

WELCOME TO DEMING INTERMEDIATE SCHOOL!

Our School is Our Community, and the rules and regulations of Our School are the laws of Our Community. Please work towards being a responsible citizen in Our Community. Be the best 6th Grader that you can be!

Deming InterMediate School STUDENT HANDBOOK

This handbook is an easy reference to many of the Deming Board of Education's Policies and Procedures. Each student attending Deming Intermediate School is responsible for learning the information in this handbook.

The Deming Board of Education expects student's misconduct to be addressed promptly and effectively by the administration and staff of the Deming Public School system. The New Mexico Public Education Department, Title 6, RIGHTS AND RESPONSIBILITIES OF THE PUBLIC SCHOOL AND THE PUBLIC SCHOOL STUDENTS control basic regulations governing procedures for implementation of this directive.

Deming Intermediate School Our Mission Statement

Deming Intermediate School offers a challenging academic program in a safe, caring environment. We encourage students to master basic skills, sample a variety of educational, social, and cultural experiences, and begin assuming more responsibility for their learning and their citizenship. We recognize and address the needs of individual learners, and provide integrated, active, innovative, and exciting learning experiences. The **Deming Intermediate School** community will work together to create an educational community whose members treat one another with concern and respect. Our goal is to provide **Deming Intermediate School** students with the skills and opportunities necessary for them to make a positive contribution to their community. We at **Deming Intermediate School** honor educational achievement and excellence at every level!

Our Students

Our students are curious and explorative! During this period of growth, dramatic changes occur in physical, social, emotional and intellectual development. Our primary goal is to accommodate these differences while engaging each student in learning.

Our Philosophy

The heart of our school is the learner! Our curriculum focuses not only on their developmental characteristics but also on their learning styles and processing differences. Consequently, our learning environment strives to be flexible and nurturing and, at the same time, productive.

A variety of different learning environments are provided in our school. Our teachers work together on teams, plan lessons cooperatively, and provide experiences with flexible scheduling to accommodate learning styles and needs.

Our Team

Each student is a member of our team or our learning community! This provides a greater sense of security and identity for students. It also allows all teachers to work closely with each other to provide learning experiences for our students based upon the group's unique needs, while building skills across academic disciplines.

Our Academic Program

The academic program at our school is designed to challenge each student to his/her fullest potential! Students are encouraged to make a commitment to excellence and to exhibit a sense of pride in daily academic performance. Parents can be especially helpful to their children by supporting them in this effort.

Our Expectations

ALL Deming Intermediate School students are expected to:

Put Forth Their Best Effort—This means.....

- *Comply with school and district rules and policies.
- *Take pride in themselves and in their work.
- *Meet classroom standards of behavior and academic performance.
- *Always complete all class assignments and homework.

Be Respectful—This means.....

- *Respect and obey all persons in authority.
- *Respect the dignity, rights and property of others and avoid any activity which might endanger their health and safety.
- *Respect the learning environment of the school.

Be Responsible—This means.....

- *Attending all classes, daily and on time.
- *Being prepared for each class with appropriate materials and assignments.
- *Being properly attired in accordance with the dress code.
- *Exhibiting an attitude of respect toward others.
- *Conducting oneself in a responsible manner.
- *Refraining from violation of the code of student conduct.
- *Assume responsibility for the care of school and personal property.
- *Maintain appropriate habits of speech, dress, attitude, and effort.

Be A Good Citizen—This means.....

- *Cooperate with adults and students.
- *Make positive contributions to our school and community.

DEMING INTERMEDIATE SCHOOL BILL OF RIGHTS AND RESPONSIBILITIES

As a Deming Intermediate School student you have the Right:

- *To receive a good, well-rounded education.
- *To be treated in a fair and just manner.
- *To be treated with dignity and respect and to have your property treated with respect.
- *To have a safe school environment.
- *To be informed about the policies and procedures of **Deming Intermediate School**.
- *To have confidentiality regarding your school and health records.
- *To be informed about classroom expectations and grading procedures.
- *To be informed about the resources available to you for your academic, social, emotional, or physical problems.

As a Deming Intermediate School student you also have the Responsibility:

- *To demonstrate a positive attitude toward your school work and activities.
- *To treat everyone in the school community with dignity and respect.
- *To treat the school environment, and other people's property with respect.
- *To follow school policies and procedures.
- *To take advantage of the resources available for academic, social, emotional, or physical problems.
- *To put forth your best effort to achieve your maximum potential.

Our Parents Are Our Partners!

Please assist us by doing the following:

Make sure the child attends school regularly.

Encourage your child to develop proper study habits at home.

Participate in parent-teacher conferences to discuss your child's progress.

Discuss report cards and school assignments with your child.

Inform us of any learning problem or condition that may relate to the student's education.

Maintain up-to-date home, work, and emergency telephone numbers and other applicable information at the school.

Make sure the student attends school tutorials when required or as the need arises.

Please keep informed of student efforts and behavior. It will be beneficial to your student!

Note:

Communication with the school is a vital component of your child's success. If you have a concern about your child, do not wait to be contacted by the school. You are invited and encouraged to visit your child's teachers. Please stay apprised of your child's progress.

Deming Intermediate School STAFF RESPONSIBILITIES

All staff members at Deming Intermediate School agree to:

- Welcome parents.
- Provide good instructions.
- Provide a quality education.
- Attempt to form an effective parent-teacher partnership.
- Keep parents informed of their child's progress in school.
- Notify parents promptly about student misbehavior, failure to comply with school rules, and any other problems that need parental attention.
- Respond in a timely manner to parental requests for information.
- Take any action necessary to help parents.
- Encourage time for academics at home.
- Treat all students with respect.
- Respond to students' individual needs.
- Accept the challenges of educating all children who are enrolled.
- Seek high levels of student performance.
- Nurture and develop responsible, productive learners.
- Make every effort to prepare students for a successful transition to Red Mountain Middle School.

SCHOOL SAFETY PROCEDURE – Safety Plan, Emergency Drills, etc.

The Deming Public School District is committed to the safety of our students and staff members. In the event of an emergency situation, the Deming Public School District safety plan will be in effect.

A complete copy of the School Safety Plan is available at each school site, and on the Deming Public Schools website at: www.demingps.org , click on the Support Services tab.

http://www.demingps.org/departments/support_services_division (Safety, Safety Manual Online)

Parents, please give your school personnel and emergency personnel time to secure your children before calling or coming to the school.

ALL PARENTS need to turn to the following for updates on the schools:
KDEM 94.3 FM; KOTS 1230 AM; Comcast Channel 9; KNFT 102.9 FM, and www.demingps.org

CLOSED CAMPUS

Deming Intermediate School is a closed campus school. No student is authorized to leave the campus without a Parent/Guardian signing them out. Failure to comply with this rule shall result in immediate and serious disciplinary action by school officials which may include suspension. Students who walk home for lunch must have a written note from the parent and prior approval from administration.

VISITORS

Parents are always welcome to visit our school.

Parents must first report to the Front Office to register and receive a visitor's pass. Visits to individual classrooms during instructional time shall be permitted only with the administrator's approval. Such visits must not interfere with the delivery of instruction or disrupt the normal school environment.

Other visitors, including students who visit from other Deming schools, must have academic reasons for their visit. Student visits are only permitted with the building administrator's prior approval.

All visitors are expected to follow this policy. **There will be no exceptions.**

ATTENDANCE REQUIREMENTS

ATTENDANCE POLICY

There is a direct relationship between poor attendance and class failure. Students who have good attendance generally learn more, enjoy school, and become productive citizens.

Attendance Policy/Procedures:

All students are required to attend school regularly until the age of 18 or until they graduate in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Students may only leave school before the age of 18 or graduation in cases of extreme emergency and approval of the superintendent.

(DPS School Board Policies: Attendance Areas #302, 303, 304- Student Attendance #301, 306- Compulsory Attendance #300-Attendance by Non-Resident Students/Open Enrollment #302, 303, 304).

NEW MEXICO COMPULSORY ATTENDANCE LAWS

New Mexico's Children's Code provides that if a child has more than ten 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." N.M.Stat. Ann. §§ 32A-3A-2(A)(1) and 32A-3R-2(A). A child who is permitted by his or her parents to be chronically truant may also be a "neglected child." Id. § 32A-4-2(C)(2). State law requires the schools to report violations of the compulsory school attendance laws to the juvenile probation office. Violations of the compulsory school attendance laws can subject parents to criminal sanctions as provided by New Mexico Law. The intention of the Deming Public School District is to eliminate the truancy problem; therefore, the truancy officer will file all trancies with Magistrate Court, Juvenile Probation and Parole Office as allowable under the New Mexico Compulsory Attendance Law and the Habitual Truancy Law, HB 106.

Sanctioned Absences-Excused Absences

- School-sponsored activities or athletic events with designated school personnel in attendance.
- Medical appointments, illnesses, funerals, etc. with a parent's note.

Absences/Unexcused Absences

- Truancy: Any unexcused absence from class without parental or doctor's verification, or without following the checkout procedure.

Procedures

As per NM Statute 22-12-8, if a student is absent three or more successive school days, the parent, legal guardian, or custodian of a student should contact the school to explain the absence prior to the end of the three day period. If the parent, legal guardian, or custodian of the student does not contact the school, the school shall contact by telephone or written notice the student's parents, legal guardian, or custodian no later than the close of school on the school day succeeding the three-day period. The school may also notify the Juvenile Probation Office of the student's absence from school in violation of the New Mexico attendance law.

- **Make-up work:** For all absences the student must make up the missed work in as many days as they were absent. For a one (1) day absence, schoolwork must be submitted one (1) day after returning. Extended projects and tests will be due on the assigned date unless prior arrangements have been made with the instructor.
- **School-Sponsored Activity:** The teacher in charge of the activity will publish, in advance, an itinerary and a list of students who are expected to attend the activity unless otherwise noted prior to departure for the activity. Following the activity, a list of students who failed to attend will be submitted to the attendance secretary. This absence will be considered as an unexcused absence as per policy. Following the code of the New Mexico Activities Association, a maximum of fifteen (15) days per semester will be approved.

Attendance Policy

- When a student returns from an absence, the parent(s)/guardian(s) will inform the attendance office. Written verification of a student's absence must be in the attendance office within five (5) working days, or the absence will be considered an unexcused absence. Each unexcused absence in a class counts for one (1) absence per class. **Absences are not cumulative days missed in one semester, but for individual classes.** After 10 absences in one class period per semester, a student may not miss that class again unless they bring a doctor's excuse or arrangements have been made with a building site administrator. In this policy, a parent's note or phone call will not be accepted after the 5th full consecutive day. Only a written doctor's verification or notification of an immediate death in the family will be accepted as an excused absence.
- On the 5th unexcused absence (from any/one class) the student, based on the principal's discretion, will be referred to the Juvenile Probation and Parole Office and placed on an attendance contract.
- On the 10th unexcused absence, a 2nd referral will be made to the Juvenile Probation and Parole Office, and a referral will be made to the school site administrator for possible alternative placement.

Record Keeping

The student and their parent(s)/guardian(s) are encouraged to keep track of absences. If at any time the student feels that the attendance record is in error, then he/she, or their parent(s) or guardian(s), may request a review.

Leaving School

If student(s) are to leave the school during the school day, their parent(s)/guardian(s) must give permission to do so by **coming in to the office to sign them out**. Parents are responsible for sending a written excuse for days their child is absent. This includes all eighteen (18) year-olds who are not emancipated or who do not have parental permission to sign themselves out. An unverifiable signature on the sign-out sheet is not acceptable for leaving campus. If parent(s)/guardian(s) are going to be out of town, they should give their consent for students to check out of school prior to leaving town. However, a parent may not give permission to a student to check out if the student has reached the 10-day limit in any one of his/her classes without verification of a doctor's appointment. Failure to comply with this policy will make the student(s) truant and a referral to the Magistrate Court or Juvenile Probation and Parole Office will be filed.

TARDY TO CLASS

AM - Students are expected to arrive each morning on time. On occasion they may be tardy. If they are tardy to school, a parent/guardian must escort them **in** to the front office and sign them in. They will be excused, receive a tardy slip and be sent to class. **Students who are not signed in will not be excused.**

DURING THE SCHOOL DAY - Students have sufficient time between classes and are tardy if they are not in their classrooms when the tardy bell rings. If students are tardy to any class, the teacher of that class will make note of it and the tardy policy will be followed.

Deming Intermediate School TARDY POLICY

Tardy Policy

1st Tardy	Teacher *Discuss Expectations w/Student
2nd Tardy	Teacher *Warning & Parent Called by Teacher
3rd Tardy	<u>ADMN Referral</u> *Parent Called by Front Office *1 Day—Lunch Detention
4th Tardy	<u>ADMN Referral</u> *Parent Called by Administrator *3 Days—Lunch Detention
5th Tardy	<u>ADMN Referral</u> *Parent Called by Administrator Attendance Contract Student/Parent/Principal

TRUANCY POLICY

Ditching:

1 st Offense	<u>ADMN Referral</u> *Conference w/Student & Parent *Referral to Truancy Prevention Specialist *30 Day Contract w/Parents
2 nd Offense	<u>ADMN Referral</u> *Referral to Truancy Prevention Specialist *Intensive Contract Remainder of Semester
Further Offenses	*CYFD/JPPO Referral via Truancy Prevention Specialist

Truancy:

Excessive Absences/Habitually Truant	*CYFD/JPPO Referral via Truancy Prevention Specialist
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DEMING PUBLIC SCHOOLS - SCHOOL HEALTH SERVICES

NMDOH SCHOOL HEALTH POLICIES AND PROCEDURES

Emergency Medical Authorization Form

In the event of an emergency, injury or illness at school, the parent/guardian will be notified. In order to ensure the school is able to reach the parent / guardian, a current Emergency Medical Authorization Form for your child will need to be filled out and on file with up-to-date home, work, and business phone number's available every school year. The purpose of this form is to enable parents/guardians to authorize emergency treatment for their children while under school authority when a parent/guardian cannot be reached. Please notify the school when your phone numbers change.

The Emergency Medical Authorization Form (EMA form) also gives the School Nurse essential health history information on your child which can be of vital importance when dealing with an emergency situation.

Deming Public Schools "**Over-The-Counter Medication Administration**" policy is explained on the EMA form. Parental / guardian consent must be given in writing prior to any medication being administered. Please return the EMA form to the School Nurse as soon as possible.

Illness

DPS "School Health Services" School Nurses follow all New Mexico Department of Health "Emergency & Communicable Disease" Guidelines

The New Mexico Department of Health guidelines are focused on protecting the health and safety of all students in the school setting. The NMDOH recommendation is to keep your child home if he / she is ill. If your child has a fever, cough, sore throat, is vomiting, has diarrhea, or an unusual rash, please do not send your child to school. The most current New Mexico Department of Health Influenza guidelines advise parents to keep your child at home until he/she no longer has fever or any other influenza symptoms.

School Nurses encourage students to practice "Good Hand washing" which is the single most effective technique in preventing transmission of infectious disease.

If you have any questions regarding your child's health, please call the School Nurse before sending your child to school. Also please contact the School Nurse if your child is out for an extended illness.

**"You can't educate a child who isn't healthy,
and you can't keep a child healthy that isn't educated."**

--Jocelyn Elders, MD, former U.S. Surgeon General

Immunizations

New Mexico State Law (6.12.2) requires that all students enrolled in Deming Public Schools have their immunization records up to date. Students may be denied school attendance or be dis-enrolled for failure to show proof of current immunizations. Deming Public Schools participates in the New Mexico Department of Health "Vaccines for Children" program. Any student in Deming Public Schools may receive their Required immunizations free. If you would like to have your child vaccinated at their school through the "Vaccines for Children" program, please contact the School Nurse at the school your child attends. NM/VFC School Vaccine Administration-Consent forms and Vaccine Information Sheets are available in the School Nurse's office. **Please give this matter your immediate attention so the health of your child will be protected and education may continue without interruption.**

DPS "Vaccines for Children" Program offers all New Mexico Department of Health Required Immunizations for school attendance: DTAP / Polio / MMR / Varicella / Hepatitis B / TDAP. We also offer the Influenza vaccine during the school year. **Please see your Primary Care Provider or Luna Health Office for other Recommended Immunizations: Gardasil / Meningitis / Hepatitis A / Hib.

Information for Conscientious Objector Status & Immunization Exemptions: The New Mexico Department of Health / New Mexico Immunization Exemption Law (24-5-3) also states only those students who have a notarized medical or religious exemption form will be allowed to attend school without up to date immunizations. Personal / philosophical exemptions no longer qualify as an approved exemption. You can access the new form and information at the School Nurse's office and the New Mexico Department of Health website - New Mexico Immunization Program / School Requirements.

Deming Public Schools Medication Policy Administration of Prescription and Over the Counter Medication

The Deming Public School District has neither the responsibility nor authority to administer medication at school. Upon specific parental request, medication may be administered upon receipt of written authorization by parent and /or health care provider subject to the stipulated procedures and forms required by Deming Public Schools.

If your child needs to take any medication at school, please take the medication to the School Nurse's office and complete the required paperwork.

A parent may visit the school to administer the medication. Otherwise, all medication must be kept in the School Nurse office in a locked medication cabinet. Certain steps must be taken to assure that medication given at school is administered properly: To ensure that students are medicated at school safely and under maximum protection, the following Deming Public Schools / New Mexico Department Of Health Guidelines will be followed:

- A Physician Order and Medication Authorization form must be completed by the parent and health care provider, signed, and returned to the School Nurse.
- **The Physician Order and Medication Authorization form must be signed by a health care provider who is licensed in the State of New Mexico to prescribe the medication. The Physician Order must include the name of the child, name of medication, dosage, route of administration, and time of administration. The health care provider's order(s) will be valid only for the current school year.**
- An Emergency Medical Authorization form must be signed by a parent/guardian. It will be reviewed by a School Nurse licensed by the Public Education Department annually. Medication Authorization forms apply to both prescription and non-prescription (over the counter) medications.
- Written permission from the parent must include the name of the child, name of the medication, dosage, and time to be administered.
- A parent/guardian should provide the school with pharmacy-labeled containers or an original manufacturer/provider container that holds the appropriate medication to be administered in the school setting. Prescription medication (including samples from the physicians) shall be labeled by the physician, name of medication, dosage, and time of administration.
- An adult must bring the medication to the school and pick up any medication from the School Nurse which needs to go home.
- When medications are received by the School Nurse from a parent / guardian, a pill count will be done. Both School Nurse and Parent / Guardian will need to co-sign for the quantity delivered.
- Any short term prescription medications such as antibiotics that are taken for less than 14 days will also need to be turned in to the School Nurse's office with Physician Orders.
- Field trips – the parent / guardian should be involved with the School Nurse in making arrangements for safe administration of his/her child's medication during the field trip day. Only adults who are trained by the School Nurse will administer the medication to the student.

***If in the School Nurse's professional opinion, an Over-the-Counter (OTC) commercially packaged medication is indicated in the treatment of a child at school and the medication meets the following criteria on all of the following:

- is approved for use by FDA for indicated age group,
- is approved and preferably provided for the student's use by the parent/guardian,
- is familiar to the school nurse & allowed under school policy
- is available in an original package specifying dosage and contraindications,
- is safe and indicated for the specific student condition, and

- is likely to alleviate the student's discomfort and allow him/her to return to school participation promptly.

Then, the School Nurse might choose to administer a single dose of appropriate Over the Counter medication such as:

- antipyretic-generic or brand name acetaminophen(Tylenol)
 - non-steroid anti-inflammatory drugs-generic brand name ibuprofen
 - antacids
 - cough drops / lozenges
 - eye wash
 - topical first aid burn spray, or anti-itch / anti-bacterial ointment
- Any changes in time or dosage must be accompanied by written documentation from the health care provider.
 - Students may carry their Inhalers, Epi-pens and Diabetic medication with them provided both the parent and the health care provider have provided the appropriate documentation as required by DPS "Right to Self Administer" Medication Policy.
 - The parent/guardian assumes responsibility for informing the School Principal and/or School Nurse of any change in the student's health and medication needs.
 - Parent/guardian will be asked to fill out a Parental Permission Consent Form to obtain health information needed from the healthcare provider. The healthcare provider may be contacted whenever questions or concerns arise about specific information or training necessary to administer, monitor, or evaluate effectiveness of the medication and assure the safety of the student.
 - The principal will delegate a person who will be responsible for giving the medication in the absence of the school nurse. Only trained authorized school personnel may administer medications to students in the school setting.
 - It is important that medications be kept in an area inaccessible to students. FDA guidelines and National Standards recommend that all controlled substances always be stored in a double locked narcotic cabinet, which is available at all DPS School Nurse's offices.
 - When it is necessary for a student to take medication during school hours, the **parent and/or student will be informed that:** It will be the student's responsibility to report for his/her medication at the time that it is to be administered, unused medication will be destroyed at the end of the school year unless picked up by the parent, and medication will not be sent home with the student.

You will receive an Emergency Medical Authorization form from your child's school at the beginning of the school year or when you enroll your child in school. Please read, sign, and return the form as soon as possible to the School Nurse.

You will receive an Emergency Medical Authorization form from your child's school at the beginning of the school year or when you enroll your child in school. Please read, sign, and return the form as soon as possible to the School Nurse.

When a student comes to the School Nurse's office to take his/her medication, the "Six Rights of Medication Administration" will be followed:

**RIGHT STUDENT
RIGHT MEDICATION
RIGHT DOSE**

**RIGHT ROUTE
RIGHT TIME
RIGHT DOCUMENTATION**

DPS Over-the-Counter Medication Policy

as written on

DPS Emergency Medical Authorization Form

D P S - School Health Services --Over-The-Counter Medication Policy:

Over-the-Counter Medications: ALL GRADE LEVELS

- Parents must sign the Emergency Medical Authorization Form annually prior to Over-the-Counter (OTC) medication being administered.
- These medications will be available in the nurse's office in each school building.
- OTC medication may be administered only by the School Nurse or the Principal's designee and after a nursing assessment of the student's health concern has been made.
- Any student requiring OTC medication more than three times in one month, or more than three days in a row will be referred for a medical evaluation.
- The School Nurse will assess your child and will **first provide indicated non-medical treatments**. For example, headache assessment may indicate hunger, dehydration, lack of sleep or stress for which appropriate non-medical intervention would be snacks, water, resting time, reassurance and preventive health information prior to offering medication.
- After the nursing assessment and non-medical intervention, if the School Nurse feels it is appropriate, OTC medication may be administered following manufacturer's recommendations.
- All School Nurses will attempt to inform a parent before administration of any medication.

Tylenol.....Yes__ No__ Eye Wash.....Yes__ No__
Ibuprofen.....Yes__ No__ Burn Spray..... Yes__ No__
Antacid.....Yes__ No__ Neosporin Ointment..... Yes__ No__
Cough drops.....Yes__ No__ Anti-itch Ointment.....Yes__ No__

I give permission for the School Nurse to administer the following (Over the Counter) nonprescription medication(s).

*****Signature of Parent/Guardian

Date

Deming Public Schools "Right to Self Administer" Medication Policy

Self Administration means a student's discretionary use of his or her prescribed asthma or anaphylaxis medication, pursuant to prescription or written direction from a health care practitioner. NMAC (6.12.2.9)

In accordance with New Mexico State Laws, New Mexico Department of Health, and Deming Public Schools, students who use Asthma Inhalers, Epi-pens (Epinephrine), and Diabetic medications are allowed to self carry and self administer their medications in the school setting if the following conditions are met:

- A Physician Order and Medication Authorization to self carry and self administer the prescription medication must be signed and updated annually by the student's primary health care provider and parent/guardian.
- An Emergency Medical Authorization form be filled out by the parent/guardian and on file at the school.
- Prescription medication will be labeled by the physician with name of medication, dosage, and time of administration. It is available in an original package specifying dosage and contraindications.
- The School Nurse will assess the student's level of understanding and competency for administering and carrying the prescribed medication safely. The student will demonstrate the skill level necessary to use

the medication and any device that is necessary to administer such medication as prescribed by the health care practitioner.

- An Asthma / Anaphylaxis / Diabetic Individualized Health Care Plan be written by the School Nurse and on file for the student during school hours.
- The School Nurse will monitor the student's health status before and after administration of the prescribed medication and communicate with the student, parent, appropriate school staff and health care provider any concerns as per HIPAA law.
- A signed statement from the parent/guardian of the student acknowledging that the school is to incur no liability as a result of any injury resulting from the performance of self assessment procedures and self administration of medication.

DPS "School Health Services" follows all New Mexico State Statutes (6.12.2.9) that are related to self - administration of asthma medication, anaphylaxis emergency treatment medication, and diabetes self management by the student in the school setting in accordance with the NM Nurse Practice Act. Deming Public Schools is not liable as a result of any injury arising from the self administration of medication in the school setting.

DPS "School Health Services" School Nurses encourage parental involvement with student's health issues. Please contact the school your child attends and ask to speak with the School Nurse for further information on: **School Health Services - New Mexico Department of Health "Policies and Procedures."**

"School Health Services" Resource Information for Parents Online: Demingps.org – Departments – School Health Services – Alerts & Health Info

CARE of TEXTBOOKS

Textbooks are the property of the school district and are on loan to the students. Students are responsible for the **appropriate care** of their textbooks. If a textbook is lost, the student will be charged the replacement cost of the book. All returned textbooks will be assessed for damage. (A student turning in a textbook with torn pages, covers, or graffiti, may be required to pay full replacement cost for the book).

Students who fail to return textbooks and materials to the school will be charged the full purchase price to replace lost or missing books and materials.

SCHOOL LOCKERS and COMBINATION LOCKS

Every CATS Teacher will assign lockers to their students.

Students will not exchange lockers or share a locker with another student.

Students will be charged a \$1.00 rental fee for a school lock.

PERSONAL LOCKS WILL NOT BE USED. ONLY school issued locks may be on the lockers.

HOMEWORK POLICY

Meaningful homework is an important part of the educational process. The purpose of homework is to:

1. Reinforce and supplement classroom learning,
2. Teach responsibility in the learning process,
3. Teach students to use resource material,
4. Provide for parental involvement,
5. Aid in reaching class goals and objectives, and/or
6. Develop independent study skills.

Homework will be assigned by teachers as necessary. Students will usually have the opportunity to begin their homework in class. This will allow the teacher to provide guided practice and answer student questions. Parents are invited to call the school to have their questions answered concerning homework.

EXTRA STUDY OPPORTUNITIES

Teachers are available to help with assignments before and after school. If/when students need help, they are encouraged to talk to their teacher and arrange for a specific time to come in for additional assistance. A few minutes of extra instruction saves hours of confused study!

ELIGIBILITY TO PARTICIPATE IN INTRAMURALS AND OTHER SCHOOL ACTIVITIES

Participation in intramurals and/or other school activities is a privilege extended to all students. Participants are expected to demonstrate good behavior.

STUDENT RECOGNITION / AWARDS

Honor Roll

The Straight A Honor Roll requires students to have a 4.0 grade point average. (Straight As in ALL classes!) The A-B Honor Roll requires students to have a 3.0-3.9 grade point average or better on a 4.0 scale and no Cs, Ds or Fs in any of their classes.

School MEALS

Deming Intermediate School participates in "Breakfast in the Classroom." Lunch is served each day at Central Cafeteria. Both meals are free to all students.

School Transportation

BUS POLICY / BUS SAFETY

*School bus regulations are given to students by the bus drivers. The student and their parent must sign the bus regulations in order to ride the bus.

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

*Students are required to follow all policies of the Deming Schools Policy Handbook when on the bus or at the bus stop.

*Any violation of the bus regulations by a student will result in disciplinary action. Misbehavior at a bus stop is subject to disciplinary action also.

STUDENT BUS RIDER RULES

Deming Intermediate School students riding District buses are expected to observe the following standards:

1. Behave in the same manner expected at school or in the classroom.
2. Obey instruction of the bus driver and respond appropriately to reasonable requests.
3. Occupy and remain in assigned seat until the bus stops.
4. Keep aisles clear.
5. Talk quietly.
6. Keep arms, hands, legs, and head inside the bus at all times.
7. Be courteous to other students.
8. No food or drinks.
9. Do not use or possess alcohol, drugs, and/or tobacco.
10. No weapons of any kind, explosives, fireworks, smoke or stink bombs, or other dangerous items.
11. Do not destroy or deface the bus.
12. Do not throw objects on the bus, from the bus, at the bus driver, or at other riders.
13. Maintain orderly conduct at bus stops.

VALUABLES AT SCHOOL

DO NOT BRING VALUABLES TO SCHOOL OR STORE THEM IN YOUR LOCKERS.

Deming Intermediate School is not responsible for valuables that are brought to school by students and then are lost, stolen, damaged, etc.

LOST AND FOUND

Articles found during the school day should be turned in to the "Lost and Found" in the Front Office.

TELEPHONE

Text messaging or calling your child on their cell phone during the school day is disruptive to the learning process. Please refrain from doing so during school hours. If you need to contact your child during the school day, do so by calling our front office at 575-546-6568. We will be happy to relay your message.

Phones available to students during the school day:

***Office Phone:**

A telephone is available in the front office for student use but should be used **minimally** during the school day. Please assist the school by making plans before school starts each day so that your child knows what he/she is doing after school, etc.

***Classroom Phones:**

We do provide phones in every classroom. Students may use them in case of emergency.

***Student Cell Phone Use:**

The principal will allow students to use their cell phones to call home/parents during the school day **in case of emergency**, etc. Use of their cell phone must be approved **prior** to making the call and must be made in the office area.

Deming Intermediate School – CELL PHONE Policy

Maintaining the integrity of the learning environment is top priority at Deming Intermediate School. Cell Phones shall cause no disruption.

Cell phones are allowed on campus during the instructional day or while attending school-sponsored activities during school hours, on or off school property, including school transportation, as long as the devices are **concealed and silenced/powered off during the instructional day**. The only time the phones may be turned on during the school day is when they are being used as a technology resource for approved academic purposes.

Camera phones and inappropriate use of cell phones shall be subject to disciplinary measures that will range from a warning up to suspension/expulsion in cases of serious, and/or persistent misbehavior.

A student's cell phone will be confiscated if the school administrator has reasonable suspicion that a student has violated or is violating either the law or school/district rules/policies or procedures. They will also be confiscated if they become a disruption or distraction to the learning environment.

Using any device that permits recording the voice or image of another in any way that either disrupts the education environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited.

Important Cell Phone Information:

*During times of testing and other student evaluations, teachers may remove cell phones from student possession and secure appropriately. This will reduce the possibility of compromised test security. Phones are returned to students once testing documents are secured by school personnel.

***Safety Drills are cell phone blackout periods. There will be ZERO TOLERANCE of cell phone use during these events.**

***CELL PHONES CAMERAS/VIDEO RECORDING - The use of a cell phone to take, store, or transmit pictures is strictly prohibited during the school day.** It is the school's position that camera phones pose threats to privacy. Additionally, camera phones can be used to exploit personal information and compromise the integrity of educational programs. Students who violate this provision of the policy will have their cell phone confiscated and only returned to a parent. At no time may any electronic communication device or camera be utilized by any student in a way which might reasonably create an impression of being threatened, humiliated, harassed, or intimidated.

***CELL PHONES ARE POPULAR THEFT ITEMS. Deming Intermediate School is NOT responsible for the loss, theft, damage or vandalism to student cell phones. Students and parents are strongly encouraged to insure that, if students have cell phones in their possession, they should not leave them unattended or unsecured.**

OTHER ELECTRONIC DEVICES

Any electronic device which causes distractions in any way to the educational environment of the school is prohibited. All electronic devices seized will be returned only to the parent.

Included in this policy are, but not limited to: personal laptops, electronic gaming devices (DS, PSP, etc.), video players, IPODs, IPADs, tablets, Readers, cameras, music players, paging devices, and so on.

***Deming Intermediate prefers that all Electronic devices remain at home due to their expense and due to the fact that they are also popular theft items. Deming Intermediate School is not responsible for these items if they are brought to school and/or if they are lost, damaged or stolen during school hours.**

Students and parents are strongly encouraged to insure that, if students have these devices in their possession, they should not leave them unattended or unsecured.

STUDENT CODE OF CONDUCT

The objective of Deming Intermediate School is to provide students with a quality educational program. This objective may be achieved only in an environment which promotes cooperation and is free from disruptions which interfere with the educational process. The district is committed to the rights of students recognized and protected under state and federal law, but it also expects students to behave in an appropriate manner and to contribute in a positive way to the school community. A proper balance between rights and responsibilities is essential if the school is to provide an educational system which allows students to develop to their fullest potential.

CONDUCT AND CONTROL OF STUDENTS

Principals, or their designees, shall be responsible for implementation of the policies and regulations prescribed for control of students in their schools. Any regulation or procedure adopted by school officials, in addition to those prescribed herein, shall be compatible with the regulations of the Deming Board of Education and the New Mexico Public Education Department.

GENERAL GUIDELINES FOR ASSESSING DISCIPLINE PENALTIES

Chronic Offenses

Deming Intermediate School defines chronic to be two or more violations of the discipline code in general or repeated occurrences of the same violation.

Discipline Consequences

Discipline consequences will be progressive in nature. Progressive means penalties will increase in severity as a student accumulates discipline violations. **Note:** Severe discipline violations will receive more severe consequence.

The range of penalties that may be imposed for violations of the student code of conduct rules include, but are not limited to the following:

- Verbal or written warning
- Detention
- In-School Suspension
- Short Term Suspension
- Long Term Suspension
- Expulsion
- Alternative education setting, if available

ALTERNATIVE EDUCATION SETTINGS

Students may be removed to an alternative education setting if the principal determines:

1. The student's presence in the regular classroom presents a danger of physical harm to the student or others.
2. The student has engaged in serious or persistent misbehavior that violates the Student Code of Conduct.

SUSPENSIONS

Suspension of a student from school or school controlled activities is permitted under Title 6, IMMEDIATE REMOVAL procedures. This process does not require a hearing.

SHORT SUSPENSION

A short suspension is ten (10) days or less. The school administrator has the right to suspend a student for ten (10) days or less. In cases of this type, the administrator will inform the student of the alleged conduct that is considered a violation of the rules. The student will be given an opportunity to respond. If a short suspension is appropriate, the administrator will notify parents or guardians and the suspension will become effective immediately.

**Students will have the opportunity to make up work during suspension days as per attendance policy procedures.

No student during his/her suspension period may:

1. Be on school grounds.
2. Attend any school sponsored activity on or off campus.
3. Attend any after school program on campus at any school district facility.

LONG TERM SUSPENSION

A long term suspension is eleven (11) days or more. Principals who desire to impose long-term suspensions or expulsions shall confer with the Superintendent of the district to initiate procedures to be followed by the provisions of Title 6 and these provisions shall be observed. The Board of Education designates the Superintendent to act as a district hearing authority or disciplinarian, and the principal will act as the complainant in the process. After reviewing the evidence, the hearing authority/disciplinarian shall recommend an appropriate action.

**Students will have the opportunity to make up work during suspension days as per attendance policy procedures.

No student during his/her suspension period may:

1. Be on school grounds.
2. Attend any school sponsored activity on or off campus.
3. Attend any after school program on campus at any school district facility.

EXPULSION

Expulsion means the permanent removal of the privilege of attending a school unless Administration reinstates that privilege. The student can be suspended for ten (10) days immediately. Expulsion will take effect after a formal hearing is held and a formal decision is made. Written notice will be sent to the parents or guardians that the school administrator has recommended to the Superintendent expulsion of the student. The parents or guardians and any student subject to expulsion will be given written notice of the time and place for the hearing at least five (5) working days prior to the hearing.

No student during his/her expulsion period may:

1. Be on school grounds.
2. Attend any school sponsored activity on or off campus.
3. Attend any after school program on campus at any school district facility.

NOTIFYING POLICE

If police authorities are notified, parents or guardians will be contacted by telephone.

NOTE: **Any action taken by police authorities will be in addition to action taken by the school.**

PHYSICAL RESTRAINT OF STUDENT

Deming Intermediate School employees may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect a student/staff member from physical injury,
2. Obtain possession of a weapon or dangerous object, and/or
3. Protect property from serious damage

SEARCH AND SEIZURE (NM Statute 6-11-2.10)

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of student(s) exists.

An "Authorized Person" (an administrator or designee of the administrator) may conduct a search of a student and/or student personal property, which may include but is not limited to, lockers, backpacks, and bags when:

1. There is a reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred; or
2. There is reasonable cause to believe that a search is necessary to help maintain school discipline/**safety**.

Seized items shall be released to parents or appropriate authorities.

Locker Search (NM Statute 22-2-8.4)

Lockers are the property of the school and are subject to search by the school authorities.

CODE OF CONDUCT VIOLATIONS

ABUSIVE/THREATENING LANGUAGE OR GESTURES

Language need not be obscene to be abusive. Students who use profane, indecent, threatening, or otherwise abusive language or gestures on school campus, or at any school-related activities towards students, staff or visitors **will** be subject to disciplinary action.

ACADEMIC DISHONESTY (Cheating, forgery, lying, plagiarism etc.)

Whenever students are guilty of cheating, the teacher shall collect the student's paper, mark a zero (0) for the work and notify the parent(s)/guardian(s). Cheating can be cause for further disciplinary action.

BULLYING, INTIMIDATION AND HOSTILE OR OFFENSIVE CONDUCT (#343)

The effective education of our students requires a school environment in which students feel safe and secure. The Deming Public Schools' Board of Education is committed to maintaining an environment conducive to learning in which students are safe from violence, threats, name-calling, intimidation, electronic bullying and unlawful harassment at the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events.

It is the express policy of the Board to encourage students who are victims of such physical or verbal misconduct to report such claims. Students or their parents may report such conduct to the principal or assistant principal of the school.

Any employee who, as a result of personal observation or a report, has reason to believe that a student is a victim of conduct prohibited by this policy, whether the conduct is by another student or by another employee, shall notify his or her principal, or the Superintendent, of such observation, or submit in writing as soon as possible.

No person shall be subject to reprisals for good faith reporting, or participating in the investigation, of a potential violation of this policy. No employee or student may knowingly give false reports or information under this policy.

The complete Prohibiting Bullying, Intimidation and Hostile or Offensive Conduct Policy 343, including reporting and investigation, will be published in the Board's policies manual and on the District's website. A summary of this policy will be published each year in all student and employee handbooks.

BUS /TRANSPORTATION VIOLATION

Students who fail to follow the district bus rules will be disciplined and can lose their transportation privileges.

NOTE: Parents/guardians are liable for damage done to District property by their children. Parents will be charged for such damage.

DISRUPTION OF CLASSES

Students at Deming Intermediate School have a right to learn. Conduct by students either in or out of class which, for any reason, whether because of time, place, or behavior, disrupts the educational environment of others is prohibited. Class disruption will not be tolerated and students who persistently disrupt class will face disciplinary consequences.

DISRUPTIVE OR DISTRACTING ACTIVITIES/Items

INAPPROPRIATE BEHAVIOR AT SCHOOL ASSEMBLIES AND SCHOOL-SPONSORED ACTIVITIES

Some basic regulations are necessary when large groups of people are required to share common space and facilities. Sometimes a small percentage of the group, with lack of consideration or concern for others, will act in a manner that reflects unfavorably on the whole group. It is because of this minority that rules are made. Students are personally responsible for their behavior. Unacceptable conduct at assemblies or activities will warrant immediate removal and other possible consequences. School dress codes will be enforced at all school assemblies and activities.

Deming Public Schools Policy Handbook and Athletic Codes are in effect at school-sponsored activities and on school trips.

DRESS CODE VIOLATION

Failure to comply with the dress code adopted by the Deming Intermediate School will result in disciplinary action.

Deming Intermediate School - DRESS CODE

We expect students to dress for success! The way a student dresses effects their attitude and behavior. Clothing and accessories that detract from the educational process are not permitted. We expect our students to display to the public at all times a standard of student dress that will be above reproach and criticism.

STUDENTS ARE NOT PERMITTED TO WEAR:

- **Short skirts, dresses or shorts.** (*Shorts, skirts and dresses must reach the middle of thigh when seated.*)
- **Tights and leggings** are appropriate under shorts and skirts that are acceptable in length.
- **Flip-Flops, Flip-Flop styled sandals, Shower shoes and High-heeled shoes** are not allowed at Deming InterMediate School due to crowded hallways, stairs, uneven and varied terrains, movement across intersections and play areas fields, etc.)
- **Head coverings: Sweatbands, bandanas, hoods, etc.** (*Hats are not allowed to be worn indoors but may be worn outdoors if worn appropriately. Sweatbands, bandanas, hoods, etc. are not allowed.*)
- **Any article of clothing or accessory displaying obscene or inappropriate printing** (i.e. alcohol, drugs, weapons, profanity, or prejudice either explicit or implied.)
- **Clothing that is too revealing.** (*No bare midriff, cleavage, or any clothing which shows underwear or undergarments*)
- **Spaghetti straps, tank tops, muscle shirts, see-through/mesh jerseys.** (*These clothing items **are allowed** if worn over t-shirts or layered under other shirts, etc.*)
- **Shirts that do not fit appropriately.** (*Shirts should be reasonable in size and length.*)
- **Clothing which sags.** (*The waistband of the pants, shorts, skirts, or jeans must be secured at the waist.*)
- **Gang –or gothic related clothing.** (*This includes, but is not limited to, patches, writings, symbols, hanging chains, hanging belts, bandanas and/or the wearing of gang colors.*)
- **Heavy coats in the building.** (*Sweat jackets, jean jackets, light jackets, sweaters and hoodies are acceptable IF appropriate. Example: Hoodies should not be worn when temperatures are above 85 Degrees.*)
- **Decorative jewelry that is inappropriate or dangerous.** (*Dog collars, long chains, spiked bracelets/earrings, large hanging earrings, etc.*)
- **Any clothing that is distracting or disruptive to the learning environment and school climate.** (*Tube tops, cut-offs, halter tops, muscle shirts, spandex, see-through clothing, etc.*)

The school has the right at all times to regulate any aspect of student dress or appearance that is a distraction to the educational process and/or creates a health or safety hazard. Teachers and administrators will use their discretion to determine if a student's apparel is appropriate. If a student's attire is deemed inappropriate they will be required to change and/or face further disciplinary action.

EXHIBITING DISRESPECT, IN ANY MANNER, TOWARD SCHOOL EMPLOYEES/REFUSAL TO COMPLY WITH REASONABLE REQUESTS OF SCHOOL PERSONNEL

Students will not insult, abuse or assault a teacher or other school employee(s). Students will face disciplinary action that may include, but is not limited to, suspension, long-term suspension, and expulsion.

FIGHTING / INTIMIDATION / THREATS / VERBAL ABUSE

Students shall not fight, push, intimidate, use abusive or offensive language or gestures in any manner likely to provoke physical retaliation, or otherwise abuse other students. Students who are involved in fighting on school grounds, on the bus, or at school activities CAN/WILL be suspended from school immediately.

Fighting and/or Intimidation include the following types of conduct:

1. Behavior which intentionally, knowingly or recklessly causes any physical injury to another person.
2. Behavior which intentionally places another person in reasonable apprehension of immediate physical injury.
3. Intending to injure, insult, or provoke another person by knowingly touching him/her.
4. Acting together (two or more) in a way that recklessly uses force or violence which disturbs the normal operation of the school
5. Engaging in fighting, violent or seriously disruptive behavior.
6. Use of abusive or offensive language or gestures in any manner likely to provoke physical retaliation.
7. Refusing to obey a reasonable order of any employee to disperse when issued to maintain public safety and to avoid injury or harm to persons or property.
8. Threatening by word or conduct to cause physical injury to another person or serious damage to property.
9. Threatening to use or using physical force against another in response to a verbal statement.

Students who instigate or promote the start or continuation of a fight by spreading rumors, carrying messages, crowding around, cheering, or other means are subject to disciplinary action and **will be** disciplined accordingly.

Discipline

Discipline may consist of: One (1) to nine (9) day(s) suspension or the administrator may recommend long term suspension or expulsion.

HARM TO SELF

Harm to self will not be tolerated. Parent(s) or Guardian(s) will be notified immediately and actions will be taken to ensure the student safety.

PUBLIC DISPLAY OF AFFECTION

Students will not display inappropriate affectionate behaviors. Parent(s)/guardian(s) will be notified when necessary disciplinary action is needed.

TRUANCY /DITCHING / TARDY / UNEXCUSED ABSENCES

(See Attendance Policy)

CRIMINAL ACTS

Commission of any act under criminal law of New Mexico while on school properties or during school activities is grounds for disciplinary action, including suspension or expulsion. Proper authorities will be notified immediately when a criminal violation occurs.

ALCOHOL/DRUG POLICY

DEMING PUBLIC SCHOOLS ARE DRUG AND ALCOHOL FREE – (DPS School Board Policies: Student Drug and Alcohol Abuse #222 & #369, Drug Testing #222)

STUDENT DRUG AND ALCOHOL ABUSE POLICY

Definitions-The terms used in this policy are defined as follows:

1. Alcohol: Any liquor, wine, beer or other beverages containing alcohol.
2. Drug: Any drug including illegal drugs, marijuana, inhalants, legal prescription and over-the-counter drugs used for unauthorized purposes and counterfeit (look-alike) substances,
3. Drug paraphernalia, equipment or apparatus: Any item designed for or used for the purpose of measuring, packing, distributing or facilitating the use of drugs.

Drug and/or Alcohol Use Prohibited:

It is a violation of the DPS drug and alcohol policy to possess, sell, use or be under the influence of alcohol or drugs (except as medically prescribed) on school property, school buses or while involved in school activities on or off campus.

Drug dogs may be utilized for searches. The policy for the use of drug sniffing dogs is available in the front office.

Violation of the drug abuse and/or alcohol policy will result in immediate suspension from school for up to nine (9) days with recommendation for long-term suspension or expulsion. It is also procedure to call the Deming Police Department and/or Juvenile Probation and Parole Office when a violation of the drug and alcohol policy has occurred.

ASSAULTS

Students are prohibited from assaulting anyone on school property or at any school - related event. An assault is defined as:

1. Intentionally, knowingly, or recklessly **causing** bodily injury to another person.
2. Intentionally, or knowingly **threatening** another with imminent bodily injury.
3. Intentionally, or knowingly **causing** physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

Any student who assaults other students will face disciplinary action that may include, but is not limited to, suspension, long-term suspension, and expulsion. Proper authorities will be notified immediately when a criminal violation occurs.

GANG ACTIVITY OR ASSOCIATION

The presence of gangs and/or gang activities causes a substantial disruption of, or material interference with, school and school activities. Any student who displays by apparel or behavior any gang involvement or suggestion of gang involvement, constitutes a disruption of, and interference with, the educational process.

For this reason, Deming Intermediate School has an absolute zero tolerance for any gang activity.

A gang is defined as a group of three or more people who:

1. Interact together to the exclusion of others
2. Claim a territory or area
3. Have a name
4. Have rivals / enemies
5. Exhibit antisocial behavior - often associated with crime or a threat to the community.
6. Possession of Paraphernalia or photographs
7. Have/display known Tattoos
8. Wear gang clothing or colors
9. Display or Use known Graffiti
10. Exhibit any other signs of street gang membership

A student found guilty of a gang related offense(s) will be suspended for nine (9) days with a hearing set to determine further disciplinary action which may include long term suspension and/or expulsion. A student

suspected of gang activity will be referred to the appropriate authorities including the New Mexico Gang Task Force.

GRAFFITI

Gang, drug, weapon symbols or vulgar pictures in writing or other markings in student possession including notebooks, clothing, lockers and other items will result in disciplinary action. If school property is defaced, students responsible will be subject to disciplinary action. Proper authorities will be notified immediately when a criminal violation occurs.

HARASSMENT / HAZING – (DPS School Board Policy #338)

All students have a right to an education in an environment conducive to receiving that education and free from harassment. Any student found harassing other students, including hazing, will face disciplinary action that may include, but is not limited to, suspension, long-term suspension, and expulsion.

HAZING

The Board of Education finds that the practice known as “hazing” is dangerous to the physical and psychological welfare of students and should be prohibited in all schools activities.

Hazing includes, but is not limited to:

Engaging in an offensive or dangerous physical contact, restraint, abduction, or isolation of a student, or Requiring or encouraging a student to perform any dangerous, painful, offensive, or demeaning physical or verbal act, including the ingestion of any substance, exposure to the elements, deprivation of sleep or rest, or extensive isolation, or subjecting a student to any dangerous, painful, offensive, or demeaning conduct, or conduct likely to create extreme mental distress, for any purpose, including as a condition of membership or initiation into any class, team, group, or organization, sponsored by, or permitted to operate under the auspices of, a school of the district.

Such contact, restraint, requirement, encouragement, or subjection shall not be considered hazing when it is a recognized part of the particular sport or activity of the class, team, group, or organization.

Hazing is prohibited in all schools of the Deming Public School District, whether on or off school property, and whether during or outside school hours.

Enforcement and Reporting

School officials, employees, and volunteers shall not permit or tolerate hazing, and shall intervene to stop hazing that is threatened, found, or reasonable known or suspected to be occurring, and shall report known or suspected hazing to the school principal or the Superintendent.

Any student who believes he or she has been the victim of hazing shall report the matter to the school principal or the Superintendent.

Any principal that receives a report of hazing under this section shall provide written notice to the Superintendent, setting forth the report and the principal's proposed plan of investigation.

Investigation

All reports of hazing shall be investigated by the school principal or his/her designee. Where violations of criminal law may have occurred the principal shall notify the appropriate law enforcement agency.

Upon completion of the investigation, the principal shall submit a written report on the investigation and its results to the Superintendent.

Discipline

Students found to have engaged in hazing, shall be subject to discipline by school or district authorities according to applicable procedural requirements. Such discipline may include suspension or expulsion.

Employees who fail to enforce the prohibition against hazing, as set forth in paragraph C, shall be subject to discipline according to applicable procedural requirements. Such discipline may include reprimand, suspension, discharge, or termination.

WEAPONS

Students shall not have any weapons or ammunition in possession or under their control while on school properties or during school activities. Any weapon that is confiscated by school personnel will result in an immediate suspension from school pending a hearing to recommend long-term suspension/expulsion.

- **Students are also prohibited from bringing to school or school related activities, any objects that could be considered weapons or that could be used as a weapon.**

Weapons include, but are not limited to:

1. Firearms or any kind (rifles, pistols, pellet, BB, air guns, etc.) loaded or unloaded or toy/look-alike guns of any type
2. Fireworks of any kind
3. Knives of any size
4. Razors / Razor blades
5. Clubs, bats, or night sticks
6. Throwing stars
7. Brass/metallic knuckles
8. Chains
9. Any other object used in a way that threatens to inflict bodily injury on another person
10. Any chemical dispensing device such as, but not limited to, mace, pepper spray, etc.

SEXUAL HARASSMENT – (DPS School Board Policy #344)

Sexual harassment is unwelcome conduct of sexual nature. Conduct of a sexual nature may include, but is not limited to:

*verbal or physical sexual advances, including subtle pressure for sexual activity;

*repeated or persistent requests for dates, meetings and other social interactions;

*sexually oriented touching, pinching, patting, staring, pulling at clothing, or intentionally brushing against another;

*taking, showing or giving sexual pictures, photographs, illustrations, messages, or notes;

*comments or name calling to, or about a student regarding alleged physical or personal characteristics of a sexual nature;

*sexually oriented "kidding, "teasing," double-entendres, and jokes; and

*any harassing conduct to which a student is subjected because of or regarding the student's sex.

Standard of conduct for Students: Unwelcome Conduct of a Sexual Nature:

*Verbal or physical conduct of a sexual nature by a student to an individual may constitute sexual harassment when the allegedly harassed individual has indicated, by his or her conduct, that the conduct is unwelcome, or when the conduct, by its nature, is clearly unwelcome or inappropriate.

*A student who has initially welcomed conduct of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

Reporting, Investigation, and Sanctions

Reporting - It is the express policy of the Board of Education to encourage students who feel they have been sexually harassed by a school employee or by another student or students to report such claims.

Reporting of Sexual Harassment by a School Employee:

- Any student who believes he/she has been subjected to any conduct of a sexual nature by a school employee may tell a counselor or principal.
- If a student who believes he/she has been sexually harassed by a school employee feels uncertain about who to tell, or feels uncomfortable telling any counselor or principal, the student should tell his/her parent(s) about the problem and ask for the parent(s) help in reporting the sexual harassment to appropriate school personnel.
- If a student believes he/she has been sexually harassed by a counselor or a principal, or by any other administrator, the student should seek the assistance of his/her parent(s) in reporting such harassment to the Superintendent or to a member of the Board of Education.

Reporting of Sexual Harassment by a Student or Students:

- Any student who believes he/she has been sexually harassed by another student or other students is encouraged to tell a teacher, counselor, or principal or assistant principal.
- If a student who believes he/she has been sexually harassed by another student or students, and who feels uncertain about who to tell, or feels uncomfortable telling any counselor or principal, the student should tell his/her parent(s) about the problem and ask for the parent(s) to help in reporting the sexual harassment to appropriate school personnel.

Investigation

All reports of sexual harassment of students will be appropriately and promptly investigated by the Superintendent or his/her designee. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

Discipline:

Any student found to have engaged in sexual harassment of a student will be subject to discipline, including but not limited to, suspension or expulsion.

VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment are expensive to maintain. STUDENTS WHO DESTROY OR VANDALIZE SCHOOL PROPERTY WILL BE REQUIRED TO PAY FOR LOSSES OR DAMAGES (THIS INCLUDES PERSONAL PROPERTY OF OTHERS). Students who willfully destroy school property or the property of another school will be subjected to disciplinary action. Proper authorities will be notified immediately when a criminal violation occurs.

THEFT:

Students will respect the property rights of others. Those students who take property without the owner(s) permission are subject to disciplinary action. The property will be returned and/or monetary restitution will be made. Proper authorities will be notified immediately when a criminal violation occurs.

TOBACCO USE

DEMING PUBLIC SCHOOLS ARE TOBACCO FREE!

Possession or use of any tobacco products or substitutes, lighters and/or matches by students is prohibited on school buses, in any school building, on school grounds or during any school-sponsored activity whether on or off campus. Students violating this policy are subject to confiscation of the product and suspension.

Possession is the mere handling of tobacco regardless of length of time in that student's possession. The purpose of "no smoking" and "non possession of any form of tobacco" policy on school campuses is for the benefit of all students who can be influenced to begin a hazardous habit that can affect their health for the rest of their lives.

TRESPASSING AND VAGRANCY – Criminal Code State of NM, Article 14

Trespassing and Vagrancy

The State of New Mexico has passed a very strict law regarding trespassing on school property. This law makes unwarranted trespass a criminal offense. **Therefore, all visitors are required to have a pass from the front office before visiting the school area.**

Criminal Code, State of New Mexico, Article 14 – Trespass is defined as wrongful use of public property and consists of:

- 1) Knowingly entering any public property without permission of the lawful custodian or representative when the public property is not open to the public;
- 2) Remaining in or occupying any public property after having been requested to leave by the Lawful custodian or representative, who has determined that the public property is being used or occupied contrary to its intended or customary use or that the public property may be damaged or destroyed by the use;
- 3) Depriving the general public of the intended or customary use of the public property.

OTHER - Any other violation of the law as per the New Mexico Children's Code.

QUESTIONS OFTEN ASKED ABOUT Deming Intermediate School RULES

- 1. WHAT IS A WEAPON?** A weapon is: any firearm, knife with a blade of any length, or knife of any length which has a locking mechanism, a simulated weapon which may be used to represent an actual weapon, a destructive device which is designed to expel a projectile such as a BB/pellet gun, slingshot, bow, or crossbow, or a collection of parts that could be used to assemble a destructive device, or an item or dangerous instrument used to inflict physical injury. Explosives, fireworks, and chains may be included in the weapon category.

- 2. WHAT IS MEANT BY POSSESSION?** The definition of possession is the mere handling, carrying and/or storing of an object, substance, etc. - regardless of length of time in that student's possession. Students are responsible for the items in the lockers issued to them, and for items in backpacks, bags and purses.

- 3. WHAT IS CONSIDERED DRUG PARAPHERNALIA?** Any instrument which can be used for the smoking of drugs and any products commonly associated with marijuana use. Razor blades

and mirrors found together in suspicious circumstances can be interpreted as drug paraphernalia. It is also any article or instrument that law enforcement verifies as drug paraphernalia.

- 4. I ONLY HAD A FEW SIPS OF ALCOHOL, WHY AM I IN TROUBLE?** The rule states possession or use of alcohol or an illegal substance results in disciplinary action from the school and or legal action from the police. Possession of or any amount consumed is a violation.

- 5. WHAT IS ASSAULT AND BATTERY?** Assault occurs when one person threatens another person and has the means to carry out the threats. Battery refers to the actual contact one person makes with another.

- 6. I DIDN'T START THE FIGHT, HE / SHE HIT ME FIRST. WHY AM I IN TROUBLE?** The school's stand is that it takes two people to fight and both are responsible for his / her part in that fight. Both students may be short or long term suspended. Students who feel a fight might potentially occur are encouraged to seek the assistance of counselors, teachers and administrators who have been trained in conflict resolution.

- 7. WHY IS MY DISCIPLINE MORE SEVERE THAN THE OTHER PERSONS?** Depending upon the nature of the violation, student discipline shall be progressive, ie. generally a student's first violation may merit a lighter penalty than subsequent violations (if a student has other discipline notices the penalty will be more severe than the student who has none). Discipline may also be weighed by the circumstances of the violation.

- 8. WHAT DO YOU MEAN BY DISRESPECT? (DEFIANCE OF AUTHORITY)** Disrespect can mean the use of profanity, vulgarity, disobedience, refusing to give your name or lying about your name, etc. It can occur in the classroom, on campus or at a school activity.

- 9. WHEN AM I CONSIDERED TARDY?** If a student is not in **their classroom ready to work** when the tardy bell rings, the student is tardy.

- 10. WHAT IS SEXUAL HARASSMENT?** Sexual harassment is defined as "unwelcome sexual advance, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting."

- 11. WHY CAN'T WE WEAR ANY CLOTHING WE CHOOSE?** The dress code is intended to prevent any disruption, distraction, or intimidation. It also assists as we work to avoid safety hazards and teach personal hygiene.
- 12. WHY DO WE HAVE A CLOSED CAMPUS?** Schools are responsible for the student to and from school, and for student safety while at school. A closed campus enables the school to provide better supervision of students during the school day.

Notification of Rights under FERPA

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

The Deming Public Schools (the District) is providing you notice of these rights, as outlined below:

1. 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 U.S. Department of Education concerning alleged failures by Deming School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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



Caring Achieving Teachers & Students