

BELEN SECONDARY SCHOOLS



STUDENT HANDBOOK

Belen Consolidated School District

2017-2018 GOALS

District Vision Statement:

To Be the Number 1 Performing District in the State of New Mexico

District Mission Statement:

To Support Students Toward Success in College and Careers

GOALS:

GOAL 1: TO complete 100% of critical action steps within all of the 90-Day Plans by April 30th

GOAL 2: TO develop and Implement a district wide RtI system that addresses the needs of all BCS Students. The System will include that all schools: have an RtI process that identifies students who are struggling in Tier I, have an RtI mechanism to support struggling students, follow district wide RtI processes of documentation

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Belen Secondary Schools Student Expectations

Students are expected to be prepared for and participate in each class, meet performance standards, have the necessary class materials, complete class work and homework accurately and on time, and be prepared to participate in state and district assessments.

RESPECT FOR SELF AND OTHERS

In order to improve student achievement at Belen Secondary Schools, students must exhibit proper respect, self-control, responsibility, orderliness, and efficiency. A student's behavior should not interfere with the educational process of others. All students are expected to:

- comply with all school rules
- be honest in all actions
- behave with dignity
- respect self, others and property
- be courteous
- refrain from bullying and harassing behaviors
- come to school free from the possession or influence of tobacco products, alcohol or drugs
- exhibit appropriate behaviors and attire that do not offend or distract others
- keep the campus safe and clean
- be a good citizen of the school community

The Board of Education and the community expect socially acceptable behavior from students at all times. This applies to all school related activities including evening events that take place after regular school hours on or off campus.

PROPERTY DAMAGE

Students are expected to treat all property belonging to the school and to others with care. Anyone who destroys or defaces school property or grounds will be subject to disciplinary action which may include suspension, referral to law enforcement, and restitution as determined by the administration.

ATTENDANCE

For the official BCS attendance policy, please see the Belen Consolidated Schools School Board Policy 719.

TARDIES

To minimize classroom disruptions and maximize learning time, all students are expected to be in class on time. Consequences for tardies are as follows:

- First Tardy: Teacher warning
- Second Tardy: Teacher warning and parent contact by the teacher
- Third Tardy: Referral to administration, student to spend remainder of that period in ISS (In School Suspension), parent contact by administration
- Fourth Tardy: ISS (In School Suspension) for the entire day if tardy in the morning. If tardy in the afternoon, the student will spend the remainder of the day and the next day in ISS
- Fifth Tardy: OSS (Out of School Suspension) for one day, parent/administration contact

MAKE-UP WORK POLICY

For the official BCS policy on make-up work, please see the Belen Consolidated Schools School Board Policy 719.5.

ACADEMIC POLICIES

REQUIREMENTS FOR ENROLLMENT

For the official BCS policy on enrollment, please see the Belen Consolidated Schools School Board Policy 730.

GRADING AND REPORTING

Students and parents will be informed on grading criteria at the beginning of each course by the teacher. Progress will be reported formally every six weeks. Grading period intervals are indicated on the school board approved district calendar. Parents are encouraged to meet with the teacher during district-scheduled parent conference days and/or as soon as any concerns arise. Meeting as a team helps reinforce student expectations and increase communication between the school and the home. Belen Public Schools provide online access to the teacher's grade book through the Parent Portal.

PROGRESS REPORTS

Each teacher will pass out updated progress reports periodically throughout the grading period. Teachers will send home progress notices at approximately half way into each grading period (end of 3rd week of grading period). Progress reports will be sent out not only at the designated intervals but also as needed. Parents should be informed of any major change in academic status, both positive and negative.

ACADEMIC DISHONESTY

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity. Students shall follow rules prohibiting dishonest academic behavior and must resist peer pressure to violate Belen Secondary School standards. Students will not use dishonest methods to fulfill academic expectations and responsibilities. Whenever students have a question about this procedure or any procedure they should ask their teachers and/or advisors. Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

Examples of academic dishonesty may include, but not be limited to, the following:

1. communicating with another student during an examination or quiz;
2. copying material during an examination or quiz;
3. allowing a student to copy from one's examination or quiz;
4. using unauthorized notes or devices;
5. submitting falsified information for grading purposes;
6. obtaining a copy of and/or information about an examination or quiz without the knowledge and consent of the teacher;
7. submitting a paper or project which is not the student's work;
8. copying another person's assignments;
9. allowing another student to copy one's assignment;
10. removing examinations or parts of examinations without the knowledge and consent of the teacher;
11. impersonating a student to assist the student academically;

12. having another student impersonate the student to assist academically;
13. stealing or accepting stolen copies of tests or answer keys;
14. changing answers and seeking credit on an assignment or examination after the work has been graded and returned;
15. altering a teacher's grade book;
16. falsifying information for applications (e.g., college scholarships);
17. using computers, cell phones, electronic devices, and programmable calculators in violation of guidelines established by the teacher;
18. using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher;
19. unlawfully copying computer software or data created by others;
20. misusing school computer systems which are used for student, staff or administrative purposes; and
21. any other violation intended to obtain credit for work which is not one's own.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork and all other types of work, which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but not be limited to, the following:

1. failing to cite with quotation marks the written words or symbols of another author;
2. failing to footnote the author and sources of materials used in a composition;
3. failing to cite research materials in a bibliography;
4. failing to name a person quoted in an oral report;
5. failing to cite an author whose works are paraphrased or summarized; and
6. presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs or other projects;
7. copying or paraphrasing ideas from literary criticism or study aids without documentation.

Consequences for academic dishonesty:

1st offense: Office referral, parent contact by administration, 1 day out of school suspension, and loss of credit on assignment/test/project without the opportunity to make up the work.

2nd offense: Office referral, parent contact by administration, 3 day out of school suspension, and loss of credit on assignment/test/project without the opportunity to make up the work, loss of all co-curricular activities, extra-curricular activities, and participation in athletics for the athletic season.

3rd offense: Office referral, parent contact by administration, 5 day out of school suspension, loss of credit for the course for the semester.

4th offense: Loss of credit for the course for the semester and out of school suspension pending a disciplinary hearing.

*Consequences for Belen Middle School will be the same as above without the loss of credit.

APPOINTMENTS WITH TEACHING STAFF AND SCHOOL ADMINISTRATORS

Grading and Classroom Discussions - For the protection of quality instructional time, classrooms will have minimal interruptions during the school day. Please note that teachers and administrators designate time to return telephone calls and meet with visitors. Parents and/or guardians are asked to schedule appointments with teachers through the student's academic counselor. This will ensure that staff give full attention to the visitor(s) and reduce disturbance to instructional time.

It is the School District's position that all concerns involving your student be addressed at the building level. Should a parent/guardian need assistance after exhausting the building level process they may call BCS Central Office at 966-1000.

ACADEMIC INTERVENTIONS

Listed below are interventions currently in place at Belen Secondary Schools.

Guidance and Counseling

School counseling programs assist in removing barriers to learning and promote knowledge and skills necessary for academic achievement and personal growth of all students through prevention and intervention services. Social and emotional learning delivered through a comprehensive, developmentally appropriate school counseling program has a positive impact on student academic performance.

Student Assistance Team

The Student Assistance Team is a process that provides immediate intervention to struggling students at the first indication of failure to learn. Through systematic screening of all students, classroom teachers identify those who are not mastering critical skills and provide differentiated intervention to small groups of students. Students' responses to these interventions allow teachers to adjust and differentiate instruction accordingly. In addition, SAT allows teachers to identify students in need of additional targeted intervention(s). SAT is an integrated service delivery approach for all students and should be applied to decisions in general, remedial, and special education.

Section 504

The School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its students. No unlawful discrimination against any student with a disability shall knowingly be permitted in any program or practices in the School District. This Policy extends to all aspects of the School District's educational program, as well as to the use of all School District facilities, and participation in all School District-sponsored activities, including extracurricular activities and athletics. For further information on 504, please contact your building administrator.

STUDENT RECORDS & FERPA

The school maintains confidential student records for each student enrolled in the school. The school complies with the U.S. Family Educational Rights and Privacy Act (FERPA) to keep student records confidential and to provide procedures and establish responsibility for collecting, maintaining, and releasing information about students that is contained in student records. Parents may request from the school/district to have student records restricted.

CUSTODIAL RIGHTS OF PARENTS

Each parent or court-appointed guardian shall be assumed to have all legal rights pertaining to parenthood or guardianship. In those circumstances in which the child's parents or guardians are legally separated and the parent or guardian states that he or she is legally responsible for the child or children and requests that the rights of the other parent or guardian to review the child's or children's records or visits with the child or children at school be denied, the requesting parent must provide the building administrator with a court order delineating the custodial rights of the parties involved. This paperwork should be submitted as soon as possible in order for the school to comply with the order. All court ordered paperwork will be kept in a student's cumulative records for the duration of the court order or until the end of the school year, whichever comes first. All court ordered custodial paperwork must be submitted each year to the school as all custodial records are purged at the end of the school year.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

For the safety and protection of your child, a parent/guardian is required to report to the school office, present photo identification and officially sign-out the student for early release.

To minimize the loss of instruction, verification of appointments may be requested by the school. Parents/guardians have the responsibility to furnish schools with accurate, up to date information. The school will release the student to parents or others listed in the demographics.

*Belen Middle School will not release students between 1:30 P.M.-1:45 P.M.

HOME BOUND INSTRUCTION

A program exists for students who are **physically** unable to attend school over a prolonged period of time, usually three weeks or more. Students who are physically incapacitated may request an opportunity to participate in the regular curriculum through the Homebound Program. A written request, **including a doctor's statement**, must be submitted to the site nurse - who will then present the request to the principal. However, final approval comes from the Director of Curriculum. **Some courses** may not be possible through the Homebound Program, ex: lab and shop courses. Homebound students are **not** allowed to attend or participate in extra-curricular or co-curricular activities during the school day on or off campus.

ACCEPTABLE USE OF INTERNET AND TECHNOLOGY RESOURCES

For the official BCS Acceptable Use Policy, please see the Belen Consolidated Schools School Board Policy 616.

TEXTBOOKS

Textbooks are issued to students at the beginning of the term. It is expected that students will take care of the text and return them at the end of the school year, or in the event of withdrawal. Students must pay for any books lost, vandalized, and/or mutilated.

IT IS EXTREMELY IMPORTANT THAT STUDENTS AND PARENTS UNDERSTAND THE EXPENSE THAT GOES INTO REPLACING TEXTBOOKS THAT ARE DAMAGED OR NEVER RETURNED. PLEASE HELP US WITH THIS BY TAKING CARE OF YOUR BOOKS AND RETURNING THE BOOK AT THE END OF THE YEAR. IT WILL BE THE RESPONSIBILITY OF THE STUDENT AND PARENT/GUARDIAN TO PAY FOR LOST OR DAMAGED BOOKS AT THE END OF THE SCHOOL YEAR, OR IN THE EVENT OF WITHDRAWAL.

Students who want to, or need to, check out books for studying purposes need to contact their individual teacher who, in turn, will make every effort to allow students to take books home when appropriate. Students are financially responsible for any books that they check out from the library or from a teacher.

FINES (BHS ONLY)

A student is expected to pay his/her fines in a timely fashion. A student who owes fines from the previous year will not be issued a parking permit or be allowed to participate in school dances until all fines are paid in full. Seniors that still owe fines will not be allowed to participate in graduation activities. **Fines to be paid at end of year or before picking up a schedule the next year.**

ACADEMIC LETTER (BHS ONLY)

Students who complete all course work and have **three semesters of a consecutive cumulative GPA of 3.7 or higher** (after the first semester of the sophomore year) will be awarded an academic letter. Students who continue to keep a 3.7 GPA each semester thereafter will be awarded “letter bars” at the end of each school year. Students who complete all course work and have **three semesters of a consecutive cumulative GPA of 3.5 or higher** (after the first semester of the sophomore year) will be awarded an academic certificate.

LIBRARY

Students are expected to make full use of the library. Books and other material may be checked out **ONLY** with appropriate school I.D.

DISCIPLINE

One of the goals of Belen Secondary Schools is to establish an atmosphere throughout the school in which students will feel safe and secure. Therefore, the Secondary Schools will follow the official BCS disciplinary matrix when infractions of school rules/procedures occur.

FIGHTING

Punishment for fighting (physical) will be determined by an administrator or their designee. Standard discipline is five (5) days “Out of School” suspension. There may be exceptions to this depending upon the incident and the student’s discipline history.

ILLEGAL SUBSTANCES and DRUG PARAPHERNALIA POSSESSION

The use, possession, or distribution of alcoholic beverages and/or a controlled substance (or their “look-alikes”) and/or drug paraphernalia on school property or at school-sponsored events will fall under the ***Belen School Substance Abuse Policy***. Use is defined as consuming and/or possibly being under the influence of unauthorized chemicals. Students under the influence, in possession, or distribution of controlled substances will be placed on Out of School Suspension. Outside cups/containers are subject to search, inspection and seizure. If any inappropriate substance is brought to school, legal steps will be followed in addition to suspension.

TOBACCO

The use or possession of tobacco (in any form), matches or lighters are not allowed on or near the school grounds at **ANYTIME** by **ANYONE**. Violations will result in punishment to be determined by an administrator or their designee. Tobacco, matches, and/or lighters will be confiscated and destroyed. **THIS INCLUDES ANY ELECTRONIC SMOKING DEVICES AND MATERIALS AND SUBSTANCES UTILIZED FOR THIS PURPOSE.**

WEAPONS

The Board of Education forbids the possession, care, use or distribution of all weapons by students or unauthorized persons in or around a school location or school zone as defined by Belen Schools School Board Policy 740. This policy is enacted to implement the requirements of the Federal Gun-Free Schools Act of 1994, 33 U.S.C., Section 3351(a)(1), and Gun-Free School Zones Act of 1990, 18 U.S.C., Sections 921-924, and it is the intention of the Board of Education that Belen Secondary Schools conform to provisions of those referenced laws.

The possession and/or use of weapons (or their “look-alikes”), of any type, are strictly prohibited. Violation of this regulation will be considered a very serious offense with the minimum penalty being suspension from school. Maximum penalty will be expulsion from school and notification of the Belen Police Department. This policy specifically prohibits explosives, firearms, hunting knives, lock-blade knives, **and any other items, which may be construed as dangerous to others.**

STUDENT SEARCH AND SEIZURE

School personnel have the responsibility to keep order and maintain a safe, well-disciplined student environment that is conducive to learning. In a school setting, searches may be conducted by an authorized school employee when there is *reasonable suspicion* to that a crime or other breach of disciplinary rules is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions and also when (s)he has reasonable cause to believe that a search is necessary to help maintain school discipline. Permissible searches by authorized persons include:

- School property to include lockers may be searched with or without students presence
- School property assigned to a student and the student’s person or property while subject to the authority of the public school
- Student vehicles when on campus or otherwise under school control and students’ personal effects which are not within their immediate physical possession may be searched
- Physical searches of a students’ person may be conducted only by an authorized person who is of the same sex as the student, and except when circumstances render it impossible, may be conducted in the presence of another authorized person of the same sex. The extent of the search must not be excessively intrusive in light of the student’s age and sex, and the nature of the infraction
- Dog sniff searches may be used by the school to conduct searches of any vehicle on campus and school property.

Seizure of illegal and/or legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student’s parent or returned to the student when and if the administrative authority deems appropriate. An administrative authority shall have the discretion to notify law enforcement officers and or the School Resource Officer when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

DISRUPTIVE BEHAVIORS <input checked="" type="checkbox"/> = Mandatory <input type="checkbox"/> = Optional	Staff/student contact										
	Staff/parent contact										
	Administrative/student contact										
	Administrative/student/parent conduct/conference										
	*Mediation (assistance)										
	Short-term suspension										
	Referral for long term suspension/expulsion hearing										
	Seek restitution										
	Referral for legal action										
	Referral for assistance option (in school)										
Community referral for assistance											
ARSON											
Any Offense	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSAULT (threat)											
1st Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSAULT/AGGRAVATED											
1st Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BATTERY/FIGHTING											
Any Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BATTERY/AGGRAVATED											
Any Offense	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOMB THREATS AND/OR FALSE ALARMS											
1st Offense	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd Offense	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CELL PHONES- SECONDARY											
1 st Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
2 nd Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
3 rd Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>				<input type="checkbox"/>	
4 th Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
DEFIANCE OF SCHOOL PERSONNEL/AUTHORITY											
1st Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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EXTORTION											
1st Offense	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2nd Offense	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GANG ACTIVITY											
Any Offense	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONDUCT (GENERAL & DISRUPTIVE)											
1st Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HARASSMENT/BULLYING											
1 st Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3 rd Offense							<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
DISRUPTIVE BEHAVIORS	Staff/student contact										
<input checked="" type="checkbox"/> = Mandatory <input type="checkbox"/> = Optional	Staff/parent contact										
	Administrative/student contact										
	Administrative/student/parent conduct/conference										
	*Mediation (assistance)										
	Short-term suspension										
	Referral for long term suspension/expulsion hearing										
	Seek restitution										
	Referral for legal action										
	Referral for assistance option (in school)										
	Community referral for assistance										
TECHNOLOGY RELATED OFFENSES			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					
1 st Offense			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>					
2 nd Offense											
HAZING											
1 st Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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LANGUAGE PROFANE AND/OR ABUSIVE											
1 st Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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MATERIALS/OBSCENE											
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ROBBERY											
Any Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SALE OF/DISTRIBUTION OF ILLEGAL AND CONTROLLED SUBSTANCE, RELATED PARAPHERNALIA & ALCOHOL (See policy for other options) Any Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USE /OR POSSESSION OF ILLEGAL SUBSTANCE & ALCOHOL (See policy for other options) 1 st Offense 2 nd Offense 3 rd Offense	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
TRUANCY See BCS Training Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THEFT 1 st Offense 2 nd Offense	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
DISRUPTIVE BEHAVIORS	Staff/student contact										
<input checked="" type="checkbox"/> = Mandatory <input type="checkbox"/> = Optional	Staff/parent contact										
	Administrative/student contact										
	Administrative/student/parent conduct/conference										
	*Mediation (assistance)										
	Short-term suspension										
	Referral for long term suspension/expulsion hearing										
	Seek restitution										
	Referral for legal action										
	Referral for assistance option (in school)										
	Community referral for assistance										
TOBACCO 1 st Offense 2 nd Offense	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
TRESPASSING UNAUTHORIZED PRESENCE Any Offense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CRIMINAL DAMAGE TO PROPERTY 1 st Offense 2 nd Offense	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
POSSESSION OF WEAPONS (for further information see weapons policy) 1 st Offense 2 nd Offense	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

CELL PHONES

BELEN MIDDLE SCHOOL

CELL PHONES AND OTHER ELECTRONIC DEVICES CANNOT BE TURNED ON OR VISIBLE during school hours.

IF A STUDENT IS USING A CELL PHONE DURING THE HOURS during school hours (or any other electronic device) - THE PHONE/DEVICE WILL BE CONFISCATED.

- First Offense - The student’s parent/guardian may reclaim the cell phone/electronic device from the front office personnel AFTER school hours.
- Second Offense - Only the parent/guardian of the student may reclaim the cell phone/electronic device from an administrator after 5 school days have passed.
- Third Offense- will result in a “Defiance of Authority” written discipline referral with suspension consequences attached, as well as a parent/guardian conference required to pick-up the cell phone/electronic device.

Parents - please understand that if you need to reach your student during the school day, you can call the office at anytime and get a message to your student. If you do have an emergency situation, please make the office aware of this when you call! There are also phones available in the office for brief student use during passing periods and at lunch.

BELEN HIGH SCHOOL

Students will be allowed to use cell phones during their lunch time and passing periods. Students may not use these devices during class time unless approved by the teacher for educational purposes only.

Any misuse, to include but not limited to cyber bullying, harassment, sexting, receiving or sending any form of inappropriate cyber communication that is in violation of the district’s disciplinary polices will result in disciplinary action and the loss of cell phone privileges.

SKATEBOARDS AND ROLLER BLADES

Skateboards and roller blades may not be used on campus **at any time**.

Belen Consolidated Schools Board Policy – Students

748 STUDENT HAZING POLICY

Hazing will not be permitted as a condition of membership in any group or organization connected with Belen Consolidated Schools.

Hazing is defined as follows:

- To harass by requiring the performance of any type of unnecessary, disagreeable, or degrading tasks.
- To require students to engage in activities that may result in harm or bodily injury to an individual.
- To play abusive and humiliating tricks on an individual by way of initiation.

729 STUDENTS HARASSMENT POLICY

Harassment of student(s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn. It is also considered a violation of federal and/or state law.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

The Superintendent is to ensure that a student code of conduct within the student management handbook and/or school-based handbooks contains language prohibiting any form of sexual harassment and any use of racial or ethnic verbal or physical harassment. It should also provide a means for a student to report any incidence of harassing behavior from a fellow student, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student.

The intent of this policy regarding conduct among students requires discussion. Much of the conduct described in detailed specification of this policy - including sexually orientated name calling, graffiti, teasing, etc., clearly has no place in school, and would not be welcomed by anyone. Requests for dates or other age-appropriate expressions of interest between students are not sexual harassment unless the student to whom such requests or expressions are directed has indicated that they are unwelcome. When a student has made reasonably clear that he or she does not welcome to the requests or attention by the other student, it is sexual harassment for the other student to continue to make such requests or give such attention. In other words, you do have to take "No" for an answer.

All such reports are to be investigated by the Superintendent and/or his/her designee promptly. Anyone found to have violated this policy and/or the student code of conduct contained in the district's student handbooks shall be subject to disciplinary action up to and including suspension or expulsion from the district.

School district and its member staff are not held responsible for student harassment that is not reported to the district professional staff.

BELEN HIGH SCHOOL ONLY PARKING PRIVILEGES, ETC - PARKING LOTS and OFF LIMIT AREAS -

as defined for SECURITY PURPOSES

Parking lots are available to BHS students in grades 10-12 only. **Freshmen are not allowed to drive to campus; therefore, they will not be allowed to purchase a parking permit.**

- Parking is provided on the northwest side of the campus. All students **must** purchase a valid parking sticker at the beginning of each year. This parking sticker must be affixed to the left hand side of the front windshield. **Vehicles parked at BHS without a valid parking permit may be towed or booted AT THE OWNER'S EXPENSE! If car is booted the following applies: 1st offense - \$10 fine to remove boot and \$20 for parking permit, 2nd offense - \$20 fine to remove boot.**
- The BHS security staff monitors the lots through camera surveillance as well as periodic "walk-through" throughout the day; however, **BHS is not responsible for student cars or belongings in cars that are parked on campus. Parking in school lots is "at your own risk."** (Parking permits are not sold for the purpose of providing parking lot security. This money goes toward providing various student activities throughout the year.)
- Students are not allowed in the parking lot during school hours. Students who arrive late, or are dismissed early, or who have work-study, must carry a copy of their class schedule and student ID in order to be in the parking lot during school hours.
- **Excessive absences can lead to parking privileges being revoked and the student being required to ride the school bus or have a parent transport him/her to school!**
- School Security officers are hired to help maintain traffic control and provide a safe learning environment to the best of their ability. Any non-compliance with parking rules, safety guidelines, driving regulations/instructions or harassment of security personnel will result in the loss of driving on campus and parking privileges being revoked and the possibility of disciplinary action.
- Any student who takes another student off campus during a school day without administrative **and** parental permission will have their parking privileges revoked for the remainder of the school year as well as other disciplinary action.
- **DRIVING TO SCHOOL AND PARKING ARE PRIVILEGES, NOT RIGHTS, and can be revoked for misuse at anytime.**
- Only staff and visitors will be allowed to park in the parking areas immediately east and north of the Freshman Academy, 500 and 600 buildings. Vehicles must be in lined parking spaces only. **No student vehicles will be allowed in these areas. Students who park in these areas and in any area outside of the student parking lots, run the risk of having their vehicles towed at their own expense.**

DRESS CODE

The Board of Education expects student dress and grooming to reflect high standards of personal conduct so that each student's attire promotes a positive and respectful image to each other, our community and visitors to our schools. Our dress code reflects our goal of preparing our students to enter the work force with an understanding of the expected standards of society including modesty and decency.

Interpretation and enforcement of this dress code is the responsibility of the employees at each site.

Parents need to support compliance with the dress code.

1. Students are expected to dress in an appropriate manner at all times. Student dress may not present a health or safety hazard, violate municipal, county, or state law, or present a potential disruption of the educational process. A student's body needs to be appropriately and adequately covered.
2. The following types of clothing are examples of unacceptable dress at all BCS secondary schools (Grades 7-12). They are considered to create a health or safety hazard, violate municipal or state law, or present a potential for disruption of the instructional program:
 - a. "Sleep attire" - flannels, pajamas, slippers, etc...
 - b. Non-prescription dark glasses of any kind worn anywhere on the face or head (unless prescribed by a doctor for medical purposes) cannot be worn indoors. Documentation of the prescription must be brought to the campus administrator.
 - c. Gang related attire including baggy/large coats, trench/"Gothic style" and/or excessively long garments.
 - d. Clothing with any logo, writing, symbols or numbers that reflect violence, malicious behavior, offensive language, sexual innuendo, drugs, alcohol, tobacco or anything otherwise considered being disruptive or gang related.
 - e. Excessively tight or revealing clothes.
 - f. Spaghetti strap shirts, tank tops, muscle shirts, tube tops, backless tops and/or basketball jerseys
 - g. Clothing that bares any part of the wearer's midsection, has cut-out or "frayed" areas which expose skin not normally exposed - even if worn under a jacket.
 - h. Spandex, stretch cotton shorts or shorts/skirts/dresses that are shorter than three inches above the kneecap.
 - i. See through/mesh clothing, unless worn over appropriate clothing.
3. Pants must fit properly at the waist, inseam and hem without being excessively baggy. Pants will be worn at the waist and secured with a belt if necessary. The belt end will not hang from the waist. "Excessively baggy" shall be defined as pants being bunched at the waist under a belt, pants with low hanging crotches or pants with cuffs that **cover the** feet of the wearer or drag on the floor.
4. Shoes/safe foot wear must be worn at all times while on campus. Heelies are expressly forbidden because of the risk of injury to students and damage to school property.
5. **Hats, caps, visors, bandanas, nets or any other type of headgear are NOT to be worn at any time while inside a building on campus**, unless it is because of a medical issue and the student is carrying written permission from an administrator. Students who must wear protective headgear in the shop area may wear this gear in the shop area only. Hats should only be seen outside, or

they will be taken away, and the hat may only be returned to a parent. **Hats are worn outside only and they must be worn in the appropriate manner (i.e. baseball cap visors must be facing forward).**

6. Clothing that meets the dress code but is excessively revealing and/or excessively tight is also considered disruptive to the learning environment in the classroom and is prohibited. **ALL SHIRTS MUST HAVE SLEEVES THAT COVER THE SHOULDERS.**
7. No student on school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items that are perceived as evidence of membership in/or affiliation with a gang.
8. Students enrolled in physical education class will be required to wear a P.E. uniform.
9. **BMS STUDENTS ONLY**-Students with shirts that are longer than the wrists in length will have to be tucked in.
10. **BMS STUDENTS ONLY**-Students **MUST** have NO facial jewelry (i.e. nose, tongue, or eyebrow piercings).

Consequences for Violation of Dress Code:

1st offense - student will be given clothing to wear for the remainder of the day if possible, or his/her parent will be called to bring appropriate clothing to school. **BHS ONLY**-If a parent cannot be reached then the student will be sent to ISS for the remainder of the day.

2nd offense - student will be sent home - this means that a parent will need to come pick the student up - for the remainder of the school day. The student will not be allowed to simply change and return to class.

3rd offense - student will be suspended for defiance, pending a parent conference.

4th offense - student is subject to short-term suspension up to nine days. Habitual offenses could result in a disciplinary hearing and/or a long-term suspension for defiance.

HEALTH SERVICES POLICIES

EMERGENCY PROCEDURES

During school emergencies, parents must work in accordance with law enforcement and school officials to ensure the safety of all children and staff. Routine school procedures may change during an emergency. Emergencies could include fire, lockdowns, bus accidents, severe weather storms, disturbances in the adjacent neighborhoods, and more.

Please make sure emergency information is current on your child's school records. When you move, change phone numbers or change emergency contact names, contact the school immediately.

What should parents do in an emergency situation?

- School emergency information will be sent to local radio and TV stations, and through School Reach to keep parents notified and to provide instructions regarding procedures, if necessary. School closures or late starts due to severe weather conditions will also be released to all media outlets. Limited bus routes may not be announced, since unexpected conditions may close roads without warning.

In the event of a health emergency, the nurse is contacted and she, in turn, assesses the situation and administers first aid and contacts emergency services if necessary. All staff and students are advised to immediately report any situations to the nurse that they think may require health service.

Belen Secondary Schools will follow the guidelines in the BCS School Board Policy for Health Related Policies/Procedures.

SCHOOL BASED HEALTH CENTER (SBHC)

The BCS school based health center is located in the same area as the Belen High School nurse. Students can be seen at the health center if their parents have completed and returned the consent forms, or if they sign a confidential services consent.

The purpose of the health center is to provide health care for students in a manner that allows students to miss as little school as possible. Because it is funded by a grant from the NM Department of Health, students without insurance or with Medicaid are never charged for services. Students who have health insurance will be charged their usual co-pay if their insurance can be billed.

The health center provides both physical and mental health care for BCS students.. All health center records are separate from school records, and student confidentiality is an important component of our services.

The health center does not take the place of primary care physicians in the community. We work with the student's doctor so that he/she continues to direct his/her patient's care.

Students may access the health center by being referred by their school nurse, counselor, parent or an administrator. Students at the high school level may also self refer.

MISCELLANEOUS

STUDENT ID's

All students are expected to carry their ID's with them at all times. Everyone will be provided with his or her ID at the beginning of the year. **It is the students' responsibility to assure that they receive an ID.**

If this ID is lost or destroyed a second one must be purchased as soon as possible. All guests and visitors **MUST** check in at the main office and get a visitor's pass to wear while on campus.

ARRIVAL AND DISMISSAL

Students at **BMS** should not arrive before 7:00 AM and should be picked up promptly after school. There is no supervision for students before 7:00 AM and after 2:00 PM (unless they are involved in a sponsored/coached activity or sport).

Students at **BHS** should not arrive before 7:00 A.M and should be picked up promptly after school. There is no supervision for students before 7:00 AM and after the end of the day dismissal bell (unless they are involved in a sponsored/coached activity or sport).

CLOSED CAMPUS

Belen High School operates as a Closed Campus. Students shall remain on campus during the school day; this includes lunchtime (BHS seniors, with the approved authorization form from the office may leave during lunch), unless they have completed the day's schedule. Students leaving the campus for any reason must show authorization (**"leave slip" from the office - signed (IN PERSON) by a parent, student I.D. and the student's schedule - telephone calls to release a student will not be accepted**). Parents are urged to leave their students in school all day. Doctor or other appointments should be scheduled outside school hours or on school holidays, whenever possible. **In all cases, a parent/guardian (regardless of the student's age) must sign the student out of school in person! (A "leave slip" must be obtained.) A student may not be checked out of school over the telephone.** Any student who leaves the campus without the proper written excuse (leave slip) will be considered truant from the classes that he/she misses. This behavior can result in ISS, loss of driving privileges, and/or suspension.

Belen Middle School operates as a Closed Campus at all times.

FIELD TRIPS

Before a student is allowed to go on a school field trip, the student must have a "Parent/Guardian Consent Form" signed by the parent/guardian and on file with the teacher. All school rules, including dress code, are applicable to students while they are on Field Trips, Athletic Trips and/or Activity Trips. All students wishing to be released to parents/guardians must fill out the necessary forms, which are available in the Principal's office and the Athletic Director's office. **These forms require an administrator's signature that MUST be obtained 24hrs before the event.**

GUESTS/VISITORS

Guests must obtain, and visibly wear, a visitor's pass from the main office before visiting any area of the campus. Students may not bring relatives or friends to class. Parents are allowed to visit on most days, as soon as they have signed in and picked up a visitor's pass. No visitors will be allowed during finals of each semester, or during the first six weeks of school in the fall or the last six weeks of school in the spring.

BHS ONLY-Guests at school dances must be under 20 years of age. An administrator must approve the guest in writing, 48 hours in advance - forms can be obtained in the office. Guests will be expected to follow all the site rules and regulations.

HALL TRAFFIC

For the safety of our students, the following standards of conduct are expected:

- Running, shoving, and other forms of rowdiness often cause accidents and are prohibited.
- To improve hall traffic, students are to keep right, especially at corners.
- Keep entrances and exits clear.
- To stay out of the buildings and halls during lunch periods.