., showing membership in or affiliation with a gang;
- Use any speech or commit any act or omission in furthering the interest of any gang or gang activity including but not limited to:
 - A. Soliciting others for membership in any gang;
 - B. Requesting any person to pay protection or otherwise intimidating or threatening any person;
 - C. Committing any other illegal act or other violation of School Board Policy;
 - D. Inciting other students to act with physical violence upon any other person(s);
 - E. Acting in concert in an effort to harm or intimidate (such as following, stalking, harassing) another student.

Harassment Policy JK-R J4611

Threatening, intimidating or inducing fear in another by an individual or in concert with others.

Language: Profane and/or Abusive Policy JK-R J4611

Tardies: During the school day

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Swearing or using other language that is crude, offensive, insulting, or the irreverent use of coarse words to show contempt or disrespect.

Obscene Materials Policy JK-R J4611

Displaying or distributing material that is indecent.

Public Display of Affection (PDA) Policy JK-R J4611

Students are not permitted to engage in excessive public display of affection. As a general guideline, “hand-in-hand, side-by-side” is permitted; and quick “friendship” hugs are permitted.

Robbery/Theft Policy JK-R J4611

Taking of property of another person through means of force or fear OR the unauthorized possession and/or sale of property of another without consent of the owner.

Sexual Harassment JK-R J4611

Verbal or physical conduct of a sexual nature by one student toward another person may constitute sexual harassment when the allegedly harassed student or an EMS/MMS staff member has indicated that such conduct by its nature is clearly unwelcome or inappropriate.

Tobacco Use/Possession Policy JICG- J3000

Using or possessing any form of tobacco, including “look-alikes.”

Trespassing/Unauthorized Presence

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

Truancy Policy JKR-J4611

Being absent without valid reason or excuse; typically, this involves being absent from class or school without the permission and/or knowledge of the parent(s) and/or school staff.

Vandalism JKR-J4611

Deliberately or maliciously destroying, damaging, and/or defacing school property or the property of another individual.

Weapons Use/Possession Policy JICI- J3100

Using or possessing a weapon, including “look-alike” items that could be mistaken or represented as a real weapon, such as, but not limited to: firearm, knife, club, explosive, spiked jewelry, chains, or other item that may cause or is intended to cause injury or death.

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Moriarty-Edgewood School District						
Disciplinary Matrix						
The Disciplinary Matrix below identifies a range of measures, including Mandatory as well as Optional Responses, to the most commonly occurring offenses for a student referred to the Principal or Principal Designee. All penalties imposed are in accordance with appropriate "Due Process" as prescribed by the Moriarty-Edgewood School Board Policy referencing NMAC 6.11.2.8.D						
Consequences	Mandatory Consequences	Category "A"	Category "B"	Category "C"	Category "D"	Category "E"
	Additional Consequences to be Imposed at Administrative Discretion	Principal/Student Conference	Principal/ Parent Contact or Conference	Principal/ Parent Contact or Conference	Principal/ Parent Contact or Conference	Principal/ Parent Contact or Conference
Offenses	OFFENSE	Shaded Categories are Mandatory Responses				
	Arson				M	O
	Assault-Physical/Staff					M
	Assault-Verbal Staff			M	O	O
	Assault- Physical					M
	Assault - Verbal		M	O	O	O
	Bomb Threats/False Fire Alarm		M	O	O	O
	Bullying/ Cyber-Bullying/ Intimidation		M	O	O	O
	Cheating/Lying	M	O	O	O	O
	Conspiracy		M	O	O	O
	Controlled Substance (Possession)				M	O
	Controlled Substance (Use/Under the Influence)				M	O
	Controlled Substance (Sale/Distribution)					M
	Delinquent Acts					M
	Disrespect/Defiance to Staff	M	O	O	O	O
	Disruptive Behavior	M	O	O	O	O
	Dress Code	O	O	O	O	O
	Extortion			M	O	O
	Explosive (Possession)				M	O
	Explosive (Use)					M
	Failure to Serve Detention		M	O	O	O
	Fighting	M	O	O	O	O
	Gang-Related Activities					M
	Gun Possession					M
	Harassment		M	O	O	O
	Hazing				M	O
	Language - (Abusive/Profane/Gestures)	M	O	O	O	O
	Mask Violation	O	O	O	O	O
	Obscene Material		M	O	O	O
	Public Display of Affection	M	O	O	O	O
	Sexual Assault					M
	Sexual Harassment				M	O
	Theft			M	O	O
	Throwing Things	M	O	O	O	O
	Tobacco Use/Possession				M	O
	Trespassing	M	O	O	O	O
	Truancy (Habitual as per State Law)	O	O	O	O	O
	Truancy (Cutting Class)		M	O	O	O
	Vandalism				M	O
	Weapons Possession (Other than Guns)				M	O
	Weapons Use					M
Matrix Key -						
O = Optional Action						
M = Mandatory Action						
**Note- This is not an all-inclusive list. Acts of misconduct not specified herein shall also be subject to discretionary action by the principal or principal designee. Repeated infractions or cumulative problems will be dealt with more severely.						

Tardies: During the school day

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Acceptable	Use	Policy
Policy #477		

Overview

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

Digital Citizenship

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

- Respect Oneself & Respect Others:
 - Refrains from using technologies to bully, tease, or harass other people.
 - Carefully considers the appropriateness of information and images he/she shares online.
 - Protects the intellectual property of others by seeking appropriate use permissions and appropriately citing any and all use of media, books, websites, etc.
- Protect Oneself & Protect Others:
 - Never shares passwords or other sensitive account information with anyone else.
 - Protects oneself and others by reporting abuse and not forwarding inappropriate materials or communications.

Expectations

Responsible use of MESD’s technology resources is expected to be ethical, respectful, academically honest, and supportive of the district’s mission. Each user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators and/or their designees may review files and communications (including electronic mail) to insure that users are using the system in accordance with district policy. Users should not expect that files stored on servers or disks will be private. Users also should understand that district servers (including cloud services)

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regularly record internet activity in log files that are available to the public under NMSA 1978, Chapter 14, Article 2: Inspection of Public Records Act. It is also important for users to be aware that the use of district-issued account credentials (i.e. MESD Google accounts, etc.) outside of school and/or on personal devices is also monitored and logged with no expectation of privacy.

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

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

Policy Violations

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

Approved by Board of Education
June 19, 2018

Tardies: During the school day

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

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

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

Tardies: During the school day

Students arriving late to class without permission of staff disrupt the educational process; tardies that are not explicitly approved by staff are considered unexcused and may result in an assignment to detention or in-school suspension for the remainder of the class period.

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NOTICE OF RIGHTS

UNDER Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. The Moriarty-Edgewood School District is providing notice of these rights as outlined below.

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record(s) that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible students, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assigned to another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The district classifies the following as Directory Information: student's name, parent's name, address, telephone listing, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, student's photograph, and the most recent previous school attended by the student. School officials may release this information to any person without the consent of the parents or eligible student. Any parent or eligible student who objects to the release of any or all of this information without his or her consent must notify, in writing, the principal of the school where the records are kept within 10 days of receipt of this Handbook. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received within 10 days of receipt of this Handbook, information designated above will be classified as Directory Information until the beginning of the next school year.

Tardies: During the school day

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Copies of the complete FERPA Policy adopted by the District may be obtained from the Superintendent’s office or from the Principal’s office of each school within the district.

The right to file a complaint with the US Department of Education concerning alleged failures by Moriarty-Edgewood School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

**NOTICE OF RIGHTS
UNDER PUPIL PRIVACY RIGHTS ACT (PPRA)**

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

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the US Department of Education—

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers or doctors;
7. Religious practices, affiliations, or beliefs of the students or student’s family;
8. Income, other than as required by law to determine program eligibility.

Receive notice and opportunity to opt a student out of—

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

Inspect upon request and before administration or use—

1. Protected information surveys of students;

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2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

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

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

Administration of any protected information survey not funded in whole or in part by the US Department of Education.

Any non-emergency, invasive physical examination or screening as described above.

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

**Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

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

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

A copy of the complete handbook is available upon request from the school office, the bus driver, the transportation office, and/or the MESD Website. <http://www.mesd.us/index.cfm?pID=4926>.

Discipline Policies and Procedures

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

MESD has disciplinary policies and procedures in place. Each driver has been supplied with copies of the “Transportation Disciplinary Report” which outlines the rules of student behavior. Students may be disciplined for

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the following actions based upon severity and at the discretion of the driver.

Improper boarding/departing procedures.

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

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

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

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

Placing any body part or throwing objects out the window.

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

Spitting or Littering

Eating, drinking, or chewing gum on the bus.

Excessive noise beyond voice level 2 (conversation volume).

Tampering with or destruction of bus equipment or property.

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

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

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

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

Change the student’s seat (if necessary).

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

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

Write Up Procedures

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

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

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

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

In the case of severe or persistent infractions resulting in a suspension from the bus longer than five (5) days, a conference must be held in person among Transportation Dept. Representative, school administration,

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parent/guardian, and student before the student is able to return to the bus. If the behaviors are too severe or persist beyond this conference, a student’s riding privileges may be revoked for the remainder of the semester or the school year.

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

Guest riding

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

In the case of joint custody of a student, the student may have two designated stops if:

- Both parents live in the same attendance area.

- Both residences are outside the statutory distances from school.

- Copies of custody agreements are provided to the school and transportation office

- The pickup/drop off locations are consistent throughout the week.

School Bus Stops

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

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

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

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

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

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

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

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Inclement Weather and Alternative Stops

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

<http://www.mesd.us/index.cfm?pID=4926>

Transportation Department Contacts:

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

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Media Release

Many programs, activities, and events taking place in the Moriarty-Edgewood School District are of interest to the public. From time to time we produce or allow to be produced photographs, video recordings and newspaper coverage to provide information to the public about our programs. When such videotape, film or photograph is produced and released, it becomes the property of the party to whom it is released, and may be replayed or reprinted at a later day.

I/we have read and understand the above information. I/we give permission to MESD and the news media to photograph or record classes, or activities in which my students is participating and to use these photographs or recordings for educational programs, brochures, websites and/or social media , and/or to release them to the news media for use in its educational news coverage.

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I/we also gives permission to have my child’s photograph appear in all aspects of the school’s yearbook.

PARENT HANDBOOK ACKNOWLEDGEMENT FORM

Dear Parent/Guardian:

Please sign on the line below to indicate that you have received this handbook, reviewed it with your child, and understand the contents.

*** PLEASE RETURN THIS FORM SIGNED TO THE SCHOOL ***

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

Director of Special Services/Section 504 Coordinator
Director of Personnel/ADA Coordinator

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PO Box 2000
Moriarty, NM 87035
(505) 832-4471

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

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

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

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

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

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

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