

Magdalena Steers Student Handbook

2021-2022



Magdalena Municipal School District

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www.magdalena.k12.nm.us

This Student Handbook belongs to:

Magdalena Municipal School District
2021-2022 Student Handbook

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WELCOME TO MAGDALENA
MUNICIPAL SCHOOL DISTRICT

The Magdalena Municipal School District is a Pre-K through 12th-grade school, which is housed on a single campus. MMSD has a multicultural student population of 357. The ethnic structure of the district is approximately 47% Navajo, 29% Hispanic, and 24% Anglo or other. Additionally, in 1988 the district implemented a four-day week schedule to help address and accommodate students who are bussed significant distances. Over half of all MMSD students are bussed, with an average bus ride being 26 miles one way. The longest distance any one student has to travel is 70 miles one way.

The Village of Magdalena is located on the edge of the Cibola National Forest, at the base of the Magdalena Mountains in central New Mexico. The nearest city is Socorro located 26 miles to the east, Albuquerque, New Mexico's largest city, 100 miles to the northeast. Magdalena's population is approximately 1,100 and reflects the community's unique history as a mining town and as one of the largest cattle shipping centers west of Kansas City. Its nickname, "Trail's End," is an enduring reminder that for nearly 70 years (the 1890s

The 1960s) Magdalena was the end of the trail for cattle drives originating from Arizona to southern Colorado.

Today the community's principal industries consist of education; the federal government in the form of the National Forest Service; the National Radio and Astronomy Observatory, which operates the Very Large Array (the world's largest radio telescope) located on the San Augustine plains 25 miles west of Magdalena; the Bureau of Indian Affairs which operates a charter school and Indian Health Services clinic on the Alamo Navajo Indian reservation; and, finally ranching. The public school district is the largest employer.

The Alamo Navajo reservation is located 29 miles north of Magdalena and is a vital part of the community at large. Although Alamo is a Chapter of the Navajo Nation, it is located approximately 200 miles southeast of the largest reservation in Arizona. Because of their isolation, the Alamo people have maintained a unique traditional and linguistic heritage. The Alamo band is the only living Native American group that is a blend of Navajo and Apache tribes. The Alamo dialect (Navajo) is predominant in the homes and all tribal government, religious, social, and cultural interactions.

Magdalena Board of Education

LYNN MAJOR, President SHARON HARRIS, Vice President
KAYLA KERSEY, Secretary KELBY STEPHENS, Member
BRETT BRUTON, Member

Directory

Magdalena Municipal School District K-12
Telephone: 575-854-2241, Fax 575-854-2531

Name	Title	Extension
Dr. Glenn Haven	Superintendent/SPED Director	8013
Evanna Cheromiah	Superintendent-Board Secretary/Transportation	8045
Leslie Clark	Mid/High Principal	8014
Jory Mirabal	Elementary Principal/Athletic Director	8185
Keri James	Curriculum/SAT Coordinator/Fed-State Programs	8009
Dorothy Gutierrez-Ornelas	Business Manager	8007
Andrea Harding	District Receptionist	8001
Jennifer Armstrong	Special Education Coordinator	8010
Sheena Trujillo	Information Technology Specialist	8003
Tamara Vinyard	Elementary Secretary/SPED Secretary	8006
Anthony Chavez	Maintenance/Custodial/Security Supervisor	8032
Jacob Thomas	Secondary Secretary	8011
Renee Baca	Registrar	8004
Holly Hagy	School Nurse	8030
Natalia Montoya	Student Advocate	8041
Rebecca Apachito	Student Director/Counselor	8002
	Human Resources Director	
Brittany Martinez	Elementary/Mid Counselor	8042
Theresa Lumos	Counselor Parent/K-12	8131
Angelica Trujillo	Business Office Assistant	8008
Consuelo Candelaria	Librarian	8142

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SECONDARY SCHOOL BELL SCHEDULE 2021-2022

FACULTY SIGN-IN: 7:30 am FACULTY SIGN-OUT: 4:20 pm (Monday - Thursday)

Regular scheduled full school days: Monday, Tuesday, Wednesday, Thursday 7:50am – 4:00pm

All students need to be in school at 7:50 am every day, any time after that is considered tardy. Three Minute passing period with thirty-two minute lunch.

High School	TIME	Middle School	TIME
Breakfast	7:55 am – 8:05 am	Breakfast	7:55 am – 8:05 am
Advocacy	8:10 am – 8:30 am	Advocacy	8:10 am – 8:30 am
Announcements	8:30 am – 8:35 am	Announcements	8:30 am – 8:35 am
1st Period	8:35 am – 9:31 am	1st Period	8:35 am – 9:31 am
2nd Period	9:34 am – 10:30 am	2nd Period	9:34 am – 10:30 am
3rd Period	10:33 am – 11:29 am	3rd Period	10:33 am – 11:29 am
4th Period	11:32 am – 12:28 pm	LUNCH	11:29 am ~ 12:04 pm
LUNCH	12:28 pm ~ 1:03 pm	4th Period	12:07 pm – 1:03 pm

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5th Period	1:06 pm – 2:02 pm	5th Period	1:06 pm – 2:02 pm
6th Period	2:05 pm – 3:01 pm	6th Period	2:05 pm – 3:01 pm
7th Period	3:04 pm – 4:00 pm	7th Period	3:04 pm – 4:00 pm

EARLY RELEASE School Day: Dismiss at 1:00 pm –No homeroom, Bus Changes, or Announcements

High School	TIME	Middle School	TIME
1st Period	7:55 am – 8:30 am	Breakfast	7:55 am – 8:07 am
Breakfast	8:30 am – 8:42 am	1st Period	8:07 am – 8:42 am
2nd Period	8:45 am – 9:20 am	2nd Period	8:45 am – 9:20 am
3rd Period	9:23 am – 9:58 am	3rd Period	9:23 am – 9:58 am
4th Period	10:01 am – 10:36 am	4th Period	10:01 am – 10:36 am
5th Period	10:39 am – 11:14 am	5th Period	10:39 am – 11:14 am
6th Period	11:17 am – 11:52 am	6th Period	11:17 am – 11:52 am

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7th Period	11:55 am – 12:30 pm	LUNCH	11:55 am – 12:22 pm
LUNCH	12:30 pm – 1:00 pm	7th Period	12:25 pm – 1:00 pm

2 HOUR DELAY (No Breakfast Served)

High School	TIME	Middle School	TIME
1st Period	10:00 am – 10:45 am	1st Period	10:00 am – 10:45 am
2nd Period	10:48 am – 11:36 am	2nd Period	10:48 am – 11:36 am
3rd Period	11:39 am – 12:34 pm	LUNCH	11:36 am ~ 12:08 pm
LUNCH	12:34 am ~ 1:06 pm	3rd Period	12:11 am – 1:06 pm
4th Period	1:11 pm – 1:51 pm	4th Period	1:11 pm – 1:51 pm
5th Period	1:53 pm – 2:34 pm	5th Period	1:53 pm – 2:34 pm
6th Period	2:37 pm – 3:18 pm	6th Period	2:37 pm – 3:18 pm
7th Period	3:20 pm – 4:00 pm	7th Period	3:20 pm – 4:00 pm

Elementary Daily Schedule

Faculty Sign-In: **7:30 a.m. (Monday-Thursday)** Faculty Sign-Out **4:20 p.m. (Monday-Thursday)**

Regular Scheduled FULL School Days: Monday, Tuesday Wednesday, Thursday

All students need to be in school at **7:50 a.m.** everyday, any time after that is considered tardy.

Grade	Time	Grade	Time
K-5 th Grade Breakfast	7:30 a.m. -7:50 a.m.		
Pre-K Breakfast	8:10 a.m. -8:30 a.m.		
Pre-K Lunch	10:45 a.m. – 11:15 a.m.		
K-2 nd Grade Lunch	11:00 a.m. -11:25 a.m.	K-2 Recess	11:30 a.m. -12:00 p.m.
Pre-K (a.m.)	11:30 a.m. Class ends		
3 rd -5 th Grade Lunch	12:00 p.m. -12:25 p.m.	3 rd -5 th Grade Recess	12:30 p.m. -1:00 p.m.
1 st -3 rd Grace Recess	2:30 p.m. -3:00 p.m.		
Pre-K (p.m.)	1:00 p.m. -4:00 p.m.		

Early Release ½ School Day: Dismiss at 1:00 p.m. – No Bus Changes

Grade	Time	Grade	Time

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A.M. Pre-K Class	7:50 a.m. – 1:00 p.m.		
K-5 th Grade Breakfast	7:30 a.m. – 7:50 a.m.		
Pre-K Breakfast	8:10 a.m. – 8:30 a.m.		
Pre-K Lunch	10:45 a.m. – 11:15 a.m.		
K-2 nd Grade Lunch	11:00 a.m. – 11:25 a.m.	K-2 nd Grade Recess	11:30 a.m. - 12:00 p.m.
3 rd -5 th Grade Lunch	11:25 a.m. – 11:50 a.m.	3 rd -5 th Grade Recess	12:00 p.m. - 12:30 p.m.
PM Pre-K Class	None		

2 Hour Delay (No Breakfast Served)

Grade	Time	Grade	Time
A.M. Pre-K Class	None		
K-5 th Grade	10:00 a.m. Class begins		
K-2 nd Grade Lunch	11:00 a.m. – 11:30 a.m.	K-2 nd Grade Recess	11:30 a.m. – 12:00 p.m.
3 rd -5 th Grade Lunch	12:00 p.m. - 12:30 p.m.	3 rd -5 th Grade Recess	12:30 p.m. – 1:00 p.m.
P.M. Pre-K Class	1:00 p.m. – 4:00 p.m.		

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		Magdalena Municipal Schools 2021-2022 Calendar																
		July							January									
		S	M	T	W	T	F	S	S	M	T	W	T	F	S			
Early Release						1	2	3							1	1	Winter Break	
Holiday		4	5	6	7	8	9	10	2	3	4	5	6	7	8	3	Teacher Workday	
Teacher Workday		11	12	13	14	15	16	17	9	10	11	12	13	14	15	4	School Resumes	
School Begins/Resumes		18	19	20	21	22	23	24	16	17	18	19	20	21	22	17	Martin Luther King Day	
Last Day of School		25	26	27	28	29	30	31	23	24	25	26	27	28	29		Teaching Days	15
Open House/Spring Flin									30	31						20	Non-Teaching Days	1
PTC	22	August							February									
		S	M	T	W	T	F	S	S	M	T	W	T	F	S			
5 Staff Work Day		1	2	3	4	5	6	7			1	2	3	4	5	21	Presidents' Day	
12 Open House		8	9	10	11	12	13	14	6	7	8	9	10	11	12	18	Parent Teacher Conferences	10 am-6 pm
9 1st-12th Grade Start		15	16	17	18	19	20	21	13	14	15	16	17	18	19			
16 Kindergarten Start		22	23	24	25	26	27	28	20	21	22	23	24	25	26			
		29	30	31					27	28								
Teaching Days	14																Teaching Days	15
22 Non-Teaching Days	1															20	Non-Teaching Days	1
	0	September							March									
		S	M	T	W	T	F	S	S	M	T	W	T	F	S			
6 Labor Day					1	2	3	4			1	2	3	4	5	28-1	Spring Break	
7 Pre-K Start		5	6	7	8	9	10	11	6	7	8	9	10	11	12			
		12	13	14	15	16	17	18	13	14	15	16	17	18	19			
		19	20	21	22	23	24	25	20	21	22	23	24	25	26			
Teaching Days	17	26	27	28	29	30	27	28	29	30	31			19	Teaching Days	15		
22 Non-Teaching Days	0															19	Non-Teaching Days	0
		October							April									
		S	M	T	W	T	F	S	S	M	T	W	T	F	S			
11 Indigenous People Day							1	2						1	2	18	Easter Monday	
15 Parent Teacher Conferences	10 am-6 pm	3	4	5	6	7	8	9	3	4	5	6	7	8	9	21	Spring Fling	
28 Halloween Carnival		10	11	12	13	14	15	16	10	11	12	13	14	15	16			
Teaching Days	15	17	18	19	20	21	22	23	17	18	19	20	21	22	23			
		24	25	26	27	28	29	30	24	25	26	27	28	29	30			
21 Non-Teaching Days	1	31														20	Teaching Days	15
		November							May									
		S	M	T	W	T	F	S	S	M	T	W	T	F	S			
22-26 Fall Break			1	2	3	4	5	6	1	2	3	4	5	6	7	20	Graduation	
		7	8	9	10	11	12	13	8	9	10	11	12	13	14	26	Last Day of School	
		14	15	16	17	18	19	20	15	16	17	18	19	20	21	30	Memorial Day	
		21	22	23	24	25	26	27	22	23	24	25	26	27	28			
Teaching Days	14	28	29	30					29	30	31							
17 Non-Teaching Days	0															21	Teaching Days	16
		December							June									
		S	M	T	W	T	F	S	S	M	T	W	T	F	S			
21-31 Winter break																		
12 month employees must work 1 day during winter break					1	2	3	4				1	2	3	4	6-30	Summer School	
		5	6	7	8	9	10	11	5	6	7	8	9	10	11			
		12	13	14	15	16	17	18	12	13	14	15	16	17	18			
		19	20	21	22	23	24	25	19	20	21	22	23	24	25			
14 Teaching Days	10	26	27	28	29	30	31	26	27	28	29	30			22			
118 Teaching Days	70	10-Month Contract Days							150							122	Teaching Days	76
Non-Teaching Days	2	12-Month Contract Days							240								Non-Teaching Days	2

Magdalena School Board Approved: July 15, 2021

Continued COVID guidelines (will be reduced as CDC changes guidelines):

- No non-essential people in the building. Only parents will be allowed if they have an appointment.
- Closed campus
- Sanitizing and cleaning will continue several times per school day

PANDEMIC POLICIES

Policies that affect students during COVID-19 restrictions will follow the state and CDC guidelines and will be reduced as they are. The original handbook policies will be the foundation of decisions made.

- Social distancing is to be maintained throughout the school.
- All non-essential visitors are not to enter the building. All parent meetings will be done through phone or email. If parents need to pick up their children, they need to call 854-2241 and let the receptionist know who they are checking out by 2pm. The receptionist will bring their children to the main entrance and visually check them out.
- Students will be asked to wash their hands to ensure that minimal possible spread of virus occurs. Hand sanitizer and disinfectant will be available for students to use in all classrooms. Teachers will instruct students on proper procedures for disinfecting their areas, bathroom use, hand sanitizing and hand washing.
- The Nurses will have an isolation unit available. If your child's temperature is at or above **100.4 degrees** then they will be isolated and parents will be contacted to pick up their child and any siblings on campus.
- **Water bottles and personal snacks are encouraged as our water fountains will be closed. Eating will only be available at certain times of the day (Breakfast/Lunch).**
- Remote learning is available during this pandemic situation for secondary grades and must follow guidelines below.
- Students will eat breakfast in the classroom and lunch in the cafeteria, students will be allowed to go outside during their lunch time. We continue to encourage COVID guidelines to be followed during this time.
- Parents and guardians, it is mandatory to have all numbers and addresses up to date in our system and we are able to contact you.
- Extra social/emotional support will be available for your children.
- **All staff and students are tested for a fever and symptoms daily. Parents/guardians will be asked to pick up their child and their siblings as soon as possible if they are showing symptoms.**
- **The building may shut down if we have a virus outbreak but remote learning will continue for every student.**
- Mid/High students will have access to a locker.
- Regardless of your personal beliefs regarding the virus, all staff and students must follow the Governor's directives as well as our school plan, MMS needs

your help training students in these new procedures and processes.

Elementary PreK-5 will not have an online version and will request that all students come into the building to provide their educational needs.

Remote Learning is only an option for 6-12 grade

Qualified candidates for the remote learning program will apply for this opportunity. Through a process of reviewing with teachers, counselors, registrars, and administration, students will be admitted to be a remote learner.

To qualify as a remote learner:

1. Attendance needs to be regular and reliable. Consistently missing school would mean you are not eligible for remote learning.
2. Students must have made adequate progress on courses with no failing grades on previous online platforms.
3. 100% completion of courses on time.
4. If you fall below our expectations you may be asked to come back into the building and lose your remote status. All courses will be E2020 (Edgenuity) unless prior approval from the administration.

DISTRICT MISSION STATEMENT

Our mission is to enable all students to reach and expand their individual potential, preparing them to become responsible, ethical, creative and compassionate members of a dynamic globalized society. We honor diversity as well as achievement, and promote pride in our students, in our schools, and in our community.

DISTRICT VISION STATEMENT

We will create a safe, encouraging environment where our students feel loved, respected and motivated to be lifelong learners.

MESSAGE FROM THE SUPERINTENDENT

Yá'át'ééh, Hola, & Hello,

Welcome to Magdalena Municipal Schools ... Home of the Steers & State Champions! Thank you for making a decision to attend our schools for the 2021-2022 school year. We sincerely hope that you understand the importance of a quality education especially after the difficult year we have the last fifteen months. Our administrators, teachers and support staff will continue to work just as hard as anyone else's school to help, encourage and guide you to become the best student that you can be. However, we need your help too in order for all of us to be successful. Your parents, family, my staff and I want the best for each of you ... but you, the student, have to have that desire to succeed academically, emotionally and

socially. Our goal is to make sure that you have the necessary tools to prepare you for the outside world and proudly represent the village of Magdalena.

Our school's staff and administrators wants to create and design a challenging environment that meets your needs and goals as a student. This handbook has been carefully prepared so that you and your parents/guardians can understand Magdalena Municipal School's philosophy, policies, and expectations of you as a student. Please read all of the information carefully and do not be afraid to ask questions and voice your concerns and opinions in order for our schools to become a better educational institute.

Each student will be required to read this handbook thoroughly and parents are encouraged to do so too. This handbook outlines clearly the behavior expectations that our schools have for our students while in school or while participating in our extra-curricular activities. Our staff expects the appropriate behavior of you while representing Magdalena Schools.

We hope this school year will be an enjoyable one and a successful experience for all of our students and parents/guardians. Together we can make Magdalena Schools a great place to be and proud of. Remember always to "*Be Steer Strong! Steer Safe! And Always Be Steer Tough!*"

Dr. Glenn Haven
Superintendent

USE OF TELEPHONE BY STUDENTS/MESSAGES

Messages from parents or guardians will be delivered to students as soon as possible without interrupting class, or immediately in case of an emergency. Students will be allowed to use the telephone in the Middle/High or Elementary School Office only in cases of actual emergencies. Students and parents should understand that forgotten homework, books, uniforms, etc. are not considered an emergency. Arrangements for rides home, going to someone else's house after school, or staying after school for tutoring, games, etc., should be made with parents prior to coming to school, and are not considered an emergency.

VISITORS

Parents/guardians of Magdalena School students are discouraged from visiting a student's classroom this school year, until the Covid-19 pandemic is over and ALL restrictions are lifted by the government.

CHECK IN/CHECK OUT PROCEDURES FOR STUDENTS

Student Arrival and Departure Times

1. The school will not assume responsibility for any students arriving on school grounds prior to stated time unless they are transported by school bus.

2. Students are to leave school at the end of the school day unless they are participating in a supervised school activity and are under the direct supervision of a teacher.
3. Students are not to be on the playground/school grounds before/after school hours. 4. The school will not assume responsibility for any child on campus before or after the school day. It is the responsibility of the parent to provide supervision before and after school.
5. Students are encouraged to ride the bus.
6. Parents who bring their children to school must adhere to school procedures for dropping off and/or picking up students.

Parent/guardians must provide a list of individual(s) that is authorized to check out a student from school and must be submitted before the school year. The check-out form is available in the Secondary, Elementary or Main Offices. Parent/guardians or any pre-approved emergency individual contact(s) must **PERSONALLY SIGN THE** form.

Parents shall inform the school immediately of any change of address/telephone number of persons authorized to sign-out students that is different from that listed during registration.

In order to provide for the best welfare of each student and the school, the following checkout policy has been adopted:

Before the student may be released from school, a parent, legal guardian, or person authorized by a parent must come to the school office and sign the student out. Students will only be released to authorized persons listed on the checkout list/contact sheet. Appropriate picture identification may be required to check out a student. For safety of students, checkouts must be made **2 hours** prior to dismissal time. Bus changes must be done by 1 pm unless there is an emergency. **NO OVER THE PHONE CHECK OUTS WILL BE ALLOWED.** If you have an emergency, please contact the school administration.

In the event the child's parents are divorced and the parent with custody does not want the other parent to pick up the child, the school will attempt to notify said parent. The school cannot deny a parent access to his/her child unless there is a court order prohibiting one parent access to the child. If such a court order exists, it should be brought to the principal/guidance office in order that a copy can be made and inserted in the child's cumulative folder.

Excessive Check Outs – 1st incident will require a parent and student meeting with administration. 2nd incident will result in referral to the Student Advocate and to the counselor. The definition of an excessive check out would be more than three times per nine weeks, six times for a semester.

TRAFFIC SAFETY AND PICK-UP/DROP-OFF

- Observe instructions of the adults on Duggins or the street we have evacuated to and in school driveways.
- Remind students to cross the driveway only at the designated crosswalk.
- Stepping or walking between cars is not permitted, even with an adult.
- Fire lanes must be observed. The fire lanes marked in red along the school curbs of the main building.

- Cars should not be parked in fire zones and may be ticketed.
- Parent pick-up/drop-off areas should be separated from bus pick-up/drop-off areas.
- Traffic in the drive-through area and parking lot(s) is one way. Follow the arrows painted in the drive-through and the parking lot, indicating the direction of traffic flow.
- The speed limit in the drive-through area and parking lot(s) is less than ten (10) miles per hour. Idle speed is recommended. Accelerating in these areas is not permitted.
- It is NEVER permitted to drive in reverse in the drive-through or parking lot (except when backing from a parking space).
- Always observe the areas designated for bus and emergency vehicle traffic only.
- Early morning drop-offs are discouraged. Staff arrives at 7:30 a.m. and staff members are not on duty until then.
- Students who arrive before school hours are discouraged and are not permitted on the playground or in the parking lot.
- In order to decrease the traffic congestion in the front of the building, students who are eligible to take the bus are encouraged to do so. Students should stand in the designated area while waiting for buses after school.
- Students who drive to school must obey all city and school traffic/safety regulations.
- The parking lot is limited to students, staff and parents who are volunteering at the school. The parking lot SHOULD NOT be utilized for drop-offs and pick-ups.
- Between 7:30am and 4:20 pm the front area is strictly for drive-through traffic for student pick-up and drop-off. Drivers may NOT leave their cars during that time.

OUT OF DISTRICT APPLICATION

Magdalena School District has an out of district policy waiver form. The students will apply to be accepted to our district following this protocol:

1. Magdalena Municipal School will enroll in-district students despite max number. No exceptions.
2. Magdalena Municipal School will place out of district student on a waiting list until an opening occurs in that grade level. List should be based on a first come first serve basis.
3. Magdalena Municipal School will deny or accept out of district student despite max level reached on an individual basis***.

CHILD ABUSE/NEGLECT

All staff are required by law and it is their duty to report any suspected child abuse or neglect to the Children's Youth and Family Department (CYFD), Navajo Nation Social Services, and Law Enforcement. An employee of the Magdalena Municipal School is a mandated reporter. A report of suspected abuse is only a request for an investigation or inquiry. Investigations and validation of child abuse reports are the responsibilities of law enforcement and child protective services. Additional penalties for failing to report suspected abuse or neglect may occur. For further assistance you may contact an administrator and/or supervisor for direction.

HOMELESS CHILDREN

Magdalena Schools will enroll and transport homeless children within our school district as pursuant to 6.41.4 NMAC requirements.

CHILD CARE

While Magdalena Municipal School recognizes that the bond between a child and mother is essential, the school does not have the proper facilities for a Daycare. To minimize disruption to the learning environment, student-mothers are strongly discouraged from bringing their infant to the school facilities during the school day. If a student-mother needs to nurse her infant during the school day, accommodations will be arranged to assist the student/mother to do so. The designated child care provider may bring the infant to school for the student/mother to nurse the infant in a private designated location.

CLOSED CAMPUS

Magdalena Municipal School is a closed campus, (ONLY seniors are allowed to leave for lunch). Once students arrive on campus they are to remain on campus until school is dismissed at 4pm on full school days. Only when a student has been checked out by a parent/guardian will a student be permitted to leave the school campus. Students not in compliance with this arrangement will be considered truant and will be subject to the appropriate disciplinary action by school administrators.

Students who are habitually checked out for lunch will have their check out list revisited and only parents/guardians who physically come in will be allowed to check out students.

All parents/guardians or any non-student is required to:

- Enter the school through the Main Front Office,
- Register with the main office staff,
- Secure permission to visit with the Principal or their designee,
- Wear an assigned visitor name tag for identification purposes,
- Remain in designated areas of the building,
- Return name tags upon leaving.
- Any person or persons not complying with the closed campus rules is subject to be referred to the appropriate Law Enforcement authorities.

DELIVERIES TO STUDENTS

Deliveries and pickups shall be conducted in the High School Main Office with the approval of the Principal or their designee.

TEXTBOOKS

Textbooks, like other school property, are furnished by New Mexico tax payers and made available for student use each year. These books are rated according to their condition when issued to the student. The student is responsible for the book and may have to pay for replacement of the book, if necessary. If a book decreases in value beyond a reasonable point, State Law requires that the student pay proportionally for the damage done to a book purchased with Instructional Material Funds. Teachers will check periodically to determine that students are caring for books properly and that students have their own books.

State adopted textbooks are furnished to students through the textbook division of the Public Education Department. Textbooks are expected to last for six years. Students are held accountable for damage, such as writing, marking, torn pages and lost books. Students will be assessed for damage to, or loss of, the books assigned to them. The name of the student and the teacher who is issuing the books are to be placed in ink in all books when books are issued. Magdalena Schools require that all textbooks be covered. The amount of any lost items will be itemized according to the year in its lifetime. If books are kept for 7 years we will reduce the total amount by 1/7 each year

SCHOOL DANCES

School dances follow all guidelines of the student handbook regarding rules.

ATTENDANCE

There are 146 days in the Magdalena Municipal School Year. Students attend class four days per week (generally) excluding Fridays and scheduled holidays. All students are scheduled to attend classes seven periods per school day, except for seniors that are on a work study program and others who are attending a post-secondary institute for college credit. Prompt attendance on all school days is important. Teachers are required to report student absences to the HS/MS/ES office and keep record of student tardies. This becomes part of the student's permanent record.

ABSENTEE PROCEDURES

Each student is allowed 10 days of absence per school year. The only absences that are acceptable are those allowed by state statute and only include: illness, bereavement, documented religious activities, court ordered, doctor's note, dentist's note, mental/behavioral health, principal approved, cultural experiences (up to three days), pregnancy and parenting students. Illness, up to two days, as well as death in the family will need a parent/guardian note to excuse the absence. After the third consecutive absence due to illness, a doctor's note will be required to excuse the absence. Any court ordered appearance, doctor's note, dentist note, mental/behavioral health note must be documented, in the student's name, to be excused. All documentation must be provided to the school on the first day the student returns from absence.

An unexcused absence of two or more classes up to fifty percent of an instructional day shall be counted as one-half day absence, and the unexcused absence of more than fifty percent of an instructional day shall be counted as one full-day absence.

A written note from the parent or guardian explaining the reason for the absence must be presented to the office. Students will be considered absent if late more than fifteen (15) minutes after the class begins.

All other absences other than for the reasons listed in NM Compulsory Attendance Law (illness, bereavement, documented religious activities, court ordered, doctor's note, dentist's note, mental/behavioral health, principal approved, cultural experiences (up to three days), pregnancy and parenting students) are unexcused absences. Vacations are considered unexcused absences.

For Elementary we will use the following chart to note whether it is an absence or tardy: THE Attendance-Half Day Issue



NEW MEXICO ATTENDANCE FOR SUCCESS ACT

The Attendance for Success Act requires that school attendance data be reported to the New Mexico Public Education Department (NMPED). Students are expected to attend in-person or remote instructional programs, as provided by their school, each day.

The four attendance intervention tiers are described below:

TIER 1: The Whole School Prevention Tier is for students who have missed less than five percent of classes or school days for any reason. Whole school prevention strategies are universal attendance supports and may include activities such as whole school attendance campaigns, class attendance competitions, parental notification of student absences through robocalls or electronic communication, Positive Behavioral Supports and Interventions (PBIS) to create welcoming school/ classroom climates, education nights, social contracts, extra-curricular activities, and attendance incentives, among others.

TIER 2: The Individualized Prevention Tier is for students who have missed five percent or more, but less than 10 percent of classes or school days for any reason.

In addition to whole-school prevention strategies and other supportive interventions, for Tier 2 elementary students, the attendance team shall talk to the parent/family and inform the parent/family of the student's attendance history, the impact of student absences on student academic outcomes, the interventions or services available to the student or family, and the consequences of further absences. For Tier 2 middle or high school students, the attendance team provides the same interventions as for elementary students, and involves the student in their conversations with parent/family.

A. When a student has accumulated three (3) days, five (5) days, seven (7) days, and ten (10) days of absences in a year, letters will be sent to the parent identifying the dates of each absence and reminding the parents of the Attendance Policy.

B. When a student reaches seven (7) days of absences in a year, the principal will notify the parents and request that the parent attend an Attendance Hearing the student, and inform the parent of the date and time set for the hearing.

C. After the Attendance Hearing, the principal will send written documentation to the parent, explaining the requirement of proof for all subsequent absences and re-stating any other determinations that may have been reached at the hearing.

SIGN IN/SIGN OUT PROCEDURE

Elementary:

Late to School: It is recognized that an elementary school child may occasionally be late or may

be checked out of school due to an unforeseen emergency. Parents who bring their child to school late must bring the child into the office to check him/her in.

Late to school is defined as arriving at school after the beginning of the school day. Late arrivals due to a medical appointment will be excused (and work can be made up) if a doctor's excuse is presented the day of the late arrival.

Students will not be subject to consequences if they arrive late on a district school bus. Students are allowed up to five unexcused late arrivals per semester (with work allowed to be made up). After 5 and 10 unexcused late arrivals and/or check-outs to school in one semester a letter may be sent home from the school informing the parents of possible referral to the Child Protective Services and the local Student Advocate. In addition, students will not be allowed to make up missed work. For extenuating circumstances, exceptions may be made by the principal.

Checkout: In order to provide for the best welfare of each student and the school, the following checkout policy has been adopted:

Before the student may be released from school, a parent, legal guardian, or person authorized by a parent must come to the school office and sign the student out. Students will only be released to authorized persons listed on the checkout list/contact sheet. Appropriate picture identification may be required to check out a student. For safety of students, checkouts must be made 30 minutes prior to dismissal time. For bus changes, you must contact the school by 2pm.

In the event the child's parents are divorced and the parent with custody does not want the other parent to pick up the child, the school will attempt to notify said parent. The school cannot deny a parent access to his/her child unless there is a court order prohibiting one parent access to the child. If such a court order exists, it should be brought to the principal/guidance office in order that a copy can be made and inserted in the child's cumulative folder.

Secondary (6 – 12):

Students can only be signed out of school by the parent/guardian or other adult(s) as specified by the parent/guardian on the student's registration form. The parent/guardian or designated adult must come to the office and present photo identification to sign the student out of school.

Students will not be charged with a tardy to school when their bus is late. Late students who do not ride a bus will report to the office for an admission slip to class.

Students are allowed three parent excuses per semester. Any late arrivals beyond these three, other than doctor, are subject to disciplinary action. Students late to school or checking out early while assigned to ISS will be given an additional day of ISS.

Check-out policy: When a student becomes ill or an emergency arises during the regular school which may warrant early dismissal, the student must report to the office. Before the student will be allowed to leave school, the student's parent or legal guardian must be contacted by telephone or the parent, legal guardian, or person authorized by the parent must come to the school to sign the student out. The school administration will reserve the option to release a student from school at the discretion of the principal if the student's parents cannot be contacted.

A student may be released for a physician's appointment, dental appointment, or other just reason when the parent, legal guardian, or person authorized by the parent comes to the school

and signs the student out or sends a note to the pupil accounting office stating the reason for check-out. This note must include the check-out time and a telephone number where the parent can be contacted and should be on file no later than 9:00 a.m. on the day of check-out. If the note cannot be verified, the school reserves the right to refuse release of the student.

Classes missed due to check-outs count as absences and will be treated as excused or unexcused according to the guidelines established earlier in this handbook. If a checkout is excused, the student is responsible for making up class work that is missed during the time that he/she is signed out of school. When a student arrives at school late (after 7:55 a.m.) they are considered tardy. The student and their parent/guardian are required to contact the Main Office and check-in. Students are expected to remain on campus throughout the school day unless checked out properly through the office by a parent or legal guardian.

Students who are 18 or older must have a birth certificate on file in the office or other documents proving that the student is legally emancipated from their parents/guardians before they are permitted to check themselves out from school. Students must also have approval from the Principal or their designee for a self-check-out before they are allowed to do so from school. Any student who is off campus during the school day without being properly checked out will be considered truant, and will be reported to the appropriate authorities. If a student cannot be located, the administration involved will approve staff members to make an effort to locate the student who is truant. If a student is not located in a timely manner, the Principal or their designee shall notify the parent/guardians of the truancy. If the parent/guardians cannot be contacted, the school will notify law enforcement officials.

TARDY CONTROL

During the pandemic MMS will highly discourage tardy behavior for the safety and wellbeing of both staff and students. **If a student is more than 10 minutes late to class they will be marked absent for the entire class period.

Definition - A tardy is defined as reporting to class after the bell has sounded to begin instruction. A tardy can be excused by a parent/guardian when an emergency situation results in a student arriving at school late. A student may not be excused for tardiness between classes unless they have a written pass from a staff member. An excused tardy will be removed from the student's record and will have no penalty.

Tardiness not only hinders a student's ability to benefit from instruction at the beginning of class, but it interrupts the work of other students who made the effort to be on time. In addition, tardy students are usually in the hallways interrupting other classes and the efforts of other students/friends to be on time for class.

The most important way to determine why a student is late is to ask them. Students need to realize that coming late into class will have a negative impact on their grade, there are warm up activities, bell ringers and quizzes. Teachers need to be prepared to begin class on time and do housekeeping after students have an assignment or task to complete. This eliminates the thought that nothing happens the first few minutes of class.

We are a PBIS school which means we use positive reinforcement to award students who are on time. You could do this with five extra points on their quiz, a positive message from you "thank you for being on time", or there are many other ideas on PBISworld.org.

Staff must be consistent! All classrooms must enforce it and if you notice a progressively tardy student that doesn't seem to be getting consequences, please contact the secretary or administration.

After the final bell, at the beginning of each class period, classroom teachers will allow the tardy student to enter the classroom quietly. When these students report to class, teachers will record tardy attendance for the student, so the tardy can be documented on the student's record as per policy. Students will receive an unexcused tardy for the period. After a student receives three tardies, the student will receive four days of lunch detention work detail. After the third tardy the discipline matrix will be followed. (*Discipline matrix is listed below). EXCESSIVE TARDIES WILL BE REPORTED TO PROPER AUTHORITIES.

Step 1	3 Unexcused= 4 days of lunch detention or work detail
Step 2	6 Unexcused= 1 Full day of ISS or work detail
Step 3	9 Unexcused= Parent Conference, and mandatory tutoring/lunch detention in the class most tardy in.

** Must inform parents at every step.

PARENT/GUARDIAN NOTIFICATION

Parents/guardians will be notified by the school's Student Advocate or by the schools automated response for absences.

TEXT MESSAGING ALERTS

If you would like to receive text message alerts for emergencies, closings, special messages and updates you should fill out a text message alert sheet or you can text 2 to 67587.

MAKE UP WORK

Teachers will provide opportunities for academic make-up work (i.e. after school tutoring) when students have an excused absence. However, the responsibility for making use of this opportunity rests with the student.

If a student does not request make up work by the next class period after their return; AND

If a student does not complete the makeup work within the amount of time allotted upon returning back to school; Then they will receive F's or zeros (0's) for any missed assignments. For unexcused absences and out of school suspensions students may not make up the work missed. The student will receive a zero (0) for any work missed. For extenuating circumstances, exceptions may be made by the principal.

INCENTIVES

Magdalena School will hold special events honoring students who have achieved a minimum of 97% attendance rate, establish class individual goals and incentives for attendance, awards,

certificates, and assemblies.

Magdalena Schools will post the honor roll of attendance for each quarter.

APPEAL PROCESS

Students, who have received an I (incomplete) or F (failing) (due to attendance issues) and feel there were mitigating circumstances which should be considered, are invited to notify the school administration and request for a conference for consideration for the grade/grades be restored. If all absences are excused and if all work has been made up, grades may be restored upon Principal approval.

If one or more absences are not excused an appeal must be completed and presented to the Principal, who will then determine the amount of restitution required for restoration of the grade. Dissatisfaction with the decision of the Principal can be appealed by contacting Magdalena schools Superintendent and then appealing to the Superintendent.

HEALTH AND MEDICAL PROCEDURES

A student whose health record has not been brought up to date and is not in the process of being brought up to date by the end of the first month will not be permitted to stay in school. No student who has any contagious disease will be allowed to attend school. Any questionable cases will be referred to the County Health Department, and New Mexico regulations/recommendations will be followed. Illnesses/Communicable Diseases

The Magdalena School has the power, authority and duty to exclude from the school students with what appears to be infectious or contagious diseases; provided, however, such students may be allowed to return to school upon presenting a doctor's note that the student is free from such disease. In the event that a parent or emergency contact cannot be reached or is unresponsive, the appropriate officials (law enforcement or CYFD) may be contacted.

Signs and symptoms of an illness may vary a great deal from person to person (e.g., sore throat with fever; rash over a large area of the body). Only physicians or nurse practitioners can diagnose---not nurses.

This information is not intended to be used to diagnose an illness or infection. It should not replace a diagnosis by physicians or a nurse practitioner.

Any student having evidence of communicable diseases will have a physician diagnose the disease and prescribe suitable treatment.

Common communicable diseases as listed will automatically result in exclusion from school and school related activities for the designated period of time: **this includes but is not limited to illnesses such as conjunctivitis, measles, whooping cough, flu, and are based on the NM Dept of Health and NM Dept of Education guidelines, standards, and policies.**

Immunizations and Vaccinations: Students must be upto date on immunizations and vaccinations when entering the school year. These will be reviewed and any student without up to date documentation will be required to comply with **NM Dept of Health and NM Dept of Education guidelines and policies within 30 days of start of school. If the student after 30 days**

cannot provide proof of compliance, they will not be allowed back to school until they acquire the appropriate Immunization and vaccinations unless they meet the requirements set by the NM Dept of Health and NM Dept of Education for exclusion.

If a student requires medication at school, it must be provided to the nurse in the original container along with documentation from the provider. If you need any assistance with this please see the school nurse, Holly Hagy-BSN, RN or call 575-854-8030 and she will help you.
Holly Hagy

HALL PASSES

During the pandemic MMS is not allowing students hall passes except to the restroom. All students who are not in their regular assigned classroom MUST have a hall pass from their teacher which should have the current date, time of departure from the classroom, destination and the teacher's signature. Teachers must keep a sign out log signed by the students when they leave the classroom and upon their return. The only exception is when students are called to the office over the intercom/phone.

ANIMALS

Pet or stray animals are not allowed on school grounds. Students, parents/guardians, or identified owners will be notified to remove their animals from school grounds as soon as possible. School administration reserves the right to remove the animal as humanly as possible from school property. The primary concern is the safety of students and staff members. An administrator may approve exceptions for special class projects.

ANNOUNCEMENTS

Announcements will be made every morning at 8:35 am with prior approval from the Principal. Announcement of general information needs to be submitted the prior day. Use of the public address system shall be minimal to avoid disruption with classroom instruction. Emergency and/or urgent matters will be announced as approved by the Principal or their designee.

BEFORE AND AFTER SCHOOL

Students are not to be on the school campus prior to 7:30 a.m. or after 4:00pm during a regular school day unless they are under the supervision of a faculty or staff member or an adult family member. Exceptions are allowed for after school sporting events or other school related activities that have been pre-approved by the Administration and an adult is present. Students are not allowed on the school campus after 6:00 p.m. with no adult supervision. The Principal will take the appropriate corrective disciplinary action to enforce this policy. The school assumes no liability for injuries or accidents that occur outside of school hours.

BACKPACKS

Students will be permitted to use an approved backpack on school grounds during regular school days; Monday through Thursday. Students are permitted to carry only their books and

supplies to and from school grounds utilizing their backpacks. Students will need to secure their backpacks with all of their books and personal items during the regular school day.

In order to develop a safer school campus, backpacks are subject to search by school personnel when reasonable suspicion arises or reports of an illegal/prohibited contraband are hidden in a student's backpack. Students are responsible for possession of all items concealed in their backpacks.

Students found in violation of this backpack policy will result in disciplinary action which may include no backpacks allowed by the student and/or out-of-school suspension. Magdalena Municipal School is not responsible for confiscated personal property that is damaged, lost or stolen.

BAD WEATHER SCHEDULE OR SCHOOL CLOSING

Bad weather, power outages or other events may force schools to close or not be in session. If the Administration determines that it would be in the best interest and safety of the students to close school for the day, the notifications or announcements will be made through the available media outlets and radio stations. Radio announcements should be the primary means to the local communities of informing students and parents/guardians of a school closure. When in question and no announcement has been made through the local radio stations (KABR) about school closure, there will be a normal scheduled school day. Try not to call the school; phones will be used to get information out and unnecessarily tying up the phones may hinder the timely manner of getting information out. Closures will be posted on the website, KABR, marquee, and if you are on the list you should receive a text message as soon as the decision has been made. There is a text alert system available, to enroll text "yes" to 67587 and you will automatically be enrolled.

BEHAVIOR OF STUDENTS ON OR OFF SCHOOL GROUNDS

Students are expected to conduct themselves in a manner that should not bring discredit to themselves, their family and the school at all times. Priority to the safety, welfare and morale of students and school personnel should always be important factors. Student behavior during school hours or on school related activities, both on and off campus will follow the disciplinary standards for behavior and discipline as outlined in this handbook. Students who threaten the security of the school or safety of staff members shall be subject to the appropriate disciplinary action, which may include referral to the proper law enforcement authorities for adjudication and/or to the administration for possible expulsion.

ELEMENTARY POLICIES

At Magdalena Elementary School, our number one priority is students. Therefore, we believe cell phones should not be brought to school. But if you feel the need to send your child with one, please make sure it is placed safely inside backpacks so they do not disrupt instruction during the school day. Please ensure they are hidden and deeply placed in the backpack to avoid any issues. The school is not held responsible for lost or stolen electronic devices. All phones are brought on campus at your own risk.

If an electronic device disrupts instruction, the device will be confiscated and returned only to a parent (no siblings).

Magdalena Elementary is also asking that no toys be brought into school from home. The classrooms are filled with items to keep your child busy. Toys often cause lots of problems among their peers and if it breaks it can result in very sad feelings. Special items may be brought to share if the teacher has approved it.

SKATEBOARDS

Students are not allowed to bring on campus or use skateboards, roller skates, roller blades, during normal school hours or during school activities. Skateboards, roller skates, roller blades, or may not be brought onto a school bus. Skateboards are not allowed in school or on campus. There are signs posted that prohibit skateboards from being ridden on school property AT ANY TIME. Violators may be subject to the appropriate disciplinary or legal action.

LOST OR STOLEN ITEMS

Magdalena Municipal School is not responsible for damaged, lost or stolen property. This includes personal property as well as books or materials assigned to or checked out to the student by the school.

Any items found will be kept at the office. If a student loses something, please check in the office. Unclaimed items will be kept no longer than three (3) months before they are discarded.

PARENT/GUARDIAN - TEACHER CONFERENCE DATES

During the pandemic MMS will not be having in person Teacher Conferences, please call or email your child's teacher to set up a meeting. A Parent/Guardian-Teacher or Student-led Conference is the bridge of communication between teachers and parents/guardians. It is extremely important we have this component to ensure the success of the student. Magdalena Municipal School has two (2) Parent/Guardian/Teacher Conferences per year. There are also two public community activities to get to know the school. Notification to the parent/guardians is made well in advance so that parent/guardians are aware of the dates and times. Please check the school calendar and website for these dates and details.

PERMANENT RECORDS, PROGRESS AND REPORT CARDS

A permanent record is set up for each student in the school system. This record begins when an individual starts school and is kept current on the student until he/she graduates. Educational records may be forwarded upon request of another school with the written consent of parent or guardian.

The Magdalena Municipal School sends out quarterly report cards.

Mid School - At the 4 ½ week mark of each nine-week grading period, a progress report will be sent home for middle school students indicating each child's academic status. This report will indicate the progress he or she is making in the different subject areas. If the report indicates

that the student is failing, conferences with the teacher should be made. A formal report is sent at the end of each nine weeks. Dates for progress reports are listed in the front of the handbook on the school calendar and the website.

High School - At the 3 week mark of each nine-week grading period, a progress report will be sent home with your child requesting a signature. If your child is failing, you will also receive a phone call from your child's teacher. Teachers are not responsible for the number in the school record not being updated to the most current phone number. Conferences are encouraged to ensure your child stays on track to graduate with their peers. Parents/guardians are encouraged to contact teachers regularly about student progress. Students are responsible for taking their progress report home to their parents/guardians and having the bottom portion signed and returned to the teacher. Progress reports may be sent more frequently when requested by the parent/guardians. Parents are encouraged to get an account for the PowerSchool Parent Portal to view their child's grades. See PowerSchool Parent Portal instruction to request an account.

AWARDING AND RECORDING OF GRADES

In the event a student does not receive credit for a subject because of excessive absences, expulsion, or drops out of school, NC will be recorded in the applicable place in the student's cumulative folder and on the permanent record.

When a student completes a subject, the actual grade the student earned will be recorded in the appropriate place in the student's cumulative folder and on the permanent record.

RETENTION POLICY K-12

New Mexico Promotion/Retention Statute: The legislature enacted Section 22-2C-6 NMSA 1978, governing the remediation and promotion of students, to ensure that students who are not proficient in reading receive timely intervention, and to ensure that they are not promoted without parental involvement and the skills necessary to succeed at the next level.

Current New Mexico Law: Section 22-2C-6 NMSA 1978, provides that:

A. Remediation programs, academic improvement programs and promotion policies shall be aligned with school-district- determined assessment results and requirements of the state assessment and accountability program.

B. Local school boards shall approve school-district-developed remediation programs and academic improvement programs to provide special instructional assistance to students in grades one through eight who do not demonstrate academic proficiency. The cost of remediation programs and academic improvement programs shall be borne by the school district. Remediation programs and academic improvement programs shall be incorporated into the school district's educational plan for student success and filed with the department.

C. The cost of summer and extended day remediation programs and academic improvement programs offered in grades nine through twelve shall be borne by the parent; however, where parents are determined to be indigent according to guidelines established by the department, the school district shall bear those costs.

D. Diagnosis of weaknesses identified by a student's academic achievement may serve as criteria in assessing the need for remedial programs or retention.

E. A parent shall be notified no later than the end of the second grading period that the parent's child is not academically proficient, and a conference consisting of the parent and the teacher shall be held to discuss possible remediation programs available to assist the student in becoming academically proficient. Specific academic deficiencies and remediation strategies shall be explained to the student's parent and a written intervention plan developed containing timelines, academic expectations and the measurements to be used to verify that a student has overcome academic deficiencies. Remediation programs and academic improvement programs include tutoring, extended day or week programs, summer programs and other research-based interventions and models for student improvement.

F. At the end of grades one through seven, three options are available, dependent on a student's academic proficiency:

(1) The student is academically proficient and shall enter the next higher grade;

(2) The student is not academically proficient and shall participate in the required level of remediation. Upon certification by the school district that the student is academically proficient, the student shall enter the next higher grade; or

(3) The student is not academically proficient after completion of the prescribed remediation program and upon the recommendation of the teacher and school principal shall either be:

(a) retained in the same grade for no more than one school year with an academic improvement plan developed by the student assistance team in order to become academically proficient, at which time the student shall enter the next higher grade; or

(b) Promoted to the next grade if the parent refuses to allow the child to be retained pursuant to Subparagraph (a) of this paragraph. In this case, the parent shall sign a waiver indicating the parent's desire that the student be promoted to the next higher grade with an academic improvement plan designed to address specific academic deficiencies. The academic improvement plan shall be developed by the student assistance team outlining time lines and monitoring activities to ensure progress toward overcoming those academic deficiencies. Students failing to become academically proficient at the end of that year as measured by grades, performance on school district assessments and other measures identified by the school district shall be retained in the same grade for no more than one year in order to have additional time to achieve academic proficiency.

G. At the end of the eighth grade, a student who is not academically proficient shall be retained in the eighth grade for no more than one school year to become academically proficient or if the student assistance team determines that retention of the student in the eighth grade will not assist the student to become academically proficient, the team shall design a high school graduation plan to meet the student's needs for entry into the workforce or a post-secondary educational institution. If a student is retained in the eighth grade, the student assistance team shall develop a specific academic improvement plan that clearly delineates the student's academic deficiencies and prescribes a specific remediation plan to address those academic deficiencies.

H. A student who does not demonstrate academic proficiency for two successive school years shall be referred to the student assistance team for placement in an alternative program

designed by the school district. Alternative program plans shall be filed with the department.

I. Promotion and retention decisions affecting a student enrolled in special education shall be made in accordance with the provisions of the individual educational plan established for that student.

J. For the purposes of this section:

(1) "academic improvement plan" means a written document developed by the student assistance team that describes the specific content standards required for a certain grade level that a student has not achieved and that prescribes specific remediation programs such as summer school, extended day or week school and tutoring;

(2) "school-district-determined assessment results" means the results obtained from student assessments developed or adopted by a local school board and conducted at an elementary grade level or middle school level;

(3) "educational plan for student success" means a student-centered tool developed to define the role of the academic improvement plan within the public school and the school district that addresses methods to improve student learning and success in school and that identifies specific measures of a student's progress; and

(4) "Student assistance team" means a group consisting of a student's:

(A) teacher;

(b) School counselor;

(c) School administrator; and (d) parent.

ELECTRONICS POLICY/CELL PHONE USE

The policy is:

Cell phones/electronic devices can be used before the morning bell rings, breakfast, lunch, and after school....Monday through Thursday.

Cell phones/electronic devices must be turned OFF before you enter any classroom, office, library, or locker room.

once inside any of the above named locations, cell phones and devices must not be visible under any circumstances - even though they are OFF.

If a cell phones/ electronic device rings, vibrates, is used for any reason or is visible anytime during class time or you are caught using it during class time while walking around on campus, you will be asked to surrender it.

Refusal to surrender your phone when asked is defiance. Defiance can result in suspension and your parent will be contacted.

First Offense ~ the device will be held in the Secondary school office until the end of the day.

The school secretary will release the phone to the student.

❑ Second Offense ~ the device will remain in the Secondary school office until a parent/guardian picks up the phone.

❑ Third Offense ~ the device will remain in the Secondary school office until the end of the school year and will only be released to parent/guardian.

The staff of Magdalena School asks for your FULL cooperation with our policy. Students will not respect this policy if they believe their parents will bail them out of the consequence. You can contact your child via their cell phone during breakfast and lunch. In the event of an immediate emergency, please call the main school line at 575-854-2241.

POWERSCHOOL PARENT PORTAL

PowerSchool's Gradebook is used by all the teachers in the Magdalena School District, except for PreK and KN, to input grades and assignments for students. The program has a component for parents called the PowerSchool Parent Portal. Parents can call the school and ask to have a parent account set up that allows parents to log on through the Internet and view their child's grades, assignments, and attendance data from anywhere that has Internet access. If you would like to set up a parent portal, please do the following:

1. Call Renee Baca at 575-854-8004 or Rebecca Apachito 575-854-8002 to create a Parent/Guardian account and request a username and password.
2. Then point your browser to <http://powerschool.magdalena.k12.nm.us>
3. This will open the login in page to the portal
4. All usernames will be the first initial and last name of the parent
 - a. For example jdoe
5. All passwords for the first time you sign on will be 123456
6. Once you enter that password, you will be prompted to change your password and create your own. Passwords must be at least 6 digits long.
7. On the home screen, the default page is the "Grades and Attendance" page which lists your child's (or first child alphabetically) past grades for the current 9 weeks.
8. If you have more than one child, each name will be listed on the top left corner of the page and you simply click on the name to view his/her scores and attendance.
9. On this page and on all pages, anything in BLUE, you can click on and will give you more in depth information. For example, if you click on a grade in a class, it will take you to the list of assignments for that particular class and you can view each score on each assignment.
10. On the home page, you will see icons across the top which will take you to different screens. These include:
 - a. Grades and Attendance-default page with past, current grades and attendance
 - b. Grade History-this page displays the past quarter or semester grades only
 - c. Attendance History-this page displays all attendance since the beginning of the 2nd nine weeks and has a legend at the bottom of the page which explains what each attendance code means.
 - d. Email Notification-this page allows you to set up an email account that grade and attendance reports can be sent to as often as you like.
 - e. Teacher Comments-this page shows you any comments that the teachers have added for your child in a particular class.
 - f. School Bulletin-this page will display announcements entered by school

- administration for example, school closings, early release reminders, other important news/announcements.
- g. Class Registration-This page shows the courses your child registered for prior to the beginning of the school year, the credit hours for the course, and any prerequisites needed to enroll in the course.
 - h. My Calendars-This will allow parents/students to set up dates within Microsoft Outlook for due dates, homework assignments, etc. There will be additional setup to get this in place and more information will be released in the future.
 - i. Account Preferences-This is where you can change your email, username, and/or password.

STUDENT ACCEPTABLE COMPUTER USE POLICY

The Magdalena Municipal School District is providing students access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Magdalena Municipal School District's electronic network.

- The Magdalena Municipal School District's electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The Magdalena Municipal School District's electronic network has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right.
- It is presumed that students will honor this agreement they and their parent/guardian has signed. The district is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.
- The district reserves the right to monitor all activity on this electronic network. Students will indemnify the district for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Magdalena Municipal School District's electronic network.

General Unacceptable Behavior

While utilizing any portion of the Magdalena Municipal School District's electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.

- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates district rules.
- Students will not abuse network resources such as sending chain letters or "spamming".
- Students will not display, access or send offensive messages or pictures.
- Students will not use the Magdalena Municipal School District's electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the district's electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional district systems, such as student information systems or business systems.
- Students will not use any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the district.
- Students will not use district equipment, network, or credentials to threaten employees or students, or cause a disruption to the educational program.
- Students will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Google Classroom and Gmail accounts

MMSD will provide students with filtered, monitored Google Suite and MMSD Gmail accounts for the purpose of facilitating teacher-student communication and participation in web-based classroom activities, such as collaborative projects. The goals of the district are to provide a tool for more effective and meaningful classroom instruction, and to ensure that these tools are used in a safe and ethical manner. Student Google Suite accounts will be actively monitored by faculty and staff. Student Google accounts are intended for educational purposes only. Failure to comply with the acceptable use policy of MMSD by students can result in restrictions being placed upon the accounts, loss of access, and possible disciplinary consequences.

Telnet and FTP

- Telnet and FTP services will be not available to students. However, all aspects of this policy

are applicable to material accessed or downloaded.

- Real-time, Interactive Communication Areas (Note: Chat rooms are normally blocked)
- Students may not use chat or instant messaging, unless under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the district or individual school with the approval of the building level administrator for specific educational projects or activities.

Websites

- Elementary and Middle School Level - Group pictures without identification of individual students are permitted. Student work may be posted with either student first name only or other school developed identifier (such as an alias or number).
- High School Level - Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Parents may elect to have their child assigned to the elementary/middle school level of use.
- Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on Web sites unless formal permission has been obtained.
- All student Web pages should have a link back to the home page of the classroom, school or district, as appropriate.

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.
- High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

CIPA

All users of the internet must comply with the Children's Internet Protection Act (CIPA). 47 U.S. C 254 Access by minors to inappropriate matter on the Internet and World Wide Web is prohibited on the MMSD network. Unauthorized access including "hacking" and other unlawful activities by minors online is prohibited on the MMSD network. Unauthorized disclosure, use and dissemination of personal information regarding minors is prohibited by MMSD. Measures designed to restrict minor's access to materials harmful to minors are in place at MMSD.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their username and/or password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Magdalena Municipal School District's electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites. • Users will not use sniffing or remote access technology to monitor the network or other user's activity. Software and Files
- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the district technology department.
- A student's account may be limited or terminated if a student intentionally misuses software on any district-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Magdalena Municipal School District's electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district servers or computers are private.

Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware, install peripherals or modify settings to equipment without the consent of the district technology department.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.
- District policies on copyright will govern the use of material accessed and used through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly

from the author.

Videoconference

- Videoconferencing is a way that students can communicate with other students, speakers, museums, educational courses, etc. From other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real time.
- Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or district.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all video conference sessions.

Student Rights

- Students' right to free speech applies to communication on the Internet. The Magdalena Municipal School District's electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational Magdalena Municipal School District Student Acceptable Use Policy Student Acceptable Use Policy 5 reasons. The district will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- MMSD will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- In the event there is an allegation that a student has violated the district acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account. Limitation of Liability
- MMSD makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained

through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network. Violations of this Acceptable Use Policy Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to: Use of district network only under direct supervision Suspension of network privileges Revocation of network privileges Suspension of computer privileges Suspension from school Expulsion from school and/or Legal action and prosecution by the authorities The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

SPECIAL EDUCATION FOR CHILDREN WITH DISABILITIES

A variety of programs in special education may be offered based on identified and approved student needs. Services are provided for children with disabilities who have been evaluated and determined eligible. Services are provided in the Magdalena Municipal School under the direction of trained and certified staff. For further information regarding Special Education for Children with Disabilities, please contact Magdalena's Special Education Coordinator.

Intervention Process

An instructional model designed to meet the needs of every student is in place at all Magdalena Municipal schools. The model consists of three tiers of instruction: Tier I: quality classroom instruction based on Common Core and State Standards, Tier II: focused supplemental instruction in these same standards, and Tier III: intensive interventions specifically designed to meet the individual needs of students.

Teachers will use progress monitoring information to a) determine if each student is making adequate progress; b) identify any student as soon as he/she is falling behind; and, c) modifying instruction early enough to ensure that every student gains essential skills.

Monitoring of student progress is an on-going process that may be measured through informal classroom assessment, benchmark assessment instruments, and large scale assessments.

GRADUATION REQUIREMENTS

Parents and Students are encouraged to visit the PED website for all policies regarding graduation and course requirements. Magdalena Schools follow all state requirements. ** Please see Appendix A for all graduation requirements.

Ceremonies/Discipline Violations

The Magdalena Municipal School recognizes that participation in graduation ceremonies is a significant milestone in the education of our students and believes that said participation should be protected whenever possible. However, schools must have the ability to discipline students who are near the end of their academic career in the high school in meaningful ways in order to sustain the type of safe, secure, disciplined environment that is necessary.

In accordance with this philosophy, it shall be the policy of the Magdalena Municipal Board of Education that high school seniors will be held to high standards of discipline until the conclusion of the academic year. Since some of the typical discipline measures that are approved

for other students are not applicable for seniors who are near the end of the school year, additional measures need to be available to administrators in the high schools.

Any senior who commits an illegal act serious enough for police involvement, that infraction (as defined by the discipline code of the district) during the last term of the school year may have his/her right to participate in the graduation exercises for his/her school revoked. If the police are still investigating said incident, administration will make a final decision based on the facts provided and legal guidance as to whether or not students will participate in graduation. This policy does not restrict the ability of the administration to address severe discipline issues that may occur during an earlier term of the school year in any way.

Students graduating from Magdalena High School must have 24.5 credits as follows:

COURSE	# OF CREDITS
English/Literature	4
Mathematics	4 (1 unit = or > Algebra II)
Science	3(2 w/ lab)
Social Science	3.5
Physical Education	1
Career Cluster or Foreign Language	1
Health	.5
Electives	7.5

(Driver's Education, Fine or Practical Arts, Computer Literacy and Service Learning are highly recommended.)

At least one course must be Honors (H), Advanced Placement (AP), Dual Credit (DC), or Distance Learning (DL). Distance Learning is not Credit Recovery and cannot be counted as such.

In order to be considered for Valedictorian/Salutatorian, students must take all credits which are required by the local education agency as listed above, plus an additional year of upper level science.

REQUIRED COURSES BY GRADE LEVEL

9 TH	10 TH	11 TH	12 TH
English Lang. Arts I	English Lang. Arts II	English Lang. Arts III	English Lang. Arts. IV
Earth Science or Biology	Physical Science	Chemistry	*4th year of science (Physics, A&P, etc.)
Algebra I	Geometry	Algebra II	Math Analysis/Financial Literacy

NM History/Health	World History	United States History	Government/Economics
Physical Education	Career Cluster or Foreign Language	Career Cluster or Foreign Language	2.5 Electives
Driver's Ed/Word Proc.	2 Electives	2 Electives	
1 Elective			

- A senior must take at least four courses per semester to be enrolled at MHS.
- Magdalena High School follows a seven period schedule. Each period is 55 minutes in length.
- Students have the opportunity to earn 28 credits in 4 years.
- The class of 2020 and beyond are graded on a 5-point scale (see below). Approved, upper level classes are weighted at 1.08. Advanced Placement classes are weighted at 1.10. College level approved classes are weighted at 1.10.
- **In order to be considered for Valedictorian/Salutatorian, students must take all credits which are required by the local education agency, plus an upper level, 4th year course in science, which can include Chemistry, Physics, Anatomy and Physiology.***

MHS will follow the 5.0 GRADING SCALE beginning with the class of 2020 and beyond.

Classes Weighted at 1.08

Honors English Math Analysis Calculus Physics Anatomy & Physiology Chemistry

Classes Weighted at 1.10

Dual credit (English, Math, Social Studies, and Science) that are 3.0 credits at the college level
Advanced Placement English Literature and Composition

The 5.0 grading scale will be based on numerical grade values, as follows:

A (100 and above) = 5

A (90 – 99) = 4

B (80 – 89) = 3

C (70 – 79) = 2

D (60 – 69) = 1

F (59 and below) = 0

Pass/Fail Course are not calculated in the GPA.

This policy will be in effect with the 2020 graduating seniors.

STUDENT CLASSIFICATION:

Students are classified according to the following guidelines:

9th grade– A student with LESS than six (6) credits will be designated as a freshman;

10th grade– A student must have at least six (6) credits to be designated as a sophomore;

11th grade– A student must have at least twelve (12) credits to be designated as a junior;

12th grade– A student must have at least eighteen (18) credits to be designated as a senior;

REGISTRATION

Registration and course selection are vital parts of a student's education. Planning for the student's academic future is an important task that should not be taken lightly.

All incoming freshmen are required by the New Mexico State Board of Education to prepare and submit an individualized, Next Step Plan. The student, as well as the parent, must sign this Next Step Plan annually. Students will be assisted with this plan during fall and spring semesters. Students who plan to further their education after high school should become familiar with the entrance requirements of the post-secondary institution of their choice. Some colleges have an entrance requirement of a minimum of two years of foreign language. Assistance will be provided by the Counseling Department.

The following guidelines should assist students:

- Unless otherwise indicated, all courses taught at MHS are two semester (fall and spring) courses.
- A one-semester course is the same course that is repeated each semester.
- Some courses have prerequisites that the student must meet before he/she is allowed to enroll. The prerequisite may be a requirement of a more basic course or it may be restricted to certain grade levels only.
- Remember, students enroll for the entire year, not just one semester.
- There is no guarantee that a student will receive an elective class that he or she requests. The school will make every attempt to meet student needs; however, there are many factors that influence placement in an elective class. In the event that the class is full, not enough students signed up for the class, or a teacher is not available to teach the class, the student may not get the class originally requested.
- English/Literature classes that are required place a major emphasis on writing, literature and grammar. Courses can include the natural progression of English I-IV and can also include Honors English and AP Literature and Composition, and/or college level English courses, such as English 110 and English 112.
- Mathematics – Students will have the opportunity to take Algebra I and II, Geometry, Math Analysis, or Financial Literacy. College level courses such as Intermediate Algebra, College Algebra, Trigonometry, Pre-Calculus and Calculus may be taken if a student meets the placement test score and meets G.P.A. requirements set forth by the college.
- Science – Students must complete three credits of science and two credits of science must have a lab component. Lab science courses include Earth Science, Physical

Science, Biology, Chemistry, Physics, and Anatomy and Physiology. **For required science units, a “laboratory component” is defined as an experience in the laboratory, classroom, or the field that provides students with opportunities to interact directly with natural phenomena or with data collected by others using tools, materials, data collection techniques, and models. Throughout the process, students should have opportunities to design investigations, engage in scientific reasoning, manipulate equipment, record data, analyze results, and discuss their findings. The laboratory component comprises at least 40% of the unit’s instructional time.**

- Social Sciences – Students must have the following courses: One semester credit of New Mexico History, World History/Geography, United States History/Geography, and Government/Economics.
- Students who fail either semester of a core course must repeat that semester of the course. Failed courses may be taken the following academic school year and/or in summer school (if available).
- Do not register for a class for which you have already received credit. Eligible students may receive multiple credits for Work Study and Service Learning courses. You will not receive multiple credits for the same class. On-going classes are given the designation of “I to IV”; for example, Team Sports I, Team Sports II, etc.
- Physical Education Credit Earned through Interscholastic Sports - With participation in a full season of an interscholastic sport at Magdalena High School, (ninth through twelfth grades) a student may earn .50 Physical Education (P.E.) credit. Once 1.00 credit has been fulfilled to meet the PE graduation requirements, no additional credits will be earned. Students will earn P.E. Credit for participating in an interscholastic sport and would earn elective credit for Team Sports. These are two separate credits. **The team sports PE grade will be a pass/fail grade and will not affect GPA.**

UPPER LEVEL AND ADVANCED PLACEMENT COURSES

Students who meet the prerequisites and choose to take upper level and advanced placement classes may do so. Grades for these courses are calculated on a weighted grade point scale. Designated upper level courses are weighted on a 1.08 factor. Advanced Placement classes are weighted on a 1.10 factor. Students are required to take the appropriate AP Exam on the nationally scheduled date. Approved College level courses will be weighted on a 1.10 factor. To ensure fairness to all students enrolled in weighted classes, only the semester/final grade will be weighted.

To enroll in these courses, the student must meet enrollment requirements which are based on GPA, testing, and teacher recommendation. Students wanting to take a college course must pass the college placement exam in the spring of their junior year or the semester prior to the start date of the college course to be eligible to take the course.

SPECIALTY AND DISTANCE EDUCATION COURSES TECH PREP

Tech Prep programs are designed to help students gain career skills and encourage students to continue their education at 2 and 4-year post-secondary institutions. Tech Prep is an integrated

sequence of courses starting at the high school and continuing through postsecondary education. Selected courses at Magdalena High School help to channel students into programs at the college/university level, such as: Ag related courses including Animal Science, Greenhouse Operations, Ag Business, etc.; Automotive Technology related courses including Steering and Suspension, Introduction to Auto, Auto Brakes/Electrical, etc.; and Computer courses including Computer Applications I and II, Basic Computers, and Computer Fundamentals. Tech Prep integrates academic and vocational subjects and concentrates on a strong foundation of math, science and communications to better prepare our students for the competitive workplace.

DUAL CREDIT ENROLLMENT

Dual Credit Enrollment classes are available for both academic and vocational areas to students enrolled in grade eleven or twelve. These courses are aimed at meeting the particular educational needs of qualifying students. Students enrolling in these courses will earn both College and High School credit at no cost to the student. Credits will be awarded as follows: For every three (3) college credits earned, 1 credit will be awarded at the High School level. Students must have accumulated a minimum GPA of 2.0 and must take (and meet Post-Secondary Institution score requirements) the Accuplacer placement test prior to enrolling in academic Dual Credit courses. Courses may be taught by a Magdalena district teacher that counts for college credit or courses taught by a university professor (face-to-face, online, etc).

CAREER EXPLORATION/VOCATIONAL OPPORTUNITIES

Students may qualify for a maximum of .5 elective (pass/fail) credits in Career Exploration. This credit, if earned, will be granted at the completion of their 7th semester of study. Students must participate in the following career exploration events: ACT Plan (including interpretive session), ASVAB (including interpretive career exploration program), (one must be the Interest Inventory), attend at least one “college Day” program or College/University sponsored open house or career days, participate in a Financial Aid Awareness workshop and be present for at least 4 informational college/career presentations. All vocational opportunities will be offered regardless of race, color, national origin, sex, or disability.

SCHOOL-TO-WORK/WORK STUDY

Students may qualify for a work experience program that will grant elective credit for successful completion.

SERVICE LEARNING/STUDENT ASSISTANT

A student that is designated as a senior may qualify to enroll in a Service Learning/Student Assistant Program. A student will earn elective credit upon successful completion.

DISTANCE EDUCATION

Students may enroll in a distance education (includes college level and on-line courses); provided they qualify for enrollment. Enrollment is based on current distance education enrollment policy. Course availability is contingent upon District financial resources.

EDGENUITY/ E2020 COURSES

These courses are meant for students who need credit recovery, a course that doesn't fit into a student's schedule, or extra elective/core courses that students chose to take. If a student starts a course they are required to complete it by the date placed in the edgenuity/E2020 program. The only exceptions would be if you start the course late, the completion date will be extended and you can pick up where you left off for your break (Holiday break or summer school). If you had the entire semester and did not finish you will receive an F on your transcript and have to retake the course.

FAILING COURSES

If a student fails a course, they will be able to make up .5 credits in the summer. If a student fails more than one course they risk being reclassified. Please see "**CLASSIFICATION**".

DEBTS

If a student withdraws from Magdalena Schools and has a debt, Magdalena Schools will not send their transcript to their school until the debt is paid.

1. Report cards may be withheld at the end of each nine weeks period.
2. Student's parent/guardian will be contacted to notify them of the problem.
3. Students who have been promoted to the next grade will not be allowed to register for that grade unless all monies owed have been paid. Students who have failed will not be allowed to re-register for the next grade.
4. Debts/IOUs include library fines, classroom fees, ID cards, fundraiser money or money owed for lost or stolen textbooks, calculators, etc.
5. Students with debts may not purchase or receive additional items for which they must pay until the previous item is paid for. (i.e. Owes for candy sale, but has money for basketball shoes purchase.)

OUT OF DISTRICT STUDENTS

Students who are not within Magdalena School District boundaries are considered Out of District. Out of District students must sign an agreement stating that they will follow school guidelines, attend school regularly, get good grades and avoid discipline referrals. If they do not follow the school guidelines, out of district will be asked not to return the following year. The following guidelines apply:

- Maintain a 2.0 GPA overall
- Have no more than 5 absences per semester at Magdalena School.
- Have no serious/illegal discipline referrals, have 2 or less discipline referrals with minor incidents.

Magdalena Schools will also ask a student's previous school if this is the case, if the student has issues in any of these areas they will not be accepted in Magdalena School unless it is a special circumstance discussed by administration.

SCHEDULE CHANGE GUIDELINES

Schedule changes may be requested during the first four (4) days of the semester. Change in schedule will be considered under the following conditions:

- Credit is needed for graduation, and the course cannot be taken in a later semester.
- The student has been placed in an inappropriate level of a core course.
- The student has already taken and received credit for the course.

Any schedule change after the fourth day must be approved by the Principal.

Students must attend their scheduled classes until an official schedule change is made. Only the Principal or Counselor may change a student's schedule. If a student's name does not appear on the class roster, that student is not officially enrolled in the class. To receive credit in a course, a student must be officially enrolled.

CREDITS

Students are to remain in their assigned class until the end of a semester to ensure they receive .5 credits for the course. Magdalena Municipal School doesn't award .25 credit, so students must stay in a course until the semester ends to receive .5 or 1.0 credit for the course.

QUALIFICATION AND SELECTION OF VALEDICTORIAN AND SALUTATORIAN

The selection of Valedictorian and Salutatorian will be made following verification of the grades of the seventh semester. The Counselor will give notification of the selection by February 1. In order to be considered for Valedictorian/Salutatorian, students must earn all credits which are required by the local education agency, plus a fourth credit of a weighted science course (See 5.0 Grading Scale). These upper level science courses include Chemistry, Physics, and/or Anatomy and Physiology. Advanced placement and college courses are highly recommended. Students will be allowed to use the numerical grades of only two correspondence courses in their overall average. In addition, a student must have attended the last four semesters of high school at Magdalena High School.

TESTING

Magdalena Municipal School District
2021-2022 Student Handbook

The NM Public Education Department requires students to be assessed in order to meet state and federal requirements for **Title I**, **Title II**, and **Title III**. These assessments are used for a variety of accountability measures. See the table below for assessments that students will be required to take.

Name of Assessment	Grade Level
Early Childhood Observation Tool (ECOT)	PreK and Title 1 Preschool and Kindergarten <hr/> Special Education Early Childhood
Istation Indicators of Student Progress (ISIP) Math, SLA, ELA	Required Language Arts for grades K- 2 Recommended Language Arts for grade 3 Recommended Math for grades K-5
Interim Measures of Student Success Achievement (iMSSA) Math & LEA	3 - 8
Dyslexia Screener	1
ACCESS for English Language Learners (ELLs) / Alternate ACCESS for ELLs	ACCESS: K – 12 Alt ACCESS: 1 – 12
New Mexico Measures of Student Success & Achievement (NM-MSSA) Math, ELA, SLA	3 – 8
New Mexico Assessment of Science Readiness (NM-ASR)	5, 8, 11
PSAT/NMSQT	10
SAT School Day Math, Evidence-Based Reading & Writing; no separate essay	11
Dynamic Learning Maps (DLM) <small>Designed for students with significant cognitive disabilities</small>	3 – 8, 11 ELA/Math 5, 8, 11 Science

ACT

Students in grades 11 (spring of their junior year) & 12 are encouraged to participate in the ACT. This test is designed as a college entrance exam. Colleges/universities/vocational schools use the results of this test to place students in appropriate levels of academic coursework. Most 4-year schools require ACT scores to be reported. Some 2-year and vocational schools do not require an ACT score but will administer their own entrance exam. The ACT is offered four times a year (October, December, February and April) at Magdalena High School. Registration is online and more information may be picked up in the Counseling office and/or from the College and Career Navigator. **THE ACT CAN ALSO BE USED AS DEMONSTRATION OF COMPETENCY IN THE AREAS OF READING, MATH AND SCIENCE FOR GRADUATION.**

CAREER PATHS

Magdalena High School students will be encouraged to select a Career Path. A Career Path is a cluster of occupations/careers that is combined because the people in them share similar interests and strengths. All paths have equal dignity and include a variety of occupations requiring different levels of education and training. At Magdalena High School, the following paths have been identified:

Arts and Communications

(People who like to be creative)

Business and Management

(People who like figures, information, and the business environment)

Health and Human Services

(People who like to help other people)

Engineering, Industry, and Science

(People who like to know how things work together)

Selecting a career path provides students with an area of FOCUS along with FLEXIBILITY and a VARIETY of career ideas to pursue. Concentrating on selecting a career path may enable students to make initial career decisions. Deciding on a career path can help a student prepare for his/her future when selecting courses in school, school activities and part-time employment. *The counseling department and College Navigator will be visiting with students during registration, and at various sessions throughout the school year, to discuss the importance of selecting a Career Path and/or Career Focus and advising students on which path might be best for them.*

NEW MEXICO STANDARDS BASED ASSESSMENT (SBA)

The New Mexico Standards Based Assessment (SBA), designed to measure science competence at the 4th, 7th and 11th grade level, will be used as the science portion of the High School Graduation Assessment (HSGA). All students take the SBA in the spring of H3 (third year of High School). Scores will be used for both the accountability requirements of the Elementary and Secondary Education Act (ESEA) and to determine whether or not a student has met competency for graduation from a New Mexico high school with a diploma of excellence. The first attempt will be in the students' H3 year, if a student fails to meet the cut scores in science, they will have to take a second attempt in the fall of their H4 year, if they still have not passed the SBA, at that point the student may use their banked End of Course (EOC) exam or Alternative Demonstration of Competency (ADC). The SBA scores will be available to schools and parents by July/August of a student's H4 year (4th year of High School).

SBA scoring, verification, and reporting will allow retake scores to be available to a H4 student prior to spring graduation. Each student has the capability of "banking" scores, which means that a student's highest score on science will be saved or "banked" and used to assess competency, regardless of future performance in that subject area. Students have one opportunity to pass the Science SBA as H3 students. Students must participate in all available administrations of the SBA before moving on to the ADC. Students with disabilities are also required to meet the New Mexico assessment graduation requirements.

GRADUATION TESTING REQUIREMENTS

The state has multiple options for graduation purposes: the standard option, the career option, and the ability option. The required assessments and passing scores necessary for demonstrating competency differ depending on the graduation option a student is pursuing. Below are the primary methods for students to demonstrate competency in the five subject areas.

Students using the standard graduation option must meet state-established passing scores for all regular assessments. Students with Individualized Education Programs (IEPs) or Section 504 Plans and English language learners (ELLs) may use approved accommodations on these assessments to assist them in accessing the content of the tests.

See Graduation Requirements Menu of Options for the specific graduation cohort.

{Insert Menu options cohort 22, cohort 23, cohort 24, and cohort 25 to be released soon.}

“Students may not participate in the commencement exercises unless they have successfully completed the requirements for graduation and paid all fees, fines, and charges” prior to the commencement date. (Magdalena Board of Education Policy #I-7450 IKFB).

ELEMENTARY GRADING SCALE – K-2

90% – 100% = S+
80% – 89% = S
70% – 79% = S-
60% – 69% = N
59% and below = U

3rd – 12th GRADING SCALE

98% – 100% = A+
94% - 97% = A
90% - 93% = A-
88% – 89% = B+
84% - 87% = B
80% - 83% = B-
78% – 79% = C+
74% - 77% = C
70% - 73% = C-
68% – 69% = D+
64% - 67% = D
60% - 63% = D-
59% and below = F

Honor Roll – Principals Awards for all A honor roll and A/B honor roll K-12.

SCHOLARSHIPS

Seniors are responsible for periodically checking the scholarship board and Senior Google Classroom throughout the school year for available scholarships. The Scholarship Board is located outside the Counselor/Registrar's Office. Students will be invited to the Senior Google Classroom and must join the classroom in order to see the information that is posted. MHS staff will use the Senior Google Classroom to communicate with students.

It is the student's responsibility to follow all directions for each scholarship application, request appropriate documents, and meet the scholarship deadlines. Students need to request a transcript from the registrar 1 week in advance from the date it is needed. Students must complete a transcript request form that is located on the announcement board outside the Counselor/Registrar's Office and return completed form to the Registrar/Counselor's office. Local scholarships are posted during the 4th nine weeks therefore students are encouraged to monitor the scholarship board on a weekly basis. For scholarships to be considered students must submit a completed scholarship application and all requirements outlined on the application. Local scholarship donors select the recipient and then notify the Counselor. Other local scholarship applications that are processed out of the Counselor/Registrar's office are read and scored using a rubric by the Scholarship Committee.

ATHLETICS/NMAA SANCTIONED ACTIVITIES

Extracurricular Activities

Extracurricular activities are school sponsored activities not required by law or the Educational Standards for New Mexico Schools which have practice, meetings, events, performances, or interscholastic competition. Implementation of the Public School Reform Act precludes using school time for practice, meetings and events.

Extracurricular activities provide worthwhile contributions to student growth and development. While these activities may have an indirect relation to the school's curriculum, extracurricular activities do not include direct instruction of the state-required student competencies established in Educational Standards for New Mexico Schools.

GPA and attendance requirements of the Public School Code apply for all extracurricular activities.

EXAMPLES: Interscholastic competition of any type, music festivals, performing arts, vocational or other club activities which do not adhere to criteria established for co-curricular activities.

Co-Curricular Activities

Co-curricular activities are activities that are an extension of classroom instruction which are governed by the Educational Standards for New Mexico Schools or local board policy. Classroom instruction should require no more than twenty (20) hours per month of time for a student

outside of the regularly scheduled instructional day for practice, meetings, events or performance. Co-curricular activities are required as part of the course work if a student is to receive credit for the course. Co-curricular activities do not require that students be absent from class other than the sponsoring class for practice, meetings, events, or performance. Scholastic requirements do not apply to co-curricular activities held at the school. Students involved in co-curricular activities away from the school must adhere to the same scholastic requirements set forth by the Association for athletic participation.

EXAMPLES: Vocational, fine arts, club activities, field trips

Scholastic Requirements

A Student shall have passed a minimum of four classes, ~~not failed more than one~~, receive a grade of D or above, no F's and had a grade point average of 2.0 or better for the immediate previous grading period, or cumulatively, beginning with and including the second semester of grade eight (8). The Cumulative Provision may only be applied to the beginning of a semester and only semester grades are to be used. (Specific grading periods, six of nine weeks, are not applicable to this provision.) During the current semester the student must pass a minimum of four classes, receive a grade of D or above, no F's and maintain a grade point average overall of 2.0 or better per grading period during the semester.

Note 1: All class work counted for eligibility must be acceptable for graduation.

Note 2: The grade point average is based on a 4.0 scale (Classes of 2017-2019) and on a 5.0 scale (Class of 2020+).

Note 3: In non-traditional scheduling, a student must pass a minimum of three classes, not fail more than one class, and maintain a grade point average overall of 2.0 or better per grading period during the semester.

Interscholastic Activities

Student participation in interscholastic activities plays a significant role in personal and educational development and is used as a means of developing wholesome attitudes and well-rounded citizens who are better prepared to face the challenges of adult life as a result of their interscholastic experiences. **Such participation is a privilege, not a right.** Students earn the privilege to participate by adhering to high standards of personal conduct and academic performance. Personal conduct and attitude of student participants must reflect high standards of respect, loyalty, attitude, and morality.

Note: Participant shall be defined as a student who represents his/her school for any period of time. A participant is any student who has an official role with an athletic program, including, but not limited to, managers, statisticians, team videographers, etc.

Students participating in interscholastic activities represent the school, depict its character, and serve as role models to other students. Accordingly, participants are subject to a standard of academic performance and to higher standards of conduct both in and out of the school setting. Continued participation in interscholastic activities is conditioned upon observing and maintaining such standards. It is the responsibility of the student and his or her parent(s) or legal guardian(s) to be familiar with the rules and regulations of the New Mexico Activities Association (NMAA) and Magdalena School's standards of student expectations/conduct.

- A. Students who participate in interscholastic activities serve as representatives of the NMAA, their respective schools/districts, and their communities.
- B. Student participants serve as role models and leaders among their peers.
- C. Part of the NMAA's educational mission is to encourage the highest standards of sportsmanship, respect for oneself and others, and character education.

- D. The NMAA has a substantial interest in educating all students including every student who participates in interscholastic activities in developing character, achieving a spirit of cooperation, striving for worthwhile goals, expected behavior and conduct, and the educational value of participating in interscholastic activities.
- E. The value of interscholastic activities for each participant is the realization that life is reflected in the activity endeavor: being well prepared; maintaining a positive attitude; developing a dedication to a cause; and establishing high standards of conduct, attitude, and achievement to facilitate success.
- F. Student participants must be provided with clear guidance from member schools regarding NMAA and school expectations and the consequences that can result from any violations of NMAA or school specified rules and regulations.

ACADEMIC ELIGIBILITY

The mechanics for determining the student's academic eligibility will be detailed in accordance with the guidelines established in the NMAA Handbook. **Per NMAA guidelines we as a district are allowed to make our standards more rigorous, as such Magdalena students will be held to a higher standard. Athletic and Activities participants must maintain a 2.0 grade average and no F's each nine weeks. At the end of each nine week period all participating students will have grades checked and their eligibility will be determined based on the prior 9 weeks period. Students can gain and/or lose eligibility each nine weeks.**

1. Eligibility will be based on 9 week grades, Students will be able to gain AND lose eligibility at the 9 week grading period. It will also remain a standard of no F's and a 2.0.
 - a. All class work counted for eligibility must be acceptable for graduation.
 - b. The GPA on a 5.0 scale.
 - c. Cumulative provision
 - i. The cumulative provision may be applied only at the beginning of a semester.
 - ii. Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (As cumulative grades start with the 9th grade year, the cumulative provision cannot be used for middle school/junior high students.)
 - iii. Cumulative provision is only to be used once, High School only, only after the 9th grade.
 - b. Stricter guidelines may be imposed by the local school board/district.
2. A Student must be enrolled in more than half of the member school's regular class schedule and in regular attendance during the current as well as the previous grading period.
3. Pursuant to State Statute 22-12-2.1.: Interscholastic Extracurricular Activities; Student Participation.
 - A student shall have a 2.0 grade point average on a 4.0 scale, or its equivalent, either cumulatively or for the grading period immediately preceding participation, in order to be eligible to participate in any interscholastic extracurricular activity. For purposes of this section, "grading period" is a period of time not less than six -weeks. The provisions of this

subsection shall not apply to special education students placed in class C and class D programs.

- No student shall be absent from school for school-sponsored interscholastic extracurricular activities in excess of fifteen days per semester, and no class may be missed in excess of fifteen times per semester. Participation in state and national competitions are exempt.

Academically Ineligible Player

1. **Practice** - The student may practice with the team if he/she demonstrates academic progress towards eligibility.
2. **Participation** - The student CANNOT participate in any interscholastic event at any level of competition during the period of ineligibility.
3. **Travel** - The student CANNOT travel to any interscholastic event or activity with the team during the period of ineligibility.

Reference: NMAA Handbook (a full version of the handbook can be accessed on the NMAA website: <http://www.nmact.org/handbooksandforms/handbooknmaa>.)

ACTIVITIES CODE OF CONDUCT

Magdalena Municipal School students must abide by the Extra Curricular Code of Conduct in order to participate in sponsored activities.

1. I am required to complete "Life of an Athlete," annually, prior to my participation in the first event/game of the season/school year. (NMAA website)
2. I will regularly attend all classes. I must provide appropriate documentation when absent to be allowed to participate in practice/game/activity on the day of my absence. I will be on time for all classes.
3. I will strive for academic excellence. A 2.0 GPA, *and no F's* are the minimum requirement for participation in any sanctioned activity. NMAA policy will be used to address eligibility. *Academic eligibility is determined by grades at each semester. A student can gain eligibility at the 9 weeks, but not lose it.* Academic dishonesty can be grounds for suspension.
4. I understand that I am required to be a law abiding citizen. Magdalena Municipal Schools will require all students participating in extracurricular activities to be drug tested through the nurse's office at the beginning of each athletic season or school sponsored extra-curricular event and randomly selected throughout a season.
 - **SELF-REPORTING** – A student who self-reports substance abuse within 48 hours of incident seeking guidance and support will be suspended for a minimum 2 contests or 20% of remaining regular scheduled competitions and or activities whichever is greater. Or a minimum of 2 weeks pending completion of intervention plan provided by Health Administrators, which will be mandatory in all cases. An intervention team will consist of the Principal, parent, student, athletic director, and/or a representative from Health Services.
 - **FIRST OFFENSE:** The first offense related to the use or possession of tobacco, drugs, or alcohol, during enrollment at either the Magdalena Middle School or Magdalena High School, or any related law enforcement referral, will carry an automatic suspension from all events/activities for 30% of the regular season/activity *or 30 days, whichever is longer.*

- **SECOND OFFENSE:** A second offense will result in removal from all activities/athletics for 365 calendar days.
 - **THIRD OFFENSE:** A third offense will remove a student from all activities/athletics for the remainder of his/her attendance at either Magdalena Middle or Magdalena High School. NOTE: Offenses are cumulative. Any offense that occurs during the middle school grades or from grades 9-12 will be recorded as one of the three “chances” to correct behavior. Each student has a “clean record” at the initial enrollment to either the Magdalena Middle or Magdalena High School. Also, the code is in effect 24/7 during your participation in any school athletics/organization. Previous students – upon re-enrollment their discipline record will stand.
5. I will show respect to all school personnel, sponsors, and coaches.
 6. I will respect the rights and property of the school and of others.
 7. I will provide leadership for my peers/team-mates in the area of behavior, both in and out of school. (Buses, restaurants, school events, etc.) I will never do anything to discredit my school, sponsor, coach, peers, or myself. The first offense may result in temporary or permanent removal from the team/club.
 8. I understand that the following infractions can result in the loss of privilege to participate: fighting, profanity, and truancy.
 9. I will follow the school dress code at all times.
 10. I recognize the need to be well rested and will make a conscious effort to be home at a reasonable hour on weekdays and nights prior to any activity.
 11. I will discuss any desire to drop out of an activity/sport/club with the sponsor/coach prior to taking action to leave. If I choose to quit the team/club during the course of the school-year, I will not be reinstated that same season/semester.
 12. I will seek prior approval from the sponsor/coach and Athletic Director if I wish to take part in “dual” participation of sports/activities in the same season.
 13. I will travel to and from each activity with the rest of the team. Only with prior, written permission to the sponsor/coach will I be allowed to schedule other travel arrangements with my legal guardian/parent.
 14. I am responsible for informing my parent/guardian should a problem arise. An appointment with the sponsor/coach will be made.
 15. *Any student that receives ISS is ineligible to participate in practice for each day of ISS. They are also ineligible for participation in each school activity for the number of days they were in ISS. Any student receives OSS is ineligible to participate in practice while serving OSS and also those activities during that time. In addition, they are ineligible for the same number of days served upon returning to school.*

DEFINITIONS OF DISCIPLINARY ACTIONS

Discipline is necessary for behavior management. If it is necessary to increase disciplinary action because prior disciplining was refused or ignored; then the prior and increased discipline will be administered. The following are definitions of disciplinary actions which may be used in Magdalena Municipal Schools:

- A. **Immediate Removal:** Immediate Removal means the removal of a student from a class for a period of one day or less. Regardless of what other disciplinary actions may be considered

- appropriate, or that other disciplinary actions are implemented, students whose presence pose a danger to persons or property or a threat of disrupting the educational process may be immediately removed from school or school sponsored events by any school personnel.
- B. Work Detail: Work Detail in Magdalena Schools may consist of building, yard, or kitchen/cafeteria cleanup or maintenance work. A student may be assigned to perform such work for a specific length of time, at a specific time, including during lunch or after school. The student will be supervised by appropriate school personnel, which may include custodial staff or cafeteria staff and if necessary, arrangements will be made with parents/guardians for after school work detail.
- C. In-School-Suspension (ISS): In-School Suspension in Magdalena Municipal Schools means that a student is suspended from attending regular classes, but is held in isolation in the office or the ISS room. Parents will be notified in writing and/or orally regarding why their child is placed in ISS. (See page 11-In-School-Suspension Guidelines)
- Students in ISS will be expected to complete regular class assignments given by each teacher and will receive credit for all assignments completed.
 - If the student completes all regular assignments given and has no make-up work to keep him/her occupied, he/she will be assigned additional class work to do.
 - The student will remain in isolation from other students for the entire day during each day of ISS. Lunch will be delivered to the student and restroom breaks will be allowed, but the student will not be allowed to join other students for lunch or breaks.
 - **Students who are in ISS are not allowed on school grounds for any school activity or practice during their suspension after the school day is over.**
- D. Lunch Detention: means requiring a student to remain inside or otherwise restricting his/her liberty at times when other students are free for recess and/or lunch. No detained student shall be denied an opportunity to eat lunch or reasonable opportunities to go to the restroom. Lunch detention must be authorized by the Principal or designee.
- E. Out of School Suspension/Referral to Hearing Authority: is defined as the removal of a student from school premises and all related school activities for a period of ten or fewer days. When the student is suspended they will receive zeros on all their assignments, unless special arrangements have been made by the classroom teacher. If the student is referred to the hearing authority the Superintendent or designee has the authority to initiate proceedings for short term suspension. An informal hearing shall follow immediately after the notice of the charge is given. The student will be able to state her/his defense at that time. Parents/guardians will be notified immediately and a letter will follow describing the student offense and the date for a parent conference prior to any possible re-admittance of the student into the school. For unexcused absences, students may not make up the work missed. The student will receive a zero (0) for any work missed.
- F. **If strategies in Tier I and Tier II are unsuccessful, students must be referred to the school's Student Assistance Team (SAT) and/or Counseling**: A student may be referred to the Magdalena Municipal Schools SAT (Student Assistance Team) leader for behaviors that impede the learning process and classroom performance, or any combination. The SAT is made up of the SAT Coordinator, Principal, School Counselor, classroom teachers, and if needed, ancillary staff. The SAT will review the repeated infractions and will develop a Behavior Intervention Plan to attempt to change the student's behavior pattern. The plan may include counseling by the School Counselor or School

Psychologist or Social Worker and permission from the parent is required for counseling from these ancillary providers. Referral To Local Law Enforcement Agency or Juvenile Probation Office: The building principal or her/his designee is authorized to summon and seek assistance from law enforcement authorities in any case in which the activities of a student are creating a threat to the health or safety of students, or disrupting or threatening to disrupt the educational program, normal operation, or lawful functions of the school. Any acts of serious and/or repeated misconduct by a student who is currently assigned to the Juvenile Probation Department for monitoring will be reported to the JPO by the Principal. All such reports or referrals are held in strict confidence by the school principal.

- G. Long term suspension: is defined as the removal of a student from the school premises and all school sponsored activities for a period in excess of 10 days. A student may apply for re-admittance at the conclusion of the suspension. A parental/student conference is required at the time of re-admittance.
- H. Expulsion: is defined as the removal of a student from the school premises and all school sponsored activities for the remainder of the school year, or longer.

IN-SCHOOL-SUSPENSION GUIDELINES

Magdalena SECONDARY School has authorized an alternative to **OUT-OF-SCHOOL** suspensions for certain school rule infractions when deemed appropriate by the administration. The alternative is an **IN-SCHOOL-SUSPENSION**. This alternative requires the student to remain in school but not attend regularly scheduled classes.

Guidelines for this **IN-SCHOOL-SUSPENSION** are as follows:

- The suspension will be served in the In-School-Suspension Room, monitored by the In-School-Suspension Supervisor on the date and time assigned by the administration. The dates assigned are not negotiable.
- The suspension will be served from 7:55 AM to 4:00 PM. Entry into the ISS room will not be granted after the first period bell. Failure to report, **ON TIME**, will result in a penalty (ie. Detention, sent home, etc.) and reassignment of the original suspension.
- Students are responsible for bringing **all books, assignments, school related materials/supplies** with them before entering the ISS room. There will be no locker visits.
- The ISS supervisor will inform all teachers of the students serving in-school-suspension, via e-mail during the first period. Those teachers are required to forward school work/assignments for their students. Teachers may visit their students in ISS to discuss/explain assignments, pick up completed work, etc.
- **NO ELECTRONICS** of any kind (CD/tape/MP3 players, I-pods, radios, computers, pagers, beepers, hand held games, smartphones etc) are allowed in the ISS room. **ALL OF THOSE ITEMS WILL BE TAKEN ON SIGHT**
- **ALL CELL PHONES** are to be turned off and given to the ISS supervisor upon entering the room.
- Student serving in-school-suspensions cannot leave the ISS room unless accompanied by a faculty member. Bathroom breaks are granted as needed.
- Students will be served lunch from the cafeteria. **Lunch will be eaten in the ISS room.**

- Students will conduct themselves in an appropriate fashion during the entire suspension. Normal classroom behavior is expected. There will be **NO TALKING, “NOISE MAKING”, DISRUPTIVE BEHAVIOR, SLEEPING, OR RESTING** permitted. There will be no drawing of inappropriate subjects, or damaging/defacing school property. Dress codes and all other Student Handbook rules apply. **Failure to comply with any of the ISS Rules could result in the student being sent home. If a student is sent home, or leaves the ISS room without permission, he/she will be counted as unexcused and that day will not count toward fulfilling the assigned detention and students may not earn credit for work missed due to unexcused absences. Students must satisfactorily complete the suspension before they may return to classes. An absence for any reason will not excuse the suspension.**
- **Students who are in ISS are not allowed on school grounds for any school activity or practice during their suspension after the school day.**

We are an educational institution and the student’s academic well-being is our primary concern. The alternative to out of school suspension was conceived in this light but does not, however, minimize our concern regarding the incident or offense that precipitated the in-school-suspension. Any student’s academic well-being is best maintained by compliance with school rules.

WE SINCERELY HOPE THAT STUDENTS ASSIGNED IN-SCHOOL-SUSPENSION WILL USE THAT TIME TO ENHANCE THEIR ACADEMIC PURSUITS.

SEARCHES AND SEIZURES

Student Search and Seizure-Courts have ruled that teachers and school administrators are “in loco parentis” of students. This means that teachers and administrators are acting in place of parents during the school day and may do anything a parent would do to maintain discipline. In addition, school officials must protect all students from possible harm. Therefore, courts have ruled that school officials may conduct searches of students when there is a reasonable suspicion that the student might possess items that might harm themselves or other students (drugs, paraphernalia, alcohol, weapons, stolen items, tobacco, electronic cigarettes, or any other items that might cause harm to that student or other students). These court rulings were made in order to protect all students of possible harm.

1. **Definition:** As used in this policy “contraband” means any substance, material, or object prohibited from school pursuant to school policy or state or federal law, including drugs, alcohol, fireworks, or weapons.
2. **Rules Regarding Searches and Seizures:** The District reserves the right to search persons, personal effects, and vehicles as follows:
 - A pat-down search of a person may be conducted on the basis of a reasonable individualized suspicion that such person is in possession of contraband. Any such search shall be conducted in private by an authorized school official of the same sex as the person to be searched and in the presence of a witness of the same sex. Strip searches are not permitted.
 - Lockers, desks, and similar storage facilities are school property and remain at all times under the control of the school; however, persons using such facilities are expected to assume full responsibility for the security of their lockers and desks and similar facilities.

Periodic general inspections of lockers, desks, and similar facilities may be conducted by school officials for any reason, at any time, without notice and without consent.

- Persons are permitted to park on school premises as a matter of privilege, not of right. The district retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. Such patrols and inspections may be conducted without notice and without consent. The interiors of vehicles on school property may be inspected whenever a school official has a reasonable suspicion that contraband is within such a vehicle.
- In any of the foregoing enforcement actions, the administration is authorized to use dogs whose reliability and accuracy for sniffing and detecting contraband has been established. The dogs will be accompanied by a qualified and authorized dog trainer/ handler who will be responsible for the dog's actions. Any indication by the dog that an illegal or unauthorized substance or object is present on school property or in a vehicle on school property shall be reasonable cause for a search by school officials.

Reference: Magdalena Municipal School District Board of Education Policy #2070

PUBLIC DISPLAY OF AFFECTION

Students should remember that the school campus, buses, and events are considered public environments. Student and staff are often offended when exposed to certain behaviors.

Students are to refrain from any public display of affection (PDA) that might offend others. The following actions are unacceptable and will be addressed with an official discipline referral:

- Kissing on the Lips
- Sitting on Another's Lap
- Licking
- Hugging/Holding from Behind

Consequences may range from parent contact, detention, and/or suspension. Receiving discipline on a PDA could result in a sexual behavior contract.

CAFETERIA BEHAVIOR

- Respect for each other will be shown while standing in line.
- The noise level must be kept low.
- All food should be eaten at the tables and never carried out of the cafeteria. Trash should be thrown in the garbage cans.
- Tables and floors should be left clean.
- Only students that are eating are permitted in the lunchroom.
- Students are to report to cafeteria only during designated serving times.
- If students would like a second lunch they must pay \$3.50.

BUS RIDING RULES

Magdalena Municipal Schools provides daily transportation for children to and from school. Providing transportation for your children is a privilege and not a requirement of the school. The school has established basic BUS RIDING RULES

that are necessary to ensure the safety of your children. If these rules are violated by your children then your children may have these transportation privileges suspended. The bus driver is a school official and has absolute authority. A student who persists in disobeying regulations and/or endangers the health and safety of the passengers may lose their bus riding privileges.

All students are expected to:

- Follow the Bus Driver's Instructions.
- Keep Head, Hands, Feet and Objects to self and inside the bus.
- Unless otherwise instructed, all students shall sit with their backs against the seat backs, their legs facing towards the front of the bus, all parts of their bodies clear if all aisles whenever the school bus is in motion.
- No vulgar or profane language, gestures or harassment.
- No eating or drinking on the bus, and no objects should be in the mouth while on the bus.
- Behave in a safe and orderly manner at the bus stop.
- Students will be assigned seating by the bus driver or bus monitor.
- All students shall sit with their backs against the seat backs, their legs facing towards the front of the bus, all parts of their bodies clear if all aisles whenever the school bus is in motion.
- Students shall not place any part of their body out of the bus window or door, except when exiting the school bus.
- Students are required to get off at regular drop-offs, unless they have written permission from their parent/guardian given to administration before 2pm.
- All students, when listening to personal music, shall use earphones.
- Students shall help the bus driver clean the bus after all school activity trips, i.e., athletics, field-trips, afterschool, etc.
- The Transportation Department shall not be responsible for taking a sick student home; this shall be the responsibility of the parent/guardian.
- Many of the buses have video surveillance that will be used as part of the behavior management at Magdalena Municipal School.

Magdalena Bus Route

No student shall be allowed to ride the Magdalena Bus Route who is not an **enrolled student of Magdalena Municipal School, does not reside within the school district boundaries, and is not a regular daily passenger on an assigned bus route**. Only under special circumstances, as determined by the School Superintendent, shall a student who is not a regular passenger on the Magdalena Bus Route be allowed to ride the bus. In the case of infraction of bus policy the administration has the ability to make more appropriate consequences under special circumstances.

The policy for any infraction listed above will result in the following:

1st Infraction:

- **BUS INCIDENT REPORT** will be issued by the bus driver or bus monitor and parents/guardians will be notified. Counseled by administration regarding proper bus behavior.

2nd Infraction:

- **BUS INCIDENT REPORT** will be issued by the bus driver or bus monitor and parents/guardians will be notified. Counseled by administration regarding proper bus behavior. Parents will be notified that upon the next report bus privileges will be lost for one school week (4 days)

3rd Infraction:

- **SUSPENDED PRIVILEGES** for three (3) days and parents/guardians will be notified and will be responsible for their child's transportation **LOSS OF PRIVILEGES** for one school week (four days) and parents/guardians will be notified and will be responsible for their child's transportation.

No student is to depart from the bus until it reaches school in the morning, or arrives at their designated drop-off point in the afternoon.

Students will not be dropped off at any other bus stop other than their assigned stop without advanced prior written parental/guardian permission. If a parent wants their student to be dropped off at another bus stop, please submit written permission to the office at least two (2) hours before the buses leave the school grounds. **Students can not ride a bus other than their assigned bus. Students can be dropped off at a designed stop on their current bus route.**

- **The school will not be responsible for transporting any student for any reason, other than to and from school, in any vehicle other than a school bus or school vehicle, unless otherwise approved by the Principal. Any employee driving students without approval of the principal shall become personally liable and reprimanded accordingly. If an employee chooses to transport a student to and from school, the school is not liable for any accidents/injuries that occur.**
- **PARENTS/GUARDIANS ARE NOT ALLOWED TO STOP THE SCHOOL BUS AT ANYTIME WHILE IN OPERATION TO REMOVE THEIR STUDENT**

DRESS CODE STANDARDS

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

School regulations prohibit student dress or grooming practices that:

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

- Represent membership in a gang.
- Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.

Students who wear hoodies must take the hood off inside the building due to safety issues. Staff who review the cameras cannot identify the person wearing a hoodie and it presents a safety hazard to all students and staff in the building. **Please discuss this with your child because administration will manage this behavior as a discipline issue.**

MAGDALENA MUNICIPAL SCHOOLS SECONDARY SCHOOL DISCIPLINE PLAN & CLASSROOM RULES

- BE SAFE
- BE RESPECTFUL
- BE RESPONSIBLE
- BE YOUR BEST

IF YOU CHOOSE TO BREAK A RULE

First Offense: The student will be counseled by the teacher, possible consequences of this type of behavior in the future will be discussed and the parent may be notified.

Second Offense: The parents will be notified of the incident as well as immediate consequences and consequences if the behavior continues. Counselors may be involved.

Third Offense: The parent of the student will be required to come in for a conference with the teacher/counselor. Various strategies for the future should be discussed.

Severe Interruption: Student sent immediately to office with Referral Sheet.

STAFF RESPONSIBILITIES REGARDING BEHAVIOR MANAGEMENT

Behavior management is the responsibility of the entire staff at MMS. The ultimate goal is a school where students are so motivated to learn and teachers to teach that self-discipline rules. However, until MMS reaches that goal, it is imperative that everyone supports maintaining a safe, secure environment for students and staff.

Please be familiar with this guide, the MMS student Behavior Management handbook, and the Magdalena Staff Handbook. The faculty is expected to enforce all rules and regulations in these publications. Please remember to report attendance on the computer every class hour.

Common elements of successful discipline programs are as follows:

1. Greeting students at the door as they come in for class.
2. Clear, concise, understandable rules and expectations.
3. Clear understanding of consequences
4. Consistency
5. Reward and recognition of desired behavior

6. Send one positive note home per semester

Teachers will submit a typed list of classroom rules to the Principal for approval. Upon approval, these rules will be posted in the classroom prior to office referrals, however, anytime a student is a potential danger to self or others, action should be taken immediately to get administrator assistance. Teachers should feel free to discuss actual and potential discipline problems with the Principal and to use preventative strategies in the classroom.

When it is determined that a student should be sent to the office for disciplinary reasons a discipline form with complete information regarding the problem behavior should be sent with the student.

The Principal will use her/his best judgment in dealing with discipline issues. Generally a progressive policy will be followed with more severe penalties being assessed as the number of referrals increases. The following guide will be used:

First Offense: The student will be counseled by the teacher, possible consequences of this type of behavior in the future will be discussed and the parent may be notified.

Second Offense: The parents will be notified of the incident as well as immediate consequences and consequences if the behavior continues. Counselors may be involved.

Third Offense: The parent of the student will be required to come in for a conference with the teacher/counselor. Various strategies for the future should be discussed.

***In the instance of a time out** (for students with time out card): Students will not be in time out for more the 5 minutes.

NOTE: When sending a referral, be sure to document your 3 states of pre-referral activities.

Note about Student Conduct Procedures

The term “disruptive behavior” means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher’s or a school administrator’s ability to communicate with the students in a classroom, with a student’s ability to learn, or with the operation of a school or a school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or to other school employees; defiance, ridicule or verbal attack on a teacher; willful, deliberate and overt acts of disobedience of the directions of a teacher.

If a student commits “disruptive behavior” as determined by the principal or assistant principal for a second time during the school year, the principal, reporting teacher and the student’s parents will develop a behavior modification plan for the student.

A student, thirteen years or older, who does not comply with the behavior modification plan may be deemed to be “habitually disruptive” and subject to expulsion if the student commits a third act of “disruptive behavior” during the school year. Students under age thirteen may be subject to expulsion for such conduct pursuant to other school policies and procedures.

The term “habitually disruptive” refers to such actions of a student which causes disruption in a classroom, on school property or vehicles or at a school-related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.

Students with disabilities are responsible for adhering to the same rules of conduct as non-disabled students. State and federal regulations relating to students with disabilities will be followed when implementing discipline procedures.

Courts have ruled that teachers must maintain their effectiveness and respect in order to perform their duties as a teacher. The effectiveness and respect must be maintained on or off the school premises and during or after school hours.

A teaching situation, which is conducive to learning, must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be sent to the principal’s office. The administrator will review the case and try to resolve the problem.

The Board of Education will support and protect its teachers and administrators when they are making a conscientious professional effort. The code of conduct shall take effect and be in force from and after its adoption and does not change any previous codes.

SECONDARY BEHAVIOR MANAGEMENT POLICY

NOTE: ISS- In School Suspension OSS- Out of School Suspension WD – Work Detail

*Students who are involved in extracurricular activities will not be allowed to attend the activity or practice on the day that a major infraction has occurred.

*Magdalena Municipal School has surveillance that may be used in behavior management.

OFFENSE	DEFINITION	CONSEQUENCES
1. Bullying	“Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation,	<u>Step 1</u> Conference with student, parent notification, mediation and every step afterward. <u>Step 2</u> ISS 2 days to OSS, Parent Conference, possible Law Enforcement and with every step afterward. <u>Step 3</u> OSS 2-5 days, <u>Step 4</u> OSS up to 10 days pending Hearing Authority, possible expulsion (all steps will require parent notification and mediation)

	<p>any reference to LGBTQ+ in a derogatory manner. “Cyberbullying” means electronic communication that:</p> <ol style="list-style-type: none"> (1) targets a specific student; (2) is published with the intention that the communication be seen by or disclosed to the targeted student; (3) is in fact seen by or disclosed to the targeted student; and (4) creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance. 	
<p>2. Hazing</p>	<p>"Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to: Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a</p>	<p><u>Step 1</u> ISS 2 days to OSS, Parent Conference, possible Law Enforcement notification and with every step afterward. <u>Step 2</u> OSS 2-5 days, <u>Step 3</u> OSS up to 10 days pending Hearing Authority, possible expulsion <u>Step 4</u> Expulsion, pending Hearing Authority, possible Law Enforcement Notification (all steps will require parent notification and mediation)</p> <p>**For any illegal activity or student over 18, Law Enforcement will be contacted immediately.</p>

	<p>restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.</p>	
<p>3. Horseplay</p>	<p>Any student conduct or action that, based upon the reasonable judgment of school staff, 1) Threatens or risks physical safety of staff, students, or visitors; 2) may damage school material or property; 3) disrupts the learning environment; 4) shall</p>	<p><u>Step 1</u> Student conference to lunch detention to parent contact <u>Step 2</u> Lunch detention/ISS-1 day with parent notification and with all other steps <u>Step 3</u> ISS 2 days, Parent Conference <u>Step 4</u> OSS 2 days <u>Step 5</u> OSS 5 days</p>

	include but is not limited to the acts of intentionally pushing, shoving, bumping, running into, tripping or grabbing a student or school personnel.	<u>Step 6</u> OSS up to 10 days pending Hearing Authority, possible expulsion
4A. Battery-Student Discuss steps regarding fighting	Intentional physical or offensive contact, Student to student -the act of fighting or inflicting bodily injury of a serious nature on another student. This would include using any part of your person including, but not limited to, the following: fist, head, elbow, foot, knee, or teeth.	<u>Step 1</u> ISS up to 5 days. Parent notification all steps , Parent Conference <u>Step 2</u> OSS 5 days, Law Enforcement notification <u>Step 3</u> OSS up to 10 days possible expulsion pending Hearing Authority <u>Step 4</u> Expulsion, pending Hearing Authority, Law Enforcement notification
4B. Battery Student-Personnel	Intentional physical or offensive contact-student to staff or personnel. An actual attack on school personnel, or other persons on school property or at a school activity. Shall include, but not limited to, the acts of intentionally pushing, shoving, bumping, running into, tripping, grabbing, or any other physical aggression towards school personnel. The Principal will evaluate carefully the severity of the contact prior to determining the charge.	<u>Step 1</u> OSS up to 10 days pending Hearing Authority, Possible expulsion, Law Enforcement Notification. Parent Conference <u>Step 2</u> Expulsion pending Hearing Authority, Law Enforcement notification
5. Possession/ Ownership of Illegal Drugs	Possessing, having under one's control on school property or using any controlled substances or alcoholic beverages. 1. On a student's person while at school, School activity, or while being transported to and from	<u>Step 1</u> OSS up to 10 days pending hearing.Law Enforcement notification. If returning, Completion of drug/alcohol awareness program. Counseling required with a plan in place. Parent Conference

	<p>school or an activity in a school bus or school vehicle.</p> <p>2. In a student’s assigned locker (or unassigned).</p> <p>3. In a student’s car or friend’s car while on school property.</p> <p>4. Knowingly concealed on school property by a student or another person</p>	<p><u>Step 2</u> Expulsion, pending Hearing Authority Law Enforcement notification</p>
<p>6. Possession with intent to distribute</p>	<p>Selling, giving away, or otherwise transferring to another person any illegal drugs or alcohol.</p>	<p><u>Step 1</u> OSS 10 days possible expulsion, if returning completion of drug/alcohol counseling required or plan in place. Parent Conference Law Enforcement notification</p> <p><u>Step 2</u> Expulsion, pending Hearing Authority, Law Enforcement notification</p>
<p>7. Other Substance</p>	<p>Possessing, using, or having under one’s control any substance, materials or related paraphernalia which are dangerous to health or safety which disrupt the educational process, non-alcoholic beer, inhalants look-a-likes, prescription drugs, and the usage, possession, sale of or distribution of counterfeit drugs</p>	<p><u>Step 1</u> OSS up to 10 days possible expulsion, pending Hearing Authority. Completion drug/alcohol counseling required if returning or plan in place. Parent Conference, Law Enforcement notification</p> <p><u>Step 2</u> Expulsion, pending Hearing Authority. Law Enforcement notification</p>
<p>8. Tobacco/ E-Cigs</p>	<p>Use and/or possession of tobacco or tobacco products by students are prohibited. The usage of tobacco products—smoking, e-cigs, chewing or dipping—or possession of tobacco products on one’s person while at school or during school activities.</p>	<p><u>Step 1</u> ISS 2 days, Parent Conference, Law Enforcement notification and with every step afterward.<u>Step 2</u> OSS 2 days</p> <p><u>Step 3</u> Parental notification and 4 days ISS with mandatory conference for re-entry.</p>

	*Code of Conduct re: Activities may apply. Mandatory tobacco awareness counseling for student and parents/guardians is required.	<u>Step 4</u> OSS pending hearing Authority, Parent notification, possible expulsion.
9. Insubordination, Willful Disobedience	Failure to follow a direction issued by authorized School personnel.	<u>Step 1</u> Lunch detention to ISS, parent contact <u>Step 2</u> ISS 2 days. Parent Conference <u>Step 3</u> OSS pending Hearing Authority, possible expulsion, law enforcement notification
10. Disrespect toward School personnel, Visitors, or students.	Rude, offensive, vulgar, hostile and socially or sexually -oriented or discriminatory language or Conduct.	<u>Step 1</u> Lunch detention to ISS days, parent notification <u>Step 2</u> ISS 1 days. Parent Conference <u>Step 3</u> Suspended pending Hearing Authority, possible expulsion, law enforcement notification if necessary.
11. Disruptive Behavior	Behavior that creates a willful interference with the educational process and which is serious enough in nature to be referred to the Principal for disciplinary action.	<u>Step 1</u> Student conference to lunch detention to parent contact. <u>Step 2</u> Lunch detention or ISS-1 day and parent notification now and with every step afterward. <u>Step 3</u> ISS 2 days.
12. Dress code violation	Dressing or grooming in a manner which disrupts the teaching and learning of others and does not conform to the standards of the school handbook.	<u>Step 1</u> Student conference, compliance, parent notification and every step afterward. <u>Step 2</u> ISS 1 day. Parent conference notification and compliance <u>Step 3</u> ISS 2 days <u>Step 4</u> OSS up to 10 days, Hearing, possible expulsion
13. Symbols and Signs	1) Wearing of any jewelry, clothing, or any other thing,	<u>Step 1</u> Student conference, parent

	2) showing or “flashing” hand signs, or 3) stating or yelling slogans or groups names that evidence membership/affiliation in any unauthorized group, the purpose of which is potentially violent or illegal, which threatened the health or safety of students or staff, or which disrupts the educational environment.	notification <u>Step 2</u> ISS or suspension **Parent Conference <u>Step 5</u> OSS up to 10 days pending hearing, possible expulsion
14. Weapons	Having a weapon on school grounds or using the threat of a weapon to cause injury is not permitted. A weapon is defined as any instrument such as a knife, gun, ice pick, razor or <u>any object</u> used with the intent of inflicting bodily harm.	<u>Step 1</u> OSS up to 10 days depending on situation, Law Enforcement notification. Parent Conference
15. Firearms	Possession, use, or threat to use a gun	<u>Step 1</u> OSS up to 10 days, Hearing, possible Expulsion. Law Enforcement Notification
16. Verbal Threat	Threatening physical harm, by spoken or written work or harassment, or intimidation toward school personnel either by gesture or expression. The Principal will evaluate carefully the severity of the contact prior to determining the charge.	<u>Step 1</u> OSS up to 10 days pending Hearing Authority, Law Enforcement notification. Individual that made threat will have to attend counseling session with the school counselor.
17. Gang Related Activity/ Identifiers	Any group activity which is potentially violent or illegal, which threatens the health or safety of students or staff, or which is disruptive to the educational environment. Examples of these activities may include, but are not limited	<u>Step 1</u> Student Conference, parent conference to suspension 10 days <u>Step 2</u> OSS 3 days <u>Step 3</u> OSS 6 days <u>Step 4</u> OSS up to 10 days pending Hearing Authority.

	to, restricting others from a certain area of territory, having a name, having rival enemies and exhibiting anti-social behavior.	
18. Use of Profanity	Directing written statements, verbal comments, or physical gestures at staff, students, or school visitors that convey profane, grossly offensive, harassing, intimidating, obscene, inappropriate suggestive messages. Such conduct is impermissible and subject to discipline if displayed on school property or at any school related function, regardless of whether the function is on school property. Examples of such conduct include but are not limited to: the use of curse words, whistling, or sexually explicit language, or derogatory comments regarding others' physical appearance. This could also be consistently disturbing a student by pestering or tormenting in the classroom or elsewhere on the school grounds or at activities.	<p><u>Step 1</u> Depending on severity, 1 or more days of lunch detention or 1 Day ISS*</p> <p><u>Step 2</u> 2 Days ISS</p> <p><u>Step 3</u> 4 Days ISS, parent conference</p> <p><u>Step 4</u> OSS up to 10 Days pending Hearing Authority, possible expulsion</p>
19. Harassment/ Sexual/Verbal/Racial/ Religious (towards Students, Staff members, And Visitors)	Behavior including gestures, physical contact or words that are directed at a student or school personnel because of his or her sex that are uninvited, unwanted, or unwelcome which would cause a reasonable person of that sex to feel uncomfortable or offended when the conduct by its	<p><u>Step 1</u> Depending on offense, student conference, parent notification to suspension</p> <p><u>Step 2</u> OSS 2 days, Parent Conference</p> <p><u>Step 3</u> OSS 4 day, Law Enforcement Notification</p> <p><u>Step 4</u> OSS up to 10 days, Hearing, possible Expulsion</p> <p>** Use Hazing penalty</p>

	nature is clearly unwelcome or inappropriate. Behavior, including gestures, physical contact, or works that are directed at a student or school personnel because of his/her race or religious preference, that are uninvited, unwanted, or unwelcome which would cause a reasonable person of that race and/or religion to feel uncomfortable or offended or when the conduct by its nature is clearly unwelcome or inappropriate.	
20. Student Trespassing	Entering any school property or into school facilities without proper authority includes any school entry during a period of out of school	<u>Step 1</u> Depending on offense restriction of extra-curricular activities to suspension up to 10 days pending Hearing Authority, possible expulsion, possible Law Enforcement notification
21. Loitering	Lingering or standing without purpose in any area.	<u>Step 1</u> Work Detail <u>Step 2</u> One (1) day Lunch Detention, parent notification <u>Step 3</u> Two (2) days Lunch Detention, parent conference
22. Truancy/Leaving School without Permission	Failure to report to school or class without prior permission, knowledge, or excuse by the school or the parent.	<u>Step 1</u> One (1) days ISS and loss of off campus pass (seniors only) for 2 weeks, Parent notification <u>Step 2</u> Two (2) days ISS. Parent Conference
23. Vandalism/Graffiti	Maliciously and intentionally causing damage to school property or the property of others. Also included situations in which can be repaired or replaced at no cost to the School district. Students will be held responsible for damages if payment is not	<u>Step 1</u> Depending on offense restriction of extra-curricular activities, lunch detention, ISS to suspension up to 10 days pending Hearing Authority, possible expulsion, possible Law Enforcement notification. Students will be responsible for restitution and be

	immediate the student will receive a debt slip that must be paid before graduation.	involved in the resolution of the damage.
24. Tardiness	Failure to be in the place of instruction at the assigned time (within 15 minutes of start of class – after 15 minutes students will be marked absent and considered truant) without a valid excuse.	<u>Step 1</u> - 3 Unexcused= 4 Days of lunch detention or work detail (parent contact) <u>Step 2</u> - 6 Unexcused= 1 Full day of work detail or 1 day of ISS per parent request <u>Step 3</u> - 9 Unexcused= Parent Conference, 1 Day OSS
25. Missing Mandatory Tutoring	Failure to show up to tutoring when a teacher has written a referral.	<u>Step 1</u> - 1 of day ISS or 4 days lunch detention <u>Step 2</u> – 2 days ISS <u>Step 3</u> - 2 days ISS and a Parent Conference, 1 Friday work detail or 1 Day OSS
26. Gambling	Playing a game of chance for Money or anything of value.	<u>Step 1</u> Depending on offense restriction of extra-curricular activities to suspension up to 10 days pending Hearing Authority, possible expulsion, possible Law Enforcement notification
27. Usage of a Vehicle During School Hours	Getting into a parked car without permission (from administrator) or driving during school hours without permission, or careless driving. Sitting in a vehicle during school hours.	<u>Step 1</u> Student conference, parent notification, Possible restriction of use <u>Step 2</u> Turn in keys at 8:00 a.m., pick up at the end of school day, 4:00 p.m. <u>Step 3</u> Loss of driving privileges
28. Reckless Vehicle Use	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or as a threat to health safety, or as a disruption to the educational process.	<u>Step 1</u> Student conference, parent conference, restriction of use, Law Enforcement notification. Step 2 OSS up to 10 days pending Hearing Authority, possible expulsion.
29. Robbery, Extortion, Coercion, Blackmail	Obtaining money or property or the	<u>Step 1</u> ISS 1 day, possible Law Enforcement notification

	threat of taking money or property from a person by force or threat of force aggression, or reprisal.	<u>Step 2</u> ISS 2 days, Law Enforcement notification. <u>Step 3</u> OSS up to 10 days pending Hearing Authority possible expulsion. Law enforcement notified.
30. Theft/Larceny	Taking property belonging to the school or any individual or group without prior permission. Knowingly being in possession of stolen property, goods, or contraband.	<u>Step 1</u> 1 Day ISS with Restitution, Law Enforcement notification, Parent Conference <u>Step 2</u> ISS 2 days, Law Enforcement notification. <u>Step 3</u> OSS up to 10 days, pending Hearing Authority, possible expulsion, Law enforcement notification
31. False Alarms	Reporting of false emergencies to school and/or Fire officials or police by students.	<u>Step 1</u> OSS up to 10 Days, pending Hearing Authority, Law Enforcement notification, Possible Expulsion
32. Cell Phones & Electronic Devices	Use of device at any time when instructed by school personnel that such use is impermissible, disruptive, or inappropriate. (See Cell Phone Policy) **I would like to set up a signature page for students/parents to sign when they pick up Step 1 and 2.	<u>Step 1</u> Student conference, confiscation of electronic device, student picks up device after the school day. Parent contact <u>Step 2</u> Confiscation, item only returned to parent/guardian, parent conference <u>Step 3</u> return device at end of school year.
33. Arson	Intentionally starting any fire or combustion on school property	<u>Step 1</u> OSS up to 10 days, possible expulsion, Law Enforcement notification, Parent Conference.
34. Forgery	The act of falsifying a person's name, or altering of any school document and/or fraudulent use of documents.	<u>Step 1</u> 1-3 Days ISS <u>Step 2</u> 2 Days OSS, possible Law Enforcement notification. <u>Step 3</u> Up to 10 days OSS, pending Hearing Authority, possible expulsion, Law Enforcement notification

34. Bomb Threat	Reporting to school, police, or fire officials the presence of a bomb on or near school property without reasonable belief that a bomb is present on school property	<u>Step 1</u> OSS up to 10 days, pending Hearing Authority, possible expulsion, Law Enforcement notification, Parent Conference
36. Indecent Exposure	The act of improperly exposing one's genitals in public.	<u>Step 1</u> OSS up to 10 days, pending Hearing Authority, possible Expulsion, Law Enforcement Notification, and Parent Conference.
37. Internet and E-mail Abuse /Computer Hacking	The act of violating the acceptable use agreement (contract) or using the internet at school without signing the school contract. (See Laptop and current Computer Use Agreement)	<u>Step 1</u> Student conference, parent notification, restrictions of use. <u>Step 2</u> ISS 2 days, possible law Enforcement notification, and Parent Conference restriction of use. <u>Step 3</u> OSS 2 days, restriction of use restriction of use. <u>Step 4</u> OSS 4 days restriction of use. <u>Step 5</u> OSS 4-10 day's restriction of use.
38. Academic Cheating/ Plagiarism	The acts of knowingly using another student's assignment, work or a piece of work from an outside source as one's own. The utilization of notes for testing without permission is prohibited.	<u>Step 1</u> ISS, 0 for the Assignment, Parent conference and every time afterward. <u>Step 2</u> ISS 2 days, 0 for the Assignment <u>Step 3</u> ISS 4 days, 0 for the Assignment <u>Step 4</u> OSS 10 days, loss of credit for current grading, hearing, looking at expulsion <u>Step 6</u> Expulsion
39. Intoxication	Students (for example) using abnormal speech or exhibiting abnormal behavior resulting from the usage of drugs and/or alcohol, such as a lack of coordination at a school site	<u>Step 1</u> OSS up to 10 days pending Hearing Authority, attend school drug awareness program. Parent conference Law enforcement notification

	and/ or school sponsored activity which would constitute reasonable cause.	
40. Pornography	Materials or computer access to nudity.	<u>Step 1</u> ISS 1 day, parent conference, computer restrictions for each step. <u>Step 2</u> ISS 2 days, parent conference, counseling <u>Step 3</u> ISS 3 days, possible law enforcement notification <u>Step 4</u> OSS up to 10 days pending Hearing Authority, possible expulsion.
41. Failure to report a perceived threat or a dangerous/illegal situation to the school or forwarding a message containing a threat or dangerous/illegal information.	A threat is an expression of intent to harm someone. Dangerous/illegal situations are any time a student is in danger to themselves or others. Threats may be spoken, written, or expressed in some other way, such as through gestures. Threats may be direct or indirect. Illegal possession of weapons should be presumed to indicate a threat unless careful investigation reveals otherwise. When in doubt about whether a student's behavior is a threat, illegal or dangerous, contact administration immediately.	<u>Step 1</u> OSS up to 10 days pending Hearing Authority, law enforcement notification.
42. Habitual or Constant Offender	A student who habitually breaks school policy. A student who has had four or more referrals during the course of the Semester.	Step 1-Step 3 Principal's discretion depending on severity of offenses. Up to 10 days OSS pending Hearing Authority, possible expulsion.
43. Failing sports drug test.	A positive drug screen test.	<u>Step 1</u> Suspension from all competitions/activities, for a minimum of 3 contests and

		<p>not more than 30% of remaining regular season contests/events, whichever is greater. If necessary this will carry to the next season, pending completion of an intervention plan.</p> <p><u>Step 2</u> Suspension for any extracurricular activity/contest for 365 calendar days.</p> <p><u>Step 3</u> Suspension from any extracurricular activity/event for remainder of his/her high school career.</p>
<p>44. Racialized Aggression</p>	<p>Racialized: to give a racial character to; to categorize, marginalize, or regard according to race. Racialized aggression would be defined as characterizing, categorizing or marginalizing an aggressive act as racial in nature.</p>	<p><u>Step 1</u> Conference with student, parent notification, mediation and every step afterward.</p> <p><u>Step 2</u> ISS 2 days to OSS, Parent Conference, possible Law Enforcement and with every step afterward.</p> <p><u>Step 3</u> OSS 2-5 days,</p> <p><u>Step 4</u> OSS up to 10 days pending Hearing Authority, possible expulsion (all steps will require parent notification and mediation)</p>

Positive Behavior Interventions and Supports (PBIS)

What are Positive Behavior Interventions and Supports?

Positive Behavior Interventions and Supports (PBIS) is an approach for supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

Magdalena's goal is to implement school-wide PBIS system.

To be most effective, regular teaching using the school-wide rules should become part of the school culture. All staff and students in the school are expected to know the school-wide rules.

Our 4 rules are: **Be Respectful** **Be Responsible** **Be Safe** **Be Your Best**

Having a few simple, positively-stated rules facilitates the teaching of behavioral expectations across school settings because students will be learning through the same language. By focusing on 3 simple rules it is easier for students to remember. It is also important for staff because instruction focusing on a few simple rules will improve teaching and consistency across staff through the use of a common language.

Positively-stated rules are important because research has shown that recognizing students for following the rules is even more important than catching them breaking the rules. By stating rules in a more positive manner, the hope is that staff will be more likely to use the rules to catch students engaging in the appropriate behavior and therefore reduce the attention usually given to negative behaviors.

With the rules selected, we believe we can then teach specific behavioral expectations across all school settings according to these simple rules; for example:

- You are **Being Safe** by cleaning up or letting the Custodian know there was a spill on the floor so no one gets hurt.
- You were **Being Responsible** when you asked your classmate to walk in a straight line in the hallway.
- You are **Being Respectful** by not talking while the teacher is talking.

You are **Being your Best** when you follow all rules, instructions, and exhibit a good attitude.

****Steer Pride Matrix**

*****Elementary rules**

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Magdalena Municipal Schools does have a grievance procedure in place in the event that students feel that their concerns have not been addressed. A complaint/grievance may be raised regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, diverse sexual orientation and/or gender orientation or gender expression or disability.

- Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- Intimidation by another student.
- Bullying by another student. Which means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexually orientation.
- Concern for the student's personal safety.

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for complaint/grievance. The complaint/grievance shall be made only to an administrator or other professional staff member. That person shall elicit from the student the particulars determined by the Superintendent to be necessary to complaint/ grievance to be investigated.

GRIEVANCE FORM

(To be filed with the school administrator or the administrator's supervisor, or with a professional staff member who will forward it to the school administrator or the administrator's supervisor)

Additional pages may be attached if more space is needed.

Please Print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person, school (department), program, or activity _____

Address _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

Date of action against which you are complaining

If there is anyone who could provide more information regarding this, please list name (s), address (es), and telephone number (s)

Name _____ Address _____ Telephone
Number _____

The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible. I certify that this information is correct to the best of my knowledge.

Signature of Complainant Date Signed

Administrator or professional staff member receiving initial complaint Date initial
complaint received
The investigating administrator shall give one (1) copy to the complainant and retain one (1) copy for the file.

PARENT/STUDENT SIGNATURE PAGE

WE THE UNDERSIGNED DO HEREBY STATE THAT WE HAVE RECEIVED AND READ THE MAGDALENA MUNICIPAL SCHOOL STUDENT HANDBOOK AND AGREE TO FOLLOW THE RULES AND REGULATIONS STATED IN THE 2021-2022 STUDENT HANDBOOK.

(PARENT SIGNATURE)

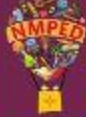
(DATE)

(STUDENT SIGNATURE)

(DATE)

Please return this page to the Principal's office as soon as possible.

Appendix A



COHORT 2022 GRADUATION REQUIREMENTS


Menu of Options to Demonstrate College and/or Career Readiness

Revised 8/19/2020

In what subject areas does a student need to show demonstration of competency?
In addition to meeting course requirements, New Mexico public high school students who entered grade 9 in school year 2018-19 must be able to demonstrate postsecondary and/or workforce readiness in five content areas: Math, Reading, Writing, Science, and Social Studies.

What policy change now allows for multiple ways for students to demonstrate competency?
Until 2019, New Mexico required students to use the Every Student Succeeds Act (ESSA) required proficiency assessment as a **primary** demonstration of competency and to request a waiver from the PED to use an **alternative** demonstration of competency. Students may now choose from a **menu of options** to demonstrate competency without a waiver. [PED is no longer using primary and alternative structures.](#)

Local school boards have the flexibility to make available all or some of the menu options or can develop **Local Demonstration of Competency (LDC)** that require PED approval.

ESSA-REQUIRED ASSESSMENTS	OTHER DEMONSTRATION OF COMPETENCY	
<p>Math: Transition Algebra I or II, Geometry, Integrated Math I or II (725) SAT School Day Mathematics (T00)¹</p> <p>Reading: SAT School Day Reading and Writing (T00) Spanish Reading SBA (1137)</p> <p>Writing: SAT School Day Reading and Writing (T00) SAT School Day Essay (T00)</p> <p>Science: NM Assessment of Science Readiness (NM-AS3) (T00)</p> <p><small>¹ Transition Algebra I can only serve as a demonstration of competency if a student has passed the Algebra I course.</small></p>		
	<p style="text-align: center;">LOCAL DEMONSTRATION OF COMPETENCY (LDC)</p> <p style="text-align: center;">A variety of local demonstrations including rigorous portfolio projects and competency-based options may be used as LDCs. LDCs other than the portfolio and competency-based options must be approved by PED.</p>	<p style="text-align: center;">INNOVATIVE ASSESSMENT OPTION</p> <p style="text-align: center;">In partnership with a Community of Practice, NMPED is developing a new statewide graduation option that culminates with student exhibitions to demonstrate learning. Guidelines will be provided in August 2021.</p>

OTHER NATIONAL ASSESSMENTS

<p>Math: New Gen ACCUPLACER Quantitative Reasoning (252), Advanced Algebra (262) ACT Mathematics (19), Pre-ACT Mathematics (19), ACT ASPIRE Mathematics (431), ACT WorkKeys Applied Mathematics (3) ACT WorkKeys Graphic Literacy (3) AP Calculus AB or BC or Statistics (2) ASVAB AFQT Composite (31) IB Mathematics (4) PSAT 10 Mathematics (T00) SAT Subject Mathematics Level 1 (583) or Level 2 (546)</p> <p>Reading: New Gen ACCUPLACER Reading (241) ACT Reading (18), Pre-ACT Reading (18) ACT ASPIRE Reading (424) ACT WorkKeys Nonclass Documents (3) AP English I Language & Composition or English I Literature & Composition (2), ASVAB AFQT Composite (31) IB Language & Literature (4) PSAT 10 Evidence-based Reading & Writing (430), SAT Subject Literature (570), SAT Evidence-based Reading & Writing (430)</p>	<p>Writing: New Gen ACCUPLACER Writing (236) ACT English (18), Pre-ACT English (18) ACT ASPIRE English (428) or Writing (428) ACT WorkKeys Business Writing (3) AP English Language & Composition or English I Literature & Composition (2) IB Language & Literature (4) PSAT 10 Evidence-based Reading & Writing (430) SAT Evidence-based Reading & Writing (430)</p> <p>Science: ACT Science (20), Pre-ACT Science (20) ACT Science (431) ACT WorkKeys Applied Technology (3) AP Biology, Chemistry, Computer Science, Environmental Science, or Physics (2), ASVAB AFQT Composite (31) IB Experimental Sciences (4) SAT Subject Chemistry (640), Ecological Biology (590), Molecular Biology (520) or Physics (630)</p> <p>Social Studies: AP Art History, European History, Government & Politics (Comparative), Government & Politics (US), Human Geography, Macroeconomics, Microeconomics, Psychology, US History, or World History (2) IB Individuals and Society (4)</p>
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<p>Abbreviation: ACT: American College Testing</p>	<p>AP: Advanced Placement ASVAB: Armed Services Vocational Aptitude Battery</p>	<p>ASGT: Armed Forces Qualification Test IB: International Baccalaureate</p>
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¹ SAT and PSAT 10 Results are TBD as standards setting will take place following the initial administration in spring 2021

² An EOC score earned prior to, and after, the COVID-19 release can be used as an LDC.

Students following the **modified option**, whose IEPs establish individualized passing scores, should default to their individualized score when determining demonstration of competency. Students following the **ability option**, PED encourages the use of local demonstration of competency as well as DLM as the primary assessment.

For additional information, visit the Graduation Requirements page at:
<https://webnew.ped.state.nm.us/bursaus/college-career-readiness/graduation/>

COHORT 2023 GRADUATION REQUIREMENTS

Menu of Options to Demonstrate College and/or Career Readiness

Revised 8/19/2020

In what subject areas does a student need to show demonstration of competency?
 In addition to meeting course requirements, New Mexico public high school students who entered grade 9 in school year 2019-2020 must be able to demonstrate postsecondary and/or workforce readiness in five content areas: Math, Reading, Writing, Science, and Social Studies.

What policy change now allows for multiple ways for students to demonstrate competency?
 Until 2019, New Mexico required students to use the Every Student Succeeds Act (ESSA) required proficiency assessment as a **primary** demonstration of competency and to request a waiver from the PED to use an **alternative** demonstration of competency. Students may now choose from a **menu of options** to demonstrate competency without a waiver. **PED is no longer using primary and alternative structures.**

Local school boards have the flexibility to make available all or some of the menu options or can develop Local Demonstration of Competency (LDC) Requirements.

ESSA-REQUIRED ASSESSMENTS	OTHER DEMONSTRATION OF COMPETENCY	
<p>Math: Transition Algebra II, Geometry, or Integrated Math II (725) SAT School Day Mathematics (TBD)¹</p> <p>Reading: SAT School Day Reading and Writing (TBD) Spanish Reading OBA (1137)</p> <p>Writing: SAT School Day Reading and Writing (TBD) SAT School Day Essay (TBD)</p> <p>Science: NM Assessment of Science Readiness (NM-ASR) (TBD)</p> <p><small>* Transition Algebra I can only serve as a demonstration of competency if a student has passed the Algebra II course</small></p>		
	<p style="text-align: center; font-weight: bold; margin: 0;">LOCAL DEMONSTRATION OF</p> <p style="text-align: center; font-size: small; margin: 5px 0;">A variety of local demonstrations including rigorous <u>portfolio projects</u> and <u>competency-based options</u> may be used as LDCs. LDCs other than the portfolio and competency-based options must be <u>approved by PED.</u></p>	<p style="text-align: center; font-weight: bold; margin: 0;">INNOVATIVE ASSESSMENT OPTION</p> <p style="text-align: center; font-size: small; margin: 5px 0;">In partnership with a <u>Community of Practice</u>, NMPED is developing a new statewide graduation option that culminates with student exhibitions to demonstrate learning. Guidelines will be provided in August 2021.</p>

OTHER NATIONAL ASSESSMENTS

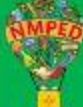
<p>Math: Next-Gen ACCUPLACER Quantitative Reasoning (252) Advanced Algebra (252) ACT Mathematics (19), Pre-ACT Mathematics (19) ACT ASPIRE Mathematics (431) ACT WorkKeys Applied Mathematics (3) ACT WorkKeys Graphic Literacy (3) AP Calculus AB or BC or Statistics (2) ASVAB AFQT Composite (31) IB Mathematics (4) PSAT 10 Mathematics (TBD) SAT Subject Mathematics Level 1 (586) or Level 2 (640)</p> <p>Reading: Next-Gen ACCUPLACER Reading (241) ACT Reading (18), Pre-ACT Reading (18) ACT ASPIRE Reading (424) ACT WorkKeys Workplace Documents (3) AP English Language & Composition or English Literature & Composition (2) ASVAB AFQT Composite (31) IB Language & Literature (4) PSAT 10 Evidence-based Reading & Writing (430) SAT Subject Literature (576) SAT Evidence-based Reading & Writing (430)</p>	<p>Writing: Next-Gen ACCUPLACER Writing (236) ACT English (18), Pre-ACT English (18) ACT ASPIRE English (428) or Writing (428) ACT WorkKeys Business Writing (3) AP English Language & Composition or English Literature & Composition (2) IB Language & Literature (4) PSAT 10 Evidence-based Reading & Writing (430) SAT Evidence-based Reading & Writing (430)</p> <p>Science: ACT Science (20), Pre-ACT Science (20) ACT Aspire Science (431) ACT WorkKeys Applied Technology (3) AP Biology, Chemistry, Computer Science, Environmental Science, or Physics (2) ASVAB AFQT Composite (31) IB Experimental Sciences (4) SAT Subject Chemistry (540), Ecological Biology (590), Molecular Biology (520) or Physics (530)</p> <p>Social Studies: AP Art History, European History, Government & Politics (Comparative), Government & Politics (US), Human Geography, Macroeconomics, Microeconomics, Psychology, US History, or World History (2) IB Individuals and Society (4)</p>
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Abbreviations:
 ACT: American College Testing AP: Advanced Placement AFQT: Armed Forces Qualification Test
 ASVAB: Armed Services Vocational Aptitude Battery IB: International Baccalaureate

¹ SAT and PSAT 10 Results are TBD as standards setting will take place following the initial administration in spring 2021
² An EOC score earned prior to, and after, the COVID-19 release can be used as an LDC.

Students following the modified option, whose IEPs establish individualized passing scores, should default to their individualized score when determining demonstration of competency. Students following the ability option, PED encourages the use of local demonstration of competency as well as DLM as the primary assessment.

For additional information, visit the Graduation Requirements page at:
<https://webnew.ped.state.nm.us/bureaus/college-career-readiness/graduation/>



COHORT 2024 GRADUATION REQUIREMENTS


Menu of Options to Demonstrate College and/or Career Readiness

Revised 8/19/2020

In what subject areas does a student need to show demonstration of competency?
 In addition to meeting course requirements, New Mexico public high school students who entered grade 9 in school year 2020-2021 must be able to demonstrate postsecondary and/or workforce readiness in five content areas: Math, Reading, Writing, Science, and Social Studies.

What policy change now allows for multiple ways for students to demonstrate competency?
 Until 2019, New Mexico required students to use the Every Student Succeeds Act (ESSA) required proficiency assessment as a **primary** demonstration of competency and to request a waiver from the PED to use an **alternative** demonstration of competency. Students may now choose from a **menu of options** to demonstrate competency without a waiver. PED is no longer using primary and alternative structures.

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ESSA-REQUIRED ASSESSMENTS	OTHER DEMONSTRATION OF COMPETENCY	
<p>Math: SAT School Day Mathematics (TBD)¹</p> <p>Reading: SAT School Day Reading and Writing TBD Spanish Reading SBA (1137)</p> <p>Writing: SAT School Day Reading and Writing (TBD) SAT School Day Essay (TBD)</p> <p>Science: NM Assessment of Science Readiness (NM-ASR)</p>		
	<p>LOCAL DEMONSTRATION OF COMPETENCY (LDC)</p> <p>A variety of local demonstrations including rigorous <u>portfolio projects</u> and <u>competency-based options</u> may be used as LDCs. LDCs other than the portfolio and competency-based options must be <u>approved by PED.</u></p>	<p>INNOVATIVE ASSESSMENT OPTION</p> <p>In partnership with a <u>Community of Practice</u>, NMPEO is developing a new statewide graduation option that culminates with student exhibitions to demonstrate learning. Guidelines will be provided in August 2021.</p>

OTHER NATIONAL ASSESSMENTS

<p>Math: New Gen ACCUPLACER Quantitative Reasoning (25); Advanced Algebra (25) ACT Mathematics (18), Pre-ACT Mathematics (19), ACT ASPIRE Mathematics (43) ACT WorkKeys Applied Mathematics (3) ACT WorkKeys Applied Literacy (3) AP Calculus AB or BC or Statistics (2) ASVAB AFQT Composite (31) IB Mathematics (4) PSAT 10 Mathematics TBD SAT Subject Mathematics Level 1 (383) or Level 2 (346)</p> <p>Reading: New Gen ACCUPLACER Reading (241) ACT Reading (18), Pre-ACT Reading (18) ACT ASPIRE Reading (42) ACT WorkKeys Workplace Documents (3) AP English Language & Composition or English Literature & Composition (2) ASVAB AFQT Composite (31) IB Language & Literature (4) PSAT 10 Evidence-based Reading & Writing (438) SAT Subject Literature (570) SAT Evidence-based Reading & Writing (430)</p>	<p>Writing: New Gen ACCUPLACER Writing (236) ACT English (18), Pre-ACT English (18) ACT ASPIRE English (428) or Writing (428) ACT WorkKeys Business Writing (3) AP English Language & Composition or English Literature & Composition (2) IB Language & Literature (4) PSAT 10 Evidence-based Reading & Writing (438) SAT Evidence-based Reading & Writing (430)</p> <p>Science: ACT Science (20), Pre-ACT Science (21) ACT Aspire Science (431) ACT WorkKeys Applied Technology (3) AP Biology, Chemistry, Computer Science, Environmental Science, or Physics (2) ASVAB AFQT Composite (31) IB Experimental Sciences (4) SAT Subject: Chemistry (640), Biological Biology (690), Molecular Biology (620) or Physics (630)</p> <p>Social Studies: AP Art History, European History, Government & Politics (Comparative), Government & Politics (US), Human Geography, Macroeconomics, Microeconomics, Psychology, US History, or World History (2) IB Individuals and Society (4)</p>	
<p>Assessors: ACT: American College Testing</p>	<p>AP: Advanced Placement ASVAB: Armed Services Vocational Aptitude Battery</p>	<p>ASQT: Armed Forces Qualification Test IB: International Baccalaureate</p>

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