# TABLE OF CONTENTS

## Contents
- Superintendent Priorities ............................................................................................................. 2
- Introduction ...................................................................................................................................... 3
  - The Bernalillo District ................................................................................................................. 4
- Bernalillo Public Schools Mission, Vision, Core Values, and Focus Areas .................................. 5
  - Mission ....................................................................................................................................... 5
  - Vision ......................................................................................................................................... 5
  - Core Values ............................................................................................................................... 5
  - Focus Areas ............................................................................................................................... 5
- Student/Staff Well Being .............................................................................................................. 6
- Bernalillo Public Schools Expectations of Students and Families ............................................. 6
  - Attendance ................................................................................................................................. 6
  - Achievement ............................................................................................................................. 6
  - Social Responsibility ............................................................................................................... 7
  - Parents and Families .................................................................................................................. 7
  - Social Responsibility: ............................................................................................................... 7
- Bernalillo Public Schools Student Rights and Responsibilities .................................................. 7
  - Bulletin Boards ......................................................................................................................... 8
  - Distribution of Printed Material and Circulation of Petitions .................................................. 8
  - Equal Education Opportunities ............................................................................................... 9
  - Student Government .................................................................................................................. 9
  - Student Conduct ...................................................................................................................... 9
  - Student Dress ........................................................................................................................... 10
  - Care of School Property ......................................................................................................... 10
  - Textbooks ............................................................................................................................... 11
  - Bullying and Harassment ......................................................................................................... 11
- Instruction ...................................................................................................................................... 12
  - Curriculum ............................................................................................................................... 12
  - Bilingual Education .................................................................................................................. 12
  - Homework .................................................................................................................................. 13
  - Student Assistant Team (SAT) .............................................................................................. 13
  - 504 ........................................................................................................................................ 14
- Discipline ...................................................................................................................................... 15
  - Gender Equity: Title IX ........................................................................................................... 15
    - Title IX – Grievance Procedure ......................................................................................... 16
    - Steps for Filing a Title IX Grievance ............................................................................... 16
    - Student Concerns, Complaints, and Grievances ............................................................ 16
    - General Complaint Process .......................................................................................... 17
- Student Interrogations, Searches, and Arrests ......................................................................... 18
- Student Performances, Exhibits, and Competitions ............................................................. 20
- Student Fundraising Activities and Funds ........................................................................... 21
Bernalillo Public Schools Non-Discrimination Statement

The Bernalillo Public School district does not discriminate nor condone discrimination by students, employees, or third parties on the basis of ethnic identity, religion, race, color, national origin, sex, gender identity, sexual orientation, HIV status, mental or physical disability, marital status, or pregnancy in any program or activity of, or sponsored by, the school district and provides equal access to the Boy Scouts and other designated youth groups. To file a complaint, go to: https://www.bernalillo-schools.org/domain/4795. The following contacts have been designated to handle inquiries regarding the nondiscrimination policies:

Equal Opportunity Services and Title IX
Dr. Eric W. James
560 S. Camino Del Pueblo
Bernalillo, NM 87004
(505) 404-5717

Section 504
Ms. Shauna Branch
560 S. Camino Del Pueblo
Bernalillo, NM 87004
505-867-4441

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the educational records of students and provides parents and eligible students with the right to request a change in students’ records. Schools retain the right to disclose pertinent information to parties that have a legitimate interest in the records of the individual.

Protection of Pupil Rights Amendment (PPRA)

Parents have the right of inspection of any instructional materials that may be involved in the evaluation, surveying or analysis funded by the United States Department of Education (ED) in which their children are involved. Schools and contractors must also obtain written parental consent before minor students are allowed to participate in any ED funded survey analysis for evaluations regarding information concerning:

1. Political affiliations
2. Mental and psychological problem
3. Sex behavior and attitudes
4. Illegal, anti-social, self-incriminating, and demeaning behavior
5. Critical appraisals of individuals with whom respondents have close family relationships
6. Legally recognized privileged relationships such as those of lawyers or clergy
7. Income (other than required for eligibility of federal programs)

If you believe these rights under PRPA have been violated, you may file a complaint with PED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact providing reasonable cause to believe that a violation of PRPA occurred.
Bernalillo Public Schools
Superintendent Priorities
2019-2020

Mission:
Bernalillo Public Schools will inspire, educate and create opportunities for every student so they can meet their goals.

Vision:
It is the commitment of Bernalillo Public Schools to inspire, create and develop learning experiences where language, heritage and core values are supported.

- All Students will meet or exceed expected annual growth.
- BPS will effectively communicate with all parents, students, employees and community members.
- BPS will respect the cultural diversity represented within the district.
- All education and support work areas within the BPS district will follow safety standards. Safety for everyone will continue to be a priority at BPS.
- BPS will strive to implement innovative programs which are relevant to our students to include but not limited to: early childhood, career technical, internships, dual credit, and culturally responsive curriculum, athletics and the arts.

- Implementation of the Standardized classroom with focused intentional lesson planning tied to standards, interventions and enrichment, collaborative work through the TLC process and use of Common Formative Assessments and Common Interim Assessments to drive and inform instruction, employ passionate and dedicated staff who care about students and building positive relationships relevant and meaningful professional development opportunities.
- Use of school messenger at the sites and district level, district social media accounts, district newsletter, school newsletters, surveys, community feedback sessions, District Advisory Council, classroom phone calls home, school newsletters, BPS webpage, press releases, Week at a Glance, calendars.
- Mandatory quarterly cultural responsiveness training at all sites for all staff, collaboration with surrounding communities and Pueblos, Implementation of strong bilingual and Keres programs, Celebration of culture through district and school events.
- Implementation of See Something Say Something protocol, clear language safety drills, Raptor visitor system, Panic Button alert system, secure vestibules and perimeter s of schools. School Resource Officers at BHS and BMS, collaboration with first responders, Table Top Discussions on safety scenarios, continued training.
- Seek opportunities and funding to support programs and equity across the district such as Striving Readers, Student Success, High School Redesign, Fresh Fruits and Vegetables, Elementary Fine Arts, Pre-K, K5 Plus, Extended Learning.
Introduction

This Student Handbook states guidelines for student rights and responsibilities and is not intended to provide legal advice. It does not create any contractual rights, and Bernalillo Public Schools has the discretion to modify the provisions of this handbook at any time. Each school’s handbook supplements the Student Handbook and should be referred to for more specific guidelines. If a provision of an individual school’s handbook is inconsistent with this Student Handbook, this handbook will supersede.

School District Authority and Jurisdiction
The provisions of the Student Handbook are in effect:
- during regular school hours and/or on school property.
- during transportation of students.
- at times and places where appropriate school administrators and staff have jurisdiction including, but not limited to, school-sponsored events, field trips, athletic functions and other school-related activities.
- on the way to or from school or a school-related event.

Additionally, the principal, any public school official or designated chaperone is authorized to take administrative action when a student’s misconduct away from school during a school activity may have a detrimental effect on the student, other students, staff or on the orderly educational process.

The principal has the responsibility to take discretionary action any time the educational process is threatened with disruption. Nothing in the following is intended to prevent a staff member, teacher, principal or other administrator from using his/her best judgement with respect to a particular situation.
**The Bernalillo District**

The Bernalillo Public Schools serves over 2,800 students in the culturally rich Rio Grande Valley, from the villages of Bernalillo, Cochiti Lake, Peña Blanca, Placitas, and Sile and from seven pueblo communities including Cochiti, Jemez, Santa Domingo, San Felipe, Sandia, Santa Ana and Zia.

The Bernalillo Public School District consists of nine schools. They are:

- **Algodones Elementary** PK-4th grade Algodones, NM
- **Carroll Elementary** K-2nd grade Bernalillo, NM
- **Cochiti Elementary/Middle** PK-8th grade Peña Blanca, NM
- **Placitas Elementary** PK-5th grade Placitas, NM
- **Santo Domingo Elementary** PK-5th grade Santo Domingo, NM
- **Santo Domingo Middle** 6th-8th grade Santo Domingo, NM
- **Bernalillo Middle** 6th-8th grade Bernalillo, NM
- **Bernalillo High** 9th-12th grade Bernalillo, NM
- **La Escuelita** Pre-School Bernalillo, NM
- **Bernalillo Elementary** 3rd-5th grade Bernalillo, NM

Students at Bernalillo Public Schools possess a wide range of gifts and talents. They learn in a secure, challenging environment rich with history and diverse cultures. All students are encouraged to develop their skills and abilities, and to attain high levels of academic achievement.
Bernalillo Public Schools Mission, Vision, Core Values, and Focus Areas

**Mission**
Bernalillo Public Schools will inspire, educate and create opportunities for every student so they can meet their goals.

**Vision**
It is the commitment of Bernalillo Public Schools to inspire, create and develop learning experiences where language, heritage and core values are supported.

**Core Values**
Bernalillo Public Schools has established core values which are important elements of our belief system:

- Identity
- Honor
- Integrity
- Purpose
- Knowledge
- Accountability
- Mutual Respect
- Community
- Pride

- Character
- Caring
- Commitment
- Responsibility
- Discipline
- Perseverance
- Innovation
- Collaboration
- Creativity

**Focus Areas**

**Student Learning**
BPS will ensure all students make the expected gains each year as measured by short cycle assessments, state testing, relevant and quality assignments, attendance rates and annual graduation rates. The action steps outlined for this focus area will be monitored quarterly by a subcommittee assigned by the Superintendent. The results will be made public and shared with the BPS community.

**Cultural Connections/Communication**
BPS will ensure that strong cultural connections and communications are made with all stakeholders at all levels as measured by feedback received from community meetings, student/ family/ school surveys, sign-in logs, agendas, courses and trainings. The action steps outlined for this focus area will be monitored quarterly by a subcommittee assigned by the Superintendent. The results will be made public and shared with the BPS community.

The Indian Education program supports the efforts of school districts, Indian tribes and organizations, postsecondary institutions, and other entities to meet the unique educational and culturally related academic needs of American Indian and Alaska Native students so that they can meet the same challenging state academic achievement standards as all other students.

The Board shall give tribal officials and parents of Indian students the opportunity to comment on the participation of Indian students on an equal basis in the school program with all other students educated by the District. The District shall disseminate to tribal officials and parents of Indian students any evaluations of education programs assisted with funds provided under Title VII and No Child Left Behind, and any programs that the District plans to initiate or eliminate.

The District will actively consult and regularly involve tribal officials and parents of Indian students in the planning and development of education programs assisted with funds provided under the program and will afford tribal officials and parents of Indian students an opportunity to make recommendations concerning:
● The needs of their children.

● The ways by which they can assist their children in realizing the benefits to be derived from the education programs.

● Present their overall views on the education program in the District, including:

  ■ The operation of the District's education program.

  ■ The degree of parental participation allowed.

**Innovative Leadership**

BPS will ensure systems are in place for empowering educators, families and students while developing leaders district wide as measured by the implementation of district programs; teachers and principals will be involved in NMPED Initiatives including participation in Teaching, Learning and Collaboration (TLC) teams, Professional Development Plans (PDP’s) and evaluations. The action steps outlined for this focus area will be monitored quarterly by a subcommittee assigned by the Superintendent. The results will be made public and shared with the BPS community.

**Student/Staff Well Being**

BPS will ensure that all staff and students are safe through implementation of social and emotional supports, safe facilities and policy and procedures as measured by surveys, student referrals, feedback, site visits and priorities set forth in the Five Year Master Facility Plan. The action steps outlined for this focus area will be monitored quarterly by a subcommittee assigned by the Superintendent. The results will be made public and shared with the BPS community.

---

**Bernalillo Public Schools Expectations of Students and Families**

**Attendance**

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include but are not limited to those reasons approved by the school administration such as, illness, bereavement, other family emergencies, and observance of major cultural and religious holidays of the family's faith. In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent notified the school in advance of the absence.

School administrators are authorized to excuse students from school for necessary and justifiable reasons. Alternate educationally rewarding experiences such as travel, when requested by the parent(s) may be designated as an excused absence if approved by the principal and the assigned schoolwork is completed. See Attendance section for more information.

**Achievement**

Students are expected to achieve academically. They are expected to:

- Strive to fulfill their academic potential
- Actively participate in the educational process
• Actively participate in community activities

Social Responsibility

Students are expected to be good members of the community by:
• Respect authority, property, and the rights of others in the community
• Maintain a safe school environment

Every student is responsible for helping maintain a safe, orderly and educationally focused learning environment. Students are expected to:
• Attend school every day and be on time for every class.
• Resolve differences with others in a positive, non-violent way.
• Remain drug, alcohol and tobacco free.
• Adhere to the school dress code.
• Respect school property and the property of others.
• Respect fellow students and all school staff members.
• Comply with the standards of behavior for their classrooms, their school, and our district.

Parents and Families

School officials are partners with parents and families in educating all children. Every parent, guardian and family member of the school community shares in the responsibility for educating children in a safe and productive environment. You share in this responsibility when you:
• Make sure your student(s) attend(s) school, on time, every day.
• Keep your contact information up to date at the school (Please see Appendix E for updating your information).
• Support your student in doing their homework and studying at home.
• Make learning a priority.
• Maintain regular communication with your child’s teachers, school administrators and other school staff members.
• Stay informed of your child’s ongoing scholastic achievement and progress, and advocate for your child’s learning needs.
• Attend parent-teacher student led conferences to discuss your student’s progress and how you can support his/her success.

Social Responsibility:

• Understand our district rules and the rules of your child’s school.
• Support school administrators in enforcing these rules.
• Support the school and the Board of Education in maintaining high expectations of all students.
• Keep the school informed of your current contact information by notifying the school of any change of address or phone numbers.

Bernalillo Public Schools Student Rights and Responsibilities

The non-disruptive expression of opinions by students in the Bernalillo Public Schools, or by non-students near the schools, is protected by the free-speech guarantees of the United States and the New Mexico Constitutions; however, a person's right of expression may be restrained when, because of the time, place or manner of the speech or expressive conduct, it infringes on the school’s compelling interest in maintaining undisrupted school sessions conducive to learning.
The primary liberties in a student's life have to do with the process of inquiry and learning, or acquiring and imparting knowledge, and of exchanging ideas. This process requires that students have the right to express opinions, to take stands, and to support causes, publicly and privately. There should be no interference in the schools with these liberties, or with the students' access to or expression of controversial points of view, except as provided below:

**Bulletin Boards**

School authorities may restrict the use of certain bulletin boards to school announcements. Bulletin Board space shall be provided for the use of students and student organizations, including a reasonable area for notices relating to out-of-school activities or matters of general interest to students. The following general limitations on posting may be applied:

1. School authorities shall prohibit material which is obscene according to current legal definitions, which are libelous, or which inflames or incites students so as to create a clear and present danger of the commission of unlawful acts or of physical disruption to the orderly operations of the school.
2. Identification shall be required on any posted notice of the students or student group issuing the notification.
3. The school shall require that notices or other communications be dated before posting and that such material be removed after a prescribed reasonable time to assure full access to bulletin boards.

**Distribution of Printed Material and Circulation of Petitions**

Students shall be free to distribute handbills, leaflets, and other printed materials and to collect signatures on petitions concerning either school or out-of-school issues, whether such materials are produced within or outside the school. The following limitations will be applied:

1. The time of such activity shall be limited to periods before school begins, after dismissal, and during breakfast break or lunch time, if such limitation is necessary to prevent interference with the school program.
2. The place of such activity shall be reasonably restricted to permit the normal flow of traffic within the school and at exterior doors.
3. The manner of conducting such activity shall be restricted to prevent undue levels of noise, or to prevent the use of coercion in obtaining signatures on petitions. The danger of littering is insufficient grounds for limiting the right of students to distribute printed materials.
4. The school shall require that all printed matter and petitions distributed or circulated on school property bear the name of the sponsoring organization or individual. In case of petitions presented by students to the school authorities, students shall have the right to have their petitions considered and to receive an authoritative reply.

In imposing limitations on student expression for any reason under any of the foregoing provisions, the school must ensure that its rules are applied on a non-discriminatory basis and in a manner designed to assure freedom of expression to students. Any student or student group deprived of freedom of expression under any of these provisions shall have the right to request a hearing to determine whether such deprivation is justified under these rules. As soon as possible, such a hearing must be held before a committee, which will include representatives of the faculty and the student body. The hearing shall provide for a full and fair opportunity for both sides to present evidence and argument as to the propriety of the application of the policy in question. At such hearings, the school shall have the burden of justifying its action.
Equal Education Opportunities

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, sexual orientation, age, national origin, and disability, or any other reason not related to the student's individual capabilities.

The right of students to participate in extracurricular activities shall be dependent only upon their maintaining the minimum academic and behavioral standards established by the Board, and their individual ability in the extracurricular activity.

Student Government

The organization of student councils in all schools is encouraged.

Student government is expected to be "of the students, by the students, for the students," representing the students in the school in communications with the administration and in the organization of student activities.

Members of student councils are to be elected democratically. The rights and responsibilities of the council should be clearly set forth by each school. Each student council must have a faculty advisor.

Student Conduct

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

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

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

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- The use, possession and distribution of tobacco products, e-cigarettes and nicotine liquid containers, alcoholic beverages, mood-altering substances and illicit drugs (or related paraphernalia) is prohibited on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any
other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.

- Violation of District rules and regulations.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

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

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property. The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

**Student Dress**

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

- Present a hazard to the health or safety of the student or to others in the school.
- Materially interfere with school work, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent students from achieving their educational objectives.
- Represent membership in a gang.
- Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.

Students shall be suitably attired and groomed during school hours, when attending district-sponsored activities and when representing Bernalillo Public Schools. To maintain a suitable appearance, facial, ear gauges, tongue piercings and visible tattoos may be subject to covering. Dress shall be modest so that cleavage, midriffs and buttocks are covered.

Student uniforms may be adopted at school sites where the parents of two-thirds of the students vote to approve a school uniform program.

**Care of School Property**

Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school
property should be reported to the office at once.

No student shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. A school may withhold the grades, diploma and transcripts of a student responsible for damage or loss of school library or instructional material until the parent, guardian or student has paid for the damage or loss. Students may be subject to discipline for willful damage or destruction of school property.

If any minors engage in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the court order the minors, or their parents, to make full or partial restitution to the District in accordance with law.

Textbooks

Textbooks are furnished, at public expense, to each student either individually or through the use of class sets. The student is responsible for the proper care and return of all books. Students will be fined for lost or damaged books. Students must check in all books issued and, if the student withdraws from school, all books must be returned before records can be released to the next school.

Bullying and Harassment

Cyberbullying, as defined below, is prohibited when such bullying 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.

Bullying and harassment are prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Anti-bullying shall be included as a part of the health education curriculum as set forth in 6.29.6.8 NMAC Definitions:

- "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
- "Bullying" by another student 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 sexual orientation.
- "Cyberbullying" means electronic communication that:
  - targets a specific student;
  - is published with the intention that the communication be seen by or disclosed to the targeted student;
  - is in fact seen by or disclosed to the targeted student; and
  - 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.
Licensed school employees shall complete training on how to recognize signs that a person is being harassed, bullied or cyberbullied and shall be responsible for reading and understanding this policy.

A licensed school employee who has information about or a reasonable suspicion that a person is being harassed, bullied or cyberbullied shall report immediately to the school principal, an administrator, the superintendent or any of these school officers.

Any school administrator who receives a report of harassment, bullying, or cyberbullying shall take immediate steps to ensure a prompt investigation of the report and shall take prompt disciplinary action in response to these acts upon confirmation of the occurrence through such investigation. Such action may include the least restrictive means necessary to address a hostile environment on the school campus resulting from confirmed harassment, bullying or cyberbullying that include;

- counseling,
- mediation,
- discipline up to expulsion, in addition to other civil and criminal prosecution.

These punishments may be in addition to any customary discipline that the District presently dispenses.

Where disciplinary action is necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed as in policy.

**Instruction**

**Curriculum**

All parts of the curriculum are interrelated and important to the development of the student. The physical, emotional, social, aesthetic, and cognitive development of the student are all elements of importance within the school program.

The District will provide basic communication and computational skills, an experience-based curriculum, and exploration of different disciplines and decision-making techniques to enable the student to choose between alternatives.

Specifically, the District instructional program will be designed and implemented to provide for at least the minimum instructional areas required by statute and shall include:

- Skills in communication - to include reading and language arts skills, including phonemic awareness, phonics, comprehension, grammar and writing.
  - Skills in computation - mathematics.
  - Appreciation of the world of work.
  - Pride of workmanship and skills for economic survival.
  - Appreciation of the importance of physical fitness.
  - Research and problem-solving skills in science and mathematics.
  - Ability to think analytically, critically, and independently.
  - Skills in foreign or Native American language.
  - Ability leading to citizen responsibility.
  - Understanding and respect for our cultural heritage and history.
  - Appreciation for the intrinsic value of education.
  - Appreciation of the fine arts.
  - Skills in the use of topographical and standard maps.
  - Skills in technology.

**Bilingual Education**

In accordance with guidelines specified in the
Educational Standards of New Mexico the District will assure to:

• provide a well-defined English language development program;
• deliver language arts in the home language;
• include the New Mexico cultures in selected aspects of the curriculum; and
• provide for linguistic, cultural, and conceptual development in the home language.

The New Mexico Bilingual Multicultural Education Act of 1973 insures equal educational opportunities for students. It is designed to encourage the cognitive and affective development of students by:

• utilizing the cultural and linguistic background of students in the curriculum;
• providing students with opportunities to expand their conceptual and linguistic abilities and potentials in a successful and positive manner; and
• teaching students to appreciate the value and beauty of cultural diversity. The Act provides for bilingual education, and the District is committed to provide equal educational opportunities to students.

**Homework**

The development of study skills and self-discipline are integral and indispensable elements of a quality educational process.

Homework should be assigned consistent with the maturity, special needs, potential, and achievement level of the individual student. It should not carry the stigma of punishment. Its assignment should be specifically addressed to the objectives of the instructional program, and, in addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.

Students, regardless of their intellectual capacity, should understand that mastery of skills is not always possible within the time constraints of the classroom. Each student should leave the District with a firm foundation for pursuing knowledge and developing skills on an independent basis.

The Superintendent is responsible for procedures that will achieve objectives through homework, including, but not limited to, the following:

• Intervention that changes deficient performance to performance that meets acceptable standards.
• Reinforcement and mastery of critical skills and concepts. Special emphasis will be placed on the mastery of basic skills.
• Challenge through exploration of concepts and skills that complement and elaborate those introduced in the classroom.
• Feedback from the teacher through correction and clarification of all outside assignments.

**Student Assistant Team (SAT)**

The Student Assistance Team (SAT) shall operate within every building in the District. The purpose of the SAT is to provide academic and/or behavioral support for students who are experiencing difficulties in the general education setting. The SAT is made up of the classroom teacher, the building principal or designee, the student’s parents and other individuals with the expertise to provide recommendations and support for the student in need. The SAT will review all the relevant information collected and suggest appropriate interventions including classroom support and
parent follow-up. This process may take nine (9) to eighteen (18) weeks, require multiple SAT meetings, on-going revision of intervention strategies, and detailed data collection and documentation of student progress.

The SAT process is directly tied to Promotion/Retention/Remediation.

The District adheres to the three-tiered model of student intervention as required by current state regulations at NMAC 6.29.1.9 D.

The three-tiered model of student intervention is described as follows:

- If general screening, a referral from a parent, a school staff member or other information available to a public agency suggests that a particular student may be experiencing significant difficulties in school, a properly constituted student assistance team (SAT) in the school shall:
  - Ensure that adequate screening in the areas of general health and well-being, language proficiency status, and academic levels of proficiency has been completed as part of broad general screening of all students in the District, in addition to addressing culture and acculturation, socioeconomic status, possible lack of instruction, and teaching and learning styles in order to rule out other possible causes of the student’s educational difficulties and
  - Conduct the SAT child study process and consider, implement and document the effectiveness of appropriate interventions through curriculum-based measures (CBM);
- If, however, a student has an obvious disability or a serious and urgent problem, the SAT address the student’s needs promptly on an individualized basis.
- If curriculum-based progress monitoring demonstrates that the student’s response to intervention has not been positive and significant after no more than eighteen (18) weeks, the SAT may refer the student for a full special education assessment, or it may resume the child study process to implement additional tier two interventions.
- If curriculum-based progress monitoring demonstrates that the student’s response to intervention has been positive and significant after no more than eighteen (18) weeks, the SAT may continue to require the implementation of those interventions until the student no longer requires the interventions.

504

It is the responsibility of the District to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services or programs in order that such students may receive the required free appropriate education.

For this policy, a student who may need special services or programs within the intent of Section 504 is one who:

- Has a physical or mental impairment that substantially limits one (1) or more major life activities, including learning; or
- Has a record of such impairment; or
- Is regarded as having such impairment.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities in Education Act (IDEA). Students who are identified as individuals with
exceptional needs, according to IDEA criteria, are not addressed under this policy. The needs of such students are provided for under Policy IHB and its regulations and under state and federal laws and regulations.

**Discipline**

Bernalillo Public Schools is committed to providing each student with a quality educational program in a safe environment. This requires that the school environment be free of disruptions which interfere with the educational process and violate the rights of others. Students are expected to observe all district and school regulations.

When it is necessary to impose discipline, the school administrator and the teachers will follow a progressive discipline process. This process begins in the classroom. Teachers will handle minor disruptions and classroom management issues. They will contact parents to be sure that parents are aware of the concerns that are seen within the classroom environment. Parents are asked to assist with shaping and correcting behaviors that their child is involved in that are causing distraction. If a student’s behavior is beyond that of a minor disruption, or so repetitive that it is becoming a true concern and leading to a loss of instructional time for the class, it will be passed on to administration to handle. There are circumstances where the student may need to be removed from the class and sent to the office to see the principal or designee. When sent to the office, a student should have a Referral Form in hand to provide information as to what the concern is. Depending upon the event, the principal may need to conduct an investigation to gather more detailed information. At this point, a student may be sent to an alternate supervised setting, pending the investigation or to be provided with de-escalation time. Alternate supervised settings can include, but are not limited to: another classroom, ISS, a counselor or nurse, or time with an administer. There are times when a parent might be called to come and take their child home for the remainder of the day.

The degree of discipline to be imposed by school officials will be in proportion to the severity of the behavior of a particular student and will take in to account the student’s discipline history, the age of the student and other relevant factors.

A formal Discipline Matrix (see Appendix F) will be used to foster respect for the rights of BPS students and staff and provide consistency of consequences. Infractions on this Discipline Matrix are grouped into three levels based upon the severity of the infraction, and repetition of the behavior. Each violation may have from one to three levels of consequences.

In all cases administrative discretion will be exercised.

**PLEASE SEE APPENDIX F**

**Gender Equity: Title IX**

The Board of Education of Bernalillo Public Schools finds that Bernalillo Public Schools must provide equivalence of benefits for all its boys and girls athletics, academics, and training programs as required by Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of gender by educational that receive federal funds. Bernalillo Public Schools is committed to the philosophy of equal employments, educational programs, activities and services.

All students shall have the opportunity to participate in and receive benefits from
all programs or activities including, but not limited to course offerings, graduation requirements, athletics, counseling, employment assistance, extra-curricular and other school related activities.

Discrimination in education or employment because of race, color, national origin, ancestry, religion, creed, sex, age, physical or mental handicap, marital or parental status, pregnancy, sexual orientation or veteran status is prohibited.

**Title IX — Grievance Procedure**

Any student or employee of the Bernalillo Public Schools who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the bases of his or her gender or on the bases of his or her disability may file a verbal or written complaint with the Title IX coordinator.

**Steps for Filing a Title IX Grievance**

Title IX Complaint Procedures and Forms can be found in Appendix C and D of this handbook.

You can obtain a copy of the Title IX Grievance procedure from the Principal’s office of every school, on the district website, or from the Title IX Coordinator.

**Student Concerns, Complaints, and Grievances**

The Superintendent is directed to establish procedures whereby students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, harassment, intimidation, bullying or personal safety provided that:

1. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
2. The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board of Education is without authority to act.

Bullying as defined below is prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Anti-bullying shall be included as a part of the health education curriculum as set forth in 6.29.6.8 NMAC.

Students may present a complaint or grievance 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, 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.
- Intimidation by a district employee.
- Intimidation by a third party.
- 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 sexual orientation.

- Concern for the student's personal safety.

Complaints may be filed with the school administrator, the administrator's supervisor, or with a professional staff member who will forward it to the school administrator or the administrator's supervisor.

Complaints regarding discrimination on the basis of sex shall be reported to the BPS Title IX Coordinator (See process below). Complaints regarding discrimination based on disability shall be reported to the BPS 504 Coordinator. All other complaints of discrimination shall be made to the Superintendent or the Building/Department Administrator.

**General Complaint Process**

Complaints may be submitted verbally, in writing (See Appendix D for Complaint Form), or via electronic means. When the initial allegation is submitted in a manner other than on the prescribed form, the particulars of the complaint/grievance must be written on the form as immediately as possible after receipt of the complaint/grievance. The professional staff member may assist the complainant in completing the complaint/grievance form. The complainant should sign and date the form, however, unsigned forms are to be processed in the same manner as a signed form. A professional staff member or support staff member shall report behavior that falls within this policy, on the forms provided, upon becoming aware of such behavior.

Complaints alleging discrimination on the basis of sex shall be immediately referred to the Title IX Coordinator following the Title IX Discrimination Complaint Process below.

When the professional staff member is other than the school administrator, it shall be the responsibility of the staff member to inform a school administrator as soon as feasible, but not later than the next school day following the day that the staff member receives the complaint/grievance. Complaints may be filed directly with the Title IX Coordinator, as well. If the school administrator is included in the allegation, the complaint/grievance shall be transmitted to the next higher administrative supervisor. A failure by the professional staff member to timely inform the school administrator or next higher administrative supervisor or Title IX Coordinator of the allegation may subject the staff member to disciplinary action. The professional staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Students should file complaints on their own behalf; however, complaints will be accepted from any source. A parent or guardian may initiate the complaint process on behalf of an elementary school student.

The District takes allegations of mistreatment very seriously and will act on complaints as expeditiously as possible. Upon receipt of a complaint, the District will conduct a prompt preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, the District will initiate an investigation that is thorough, reliable, impartial, prompt and fair. This investigation determines whether the district nondiscrimination policy has been violated. If so, the District will promptly implement an effective remedy designed to end the discrimination, prevent its recurrence and
address its effects.

The District aims to bring all allegations to a resolution within a sixty (60) business day time period, which can be extended as necessary for appropriate cause by the investigator with notice to the parties. In overview, the timeline for resolution begins with notice to a mandated reporter. The investigator then engages in a preliminary inquiry that is typically 1-3 days in duration. From there, the allegation can lead to a formal investigation, which usually starts within days of the preliminary inquiry’s conclusion. Investigations range from days to weeks, depending on the nature and complexity of allegations, with the district commonly aiming for a 10-14 day window to completion. The parties are regularly apprised of the status of the investigation as it unfolds. The process may then end or continue. If it continues, barring necessary extensions, the investigation leads to formal and informal resolution options, which the district aims to complete in 10-14 days from the end of the investigation.

A failed informal resolution which triggers a formal resolution may require the district to extend this timeline accordingly. From there, appeals may be requested, with a three-day window to file appeal requests once a formal determination is reached, a three-day window to grant or deny the appeal request, and another 7-10 days for a final resolution to be reached. In rare cases where a remanded decision results in a new hearing, the results of that hearing can be appealed once, which would typically add another 10-14 days to final results.

Where deemed necessary by the investigator or administration, law enforcement will be contacted. The District will cooperate fully with law enforcement while executing its own outlined duties in relation to investigating and responding to complaints.

The school administrator or the school administrator’s supervisor will respond on behalf of the District to all complaints except those involving possible sex discrimination or disability discrimination, which will be referred to the Title IX Coordinator (see below) or the 504 Coordinator (see below). The school administrator or the school administrator’s supervisor will determine the actions necessary to respond to complaints, except for those that fall under Title IX or Section 504.

The complainant and respondent will be notified of the outcomes of the investigation within five days of its completion.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation about harassment, intimidation, or bullying shall not be maintained in the student’s primary educational record.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

**Student Interrogations, Searches, and Arrests**

Any request by law enforcement agencies and/or other government agencies (i.e., Children, Youth & Families Department) to see
a student, interview a student or make an arrest at school, must be verified by the principal and/or his designee, to be assured that such request is authorized by that individual's agency (Excepting School Resource Officers (SRO) acting in the course of their regular duties). The principal will request identification and will verify the legitimate request by the individual's agency by telephone. The principal must notify the Office of the Superintendent each time the police are on campus, with the exception of SROs in the regular execution of their duties.

Interviews

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

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

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

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

Searches

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

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

Who may search. Certificated school personnel, school security personnel and school bus drivers are "authorized persons" to conduct searches when a search is permissible as set forth below. The student's person is not to be touched. Drivers are encouraged to request school employees to search when safety permits delay for that purpose. An authorized person who is conducting a search may request the assistance of some other person, who upon consent becomes an authorized person for the purpose of that search only.

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

Conduct of searches; witnesses. The following requirements govern the conduct of permissible searches by authorized persons:
• School property, including lockers and school buses, may be searched with or without students present unless a local school board or administrative authority provides otherwise. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the administrative authority.

• Student vehicles, when on campus or otherwise under school control, and students' personal effects, which are not within their immediate physical possession, may be searched in accordance with the requirements for locker searches.

• Physical searches of a student's person may be conducted only by an authorized person (site administrator or designee) who is of the same sex as the student, and except when circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex. The extent of the search must be reasonably related to the infraction, and the search must not be excessively intrusive in light of the student's age and sex and the nature of the infraction. Strip searches are inappropriate.

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

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

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

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

Student Performances, Exhibits, and Competitions

Any student or group of students planning to give public performances representing the District shall first secure permission from the principal. Such performances shall be in keeping with the general goals and objectives of the educational program and the following:

• Any fundraising efforts must be pre-approved by the Superintendent.

• Funds, if collected, shall be credited to the appropriate student activities fund account.

• The participation in the project will not deprive students of time needed in acquiring basic skills.

• The regular schedule will not be
interrupted unless the majority of
the students benefit through their
participation.
- The activity shall contribute to the
educational program.

Athletic practice and student activity
rehearsals shall not be conducted on
Sundays. Scheduling of any Sunday
activities, involving students, staff or
facilities, shall be held to a minimum and
shall require the approval of the
Superintendent.

School personnel are encouraged to
schedule student activities at a time that
allows for community participation.

Student Fundraising
Activities and Funds

Fund-raising activities by students on
school premises or elsewhere as
representatives of the school will be
permitted only when connected with
specific school activities approved by the
Superintendent.

Participation in contests or fund-raising
activities shall be governed by the
following criteria:
- The aim of the activity shall
benefit youth in educational, civic,
social, and ethical development.
- The activity shall not be
detrimental to the regularly
planned instruction.
- The proceeds of all fund-raising
activities shall be deposited in the
Student Activity Fund, and funds
from such activities shall be used
only as specified in the Manual of
Procedures for Public School
Accounting and Budgeting.

The Superintendent shall require the
establishment of appropriate procedures
whereby all persons having any duties relating
to such funds are advised of the requirements
and responsibilities therefor. All such persons
shall be held strictly accountable for the
manner in which these guidelines are followed.

The Superintendent shall ensure that an
accurate, detailed record of all revenues and
expenditures of the student activities fund is
kept. The record shall be made in such form as
the Board prescribes.

Nutrition

The School District strives to make a
significant contribution to the general well-
being, mental and physical capacity and
learning ability of each student while affording
them the opportunity to fully participate in the
educational process.

The District is committed to providing school
environments that promote and protect
children's health, safety, well-being, and ability
to learn by supporting healthy eating and
physical activity in a safe environment.
Healthy eating is demonstrably linked to
reduced risk for mortality and development of
many chronic diseases as adults.

State of New Mexico Rules for Nutrition

1. No student in New Mexico can buy
sugar or caffeinated soft drinks in their
schools.
2. No food in vending machines in
elementary schools.
3. In middle schools and high schools,
food available in vending machines and
a la carte sales must be low in fat and
low in sugar.
4. Schools that sell food as fundraisers
will be required to provide healthier
choices.
Fund Raisers Including Foods Sold by Parent or Student Organizations Must be approved in advance by the building principal and District. The following state rules apply:

- Beverages and food products sold as fund raisers during normal school hours:
- May be sold at any time except during the lunch period and must meet the same requirements as high school vending machines, that is, the food will contain no more than 8 grams of fat (with no more than 2 grams from saturated and trans fats), 15 grams of sugar and 200 calories per serving. The only exceptions are healthy nuts, seeds, and cheese and yogurt products.

**Attendance**

The parent or guardian is charged by law with responsibility for the student's school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism.

**Compulsory Attendance Ages**

A "school-age person" means a person who is at least five (5) years of age prior to 12:01 a.m. on September 1 of the school year and who has not received a high school diploma or its equivalent.

Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person until that person has reached at least eighteen years of age unless the person has graduated or received a general educational development certificate.

A person shall be excused from this requirement if, with the written signed permission of the parent, guardian or person having custody and control of the person to be excused, the person is excused from the provisions of this section by the Superintendent of schools for a hardship.

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

**NM Compulsory Attendance Law**

NM Stat § 22-12-7 (2016)

Enforcement of attendance law; habitual truants; penalty.

A. Each local school board and each governing body of a charter school or private school shall initiate the enforcement of the provisions of the Compulsory School Attendance Law for students enrolled in their respective schools.

B. To initiate enforcement of the provisions of the Compulsory School Attendance Law against a habitual truant, a local school board or governing body of a charter school or private school or its authorized representatives shall give written notice of the habitual truancy by mail to or by personal service on the parent of the student subject to and in noncompliance with the provisions of the Compulsory School Attendance Law. The notice shall include a date, time and place for the parent to meet with the local school district, charter school or...
private school to develop intervention strategies that focus on keeping the student in an educational setting.

C. If unexcused absences continue after written notice of habitual truancy as provided in Subsection B of this section has occurred, the student shall be reported to the probation services office of the judicial district where the student resides for an investigation as to whether the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy and thus subject to the provisions of the Children's Code [Chapter 32A NMSA 1978]. The probation services office may send a written notice to a parent of the student directing the parent and student to report to the probation services office to discuss services for the student or the family. In addition to any other disposition, the children's court may order the habitual truant's driving privileges to be suspended for a specified time not to exceed ninety days on the first finding of habitual truancy and not to exceed one year for a subsequent finding of habitual truancy.

D. If, after review by the juvenile probation office where the student resides, a determination and finding is made that the habitual truancy by the student may have been caused by the parent of the student, then the matter will be referred by the juvenile probation office to the district attorney's office or any law enforcement agency having jurisdiction for appropriate investigation and filing of charges allowed under the Compulsory School Attendance Law. Charges against the parent may be filed in metropolitan court, magistrate court or district court.

E. A parent of the student who, after receiving written notice as provided in Subsection B of this section and after the matter has been reviewed in accordance with Subsection D of this section, knowingly allows the student to continue to violate the Compulsory School Attendance Law shall be guilty of a petty misdemeanor. Upon the first conviction, a fine of not less than twenty-five dollars ($25.00) or more than one hundred dollars ($100) may be imposed, or the parent of the student may be ordered to perform community service. If violations of the Compulsory School Attendance Law continue, upon the second and subsequent convictions, the parent of the student who knowingly allows the student to continue to violate the Compulsory School Attendance Law shall be guilty of a petty misdemeanor and shall be subject to a fine of not more than five hundred dollars ($500) or imprisonment for a definite term not to exceed six months or both.

NM Stat § 22-12-8 (2016)

Early identification; unexcused absences and truancy.

Notwithstanding the provisions of Section 22-12-7 NMSA 1978, if a student is in need of early intervention, the school district, charter school or private school shall contact the student's parent to inform the parent that the student has unexcused absences from school and to discuss possible interventions. The provisions of this section do not apply to any absence if the parent has contacted the school to explain the absence.

**Excused Absences**

Absences may be excused for the following reasons with proper notification:

- Illness (including chronic illness documented on a health plan, IEP or 504 plan)
- Limited family emergencies
- Family deaths
- Medical, health or legal appointments
- Suspensions
- Religious holidays
- Native American Cultural Events

(Please note that students will only be
excused for the days expressly stated by the Pueblo Governors)

- College visits
- Deployment of a military parent
- Limited extenuating circumstances as approved in advance by the school principal

Students will be allowed to make up work for excused days missed at the rate of 1 school day per day of excused absence.

**Interscholastic Activities and Absences**

No student shall be absent from school for school-sponsored interscholastic activities in excess of fifteen (15) days per semester, and no class shall be missed in excess of fifteen (15) times per semester.

**Religious Instruction Excusal**

A student may, subject to the approval of the school principal, be excused from school to participate in religious instruction for not more than one class period each school day with the written consent of the student’s parents at a time period not in conflict with the academic program of the school.

**Native American Cultural Activities**

A student’s absence may be approved for participation in Native American Cultural Events. This only applies to days expressly stated by the Pueblo Governors in writing or through official notification to district office.

**Pregnant/Parenting Student Excusal**

Bernalillo Public Schools shall permit at least ten (10) days of excused absences for a student who provides documentation of the birth of the student’s child. Bernalillo Public Schools shall provide additional excused absences to a student after the birth of the student’s child if deemed medically necessary by the student’s physician. The student shall be allowed a time period to make up the work that the student missed that equals the numbers of days the student was absent for the birth of a child.

Bernalillo Public Schools shall permit four (4) days of excused absences, in addition to the number of days of excused absences provided under other provisions of Board of Education policy and administrative procedural directive, for a student who provides appropriate documentation of pregnancy or that the student is the parent of a child under the age of thirteen needing care. The student shall be allowed a time period to make up the work that the student missed that equals the numbers of days the student was absent for the birth of a child.

The pregnant or parent student is responsible for communicating the student’s pregnancy and parenting status to the appropriate school personnel, if the student chooses to disclose the information.

**504 Plan/IEP Student Excusal**

Students with 504 Plans or Individualized Educational Programs that allow for excused absences will be granted excused absences in accordance with their written plan.

**Unexcused**

All absences for reasons not included under excused absences shall be considered unexcused. Examples include, but are not limited to:

- Non-school sponsored activities or trips
- Family vacations outside of the normally scheduled school breaks
- Non-approved cultural activity days

**Attendance Monitoring in Bernalillo Public Schools**
New Mexico state statute states: Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person.

**Parent/Legal Guardian Attendance Reporting and Monitoring**

The school shall ensure that parents/legal guardians know the following information:

- Parents/legal guardians shall call the school to report the absence of their student.
- Schools shall request that calls regarding absences be completed as early in the school day as possible, however, schools shall accept calls regarding absences until the end of the instructional day.
- If the school has not been given prior notice by phone, the parent/legal guardian shall provide the school with a written explanation concerning all student absences upon the student’s return to school.
- Parents/legal guardians shall notify the school of anticipated absences because of trips, family emergencies, and medical or agency appointments.
- Parents/Legal guardians should monitor the absence rate of their student.

**School Attendance Monitoring Process**

Each school shall, at a minimum, explain the school’s attendance monitoring process and solicit recommendations and suggestions from families at least annually.

Students in need of early intervention or students with attendance problems may be referred to a member of the Site Truancy Team for intervention. Please refer to the School Site Attendance Interventions (7) procedural directive for further information.

Schools shall adhere to the following attendance procedures:

- All teachers will take attendance, each time a class meets, and record the attendance electronically.
- Parents/legal guardians shall be informed at each official reporting period of the number of absences for each student.
- The school shall keep a record of excused and unexcused absences.
- In compliance with state regulation, all unexcused absences of two (2) or more classes up to fifty percent (50%) of an instructional day shall be reported a one-half day absence and an unexcused absence of more than fifty percent (50%) of an instructional day shall be reported as one full-day absence.

**At the Elementary School Level:**

- The instructional day shall be determined by the school daily schedule.
- Attendance shall be taken and reported electronically by no later than 9:30 a.m. each school day.
- Excused and unexcused absences shall be entered into Powerschool by the end of the day.
- Schools shall inform parents of their student’s absence (via prerecorded call or text) each day by the end of the day.

**At the Middle and High School level:**

- Attendance shall be taken for each class period and reported electronically.
- School excused and unexcused absences shall be entered into Powerschool by the end of the day.
- Schools shall inform parents of their student’s absence (via prerecorded call or text) for each period/day of absence.

**Chronic Absences**

For the purposes of this procedural directive,
“severely chronically absent” means a student who has missed 20% or more of instructional days, regardless of the reason. “Moderately chronically absent” means a student who has missed 10% to 19% of instructional days, regardless of the reason.

Students Who Have Exceeded Absence Limitations and Who Move to New Attendance Areas

A student in this category shall be allowed to enter school in the attendance area to which the student has moved if the student has not been long-term suspended or expelled from the prior school. The student and parents/legal guardians shall be advised that prior absences shall be taken into consideration if a pattern of absenteeism recurs at the school of new enrollment.

Attendance Interventions

All school sites shall develop policies and procedures for attendance, to include:

- Roles and responsibilities of all Truancy Team members relating to the monitoring, tracking and interventions for students deemed habitually truant or identified as in need of intervention.
- Roles and responsibilities of all Attendance Team members relating to chronic absence monitoring, tracking and interventions for students deemed at risk of becoming chronically absent.
- Roles and responsibilities of all school personnel relating to the interventions necessary for students deemed severely chronically absent.
- Processes and timelines for interventions.

School Site Attendance Teams

Site Attendance Teams shall meet at least monthly during the school year to examine student level data and formulate prevention and intervention plans.

Attendance teams shall incorporate a tiered system of interventions using the chronic absence model of three tiers: tier 1 being students who have missed less than 10% of the school year. Tier 2 being student who miss 10% to 19% of the school year and Tier 3 being students who miss 20% or more of the school year.

Attendance Teams, in coordination with school leadership, will organize and implement plans for activities that prevent chronic absence (Tier 1).

Attendance teams will formulate a plan of intervention for students who are identified as chronically absent, or at risk of becoming chronically absent. The interventions shall apply to students in Tier 2 and, in some cases, Tier 3. This will not include students who are deemed habitually truant or at risk of becoming habitually truant. Interventions may include:

Attendance Intervention Procedures (Truancy)

As a means of early intervention, a member of the School Site Truancy Team shall attempt to investigate unexcused absences through telephone contact, intervention meeting(s) with parents/legal guardians and students (and may include home visits) with parents/legal guardians as soon as possible to determine a truancy reduction intervention plan and advise them regarding the importance of regular school attendance and the legal implications involved.

If family problems appear to be involved, families may be counseled to seek help from
appropriate community services.

The contact attempt(s) shall be documented by the end of the fifth day on any unexcused absences of three consecutive days.

**Chronic Attendance Problems**

In compliance with state statute, students who have not been in school and who request to enroll late shall be enrolled. Grades and credits for the semester shall be determined by the teacher(s) in consultation with the principal, or his/her designee, and are dependent upon the effort and achievement demonstrated by the student during the time the student is enrolled. The student and his/her parents/legal guardians shall be made aware of this provision upon enrollment.

For students in need of early intervention the principal, or his/her designee, shall hold a conference with parents/legal guardians, student, nurse, counselors, teachers and/or the school Health and Wellness team. This conference shall attempt to investigate the reason(s) for the student’s unexcused absences, establish a truancy reduction intervention plan and advise parents/guardians regarding the importance of regular school attendance and the legal implications involved. If family problems appear to be involved, families may be counseled to seek help from appropriate community services. This conference shall be documented as part of the school intervention efforts to reduce or eliminate truancy.

Should the conference described above fail, and the student is a habitual truant, a summary of the problem with documentation of the school's efforts shall be transmitted to the Albuquerque Public School Attendance /Special Projects Manager. The Attendance/Special Projects Manager shall take appropriate action in compliance with state statute. At this point, referral of the student and family shall be made to the probation services office of the judicial district where the student resides. Probation may refer the student and family to the court. The court may issue legal notice be served on the parents/legal guardians or other persons having custody of the student.

If all intervention efforts have been exhausted and if the student has another unexcused absence within seven (7) days of the receipt of notice, the school shall then take appropriate action under the provisions of state statute and the child shall be dis-enrolled.

Bernalillo Public Schools may refer students who are habitual truants to the probation office of the judicial district where the student resides. The probation office may contact the district attorney if habitual truancy by a student may have been caused by the parent/legal guardian.

Out-of-school suspension and expulsion shall not be used as punishment of unexcused absences and/or habitual truancy.

**Make-up Work and Grades**

When a student is absent from school due to an excused absence that student shall be allowed to make up work missed. Students will be allowed to make up work for excused days missed at the rate of 1 school day per day of excused absence. Parents/legal guardians shall be notified through newsletters, school handbooks, or any other community communication, that it is the parent/legal guardian’s responsibility to notify the school of the student’s absence and the reason for the absence.

If the student is or will be absent, the parent/legal guardian may call the school and
request make-up work. Teachers shall be granted at least twenty-four (24) hours from the time of request to compile the assignments.

It is the student's responsibility to request make-up assignments upon return from excused and/or unexcused absences. Failure to request make-up assignments shall not minimize the importance of make-up assignments and their impact on the student's progress. The student shall have the opportunity to complete the work in a period of time equal to the number of days absent unless this creates an undue hardship for the student. When a student is absent, make-up work may be adjusted from the original assignment so that learning needs are met without overburdening the student, teacher, or parent/legal guardian.

No student shall be refused permission to make up work missed during an excused absence.

Grades shall not automatically be reduced because of attendance or disciplinary action. Grading plans may include participation grades as a part of an overall grading method. Student grades may suffer as a result of mathematical averaging of missed assignments or zero participation grades; however, grades shall not be reduced as a direct penalty for non-attendance.

Exemptions from School Attendance

Bernalillo Public Schools shall permit exemptions from school attendance only for reasons outlined in state law. Applications for exemption from school attendance, in accordance with state law, shall originate with the student and parent or legal guardian. Upon receiving a request for exemption from compulsory school attendance, a conference with the school counselor and principal shall be arranged within five (5) school days to discuss alternatives and the reasons for the request. 504 and Student Assistance Team (SAT) processes should be followed, where applicable.

If the student leaves school before the application for exemption process is complete, an educational neglect suit may be filed with district court or with the Children Youth and Family Department. Exemption from school attendance becomes official when the request is signed by the superintendent or his/her designee. The student shall remain on the school roll until officially exempted. Completed forms shall be on file in the Student, School and Community Services Office.

Exemptions from public school attendance shall not be final and irrevocable. Re-admittance to public schools at a later date shall be considered if the student and/or parent or legal guardian makes a request to the school principal.

**Student Check Out Procedures**

In a continuing effort to protect our students and ensure their safety, the school will maintain the policies set forth by the State of New Mexico and the Bernalillo Public Schools pertaining to student checkout from school.

- All student checkouts must be done in person by the child's legal parent/guardian or authorized designee (identified on the child’s registration form). The receptionist on duty will ask for a photo ID of the parent/guardian.
- Failure to produce a valid ID will result in not being able to check out a student.
- Students will not be allowed to check themselves out from school for any
• Upon a late arrival, parents/guardians must physically check their student into school in the attendance office in order for their student to be excused.

The above policies are not meant to inconvenience parents/guardians in any way. These policies are only meant to provide for a safe and secure environment for all of the student body at Bernalillo Middle School.

**Enrollment**

**Immunization**

All students must provide proof of immunization to lawfully enroll in a public school in New Mexico as outlined by state law.

**Identification of Legal Parent/Guardian**

All students admitted to BPS must list their legal parents and/or legal guardians on official school documents. This includes even students who do not reside in the home of their legal parents and/or legal guardians. Legal parents and/or legal guardians may designate others, under a power of attorney, to be guardian of their child(ren) in order to enroll them at BPS. A copy of this legal document must be on file in the Principal’s Office. **It is critical that parents maintain accurate contact information to ensure that ability to contact parents/guardians in the event of an emergency.**

**Enrollment/Transfer**

Any student who lives within the Bernalillo School District boundaries may enroll at the school with proof of residency (utility bill in parent/legal guardian name with address within district boundaries). The student’s original birth certificate must be presented to the registrar (copies will not be accepted).

• Enrollment or re-enrollment may be denied by an administrator based on the following:

• The student seeking enrollment or re-enrollment has been “Dismissed”, “Long-Term Suspended” or “Expelled” from another school district during the previous 12-month period.

• The student’s behavior in any district during the previous 12-month period makes the student’s enrollment or re-enrollment detrimental to the welfare or safety of other students or personnel.

**Disenrollment/Withdrawal/Dropouts**

A withdrawal form shall be presented to the parent or legal guardian of a student who may or must withdraw from school. The withdrawal form shall include space for the reason for withdrawal and the signature of an official of the school from which the student has withdrawn.

Reasons for withdrawal may include:

• Parents or legal guardians moving from the District or to an area served by another school.

• A request from a student who has reached eighteen (18) years of age.

• Absence of more than ten (10) consecutive days; provided that withdrawals do not include truants and habitual truants the school district is required to intervene with and keep in an educational setting as provided in Section 22-12-9 NMSA 1978.

• Expulsion or long-term suspension.

Upon withdrawal, the student shall check in all
books and other District property through the office of the school that was attended.

---

**Student Abuse of Drugs or Alcohol**

All employees have a mandatory, nondiscretionary duty to report known or suspected alcohol or drug use or abuse.

New Mexico law (NMSA 22-5-4.4) requires that if an adult knows or in good faith suspects any student of using or abusing alcohol or drugs they must report this to a supervisor or an administrator.

---

**Child Abuse and Neglect**

All employees have a mandatory, non-discretionary duty to report known or suspected abuse or neglect of a child. It is not the employee’s duty to conduct an investigation to determine whether the child identified has in fact been abused or neglected. The state is responsible for investigations however; employees must take the following steps.

1. Notify the New Mexico Department of Children, Youth and Families immediately at 1(800) 797-3260 or 841-6100.

2. After or during such notification the employee may, but is not required to, notify their supervisor with the information.

---

**Important Information**

**Pledge of Allegiance**

As per New Mexico statute 22-5-4.5 and BPS Board Policy 455, the Pledge of Allegiance will be recited in each public school at the beginning of the school day. If a student wishes to refrain from participation due to sectarian, denominational, or conscientious views, a written request must be filed with the principal. If approved, a copy of the approved request will be given to the student’s first period teacher. The exercise of the right to refrain may not interfere with the rights of others who choose to participate. **Standing during the pledge will be expected as an educational protocol to respect the sovereignty of the host nation, which is providing the free and appropriate education to the enrolled student.**

---

**Visitors**

Parents/guardians are encouraged to visit the school and their student’s classrooms. Parent/guardians are required to first report to the front desk to sign in prior to visiting a classroom or any part of the campus. All visitors will be required to present an ID which will be used to conduct a limited background check in order to ensure student safety. All visitors must sign out at the Reception desk. Visitors are expected to wear their passes so that the pass is visible at all times. Visitors will be asked to return to the front office to obtain a visitors pass if one is not visible.

Students will not be allowed on the grounds of another school without the permission of the administration.

---

**Volunteers**

Volunteers can make many valuable contributions to the students and educational programs of the District. A volunteer program is approved subject to suitable rules, safeguards, and regulations as developed by the Superintendent.

In order to protect the safety and security of children and school staff, any volunteer (including spouse/significant other) given access to students shall have a background and criminal history check, with the results
received **prior to allowing the volunteer such access.** Volunteer applicants must submit to a background investigation by completing an application form and background consent form in accord with current district policy. If a background check conducted from these criteria fails to return all necessary information, a background check using fingerprints may be conducted.

Volunteers are to be made aware of and comply with all district policies and procedures relevant to the performance of volunteer duties including but not limited to conduct, privacy, discipline, supervision and ethics.

**Anyone who works directly with students, whether directly supervised or not, must adhere to these provisions.**

**Safety Drills**

Safety Drills are held periodically throughout the year. These Drills will include: *Fire Drills, Evacuation, Lock Down and Shelter-in-Place Drills.*

**Fire and Evacuation Drills**

The signal will be the continued ringing of electronic bells. All students and faculty should familiarize themselves with the posted maps and safety drill procedures for every classroom that they use. *Evacuation Drills* may be necessary due to disasters such as an earthquake, explosion, major gas leak, etc.

**Shelter-in-Place and Lock-Down Drill**

The signal will be an intercom announcement by an Administrator or Campus Resource Officer. *Shelter-in-Place* may be necessary to isolate everyone on campus from the external environment. *Lock Down* refers to protection from an internal or extreme threat by excluding and /or isolating the threat. These drills require the ability to quickly secure the campus facilities.

*The ‘All Clear’ signal will be called over the intercom*

Administration may conduct de-briefing conversations with students or staff after drills.

**Lockers**

Students are responsible for keeping their lockers clean and orderly. No decorations are allowed on the outside of the lockers. Locker assignments, combinations, and changes will be handled through the library. Lockers are under the jurisdiction of the school. The school reserves the right to inspect all lockers at any time, which includes cutting locks, for the purposes of investigating and/or exposing possession of controlled substances and/or illegal weapons. Students must provide combination locks for their own lockers. Students must only use the locker assigned to them. Students are not to share their locker as they are responsible for all content in assigned locker. Any student using a locker not assigned to them may receive disciplinary consequences.

**Snow Days**

**Communication**

The best resource for information on school delays and closings is the BPS website at www.bernalillo-schools.org. Information will also be available through local media and SchoolMessenger notifications (See Appendix E for information on how to sign-up for this service). Parents/Guardians should only rely on official district notifications for school closure information.
Bernalillo Public Schools
Acceptable Use Policy
Student Form

1. Appropriate Online Interaction
   a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, or other identifying information as determined by the district.
   b. Users will not agree to meet with someone they have met online as this activity can and has been proven to be dangerous.
   c. Users will promptly disclose to the Education Technology Department or your Supervisor any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities
   a. Users will not attempt to gain unauthorized access to the district system or to any other computer system through the District System, or go beyond their authorized access. This includes attempting to log in through another person’s account or access another person’s files without expressed written permission.
   b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data.
   c. Users will not use the District system to engage in any other illegal act.
   d. Users will be aware of copyright laws especially in regards to downloading and using music and video files. All copyright laws will be obeyed.

3. System Security
   a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should users provide their password to another person.
   b. Users will immediately notify the building principal or the Education Technology Department if they have identified a possible security problem.
   c. Users will not install any software without prior authorization from the Education Technology Department. Any unauthorized software will be removed from district equipment.
   d. Users are not allowed to bring personal technology hardware and software into the district. Flash drives are acceptable.

4. Unacceptable Uses & Network Etiquette
a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.

b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

c. Users will not (purposefully access or) post information that, if acted upon, could cause damage or a danger of disruption.

d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks:

e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending those messages, they must stop.

f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

g. Users will not post private information about another person.

h. Users shall not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal;

i. Any misuse of network resources could result in having your district network account disabled or terminated. Misuse includes personal use of resources such as chain letters, on-line chats, shopping, downloading graphics, music, and or video.

5. Plagiarism and Copyright Infringement

a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright.

c. Filtering. Filtering may be used in conjunction with other strategies to selectively restrict access to objectionable and educationally inappropriate content; e.g. pornographic sites, non-educational chat rooms.
Student Form

I have read, understand and will abide by both the “Bernalillo Public School District Acceptable Use Policy” and the “Student Acceptable Use Procedures”. I further understand that any violation of the Policy or Procedures may enact school disciplinary procedures or constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary actions may be taken, and/or appropriate legal action may be initiated.

AUP can be found at http://www.bernalillo-schools.org

Student’s Name (please print):________________________________________

Student Signature: ________________________________ Date:___________________

School Site:_________________________________

Grade Level:______________________________

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the “Bernalillo Public School District Acceptable Use Policy” and the “Student Acceptable Use Procedures”. I understand that this access is designed for educational purposes. The Bernalillo Public School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network.

NOTE: Please check the box below only if you DO NOT want your child to have access.

☐ I DO NOT give my child permission to use the district network (which includes the Internet).

Parent/Guardian Name (please print):___________________________

Parent/Guardian Signature: ______________________________ Date:_________________

Note: After a 14 day grace period, your child’s access to the school network and/or Internet may be restricted unless this form is returned.
APPENDIX B - Social Media Policy

Behavior in a Digital, Cyber or Non-Face-to-Face Environment

Bernalillo Public Schools shall consider behavior in violation of the standards of conduct which occurs in a digital, cyber or non-face-to-face environment the same as behavior in violation of the standards of conduct in a traditional or physical environment. Unacceptable behavior includes, but is not limited to, that which is outlined in this student handbook and district policy. Personal posts and online activities that disrupt the educational environment are subject to discipline.
APPENDIX C - Title IX Discrimination Complaint Process

These procedures apply to complaints filed by students, or on their behalf, alleging discrimination or sexual harassment, including sexual violence, carried out by district employees, other students, or third parties.

Formal complaints of Title IX violations may be reported to the Title IX Coordinator or to the Office of Civil Rights:

**Bernalillo Public Schools Title IX Coordinator**
Director of Human Resources - Eric W. James
560 S. Camino Del Pueblo
Bernalillo, NM 87004
505-404-5717 Office 505-867-7850 Fax
ejames@bps.k12.nm.us

**Office of Civil Rights**
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310 Denver, CO 80204-3582
Telephone: (303) 844-5695 Facsimile: (303) 844-4303
Email: OCR.Denver@ed.gov
http://www.ed.gov/about/offices/list/ocr/complaintintro.html.

Information and Complaint Forms for Title IX are also posted on the BPS Website at https://www.bernalillo-schools.org/Page/4270.

**Title IX Discrimination Complaint Investigation Process**

The District takes allegations of discrimination very seriously and will act on complaints as expeditiously as possible.

Upon receipt of a complaint, the District will conduct a prompt preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, the District will initiate an investigation that is thorough, reliable, impartial, prompt, and fair. This investigation determines whether the district nondiscrimination policy has been violated. If so, the District will promptly implement an effective remedy designed to end the discrimination, prevent its recurrence and address its effects.
APPENDIX D – Complaint Form

Bernalillo Public Schools
Complaint Form

Required Information:

Name

Title (If applicable)

School / Work Location

Email

Telephone Number

Date

Address

Complaint is Against (name of: person, contractor, entity) Location

If discrimination, position/title of person who discriminated Their Location/Address

Type of discrimination:

☐ Ethnic Identity  ☐ Religion  ☐ Race or Color

☐ Sex or Gender Identity  ☐ Sexual Orientation  ☐ HIV Status  ☐ Marital Status

☐ Disability (Physical or Mental)

Factual Allegations:

1. Please describe the nature of your complaint. If this complaint is regarding discrimination, make sure you include the act(s) or incident(s) of discrimination, sexual harassment, or sexual assault; be sure to indicate the date(s) when the act(s) or incident(s) allegedly occurred. Attach additional sheets if necessary.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. Identify other persons who may have observed the act(s) or incident(s) you describe. (Please give their Name, Position, and Telephone number, if known).

________________________________________________________________________
3. Date(s) of the action against which you are complaining:

_____________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________

4. List other pertinent information available that you believe may assist in the investigation and/or the resolution of this complaint.

_____________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________

(Optional)
5. Please identify requested relief to the problem.

_____________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________

Signature: ____________________________ Date: ____________________________

Mail or deliver to:
Bernalillo Public Schools
Attn: Dr. Eric W. James – Title IX Coordinator
560 South Camino Del Pueblo
Bernalillo, New Mexico 87004
Telephone: 505-404-5717 (FAX) 505-867-7850

Note: All information on this form is confidential and is to be disclosed only to those persons with a need to know.

For Internal Use:

Date Received: ____________________________

BPS Investigator Assigned: ____________________________

Manner of Filing Complaint:

In Person _____ Fax _____ Letter (copy attached) _____ Mail _____ Other ______

Revised 5/17/2019
Parents and Guardians
You can take advantage of our Text Messaging Service

Our school utilizes the SchoolMessenger system to deliver text messages, straight to your mobile phone with important information about events, school closings, safety alerts and more.*

You can participate in this free service* just by sending a text message of “Y” or “Yes” to our school’s short code number, 67587.

You can also opt out of these messages at any time by simply replying to one of our messages with “Stop”.

SchoolMessenger is compliant with the Student Privacy Pledge™, so you can rest assured that your information is safe and will never be given or sold to anyone.

Opt-In from your mobile phone now!

Just send “Y” or “Yes” to 67587

Information on SMS text messaging and Short Codes:
SMS stands for Short Message Service and is commonly referred to as a “text message”. Most cell phones support this type of text messaging. Our notification provider, SchoolMessenger, uses a true SMS protocol developed by the telecommunications industry specifically for mass text messaging, referred to as “short code” texting. This method is fast, secure and highly reliable because it is strictly regulated by the wireless carriers and only allows access to approved providers. If you’ve ever sent a text vote for a TV show to a number like 48899, you have used short code texting.

*Terms and Conditions – Message frequency varies. Standard message and data rates may apply. Reply HELP for help. Text STOP to cancel. Mobile carriers are not liable for delayed or undelivered messages. See schoolmessenger.com/txl for more info.

©2016 West Corporation [10242016]. All rights reserved. May not be reproduced without expressed written permission.
Padres y Tutores
Ustedes pueden aprovechar nuestro Servicio de Mensajes de Texto

Nuestra escuela utiliza el sistema de SchoolMessenger para entregar mensajes de texto, directamente a su teléfono móvil con información importante sobre eventos, cierres de escuelas, alertas de seguridad y mucho más.

Usted puede participar en este servicio gratis con sólo enviar un mensaje de texto de "Y" o "Yes" al número de código corto de nuestra escuela, 67587.

También puede optar por no recibir estos mensajes en cualquier momento simplemente respondiendo a uno de nuestros mensajes con "Stop".

SchoolMessenger es compatible con el Student Privacy Pledge (Compromiso Con La Privacidad de Los Estudiantes). Puede estar seguro que su información es segura y nunca será entregada o vendida a nadie.

Opte por recibir mensajes de texto en su teléfono móvil ahora!  
Sólo tiene que enviar "Y" o "Yes" a 67587

 Información sobre los mensajes de texto SMS y códigos cortos:
SMS significa "servicio de mensajes cortos" y comúnmente se conoce como un "mensaje de texto". La mayoría de los teléfonos celulares son compatibles con este tipo de mensajes de texto. Nuestro proveedor de notificación, SchoolMessenger, utiliza un cierto protocolo SMS desarrollado por la industria de las telecomunicaciones específicamente para enviar mensajes de texto en masa, referido como mensajes de texto "código corto." Este método es rápido, seguro y muy confiable, y está estrictamente regulado por los proveedores de servicios inalámbricos y sólo permite el acceso a los proveedores aprobados. Si alguna vez ha enviado un voto de texto para un programa de televisión a un número como 48999, usted ha usado los mensajes de texto de código corto.

* Términos y Condiciones - las frecuencias de los mensajes pueden variar, mensajes y datos estándar pueden aplicar. Responda HELP para obtener ayuda. Texto STOP para cancelar. Los operadores móviles no son responsables por los mensajes retrasados o los que no se entregan. Mire schoolmessenger.com/privacy para más información.

©2016 West Corporation [10242016]. Todos los derechos reservados. No puede ser reproducido sin autorización expresa por escrito.
## Level 1

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Description</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Offense</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Offense</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Behavioral Disruption</strong></td>
<td>Profanity, Rudeness, Disrespect, Dishonesty, Name Calling, Running in Building, Not Following Directions, Minor Physical Contact, Material/Property Misuse</td>
<td>1 Recess Alternative</td>
<td>1 Recess Alternative</td>
<td>½ Day ISS</td>
</tr>
<tr>
<td><strong>Dress Code Violation</strong></td>
<td>Clothing disruptive to the learning environment (provocative, unsafe, promote illegal activity)</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Change into appropriate clothing (if refuse to change, see insubordination)</td>
<td>Change into appropriate clothing (if refuse to change, see insubordination)</td>
<td>Parent Notification</td>
</tr>
<tr>
<td><strong>Cheating</strong></td>
<td>Taking credit for work that the student didn’t produce (such as copying from peers or plagiarizing)</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Redo Assignment</td>
<td>Redo Assignment/Alternative Assignment</td>
<td>Redo Assignment/Alternative Assignment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Possession of inappropriate materials, including toys</strong></td>
<td>Having items that are disruptive to the learning environment</td>
<td>Confiscate and student may pick up at the end of the school day</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Confiscate and parent may pick up in the office</td>
<td>Confiscate and parent may pick up at the end of the school year</td>
</tr>
<tr>
<td><strong>Bus Misconduct</strong></td>
<td><em>For the protection of school employees and students, the Transportation Dept. reserves the right to suspend a student's transportation services for severe disruption and dangerous behavior, for not less than five (5) days.</em></td>
<td>Parent Notification</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td></td>
<td>Unsafe behavior (excessive noise, not seated, limbs out of windows, throwing objects out of windows) Noncompliance with bus rules</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Warning</td>
<td>Discipline at the discretion of the administrator</td>
<td>Days of suspension from bus to be determined by administrator and transportation dept. (NOTE: suspension from the bus does NOT mean suspension from school.)</td>
</tr>
<tr>
<td>Level 2</td>
<td>Description</td>
<td>1st Offense</td>
<td>2nd Offense</td>
<td>3rd Offense</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------------</td>
<td>-------------------------------------------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Behavioral Disruption</td>
<td>Major disruption that keeps others from learning and/or teachers from teaching</td>
<td>1 Recess/ Lunch/ Alternative Parent Notification Written Reflection</td>
<td>1 Day ISS</td>
<td>2 Days ISS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Written Reflection with Parent Signature</td>
<td>SAT Referral</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Behavior Contract</td>
</tr>
<tr>
<td>Electronic Devices</td>
<td>Usage that causes a disruption to the learning environment (not safety related)</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Confiscate device and student may pick it up at the end of the day from principal’s office.</td>
<td>Confiscate device and parent may pick it up in principal’s office.</td>
<td>Confiscate device and parent may pick it up at the end of the school year.</td>
</tr>
<tr>
<td>Inappropriate Touch</td>
<td>Touch that is unwanted and/or sexual in nature</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1-3 Recess Alternative</td>
<td>1-3 days ISS</td>
<td>1-3 days OSS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Intervention may include meeting with the counselor state reporting, and behavior contract</td>
<td>Intervention may include meeting with the counselor state reporting, and behavior contract</td>
<td>Intervention may include meeting with the counselor state reporting, and behavior contract</td>
</tr>
<tr>
<td>Rough Housing</td>
<td>Unsafe physical contact</td>
<td>1 Recess Alternative</td>
<td>2 Days Recess Alternative</td>
<td>Parent Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reflection</td>
<td>Written Reflection</td>
<td>Parent Notification</td>
</tr>
<tr>
<td>Verbal Aggression/ Provoking</td>
<td>Language not conducive to the learning environment (Cursing, yelling, screaming, profanity, put downs)</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Recess Alternative</td>
<td>1 Day ISS</td>
<td>1 Day ISS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meeting with counselor</td>
<td>Behavior Contract</td>
<td>Behavior Contract</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate use of technology <em>(For social media, sexual or illegal content, see harassment)</em></td>
<td>Usage not consistent with BPS values and expectations or disruptive to the learning environment</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Loss of computer privileges for 9 weeks</td>
<td>Loss of computer privileges for 1 semester</td>
<td>Loss of computer privileges for 1 year</td>
</tr>
<tr>
<td><strong>Insubordination, defiance of authority, disrespect</strong></td>
<td>Refusal to comply with adult directives, acting in a manner inconsistent with BPS values and expectations</td>
<td>Parent Notification 1 Day ISS</td>
<td>Parent Notification 2 Day ISS Meeting with counselor</td>
<td>Parent Notification 1 Day OSS Behavior Contract Possible SAT</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>------------------------------</td>
<td>--------------------------------------------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td><strong>Physical aggression/contact</strong></td>
<td>Aggressive physical contact</td>
<td>Parent Notification 1 Day OSS</td>
<td>Parent Notification 2 Days OSS Behavior Contract</td>
<td>Parent Notification 3 Days OSS SAT Referral Revisit and update Behavior Contract</td>
</tr>
<tr>
<td><strong>Theft</strong></td>
<td>Taking property or money from an individual without their consent</td>
<td>Parent Notification 1 Day ISS</td>
<td>Parent Notification 2 Days ISS Restitution for Stolen Item Meeting with counselor Behavior Contract</td>
<td>Parent Notification 2 Days ISS Restitution for Stolen Item SAT Referral Revisit and update Behavior Contract</td>
</tr>
<tr>
<td>Level 3</td>
<td>Behavior</td>
<td>Description</td>
<td>1st Offense</td>
<td>2nd Offense</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Arson</td>
<td>Intentionally starting a fire</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10 Days OSS pending hearing</td>
<td>10 Days OSS pending hearing</td>
<td>10 Days OSS pending hearing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Possible long-term suspension</td>
<td>Possible long-term suspension</td>
<td>Possible long-term suspension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Referral to law enforcement/tribal officials</td>
<td>Referral to law enforcement/tribal officials</td>
<td>Referral to law enforcement/tribal officials</td>
</tr>
<tr>
<td>Battery</td>
<td>Intentional touching in a rude, insolent or angry manner</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6-8 Days OSS</td>
<td>10 Days OSS pending hearing</td>
<td>10 Days OSS pending hearing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Referral to law enforcement/tribal officials</td>
<td>Referral to law enforcement/tribal officials</td>
<td>Referral to law enforcement/tribal officials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Behavior Contract</td>
<td>Possible long-term suspension</td>
<td>Possible long-term suspension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Possible long-term suspension hearing</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td>Assault (Communicating intent to harm, including verbal, non-verbal, written, or digital/electronic)</td>
<td>Any unlawful act, threat, or menacing conduct that makes a person feel they are in danger.</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1-3 Days OSS</td>
<td>5-8 Days OSS</td>
<td>10 Days OSS pending hearing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Behavior Contract</td>
<td>Behavior Contract revisited and updated</td>
<td>Behavior Contract revisited and updated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SAT Referral</td>
<td>SAT Referral</td>
<td>SAT Referral</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Referral to law enforcement/tribal officials</td>
<td>Referral to law enforcement/tribal officials</td>
<td>Referral to law enforcement/tribal officials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Possible long-term suspension hearing</td>
<td>Possible long-term suspension hearing</td>
<td>Possible long-term suspension hearing</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------------</td>
<td>-----------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Bomb Threats/Explosives</td>
<td>Includes verbal, written, or digital</td>
<td>10 Days OSS</td>
<td>10 Days OSS pending hearing</td>
<td>10 Days OSS pending hearing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Possible long-term suspension hearing</td>
<td>Possible long-term suspension hearing</td>
<td>Possible long-term suspension hearing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Referral to law enforcement/tribal officials</td>
<td>Referral to law enforcement/tribal officials</td>
<td>Referral to law enforcement/tribal officials</td>
</tr>
<tr>
<td>Habitually Disruptive</td>
<td>SAT, behavioral contract and supports are in place</td>
<td>6-9 Days OSS</td>
<td>6-9 Days OSS</td>
<td>6-9 Days OSS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Possible long-term suspension hearing</td>
<td>Possible long-term suspension hearing</td>
<td>Possible long-term suspension hearing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Referral to law enforcement/tribal officials</td>
<td>Referral to law enforcement/tribal officials</td>
<td>Referral to law enforcement/tribal officials</td>
</tr>
<tr>
<td>Harassment</td>
<td>Aggressive pressure or intimidation which could include physical, sexual, racial, verbal, or electronic bullying</td>
<td>1 - 2 Days ISS</td>
<td>3-5 Days OSS</td>
<td>10 Days OSS - pending hearing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meet with counselor</td>
<td>SAT Referral</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Behavior Contract</td>
<td>Re-visit and update Behavior Contract</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Title IX referral</td>
<td>Title IX referral</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Possible long-term suspension hearing</td>
<td>Possible long-term suspension hearing</td>
<td>Possible long-term suspension hearing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Referral to law enforcement/tribal officials</td>
<td>Referral to law enforcement/tribal officials</td>
<td>Referral to law enforcement/tribal officials</td>
</tr>
<tr>
<td>Possession, use, sale or disbursement of drugs, alcohol, prescription drugs, electronic devices (vape), tobacco, or other illegal substances</td>
<td>Alcohol, Tobacco, Marijuana, prescription medications, other illegal substances, and paraphernalia including electronic devices</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>2 Days OSS</td>
<td>3-5 Days OSS</td>
<td>Meet with counselor &amp; SRO</td>
<td>Meet with counselor &amp; SRO</td>
</tr>
<tr>
<td></td>
<td>Meet with counselor &amp; SRO Behavior Contract</td>
<td>Re-visit and update Behavior Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>Gender discrimination as defined in title IX includes sexual assault, unwanted touching, inappropriate comments or conversation, nonverbal behaviors and gestures which threaten or belittle others on the basis of gender.</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td></td>
<td>3-5 Days OSS Referral to counselor Behavior Contract</td>
<td>5-10 Days OSS Referral to counselor SAT Referral</td>
<td>Title IX referral</td>
<td>Possible long-term suspension hearing Referral to law enforcement/tribal officials</td>
</tr>
<tr>
<td></td>
<td>Title IX referral Possible long-term suspension hearing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Referral to law enforcement/tribal officials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theft/Extortion</td>
<td>Obtaining the property of others without their consent / obtaining property through threats or violence</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
<td>Parent Notification</td>
</tr>
<tr>
<td></td>
<td>3 Days ISS Referral to counselor Restitution Behavior Contract</td>
<td>2-5 Days OSS Referral to counselor Restitution SAT Referral</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Referral to counselor Restitution SAT Referral</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Vandalism</strong></td>
<td><strong>Level 1:</strong> less than $200</td>
<td>Deliberately or maliciously destroying, damaging, and/or defacing school property or the property of another individual</td>
<td>Parent Notification 1-5 Days OSS Referral to counselor Restitution Behavior Contract Possible long-term suspension hearing Referral to law enforcement/tribal officials</td>
<td>Parent Notification 6-9 Days ISS Referral to counselor Restitution SAT Referral Possible long-term suspension hearing Referral to law enforcement/tribal officials</td>
</tr>
<tr>
<td><strong>Level 2:</strong> $200-$999</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Level 3:</strong> over $1,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **Possession of Weapons including student created look-alikes** | Possessing a weapon such as, but not limited to, a firearm, any type of gun, knife, club, firecracker, explosive, spiked wristband, chains, or other items that may cause or is intended to cause injury or death. This specifically includes lookalikes | Parent Notification 5-10 Days OSS Referral to counselor Possible long-term suspension hearing Referral to law enforcement/tribal officials | Parent Notification 5-10 Days OSS Referral to counselor Possible long-term suspension hearing Referral to law enforcement/tribal officials | Parent Notification 5-10 Days OSS Referral to counselor Possible long-term suspension hearing Referral to law enforcement/tribal officials |