



Santa Fe Public Schools Code of Conduct



**For Students and Families
2017 - 2018 School Year**

Mission

The Santa Fe Public Schools exist to ensure that every student graduates to be a productive citizen of our local and global community.

CODE OF CONDUCT 2017

SANTA FE PUBLIC SCHOOLS

BOARD OF EDUCATION

Lorraine Price	President
Maureen Cashmon	Vice President
Kate Noble	Secretary
Steve Carrillo	Member
Linda Trujillo	Member

SUPERINTENDENT OF SCHOOLS

Dr. Veronica C. García

MISSION STATEMENT

The Santa Fe Public Schools exist to ensure that every student graduates prepared to be a productive citizen of our local and global community.

VISION STATEMENT

The vision for the Santa Fe Public Schools is to provide every student with a high quality education in a system devoted to equity, diversity and social justice. Every student will have multiple learning opportunities to meet challenging standards in a safe, caring and respectful environment. Every student is expected to graduate prepared to take advantage of lifelong learning opportunities.

TABLE OF CONTENTS

Letter From Our Superintendent	3
Code of Conduct Acknowledgement Form	4
About the Code of Conduct	5
Behavioral Expectations	6
Description of Disciplinary Action Levels 1-4	7
Discipline Matrix	14
Alcohol, Illegal Drugs, Other Mood-Altering Substances/Medications	23
Attendance/Absences	23
Bus Rules	23
Cell Phones and Other Electronic Devices	24
Complaint Procedures	24
Dress Code/Standard Dress	24
Extracurricular Activities	25
FERPA	25
Freedom of Expression and Assembly	25
Hearings for Due Process	25
Long-Term Suspension or Expulsion of Students With Disabilities	26
Non-Discrimination	26
Prohibition and Prevention of Bullying, Harassment and Hazing	26
Reporting an Incident	27
Searches	27
School Sponsored Event Transportation	27
Section 504/Disciplinary Considerations Under Section 504	27
Sexual Harassment	28
Tardy Policy	28
Technology- Appropriate Use Policy	28
Tobacco Policy	28
Glossary	30

Dear SFPS Students, Families, Staff, Community Partners and Visitors:

First, to our students and families, we are so happy you've chosen Santa Fe Public Schools, where we are committed to provide high quality education for all of our students. We welcome you to the 2017-2018 school year!

We want everyone in our schools to feel that we can learn and work together in a positive and safe environment. This can only be accomplished if all of us model responsible behavior. It is important as a school community to have a clear guide for what we believe is responsible behavior, and this guide is our Code of Conduct. Our Code of Conduct is designed to help our educational community create safe and positive learning environments.

Santa Fe Public Schools encourages open collaboration between schools and families which will help parents, guardians, and school personnel effectively address behavioral issues before they arise. By using the Code of Conduct as a common guide for appropriate behavior, families and schools can strive to make a good faith effort to develop a unified team approach to ensure our students exhibit positive behavior.

We encourage parents/guardians to talk with their children about appropriate conduct at school to help them be active participants in creating and promoting a positive, supportive, safe, and welcoming school community that fosters the love of learning. Please consider directing children to use the rich resources SFPS has available to support positive behavior. These include, but are not limited to:

- Counseling
- After-school programs
- Athletic opportunities
- Extra and co-curricular activities
- Talking to an adult at the school
- Behavioral health services within the school and community

This Code of Conduct describes a disciplinary process that is designed to be equitably applied in a way that is age appropriate, consistent, and socially just, regardless of students' gender, race, religion, color, national origin, physical or intellectual ability, linguistic and language differences, sexual orientation, gender identification, or any other legally protected status. Unless otherwise indicated, this code applies to all students, school personnel, parents/guardians, and other visitors when on school property, in a school vehicle, or attending a school function. Please contact the Office of Student Wellness at (505) 467-2527 or sueobrien@sfps.k12.nm.us if you are interested in leaving feedback regarding the Code of Conduct. We welcome your input, and look forward to a great 2017-2018 school year.

Sincerely,



Veronica C. Garcia, Ed.D.
Superintendent of Schools

SANTA FE PUBLIC SCHOOLS STUDENT CODE OF CONDUCT

The Santa Fe Board of Education is dedicated to providing every student with a high quality education in a system devoted to equity, diversity and social justice. The Board believes that every student will have multiple learning opportunities to meet challenging standards in a safe, caring and respectful environment.

State Laws, Santa Fe Public Schools Board of Education policy, and Santa Fe Public Schools (SFPS) administrative regulations are subject to change.

APPLICATION OF CODE OF CONDUCT

The Code of Conduct applies to students whenever students are:

- present in any school or on property of the school district;
- traveling to and from school, at the bus stop, at school sponsored events regardless of the location, while at other schools; and
- while off-campus whenever such conduct has a direct effect on the discipline or general welfare of the school.

Students may be subject to the full range of disciplinary responses for off-campus misconduct, including, but not limited to: suspensions, expulsions, detentions, as well as removal from participation in extracurricular activities, such as interscholastic sports teams, club sports, student government positions, class trips, class proms, and graduation ceremonies.

STUDENT SAFETY TO AND FROM SCHOOL

Students have a right to feel safe and secure in and out of school. Likewise, students are expected to behave responsibly on the way to and from and in school. We encourage parents to drop off and pick up students as close to start and end times as possible. Parent/Guardian supervision at bus stops is encouraged.

CONSISTENCY BETWEEN CODE OF CONDUCT AND SCHOOL RULES

Schools and individual classroom teachers may adopt additional on site rules that are consistent with the Code of Conduct.

BEHAVIORAL EXPECTATIONS FOR STUDENTS

APPROPRIATE LEARNING ENVIRONMENT

In order to promote an optimal learning environment, students are expected to behave in a manner that permits teachers to teach and students to learn without interference or disruption.

SAFETY AND WELL-BEING

Students are expected to respect and promote the safety and well-being of other students and staff. Students are also expected to resolve conflicts through discussion and problem-solving techniques, and asking for help from school staff.

VANDALISM

Students are expected to recognize the property rights of other students, staff members and the public by: 1) using property (equipment) only for its intended purposes without damage to the property; 2) using property belonging to others only with permission of the owner or person in charge of the property; and, 3) reporting to school officials situations which may result in damage to, loss of, or misuse of property.

SUBSTANCE ABUSE, ALCOHOL AND TOBACCO PRODUCTS

Students will not possess, use, distribute or sell controlled substances and other mood-altering substances, alcohol, tobacco products or medications prescribed for another person while at school or at school events. Prescribed and over-the-counter medications at school will be managed according to district policy to ensure medications are used appropriately.

WEAPONS, FIREARMS OR GANG ACTIVITY

In order to protect the learning environment and the well-being of all students and staff, students will not possess weapons of any kind, including firearms or any destructive device that may readily be converted to project an explosive. Also, gang activity, signs, or gestures related to gang involvement are prohibited.

DESCRIPTION OF DISCIPLINARY ACTION LEVELS

The *Disciplinary Action Levels* are classified in five levels of action, ranging from least severe (Action Level 1) to most severe (Action Level 5).

The *Disciplinary Interventions and Consequences* for a specific misbehavior include a range of actions. Effective discipline strategies should address students' varied behavioral and developmental needs with tiered responses and interventions.

The *Disciplinary Action Levels* are designed to be a **framework** for providing more consistency in addressing student misbehavior district-wide.

At the school administrator's discretion, he/she may use lower level actions in addition to the required level of action.

A school administrator may revisit and revise any disciplinary decision.

The administrator or teacher should select the action that will offer the greatest opportunity for a positive change in the student's behavior, based on an understanding of the student and sound guidance principles.

Occurrences are classified as Minor "M" offense or Serious and/or Repeated "S/R" offense(s). When determining if an incident is minor or serious take into consideration student's age and developmental stage.

M = Minor infraction **S/R** = Serious and/or Repeated infraction(s)

DISCIPLINARY ACTION LEVELS:

Interventions and Consequences

ACTION LEVEL 1

GENERAL REQUIREMENTS: Action Level 1 includes one or more of the actions listed below taken by the administrator or other designated persons. The meeting, letter, student incident report and/or telephone call must include a discussion and/or description of the student's academic achievement and unacceptable conduct. Every effort should be made to ensure that the student would be able to continue his or her schoolwork.

Action:	Definition:
Official warning to student	A written notice from staff to the student specifying the action to be taken if the same or similar misconduct is repeated within a stated period of time. Notice must be given to parent or guardian.
Conference between teacher and student	A meeting with a student during which student academic achievement, the unacceptable student conduct and possible ways to address the misbehavior are discussed. Some strategies to consider are: collaboratively developed contract, conflict resolution skill building activities, frequent information about student's behavior communicated to parent(s) or guardian, referral to academic or social support groups, class meetings, etc.
Communication between teacher and parent or guardian	Notification of the parent/guardian by telephone, email or letter that a behavior problem exists and what action has been taken.
Conference with staff, parent or guardian and student	A meeting with staff, parent or guardian and usually the student during which student achievement and unacceptable conduct are discussed, better ways of behaving are reviewed and a plan for future behavior is outlined. A phone conversation may be adequate if a meeting is not feasible.
Special assignment	Assignment to an activity or project that builds awareness, knowledge and skills to meet similar situations more positively. Examples include: restorative consequence, designing and presenting role-plays, community service, connecting consequences, and research on topics relevant to misbehavior.
Contract with student	A written statement developed collaboratively with the student, listing steps to be taken by the student to improve behavior and describing the support to be provided (if needed) by school staff and the parent/guardian, stating when the contract will be reviewed and consequences if it is not honored.
Temporary removal	The removal of a student by the teacher from a learning environment to an alternative location for a period of time that would allow for a time of cooling off, reflection and to maintain the integrity of instruction. An example would be a student choosing to or being asked to go to a partner classroom.

ACTION LEVEL 2

GENERAL REQUIREMENTS: Action Level 2 includes one or more of the actions listed below taken by the administrator or other designated persons. A meeting or other communication with the parent or guardian and the student must take place in addition to the Level 2 Action. The meeting, letter, email, student incident report and/or telephone call must include a discussion and/or description of the unacceptable conduct. Every effort should be made to ensure that the student will be able to continue his or her schoolwork. When a student is in-school suspended, parents and/or guardians may be required to attend a meeting. Only a site administrator may assign students to in-school or out of school suspension.

Action: **Definition:**

All Level 1 Actions	Actions in Level 1 may be used in addition to the following:
Detention	An action taken by a teacher or administrator where student is assigned to supervised retention beyond the regular school schedule, such as a period of time before, during, or after school, or on the weekend. No detained student shall be denied an opportunity to eat lunch or reasonable opportunities to go to the restroom.
Exclusion from extracurricular activities*	Denying the student the opportunity to participate in extracurricular activities for a specified period of time.
Referral to auxiliary and/or support services	Action taken by staff on behalf of student in consultation with parent or guardian which may include, but is not limited to mediation, community service, school service, counseling, school-based behavioral health services, Student Action Team, and support groups.
Restitution for damages	In cases where student behavior causes damage, destruction or loss of property, the parents and student will be expected to pay the cost of repair or replacement. The school administrator and/or central office staff will determine the terms of repayment or replacement.
Referral to Restorative Justice services	Student may be referred to Peer Panel or another Restorative Justice practice, as available at school site.
In-school suspension**	An action taken by an administrator that keeps a student from attending regular scheduled classes and may include any school sponsored activities during or after school.
One(1) day Out-of-District Suspension**	An action taken by an administrator after an informal temporary suspension meeting which temporarily denies a student the right to be on any school campus or attend any school-sponsored activity for the duration of the suspension, including after school, weekends or holidays. A conference with the student and parent/guardian must be held to agree mutually on ways the misconduct can be avoided in the future.

** Only a site administrator may assign students to in-school suspension or suspend students from school.

* Unless preempted by 504 or special education regulations.

ACTION LEVEL 3

GENERAL REQUIREMENTS: Action Level 3 includes one or more of the actions listed below taken by the administrator or other designated persons. A meeting or other communication with the parent or guardian and the student must take place in addition to the Level 3 action. The meeting, letter, student incident report or telephone call must include a discussion and/or description of the student's unacceptable conduct. The student will not remain out of school for more than five (5) school days for an infraction. When a student is suspended, parents and/or guardians will be required to attend a re-entry meeting.

Action:	Definition:
All Level 1 – 2 Actions	Actions in Levels 1 & 2 may be used in addition to the following:
Two (2) to Five (5) Days Out-of-District Suspension**	An action taken by an administrator after an informal temporary suspension meeting which temporarily denies a student the right to be on any school campus or attend any school-sponsored activity for the duration of the suspension or expulsion, including after school, week-ends or holidays. A conference with the student and parent/guardian must be held to agree mutually on ways the misconduct can be avoided in the future. At any time a student threatens an employee, whether physically or verbally, the employee may request a conference with the principal or designee, parent(s), him/herself and other appropriate personnel to discuss the problem and decide upon appropriate steps for resolution under the District's Student Code of Conduct.
Teen Court Referral	Referral to Teen Court for additional services: alcohol, drug, tobacco product violations, violence or assault, theft, chronic truancy, or other major offenses. If student does not participate in Teen Court, administrators will impose other interventions and consequences.
Immediate Removal	The removal of a student by an administrator designee from school for one school day or less under emergency conditions and without a prior informal meeting. Students whose presence poses a risk to persons or property or a threat of interfering with the educational process may be immediately removed from school. An informal temporary suspension meeting shall take place as soon as possible but within one (1) school day and the student shall be reinstated unless a suspension is imposed after the required informal meeting. A parent or guardian must be informed before an action is taken. A re-entry meeting must be scheduled the following day of the removal to determine what interventions and/or consequences are appropriate.
Suspension or Removal from Extracurricular Activities	<p>First Offense- Student's loss of all extracurricular privileges and eligibility for 25 school days or longer depending on the severity of the offense from the date determined by a site administrator. The loss of privileges includes practice and competition. Summer school is not considered school days for this policy. Students will be required to complete appropriate intervention programs approved by the site administrator/district.</p> <p>Second Offense- Student is ineligible to participate in extracurricular activities for the remainder of the academic year or longer depending on the severity of the offense.</p>

<p>Suspension or Removal from Extracurricular Activities</p>	<p>USE, POSSESSION, OR INTENT TO DISTRIBUTE OR SELL TOBACCO</p> <p>First Offense- Student's loss of extracurricular privileges and eligibility for 10 school days for tobacco products, from the date determined by a site administrator. The loss of privileges includes practice and competition. Summer school is not considered as school days for this policy. Students will be required to complete appropriate intervention programs approved by the site administrator/district.</p> <p>Second Offense- Student is ineligible to participate in extracurricular activities for 25 school days.</p> <p>Third Offense- Student is ineligible to participate in extracurricular activities for the remainder of the academic year.</p>
--	---

** Only a site administrator may suspend students from school.

* Unless preempted by 504 or special education regulations.

ACTION LEVEL 4

GENERAL REQUIREMENTS: Action Level 4 includes one or more of the actions listed below taken by the administrator or other designated persons. A meeting or other communication with the parent or guardian and the student must take place in addition to the Level 4 action. The meeting, letter, student incident report or telephone call must include a discussion of the student's achievement and/or unacceptable conduct. The student will not remain out of school for more than ten (10) school days for an infraction unless a formal long-term suspension hearing has been held. When a student is suspended, parents and/or guardians will be required to attend a re-entry meeting.

Action:

Definition:

All Level 1 – 3 actions	Actions in Levels 1 - 3 may be used in addition to the following:
Six (6)-Ten (10) Day Suspension	An action taken by an administrator after an informal temporary suspension meeting which temporarily denies a student the right to be on any school campus or attend any school-sponsored activity for the duration of the suspension or expulsion, including after school, week-ends or holidays. A conference with the student and parent/guardian must be held to agree mutually on ways the misconduct can be avoided in the future. At any time a student threatens an employee, whether physically or verbally, the employee may request a conference with the principal or designee, parent(s), him/herself and other appropriate personnel to discuss the problem and decide upon appropriate steps for resolution under the District's Student Code of Conduct.
Long Term Suspension	A suspension from school for more than 10 school days. A long term suspension requires a due process hearing at the district level. When appropriate, a student who is long term suspended may be placed in an alternative program.
Suspension or Removal from Extracurricular Activities	<p>First Offense- Student's loss of all extracurricular privileges and eligibility for 25 school days or longer depending on the severity of the offense from the date determined by a site administrator. The loss of privileges includes practice and competition. Summer school is not considered school days for this policy. Students will be required to complete appropriate intervention programs approved by the site administrator/district.</p> <p>Second Offense- Student is ineligible to participate in extracurricular activities for the remainder of the academic year or longer depending on the severity of the offense.</p>

<p>Suspension or Removal from Extracurricular Activities</p>	<p>USE, POSSESSION, OR INTENT TO DISTRIBUTE OR SELL TOBACCO</p> <p>First Offense- Student's loss of extracurricular privileges and eligibility for 10 school days for tobacco products, from the date determined by a site administrator. The loss of privileges includes practice and competition. Summer school is not considered as school days for this policy. Students will be required to complete appropriate intervention programs approved by the site administrator/district.</p> <p>Second Offense- Student is ineligible to participate in extracurricular activities for 25 school days.</p> <p>Third Offense- Student is ineligible to participate in extracurricular activities for the remainder of the academic year.</p>
<p>Expulsion</p>	<p>The removal of a student from the District and all school-related activities permanently.</p> <p>An expulsion requires a formal long-term suspension/expulsion due process hearing at the district level. When appropriate, a student who is expelled may be placed in an alternative program.</p> <p>Where prompt action to suspend a student long-term is deemed appropriate, a temporary suspension is activated. However, where a decision following the required formal hearing is delayed beyond the end of the temporary suspension, the student must be returned to school pending the final outcome unless the provisions of ALTERNATIVE EDUCATIONAL SERVICES DURING THE PERIOD OF LONG-TERM SUSPENSION OR EXPULSION applies.</p> <p>The local board shall authorize appropriate administrative authorities to initiate proceedings leading to long-term suspension or expulsion.</p>

** Only a site administrator may suspend students from school.

* Unless preempted by 504 or special education regulations.

APPROPRIATE LEARNING ENVIRONMENT

Violation	Definition and Information	Occur	Level
Attendance Tardiness	Any actions involving attendance and punctuality or the location of students on school property which disrupts the orderly operations of the class or school.	M	1 – 2
	Failing to be in an assigned place of instruction at the designated time.	M	1 – 2
Leaving without permission	Failing to be in an assigned place at the designated time.	M	1 – 2
Student Identification	Identification badges issued by middle and high schools must be visibly displayed on the front of that person to which the badge was issued using a lanyard provided by the school. The school will provide the first lanyard. Students may use their own lanyard if appropriate for the school setting. Identification badges are used for safety, compliance, and tracking of students, and therefore, trading, sharing, modifying, defacing or loss of badges is prohibited and students may be subject to disciplinary action or fine. Lost, misplaced, or stolen identification badges must be replaced within 24 hours. Note: A student may not enter class without their ID visibly displayed on the front of their body.	M	1 – 2
Inappropriate attire	Not dressing or grooming in a manner as outlined in the Dress and Appearance Policy First offense: Student is warned and asked to change clothing; parent is called and asked to bring a change of clothing. Violation is documented. Second offense: Student is placed in in-school suspension for the day; parent is contacted; student is asked to change clothing (turn shirt inside out, put on overcoat, etc.).	M	1 – 2
Insubordination	Defying authority which may/may not lead to disruption of the school environment after implementation of standard de-escalation protocol does not work.	M S/R	1 2 – 4
Classroom Disruptions	Any behavior that disrupts the ability of students to learn and teachers to teach.	M S/R	1 2 – 4
Dishonesty	The act or practice of telling a lie, or of cheating (not academic), deceiving, etc. The intent to make someone believe what is not true as by giving a false appearance, using fraud, etc. Intentionally omitting facts or information.	M S/R	1 2 – 4

Academic dishonesty (such as cheating and plagiarism)	Aiding in or taking credit for his/her self for written or oral expression created, authorized, or prepared by another or not giving credit for the source of the material. Any unauthorized access or modification to instructional materials, records, grades, documents, courses including all electronic on-line courses such as, but not limited to cheating and plagiarism. The use of electronic proxies is prohibited.	M S/R	1 2 – 4
Knowledge of a weapon, alcohol, illegal drugs or other criminal acts	+ Having knowledge of another's possession of weapons, alcohol, illegal drugs, or criminal act without reporting it to a staff member. <i>Minor in this category would be age/developmentally appropriate</i>	M S/R	1 – 2 3 – 4
Inappropriate use of technology	+ Using technology on school property to access, share or distribute pornographic, illicit or illegal information and/or to photocopy and/or disseminate such materials and information, or misuse of technology.	M S/R	1 – 2 3 – 4
Inappropriate use of cell phones and personal electronic devices	Student use of cell phones/personal electronic devices during class time, testing times and other unauthorized times (e.g., emergencies and emergency drills) is prohibited unless a teacher and the students in a class sign a "use waiver" permitting the use of cell phones/personal electronic devices for educational purposes. Site principals are responsible for establishing and communicating expectations for cell phone use and conditions of use as well as procedures for confiscating cell phones	M S/R	1 – 2 3 – 4
Inappropriate images or language	Any depiction or expression of hate based on race/ethnicity, country of origin, sexual orientation, religion, or sexual identity; gang-affiliated, other images that disrupt the educational process, environment or interferes with teaching and learning (i.e. such as, but not limited to attire, books, lockers, desks, walls, backpack, electronic devices, etc.).	M S/R	1 – 3 4
Forgery/ Counterfeit	Providing a false signature or altering school documents or an imitation made to deceive. <i>Minor in this category would be age/developmentally appropriate</i>	M S/R	1 2 – 4
Inappropriate display of affection/sexual behavior	Public displays of affection or mutually consensual sexual contact including, but not limited to kissing, intentional touching of the other person's genitals, groin, inner thigh, buttocks, or breasts, or clothing covering these areas. <i>Minor in this category would be age/developmentally appropriate</i>	M S/R	1 2 – 4
Horseplay	Involves physical contact in a rough and boisterous manner that may lead to aggressive behavior and/or injury, including	M S/R	1 – 2 3 – 4

	but not limited to snowball, rock and/or water balloon throwing, pushing, shoving, kicking, and shooting rubber bands.		
Matches, lighters or igniters	Possession and/or use of matches, lighters or like products is prohibited.	M	1 – 3
Possession or use of firecrackers	+ Using or possessing any firecrackers, fireworks, poppers, caps or similar devices, including smoke bombs and all incendiary or explosive devices.	M S/R	1 – 2 3 – 4
Reckless use of vehicle	+ Using any motorized or self propelled vehicle on or near school grounds in a reckless manner, or so as to threaten health or safety, or to disrupt the educational process, i.e., drones, car surfing, skateboarding, roller blade, wheelies, etc.	S/R	3 – 4
Extortion and/or coercion	+ Forcing another person to act against his/her will, in order to demand money, favors, actions, property, personal possessions, etc.	M S/R	1- 2 3 – 4
Instigation	+ To urge on, spur on, or incite another to disrupt the educational environment or commit any other misconduct (verbally, physically, written, electronic such as cell phone, computer, etc.).	M S/R	1 – 2 3 – 4
Stalking	+ Stalking consists of knowingly pursuing a pattern of conduct that threatens or intimidates another on more than one occasion by following another, placing another under surveillance.	M S/R	1- 2 3 – 4
Gambling	Playing any unauthorized game of skill or chance for money or other items of value.	M S/R	1- 2 3- 4
Trespassing	+ Entering any school property or school property facilities without proper authority either during school hours or after school hours. + Any school entry during a period of suspension or expulsion.	S/R	3 - 4
Deliberate misuse of property	Intentionally using property belonging to the school or an individual for a purpose other than that for which it was intended or in a manner likely to damage the property.	M S/R	1 – 2 3 – 4
Soliciting or selling	Soliciting or selling items from student to student for personal gain. Exchanging items with a monetary value of \$50.00 or more is prohibited.	M S/R	1 – 2 3 – 4

The School District does not accept responsibility for the loss or alleged theft of personal property including electronic devices.

M = Minor infraction **S/R** = Serious and/or Repeated infraction(s)

+ The school administration **may** report incident to the police.

++ The school administration **must** report incident to the police

When determining if an incident is minor or serious take into consideration student's age and developmental stage.

SAFETY AND WELL-BEING

Violation	Definition and Information	Occur	Level
Fighting(Simple Assault Battery)	+Fighting is mutual participation in a physically violent confrontation, whether or not the participants suffer injury. Retaliation is not an adequate defense.	S/R	2 – 4
Assault	An attempt to commit a battery upon another person; any unlawful act, threat or menacing conduct which causes another person to reasonably believe that he/she is in danger of receiving an immediate battery; or the use of insulting language toward another impugning his honor, delicacy or reputation.	M S/R	1-2 3-4
Aggravated Assault	++Unlawfully assaulting or striking at another with a deadly weapon;committing assault by threatening or menacing another while wearing a mask, hood, robe or other covering upon the face, head or body, or whiled disguised in any manner, so as to conceal identity; or willfully and intentionally assaulting another with intent to commit any felony.	S/R	4
Battery	+ Unlawful, intentional touching or application of force to the person of another, when done in a rude, insolent or angry manner	M S/R	1 - 2 3 - 4
Aggravated Battery (Misdemeanor)	++Unlawful touching or application of force to the person of another with intent to injure that person or another inflicting an injury to the person which is not likely to cause death or great bodily harm.	S/R	3-4
Aggravated Battery (Felony)	++Unlawful touching or application of force to the person of another with intent to injure that person or another inflicting an injury to the person which is likely to cause death or great bodily harm or does so with a deadly weapon in a manner whereby great bodily or death can be inflicted	S	4
Other Violence – Sexual battery (includes attempted)*	+ Unwanted or unwelcome sexual contact including, but not limited to, intentional touching of the other person’s genitals, groin, inner thigh, buttocks or breasts, or clothing covering these areas (either human contact or using an object). ++ Offenses such as indecent exposure, criminal sexual contact, criminal sexual penetration, contributing to the delinquency of a child.	S/R S	3-4 4
Other Violence – Kidnapping (abduction)	++ The unlawful seizure, transportation and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian.	S	4
Other Violence – Robbery using force	++ The taking, or attempting to take, anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or	S	4

	violence and/or putting the victim in fear. A key difference between robbery and larceny is that a threat or battery is involved in a robbery.		
Other Violence – General	1. +Threat/Intimidation (physical or verbal threat) To place another person in fear of bodily harm through verbal threats or other communication without displaying a weapon or subjecting the person to actual physical attack.	S/R	3 – 4
	2. +Harassment and/or Intimidation are a single act that consists of knowingly behaving in a way that is intended to torment, seriously alarm or terrorize another person. Writing or saying anything which ridicules another (including the use of text messaging or e-mail) on account of ethnic origin, gender, religion, disability, etc. or has sexually demeaning implications. Hazing, writing and drawings depicting violence against another are included in this category.	S/R	2 – 4
	3.+ Bullying -intentional, aggressive behavior[s] that may be verbal, physical, written or electronic, aimed at another student or students, for the purpose of creating fear or intimidation by harming physically, mentally or emotionally. It may be direct or indirect, with face-to-face interactions or by spreading rumors, sharing inappropriate pictures or demeaning a student using social media.	S/R	2 – 4
	4. + Hazing includes, but is not limited to: a) Engaging in any offensive or dangerous physical contact, restraint, abduction, or isolation of a student, or b) Requiring or encouraging a student to perform any dangerous, painful, offensive or demeaning physical or verbal act, including the ingestion of any substance, exposure to the elements, deprivation of sleep or rest, or extensive isolation, or c) Subjecting a student to any dangerous, painful, harmful, offensive, or demeaning conduct, or to conduct reasonably likely to create extreme mental distress, as a condition of membership in, or initiation into, any class, team, group, or organization sponsored by, or permitted to operate under the auspices of, a school of the District, or for similar or related purposes, <i>provided</i> , that such conduct shall not be considered hazing when it is a recognized and integral part of the particular sport or activity.	S	3 – 4
Sexual Harassment	+ Communications that create an intimidating, hostile, or offensive environment through unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal or nonverbal contacts or gestures of a sexual nature.	S/R	2 – 4
Sexual Harassment (continued)	+Making gestures which convey a seemingly or explicit, offensive, or obscene message. Use of explicit, offensive or obscene language or gestures directed towards another person		
Disorderly Conduct	+ Action(s) which substantially disrupt(s) the orderly conduct of a school environment..	M S/R	2 – 3 3 – 4

	+Reporting a fire to school officials without a reasonable belief that a fire exists	S	2 – 3
	++setting off a fire alarm without a reasonable belief that a fire exists or serious instances of campus disruption.	S	3 – 4

M = Minor infraction **S/R** = Serious and/or Repeated infraction(s)

+ The school administration **may** report incident to the police.

++ The school administration **must** report incident to the police

When determining if an incident is minor or serious take into consideration student’s age and developmental stage.

VANDALISM

Violation	Definition and Information	Occur	Level
Graffiti	+ The spray painting, tagging, writing, etching etc. of or on school property including buses is prohibited.	M S/R	1 – 2 2 – 4
Criminal damage	+ The willful and/or malicious destruction, damage or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. ++Destruction/damage is over \$1000.00	M S/R	2 3 – 4
Breaking/ Entering/ Burglary	++ Entering, without authorization, a school district building, classroom or vehicle or other structure (movable or immovable) with the intent to commit any crime or misconduct when the building is closed to students and the public.	S/R	3 – 4
Larceny/Theft	+ Taking, carrying, leading or riding away of property of another person without consent is prohibited. This category includes, but is not limited to, pocket picking, purse or backpack snatching if left unattended or no force used to take it from owner, theft of or from school property (where there was not forced entry), theft from a motor vehicle or motor vehicle parts or accessories, theft of bicycles, theft from a machine or device which operated or activated by other use of a coin or token and all other types of larcenies. This includes theft or attempted theft of a motor vehicle. ++ Items with monetary value over \$500.00.	M S/R	1 – 2 3 – 4
Arson	++ Planning or involvement with explosive devices, materials or information that may result in arson or explosion. Trying to start a fire that fails to start. To intentionally damage, or attempt to damage, any real or personal property by fire or causing an explosion with the purpose of destroying or damaging property.	S/R	4

M = Minor infraction **S/R** = Serious and/or Repeated infraction(s)

+ The school administration **may** report incident to the police.

++ The school administration **must** report incident to the police

When determining if an incident is minor or serious take into consideration student’s age and developmental stage.

TOBACCO, ALCOHOL AND OTHER DRUGS

Violation	Definition and Information	Occur	Level
Alcohol, Drugs and Other Drugs	<p>++The possession, use, or purchase of any alcohol, drug, counterfeit drug, controlled substance or paraphernalia is prohibited on school property, at school-sponsored events, or on school transportation. This includes being under the influence of alcohol, drugs or controlled substances.</p> <p>++Distribution, sale, or intent to sell of any drug, alcohol or other drugs</p> <p>Students must follow the Medication in the Schools policy if they use prescribed inhalants, prescribed medications and non-prescribed medications, including homeopathic and herbal remedies. Otherwise possessing medications will be subject to disciplinary action.</p> <p>Disciplinary action for secondary students will include referral to Teen Court unless contraindicated by law enforcement response.</p> <p>Students may be suspended from extracurricular activities.</p> <p>Students must sign a No-Use Contract.</p>	<p>S/R</p> <p>S</p> <p>M S/R</p>	<p>3 – 4</p> <p>4</p> <p>2 3 – 4</p>
Tobacco Products	<p>Possession, use, distribution, sale, intent to sell, or purchase of any tobacco product or tobacco-related devices is prohibited on school property, at school-sponsored events, or school transportation. Tobacco products include cigarettes, e-cigarettes, vaping devices, smokeless tobacco, hookahs, liquid nicotine containers and anything that looks like a tobacco product.</p> <p>Students may be suspended from extracurricular activities.</p> <p>Students must sign a No-Use Contract.</p>	S/R	3 - 4

M = Minor infraction

S/R = Serious and/or Repeated infraction(s)

+ The school administration **may** report incident to the police.

++ The school administration **must** report incident to the police.

When determining if an incident is minor or serious take into consideration student's age and developmental stage.

WEAPONS, FIREARMS POSSESSION OR GANG ACTIVITY

Violation	Definition and Information	Occur	Level
Firearms Possession	<p><u>Firearms or Destructive Devices</u> <u>Handgun</u> <u>Rifle/Shotgun</u> <u>Other Firearms/Device</u> <u>Multiple Firearms</u></p> <p>++ A firearm "is any device which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun." Includes firearms of any kind (operable or inoperable, loaded or unloaded, commercial or homemade); including but not limited to hand, zip, pistol, rifle, shot gun, starter gun, flare gun, or tear gas gun.</p> <p>++ A destructive device is any bomb, grenade, mine rocket, missile, pipebomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage.</p> <p>The possession of any firearm or destructive device is prohibited on school property, at school-sponsored events, or on school transportation.</p>	S	4
Weapons Possession	<p><u>Knife/Cutting Instrument</u> + The possession of a knife or cutting instrument including, but not limited to dagger, dirk, stiletto, shank, knife, razor, box cutter, or <i>Exacto</i> knife is prohibited on school property, at school-sponsored events, or on school transportation. An exception is made for use of such instruments under the direction of a teacher in classes such as shop, art, etc., provided by the school. Knife blade over 3 inches-contact authority.</p> <p><u>Other Weapons</u> Any other dangerous or deadly weapon including, but not limited to, brass knuckles, bludgeons, taser, chemical mace is prohibited on school property, at school-sponsored events, or on school transportation.</p> <p>+ Possession ++ Possession with intention of use of any instrument or object to inflict harm on another person, or to intimidate any person.</p> <p><i>MINOR (M) would be a consideration based on age appropriateness.</i></p>	M S	2 3 – 4
Other Weapons - Possession or use of Facsimile weapon	<p>+ Includes, but is not limited to, any look-alike plastic gun, rifle, knife, dagger, hand grenade, or sword, which is carried for the sole purpose of appearing to be in possession of a "real" weapon that will intimidate or threaten others. Such possession</p>	S/R	2-4

	is prohibited on school property, at school-sponsored events, or on school transportation.		
Gang Related Activity	Any act, e.g. wearing clothing, displaying paraphernalia, and altering one's appearance, the display of gang signs, symbols, monikers or signals, that signifies or exhibits an individual's affiliation with, or representation of a gang. Recruitment, harassment, intimidation, posturing, bullying, tagging or marking, assault, battery, theft, trespassing, or extortion, or criminal activity performed by an individual affiliated with, or on behalf of a gang. Gang affiliation and/or intent can be implied from the character of the individual's acts as well as the circumstances surrounding the misconduct.	M S/R	1 – 2 3 – 4

M = Minor infraction **S/R** = Serious and/or Repeated infraction(s)

+ The school administration **may** report incident to the police.

++ The school administration **must** report incident to the police

When determining if an incident is minor or serious take into consideration student's age and developmental stage.

ALCOHOL, ILLEGAL DRUGS, OTHER MOOD-ALTERING SUBSTANCES/MEDICATIONS

Santa Fe Public Schools prohibits the sale, use, possession, transfer of, or being under the influence of alcohol, tobacco, e-cigs, narcotics, hallucinogens, inhalants, or drugs, look-alikes or possession of drug paraphernalia on district property or at any district-sponsored activity. Any student found to be engaging in any of the above behaviors shall be subject to appropriate interventions and/or disciplinary measures. Students who are involved in extracurricular activities are subject to additional consequences for violating this policy.

ATTENDANCE/ABSENCES

Student attendance requirements will be implemented in accordance with New Mexico State law and regulations and Board of Education policies.

Parents need to excuse students for one of the reasons below within three days of the absence.

EXCUSED ABSENCES

- Bereavement
- Short-term illnesses
- Long-term illnesses
- Hazardous weather conditions
- Late bus arrivals
- School sponsored/school sanctioned activities
- Visits to Colleges or Universities
- Parent Requested absences for educational travel
- Other emergencies or set of circumstances

UNEXCUSED ABSENCES are absences from school or a class for which the student does not have an allowable excuse pursuant to the Compulsory Attendance Law or rules of the local School Board.

Absences will be accounted for in the following manner: Absences of two or more classes (up to fifty percent of an instructional day) will be calculated as one-half day absence, and the absence of more than fifty percent of an instructional day will be calculated as one full-day absence.

School staff will communicate to parents about:

- 3 excused and/or unexcused absences are accumulated during the 1st semester, or the 2nd semester.
- 5 excused and/or unexcused absences are accumulated during the 1st semester, or the 2nd semester.
- 10 unexcused absences occur within a school year. (A certified letter will be sent informing the parent that the student will be reported to the New Mexico Juvenile Probation Office if the unexcused absences continue).

If a student has 11 or more unexcused absences occur within a school year, the school staff may make a referral to Juvenile Probation Office.

[Compulsory School Attendance Policy 300](#)

BUS RULES

Each school year the rules are distributed to students who ride the buses and they are posted at the front of each school bus for the students to review on a daily basis.

The following plan is used as a guide for all school sites:

1st Offense - A warning to the student with a copy of the conduct report issued to the parent/guardian. Parents are expected to help prevent a reoccurrence of the offense;

2nd Offense - Disciplinary action will be administered at the discretion of the Principal. Possible options include a report to the parents and suspension of riding privileges; and

3rd Offense - Automatic suspension of riding privileges will result. The length of suspension will depend on the seriousness of the infractions. A report will be made to the parents.

Any severe disruption including, but not limited to, physical harm to student(s), physical harm to driver, physical damage to the bus, drug, alcohol or weapons possession, will result in automatic suspension of transportation privileges as determined by the building principal.

A bus is an extension of the school and students riding the bus must adhere to the rules and expectations posted on the bus. The same guidelines for disciplinary action specified in the Disciplinary Action Levels section will apply. Riding privileges may be suspended for up to ten days at a time. Expulsion from riding privileges may also occur.

Students who are being very disruptive on the bus may be returned to the school and removed by the school administrator. Parents will be expected to pick student up from school immediately following notification from the school administrator.

Suspension of a student from his/her bus riding privileges does not necessarily mean the student is suspended from school. Suspension from school does imply automatic suspension of bus riding privileges. In addition to the suspension of transportation privileges, legal action may be taken and may result in charges being filed.

Any time a student needs to make a deviation from his/her regular stop or bus route, he/she may take another bus if a school administrator and parent gives written permission, or in the case it is a last minute decision, a school administrator and parent can verbally consent provided there is space available on the bus for the student.

Students with an IEP or 504 plan who are suspended from school transportation may require other transportation means.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phone use cannot be disruptive to the learning environment. Cell phones may not be used to threaten, intimidate or in any way violate the security, safety and well-being of others on school campuses. Cell phones will not be used to take pictures, videos, or record audio sounds of students, faculty, or staff that are considered sexually offensive, provocative, disrespectful, or otherwise inappropriate.

Site principals are responsible for establishing and communicating expectations for cell phone use and conditions of use as well as procedures for confiscating cell phones.

COMPLAINT PROCEDURE FOR PARENT/GUARDIANS

In order to foster collaboration and directly resolve concerns, students and parents are encouraged to first express their concerns at the school level. If the informal process has not resulted in satisfactory resolution of a complaint or concern, parents may file a formal complaint without fear of retaliation.

[SFPS Student & Parent Complaint Form](#)

DRESS CODE-STUDENTS

Student dress and appearance is to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere within the school.

- Schools will ensure that students and parents receive a copy or access to the District Dress and Appearance policy at the beginning of each new school year.
- Students and their parents/guardians have the responsibility to be aware of the specific Dress and Appearance requirements and to follow those requirements.

- The responsibility to interpret and enforce the Dress and Appearance policy rests with each school principal.

[Dress Code](#)

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an integral part of the educational process, providing students with opportunities to further develop their capabilities, interests and needs beyond the classroom. Participation in extracurricular activities is a privilege offered and earned by students. Because participants are representatives of their school and community, their conduct is expected to be held to a higher standard of conduct. Any time a participant's conduct brings disrepute or dishonor to the District, the participant may be subject to suspension or removal from extracurricular activities. Not only may a participant be subject to disciplinary action in accordance with the Code of Conduct, the participant may also be suspended or removed from extracurricular activities.

Students suspended from extracurricular activities will not be withdrawn from classes co-curricular with activities. A student serving a suspension from school cannot participate in a "try-out" during that suspension. Participation in summer programs for students on suspension from school will be interpreted in the same way as scholastic eligibility for all extracurricular activities in the summer.

Participation in extracurricular activities is not a student right, and suspension of such privilege does not require a due process hearing.

FERPA

The Family Educational Rights and Privacy Act (FERPA) means rights, pursuant to 20 U.S. Code 1232(g) and 34 CFR Part 99, afforded to parents and students over 18 years of age with respect to the student's education records, that include: the right to inspect and review the student's education records within 45 days, the right to request amendment to the student's education records for various reasons, the right to consent or refuse to consent to disclosure of personally identifiable information in the student's records (except for those records that FERPA authorizes for disclosure without consent) and the right to file a complaint with the U.S. Department of Education concerning non-compliance with FERPA.

FREEDOM OF EXPRESSION AND ASSEMBLY

The non-disruptive expression of opinions by students in the public schools, or by non-students near the schools, is protected by the free speech guarantees of the United States and New Mexico Constitutions. However, a person's rights of expression may be restrained when the time, place or manner of speech or expressive conduct infringes on the school's compelling interest in maintaining undisrupted school sessions conducive to learning.

[Student Freedom of Expression 313](#)

HEARINGS FOR DUE PROCESS

The purpose for hearing procedures is to afford the student due process. Due process entitles a student to know what the charges are against him/her and, if charges are denied, an explanation of the evidence resulting in the charge and a chance to tell his or her side of the story. The punishment imposed must be in proportion to the offense committed. Due process rights for students are guaranteed under Board Policy 336 and Public Education Department regulations 6.11.2.1 *et seq.* NMAC. School officials shall follow procedures for long-term suspension and expulsion, defined in Public Education Department regulations 6.11.2.12 NMAC as applicable and Santa Fe Board Policy 336.

[Hearing Procedures](#)

LONG-TERM SUSPENSION OR EXPULSION OF STUDENTS WITH DISABILITIES

Students with disabilities receiving special education services are subject to the same expectations as students receiving general education services and are expected to follow the District's disciplinary process. While IDEA provides federal guidelines covering the discipline procedures to be followed for students with disabilities receiving special education services, consequences for behavior violations, including school removals of more than ten days, may still occur. Discipline safeguards, as covered under IDEA, do not apply to students identified under the eligibility of "gifted" unless such students also have a disability eligibility.

Santa Fe Public Schools will follow the federal guidelines regarding the continuation of educational services for suspended special education students with disabilities.

Special Education Complaint Resolution Process

If parents are in disagreement with the district on any aspect of their child's program, they have the right to be heard and their opinions considered. In many cases, differences can be resolved quickly and efficiently at the school or district level simply by asking for another IEP meeting. Federal law and State rules provide several avenues for resolving differences; keep in mind that even in disagreement, the focus is the child's best interest and the outcome should be that the child is the winner.

Under Federal law and state rules, both the district and the parent(s) have the right to have their opinions heard and considered. The parent has the right to disagree with the district's findings, plans, or actions regarding their child. Also, after considering the parent's opinions or requests, the district has the right to disagree as well.

Santa Fe Public Schools will follow Federal laws and regulations, and State laws and rules to resolve Special Education complaints.

NON-DISCRIMINATION

No student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity available in any school on the basis of race, sex, religion, color, national origin, linguistic and language differences, sexual orientation, or socioeconomic status. The Student Code of Conduct will be enforced fairly in an age-appropriate manner to students in pre-K programs through grade 12.

The Code will be enforced fairly to students with physical or mental disabilities in accordance with Section 504 plans, Individual Education Plan (IEPs) and/or Behavior Improvement Plans (BIPs). Any such discriminatory practice or inhumane conduct shall constitute just cause for complaint and/or remedy.

[Discrimination & Harassment Policy 330](#)
[Non-discrimination Notice English Version](#)
[Non-discrimination Notice Spanish Version](#)

PROHIBITION AND PREVENTION OF BULLYING, HARASSMENT, AND HAZING

Bullying of any kind is not acceptable. Schools will follow state laws and regulations and Board policies. Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.

[Cyberbullying Prevention Policy 342](#)

Reporting an Incident:

Santa Fe Public Schools believes in creating safe environments for all students. Below is the link for parents to use to report an incident. Once completed, this report will be sent to the school's principal for follow up. In order to help parents best, we ask that parents provide as many details as possible.

[Incident Reporting \(Bullying and Harassment\)](#)

SEARCHES

Students and their belongings, while under the authority of public schools may be searched. Searches may include, but are not limited to, lockers, student vehicles and school buses.

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. 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.

[Searches of Students Policy 322](#)

SCHOOL-SPONSORED EVENT TRANSPORTATION

It is the policy of the District to have students travel to and from school-sponsored events in district vehicles. Coaches/sponsors may release a participating student to the student's parent/guardian, by having the parent/guardian sign a release form. Upon the release of a student to his/her parent/guardian, the district is absolved of any and all responsibility for the safety and welfare of that student during transportation to and from the event.

SECTION 504

Section 504 is a federal civil rights statute under the Rehabilitation Act of 1973. It provides protections against discrimination for individuals on the basis of a disability. Students in school settings fall under the protection of Section 504 which prohibits discrimination on the basis of disability from all school programs, benefits and activities. It may be a service option available to students with disabilities who have been evaluated and met Section 504 identification criteria. Section 504 is designed to provide equal access and fairness in general education to students with disabilities, thereby leveling the playing field for them through what is known as a Section 504 Accommodation Plan. It is NOT a plan designed to enhance a student's performance. Its purpose is to ensure equal access to the programs, benefits and activities that Santa Fe Public Schools offers.

For students not in special education but have an impairment that substantially limits major life activities such as caring for oneself, learning, seeing, hearing, speaking, breathing, and working, Section 504 ensures, that upon request, a committee will determine your student's 504 Plan eligibility. If your student is determined to be eligible, accommodations can be provided to help the student access his/her educational program.

If a parent feels that the staff at his/her child's school has not adequately responded to his/her request a parent may contact the SFPS Education Service Center (ESC). The ESC will give direction on how to address concerns or will connect a parent with the District 504 Coordinator for support.

[504 Eligibility Process](#)

DISCIPLINARY CONSIDERATIONS FOR STUDENTS UNDER SECTION 504

Students with 504 accommodations are not immune from the district's disciplinary process once identification and placement procedures are properly followed. Students with 504 accommodations being considered for removal from school for 10 or more days must receive a manifestation determination review prior to action. The committee must determine if the conduct in question was caused by or had a direct and substantial relationship to the student's disability. If yes, was the conduct in question the direct result of the school's failure to implement the student's 504 plan? If the behavior is a manifestation of the disability, any disciplinary recommendation for a change of placement should be withdrawn. If the behavior is not a manifestation of the disability, the student may be disciplined in the same manner as non-disabled students.

SEXUAL HARASSMENT

It is the policy of the Santa Fe Public Schools to establish and maintain for all students and staff learning and working environments that provide fair and equitable treatment, including freedom from sexual harassment. All students have the right to be treated with respect and are expected to conduct themselves with respect for the dignity of others.

It is a violation of federal and New Mexico laws and of Santa Fe Public Schools policy for any student of the Santa Fe Public Schools to sexually harass a student or adult by speaking or acting in any of the ways defined below. The school district will investigate all formal and informal, verbal or written complaints of sexual harassment brought to the attention of an administrator or supervisor. Any student who is found to have sexually harassed another student or staff member will be disciplined as per Action Levels.

TARDY POLICY

Students are expected to arrive to class on time and remain in class for the duration of the scheduled instructional period. Each school site will develop tardy procedures specific to their school.

TECHNOLOGY APPROPRIATE USE POLICY

Use of the District's Technology resources, including, but not limited to, all computer hardware, software, databases, electronic messaging systems, communication equipment, computer networks and related devices and data stored on said network(s), shall be in support of education and research that is aligned with the District's mission. Below is the link to the Student Device Manuals and Acceptable Use Policies grades K-12.

[Technology Manuals and Use Policies](#)

TOBACCO POLICY

The District recognizes that the use of tobacco products presents a health hazard that can have serious implications both for the user and non-users and that tobacco-related habits developed by young people may have lifelong harmful consequences. Therefore, a tobacco and smoke-free environment shall be provided for students, employees, and visitors.

The possession, use, distribution and sale of tobacco products by students is prohibited during school hours and non-school hours in any District building, on any property owned, leased, or used by the District for any District purpose, in school-owned vehicles or school approved vehicles used to transport students to and from school or school-related activities (at other sites off school property) and at any school-sponsored or school-related activity, event or function, such as a field trip or athletic event in which students are under the jurisdiction of school authorities.

"Tobacco products" refer to, but are not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco, dipping tobacco, snuff, nicotine, nicotine delivery devices, electronic cigarettes, vaporizers, nicotine delivery devices,

smoking devices, and other chemicals or any other devices that contain tobacco or nicotine, including any product designed or manufactured to imitate any of these products, regardless of whether it contains tobacco or nicotine.

Students who are found to have violated this Board policy will be subject to disciplinary action, including but not limited to , suspension or removal from extracurricular activities.

GLOSSARY

ABSENCES-EXCUSED are:

- a. Bereavement:** Absences for the death of a student's immediate family members are the child, spouse, father, mother, stepfather, stepmother, aunts, uncles, siblings, step-siblings, half-siblings, grandparents, mother-in-law, father-in-law, first cousins, foster parents, guardians, and others who reside in the same household with the student.
- b. Short-term illnesses:** Short-term illnesses include any medical or mental condition that keeps a student out of school fewer than three (3) days, as verified by parent notification. Short term illnesses also include medical or mental conditions that requires a student to see a health care professional on a recurring basis with standing appointments and, that such appointments occur at least once per month. The student must obtain an official note from the health-care professional (doctor, dentist, mental health counselor, etc.) verifying that the absence is recurring and necessary.
- c. Long-term illnesses:** Absences for acute or chronic health-related problems that require a student to be out of school more than three (3) consecutive days, as verified by health-care professional's note or school nurse verification or School Based Health Center.
- d. Hazardous weather conditions:** Absences for hazardous weather conditions shall mean weather conditions that would endanger the health or safety of the student when in transit to and from school either approved by the Superintendent or designee, or subsequently approved by the Superintendent or designee.
- e. Late bus arrivals:** Students will not be considered late or tardy if caused by late bus arrivals at School.
- f. School sponsored/school sanctioned activities:** Absences for events or activities sponsored or held by school clubs, athletics, extracurricular or curricular classes.
- g. Visits to Colleges or Universities:** Absences for visits to college/university campuses on officially designated visitation days, or on alternate visits when the student has applied for admission to the particular college/university.
- h. Parent Requested absences for educational travel:** Opportunities may be designated as an excused absence if approved by the principal and the assigned schoolwork is completed within two weeks of return to school or another agreed upon time frame.
- i. Other emergencies or set of circumstances:** Are absences that, in the judgment of the Superintendent or designee, constitute a good and sufficient cause for absences from school.

UNEXCUSED ABSENCES -Absences from school or a class for which the student does not have an allowable excuse pursuant to the Compulsory Attendance Law or rules of the local School Board.

Absences will be accounted for in the following manner: Absences of two or more classes (up to fifty percent of an instructional day) will be calculated as one-half day absence, and the absence of more than fifty percent of an instructional day will be calculated as one full-day absence.

ADMINISTRATIVE AUTHORITY – The superintendent, a principal or a person authorized by either to act officially in a matter involving school discipline or the maintenance of order.

ALTERNATIVE PLACEMENT – Alternative educational services for a student with a disability upon whom a long-term suspension or expulsion has been imposed for behavior not related to the disability.

ATOD – Alcohol, Tobacco or Other Drugs.

BODILY HARM – Painful temporary disfigurement or temporary loss or impairment of the functions of any member or organ of the body.

BULLYING – Bullying is defined as intentional, aggressive behavior[s] that may be verbal, physical, written or electronic, aimed at another student or students, for the purpose of creating fear or intimidation by harming physically, mentally or emotionally. It may be direct or indirect, with face-to-face interactions or by spreading rumors, sharing inappropriate pictures or demeaning a student using social media.

CAR SURFING – Riding on the exterior of a moving vehicle.

CONTROLLED SUBSTANCE – Any substance enumerated in the Controlled Substances Law.

DEADLY WEAPON – Any firearm, whether loaded or unloaded, or any weapon which is capable of producing death or great bodily harm, including, but not limited to explosives, any type of daggers, brass knuckles, switchblade knives, bowie knives, poniards, butcher knives, dirk knives and all other such weapons with which dangerous cuts can be given, or with which dangerous thrusts can be inflicted, including sword canes, and any kind of sharp-pointed canes. Slingshots, bludgeons, or any other weapon with which dangerous wounds can be inflicted.

DUE PROCESS – The notification to the student and parent concerning an alleged act(s) of misconduct, notification about the evidence against the student regarding the alleged act(s) of misconduct, the opportunity for the student to answer charge(s), and explanation as to why the disciplinary action is necessary.

LAW ENFORCEMENT REFERRAL – A report filed with the appropriate law enforcement agency. The law enforcement officer makes the determination as to whether an arrest is warranted.

LEAVING WITHOUT PERMISSION - Leaving the campus during school hours and/or leaving class without permission from the teacher or principal. This applies to all students in the SFPS system regardless of age.

LOITERING - Occupying an unauthorized place in the school or on school grounds.

NMSA 1978 – The 1978 compilation of New Mexico Statutes Annotated.

PEER PANELS – Peer Panels are a Restorative Justice practice, and as such, they are intended to be an alternative to traditional school discipline. They are usually based in middle grades but may include students of all grades. Through the Peer Panel process, students assign their peers Restorative Justice-based consequences for routine school offenses. These consequences are intended to repair the harm done – to make things right – and to address other problems that may emerge during the Peer Panels process. Consequences generally fall into two categories: Required School Service (RSS), or Connecting Consequence.

REINSTATEMENT MEETING – A meeting, following a suspension, where parents and/or guardians, student and staff are given the opportunity to discuss pro-active steps to promote student success.

RESTITUTION - Giving equivalent compensation for any loss, damage or injury as a result of an unlawful act.
REQUIRED SCHOOL SERVICE (RSS) – Required School Service is a consequence assigned by students to their classmates in the

RESTORATIVE JUSTICE – A way of thinking and responding to conflict and problems that involves all participants in figuring out what happened, how it affected individuals as well as the school community, and how to make things right. All stakeholders, or their proxies, are involved in the problem-solving process.

RESTORATIVE JUSTICE RE-ENTRY PROCEDURE – The Restorative Justice Re-Entry procedure is still being developed as a means to re-integrate a student into the school community after suspension. The intent is to include all stakeholders, or their proxies, to address the harm done to individuals, as well as the needs and obligations of the school community in order to heal and correct the situation as fully as possible.

SANCTIONED SPORTS – Any activity under the jurisdiction of the New Mexico Activities Association, or any athletic activity that a teacher/instructor supervised or assigns to students.

SCHOOL PROPERTY - The buildings and grounds, including playgrounds, playing fields and parking areas, and any school bus in which school or school-related activities are being conducted under the supervision of a local school board. Any other public buildings or grounds, including playing fields and parking areas that are not public school property, in or on which public school-related and sanctioned activities are being performed.

SECTION 504 – The section of the law in the Americans with Disabilities Act of 1974 that addresses students in a school setting with physical or mental impairments.

SELF-DEFENSE - Defending oneself from physical attack when escape or withdrawal is not possible. Revenge cannot be construed as self-defense. Self-defense is not available to a person if he/she instigated the attack. If escape is not possible, a student who is being physically attacked may only use an amount of force reasonably necessary to avoid the harm to defend oneself. A student does not have the right to use force to defend property.

STANDARD DRESS – A standard of wearing apparel that looks the same but is more generic in nature.