

**MESA ALTA JUNIOR HIGH (MAJH)
STUDENT HANDBOOK**



HOME OF THE BOBCATS

Principal
Tina Webb

Assistant Principal
Christine Wood

ADMINISTRATION
Superintendent
Dr. Kimberly Mizell, Ph.D.

BOARD OF EDUCATION
President – *Dale Maes*
Vice President – *Tony DeHerrera*
Secretary- *Joel Gunn*
Member – *David Salcido*
Member – Ben Woody

WELCOME TO THE 2023-2024 SCHOOL YEAR!

On behalf of the Mesa Alta administration, faculty and staff, we would like to welcome you to Mesa Alta Junior High School (MAJH) for an exciting, challenging, and unforgettable school year. We are all enthusiastic about the upcoming year and the incredible learning that will take place. We are proud of the excellent academic standards and widely recognized extra-curricular traditions that are a reflection of our Bobcat Pride. The success we have achieved is the result of great support from a community that is proud of its schools, a school board focused on student learning, devoted administrators, teachers committed to improving instruction and students dedicated to do their best. We look forward to the coming school year with great anticipation and high expectations.

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VISION STATEMENT

Together with community stakeholders, we at Mesa Alta Junior High (MAJH) are focused on preparing students for college and careers. We aim to inspire and empower students to excel both academically and socially, while preparing them to be productive citizens and future leaders. MAJH strives to provide a nurturing and safe environment that fosters a rigorous academic and technological curriculum to prepare students to become lifelong learners.

- Career/College Readiness
- Technology
- Real World Experiences
- Rigorous curriculum
- Project-based learning

MISSION STATEMENT

We, the faculty and staff of Mesa Alta Junior High, believe that all students can achieve. We are dedicated to providing an academic environment that will insure student success. To this end, we will provide:

- A safe and orderly campus for all students
- Curriculum that aligns with the New Mexico Content Standards/Core Curriculum
- Daily instruction meeting individual student needs
- Programs and activities that enhance academic achievement, as well as each student's social and emotional growth

CORE VALUES

- Respect
- Responsibility
- Safety

A MESSAGE FOR OUR FAMILIES

This handbook contains valuable information for you and your student(s). Please familiarize yourself with its contents. This handbook is written to list and explain procedures, rules and regulations for the operation of the school. The handbook is designed to be used as a reference guide for students, parents/guardians and staff; to help them become better acquainted with the school. The handbook does not, nor was it intended to cover all situations that may occur during the course of the school year. Situations that are not covered by this handbook will be handled at the discretion of the administration. Communication will be transparent, honest and consistent.

When problems arise, the proper procedure, in a junior high school setting, is to:

- 1. Be sure your son/daughter has first had the opportunity to address the issue with him/herself. We want to solve the issue at hand through having our students advocate for themselves.**
- 2. If the first step in the resolution process does not satisfy change- reach out to the staff member regarding the issue and communicate with them about the issue at hand.**
- 3. If steps 1 and 2 in the resolution are not effective, please contact our Administrators.**

We hope this handbook will be helpful to clarify processes and procedures at Mesa Alta Junior High.

PARENT'S RESPONSIBILITY IN EDUCATION

The responsibility of educating the child doesn't just lie with their school. A kid's education starts at home and parents are their first teachers. Parents play a crucial role in shaping a child's personality, character, habits, emotional development etc. In fact, research has shown that the best predictor of a student's success is the degree of involvement of parents in a child's education. It is necessary for parents to be involved in the right manner in the education process for the proper academic and social development of the child. A parent who is abreast with what their child is studying at school would be more aware of their strengths and weaknesses, their areas of interest and would be able to better connect the child's learnings to real-world situations. Three main areas where parents can rather *should*, contribute are:

- 1. Being a role model for children to follow**
 - a. It is the role of a parent to teach children discipline, responsibility, and accountability by setting limits, establishing consequences and also teaching values.

2. Helping the child in schoolwork

- a. Every child's level of understanding is different. According to the child's needs, parents can assist their children (of all ages) by visiting with them what they've learned at school, guiding them on how to do their home assignments and projects (and not do it for them), helping them maintain a healthy balance of studies and play, and rewarding their progress.

3. Creating a conducive learning environment at home

- a. *"Encourage and support your kids because they want to live up to what you believe in them"* One of the biggest gifts a parent can give their children is their support and acceptance. Being positive, emotionally present, and reassuring when they fail can go a long way. An environment of love and openness that allows children to fail and learn can play a massive role in helping them inculcate curiosity and ensure their right development.

MAJH BELL SCHEDULE

| 2023-2024 MESA ALTA JUNIOR HIGH (MAJH) BELL SCHEDULE | | | | | |
|--|-------------|------------------------------|--|---|-------------|
| MONDAY EARLY RELEASE | | TUESDAY/FRIDAY (PERIOD DAYS) | | WEDNESDAY (odd)/THURSDAY (even) (BLOCK DAYS) | |
| 0 Period (Arrival/Breakfast) | 7:50-8:20 | 0 Period (Arrival/Breakfast) | 7:50-8:20 | 0 Period (Arrival/Breakfast) | 7:50-8:20 |
| 1st Period | 8:25-9:10 | 1st Period | 8:25-9:25 | 1st Period | 8:25-9:50 |
| 2nd Period | 9:14-9:49 | 2nd Period | 9:30-10:20 | 3rd/2nd Block | 9:55-11:35 |
| 3rd Period | 9:53-10:28 | 3rd Period | 10:25-11:15 | LUNCH | 11.38-12:30 |
| 4th Period | 10:32-11:07 | LUNCH | 11:20-12:10 | 5th/4th Block | 12:35-2:05 |
| LUNCH | 11:09-11:55 | 4th Period | 12:15-1:05 | 7th/6th Block | 2:10-3:50 |
| 5th Period | 11:57-12:32 | 5th Period | 1:10-2:00 | PLEASE MAKE SURE YOUR CHILD IS ON TIME FOR SCHOOL AND STAYS FOR THE DURATION OF THE SCHOOL DAY. We will be holding attendance meetings for students/families who are not meeting attendance expectations. | |
| 6th Period | 12:36-1:11 | 6th Period | 2:05-2:55 | | |
| 7th Period | 1:15-1:50 | 7th Period | 3:00-3:50 | | |
| (4 Minute Passing Periods) | | (5 Minute Passing Periods) | | (5 Minute Passing Periods) | |
| When there is no Early Release Monday, we will follow the Tuesday/Friday (Period Days) Schedule. | | | NO EARLY DROP OFFS! THERE WILL BE NO STAFF ON DUTY TO MONITOR STUDENTS. IT IS A SAFETY CONCERN TO DROP STUDENTS OFF PRIOR TO STAFF BEING ON DUTY AT 7:50 AM. | | |
| All class periods will have 235 minutes per week (the first hour will have more due to any communication or housekeeping needs). | | | | | |

DISTRICT CALENDAR



BLOOMFIELD SCHOOL DISTRICT 2023-2024 SCHOOL CALENDAR APPROVED MAY 9, 2023

| July 2023 | | | | | |
|-----------|----|----|----|----|--|
| M | T | W | TH | F | |
| 3 | 4 | 5 | 6 | 7 | |
| 10 | 11 | 12 | 13 | 14 | |
| 17 | 18 | 19 | 20 | 21 | |
| 24 | 25 | 26 | 27 | 28 | |
| 31 | | | | | |

| August 2023 | | | | | |
|-------------|----|----|----|----|----|
| M | T | W | TH | F | |
| | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | |

| September 2023 | | | | | |
|----------------|----|----|----|----|----|
| M | T | W | TH | F | |
| | | | | 1 | |
| 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | |

| August | |
|--------|--|
| 7 | New Teachers Report |
| 8-11 | All Teachers Report (Professional Days) |
| 10 | All EA's Report |
| | First Day of School for Transition Students (Grades 1st, 4th, 7th & 9th Only) |
| 14 | Kindergarten Screening (New Students Only) |
| 15 | First Day of School (All Grades except Pre-K) |
| 21 | First Day of Pre-K |

| October 2023 | | | | | |
|--------------|----|----|----|----|----|
| M | T | W | TH | F | |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | |

| November 2023 | | | | | |
|---------------|----|----|----|----|----|
| M | T | W | TH | F | |
| | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | |

| December 2023 | | | | | |
|---------------|----|----|----|----|----|
| M | T | W | TH | F | |
| | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |

| September | |
|-----------|------------------------------------|
| 4 | Labor Day (No School) |
| 29 | HOME COMING (2-Hour Early Release) |

| October | |
|---------|------------------------------|
| 9 | Professional Day (No School) |
| 11 | NMPED Reporting Day |

| November | |
|----------|----------------------------|
| 3 | Parent/Teacher Conferences |
| 20-24 | Thanksgiving Break |

| December | |
|----------|------------------------------|
| 1 | NMPED Reporting Day |
| 21 | Professional Day (No School) |
| 22-29 | Christmas/New Year Break |

| January | |
|---------|------------------------------------|
| 1-5 | Christmas/New Year Break |
| 15 | Martin Luther King Day (No School) |

| February | |
|----------|----------------------------|
| 9 | Parent/Teacher Conferences |
| 14 | NMPED Reporting Day |

| March | |
|-------|------------------------------|
| 4 | Professional Day (No School) |
| 11-15 | Spring Break |
| 29 | Good Friday (No School) |

| May | |
|-----|--|
| 17 | Last Day of Pre-K CYB / BHS Graduation @ 7:00 p.m. |
| 24 | Last Day of School (2-Hour Early Release) NMPED Reporting Day |

| June | |
|------|--------------|
| 27 | Memorial Day |
| 4 | Election Day |

| January 2024 | | | | | |
|--------------|----|----|----|----|----|
| M | T | W | TH | F | |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | |

| February 2024 | | | | | |
|---------------|----|----|----|----|----|
| M | TU | W | TH | F | |
| | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | |

| March 2024 | | | | | |
|------------|----|----|----|----|----|
| M | T | W | TH | F | |
| | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |

| April 2024 | | | | | |
|------------|----|----|----|----|----|
| M | T | W | TH | F | |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | |

| May 2024 | | | | | |
|----------|----|----|----|----|----|
| M | T | W | TH | F | |
| | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | |

| June 2024 | | | | | |
|-----------|----|----|----|----|----|
| M | T | W | TH | F | |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | |

- First & Last Day of School/Students Return
- Parent/Teacher Conferences
- New Teachers Report
- Professional Day
- High School Graduations
- School Holidays
- 2 Hour Early Release
- NMPED Reporting Day
- End of Quarter

3 Year old Pre-K will attend HALF-DAY sessions (Tu-F), NO 3YO Pre-K on Mondays.
4 year old Pre-K will attend all day M-F, with early release on Mondays.

Mondays will be 2-Hour early release days to accommodate for staff development, starting September 11, 2023 and ending April 29, 2024.

PARENT/STAFF COMMUNICATION

The Bloomfield School District Board of Education recognizes the need for district staff to involve parents in open dialogue concerning their child's educational experiences.

As per Board Policy, the following minimum guidelines are to be observed:

- All visitors are expected to report **to the front office** upon arriving on campus, sign in, and obtain a visitor's pass.
- All visitors must present their ID when checking in at the front office.
- Conferences are expected to occur during non-instructional time and scheduled with mutual agreement.
- Parents and staff should not involve children in awkward, embarrassing or confrontational situations.
- When any party feels uncomfortable, either has the right to exit the meeting, and schedule a follow-up meeting. (Example: use of profanity, intimidation, etc.)
- School District personnel will retain the right to contact the appropriate authorities either to remove people in extreme cases or utilize court-restraining orders as necessary.

CAMPUS SECURITY - STUDENT CHECKOUT

- All students enrolled at MAJHS must have a current parent/guardian signed STUDENT INFORMATION SHEET on file each school year. All changes and updates must be made in writing by the legal parent/guardian on the school form.
- All persons checking a student out must be a parent/guardian or on the emergency contact information sheet in PowerSchool and must also be 18 years of age.
- Phone checkouts are not allowed; only in the case of an emergency, written notice signed by a parent/guardian must be provided no later than two (2) school days after the student returns to school.
- **Due to liability issues, NO** phone checkouts will be permitted on EVENT or early release days. **No Exceptions.**
- In case of an emergency only people on the student information sheet will be allowed to check the student out.
- In a medical situation, the school nurse or building administrator may obtain phone authorization for someone other than the parent/guardian or written emergency contacts listed on the Student Information Sheet to check a student out. The school nurse or building administrator will inform the office staff of the exception and the person's identity that will check the student out.

PARENT TEACHER CONFERENCES

FALL:

NOVEMBER 2ND 4:00-7:00

NOVEMBER 3RD 8:00-12:00

SPRING:

FEBRUARY 8TH 4:00-7:00

FEBRUARY 9TH 8:00-12:00

We encourage you and your child to check grades early and often in PowerSchool in order to stay on top of any missing assignments or failing grades. Please do not wait for parent teacher conferences to be advised on your child's progress or lack thereof.

STUDENT RIGHTS AND RESPONSIBILITIES

Student rights and responsibilities will be protected by Bloomfield Schools and governed by the Board of Education to ensure students the opportunities provided by the Constitution of the United States. The freedoms of expression, association, assembly, privacy, etc. are an integral part of a student's development and education in a democratic society in which we live. Students should follow the basic guidelines which govern student's rights and responsibilities.

- Students shall honor the rights of others and insure that educational progress is not hindered.
- Students shall use proper and acceptable language. They shall refrain from the use of any language that is libelous, inappropriate, or obscene.
- Students shall not deface any school property.
- Students shall obey and follow local school board policies set forth by the authorized governing bodies, state, and federal laws. These are available in the Principal's office and on the school district website under Board Policy Manual.
- Students shall not threaten others on campus, nor will they be allowed to cheat or steal.
- Students shall keep parents informed concerning reports, progress, and functions of the school.
- Students shall report any right the student feels he/she is being deprived of through the proper channels. This will provide for corrections as appropriate. The proper channels being the teacher, principal, superintendent, and the school board.

CIVIL RIGHTS COMPLIANCE

It is the policy of the Bloomfield Municipal Schools to provide equal opportunities without regard to race, color, national origin, gender, socio-economic status, qualified handicap, or veteran status in its educational programs and activities. This includes but is not limited to: admissions, educational services, financial aid, and employment.

All employees and students with the Bloomfield School District are advised that their conduct will in no way discriminate against persons within the school district whether employee or students. Should a civil rights grievance be filed against any person employed by the Bloomfield School District, there will be no reprisal or retaliation taken toward the grievance.

A person with a complaint shall begin a grievance process by filling out the appropriate forms. All forms, along with specific details and definitions, can be found in the district grievance policy in the principal's office or in the Central Administration Office.

STUDENT BEHAVIOR

In order to have an outstanding instructional program, it is absolutely necessary for an atmosphere of mutual respect to exist among administration, teachers, and students. Students who disrupt the learning process and become disciplinary problems interfere with the educational rights of the other students. Disruptive behaviors will be addressed with appropriate disciplinary actions. You, as a student of MAJHS, must recognize and accept the responsibility of your actions and behavior. **The administrative staff of Mesa Alta will address discipline concerns with students as outlined in Board Policy, school handbook policy and New Mexico Public Education Department regulations.**

BE RESPECTFUL

MAJH students are expected to:

- Show courtesy and respect towards others
- Use acceptable language at all times, free of name calling, insults or profanity
- Settle differences without put-downs, threats or fighting
- Ask staff for help as needed for conflict resolution
- Interact with each other safely without pushing or roughness
- Eat in designated areas only and keep the school clean and free of litter
- Share equipment and demonstrate good sportsmanship
- Remain on school grounds from the time of arrival to dismissal- MAJH is a closed campus
- Take care of school grounds, property and equipment

CONSEQUENCES FOR POOR CHOICES

Students who fail to meet MAJH's positive behavior expectations will face certain consequences. If a student misbehaves, appropriate consequences may include:

- Warnings
- Parent notification
- Parent conference
- Lunch detention
- After School Detention
- Loss of privileges/participation in school activities
- In School Suspension (ISS) or Out of School Suspension (OSS)
- Referral to administration
- Expulsion
- Local law enforcement involvement

Illegal activities such as vandalism, graffiti, use or possession of drugs, paraphernalia, alcohol, tobacco products, vape apparatus, e-cigs, or other controlled substances are prohibited. Matches, lighters, weapons, firearms, or any other dangerous items are also illegal on campus. Intimidation, fighting, or harassment are all prohibited. All of these activities may result in suspension, expulsion, and/or police action.

ISS

- **ONLY an Administrator** will assign a student to ISS.
- If students miss an assigned ISS day, they will make it up on the next day in attendance.
- If the ISS EA is out, students will make up their assigned ISS day on the next day the ISS EA is in attendance.
- Students in ISS will not be released for Athletic events.

BE RESPECTFUL

MAJH students are expected to:

- Come to school and class on time, prepared to work and study
- Being prepared for all classes with necessary supplies
- Listen, follow directions, participate and cooperate
- Walk in a safe and orderly manner in school buildings
- Leave toys, blankets, fidgets, games, gum, radios, laser pens, phones, pagers (or other electronic devices) that distract from learning at home
- Communicate in a respectful tone/manner with staff and other students
- Take good care of school property
- Complete all homework assignments
- Organize time well
- Respecting themselves and others
- READ on a regular basis

- Do their best

MAJH Students are expected to:

Participate by:

- participating in classroom activities
- contributing to discussions and group activities.
- asking questions when they don't understand.
- participating in school activities and having fun.
- participating in community and recreation programs.

Have a Good Attitude by:

- understanding parents' values and expectations.
- maintaining good physical health, exercising, eating right, and getting enough sleep.
- listening carefully to teachers and parents.
- developing positive attitudes; being cooperative and considerate.
- welcoming challenges.
- helping others.

ADJOINING PROPERTIES – The people who live in the houses surrounding the school should not have to tolerate trespassers, loitering, vandalizing their property, bothering pets, or exhibiting rude behavior(s) towards them in any way. The school will cooperate fully with these property owners in every way possible to help identify any students participating in these practices.

ALCOHOL/DRUGS/TOBACCO – Students will not possess, distribute, sell, consume and/or utilize alcohol, drugs or tobacco (cigarettes, e-cigs, chews, nicotine gum, vape apparatus and oil) at any time on-campus, school property or at related school activities. (Drug and Alcohol Violation page 26)

BATTERY/FIGHTING

Physical combat in which one or both parties have contributed to the situation by verbal and/or physical action will be subject to disciplinary action as per Bloomfield School Board Policy. Students who fight may also be charged by the Bloomfield Police Department with Battery or Public Affray.

1. First Offense: 3 days ISS/OSS, police notification if the parents press charges
2. Second Offense: 5 days of OSS, police notification, Possible Expulsion Hearing
3. Third Offense: 7 days of OSS, police notification and Expulsion Hearing

ASSAULT/AGGRAVATED - Threatening or intending hostile contact by any means of force likely to produce serious bodily injury. This category includes offenses with a weapon.

*****Offense Against Staff: - Administrative discretion and possible expulsion*****

1. First Offense: 5 days of OSS and the police will be notified.

2. Second Offense: 10 days of OSS & Expulsion Hearing. The police will be notified.

BATTERY/AGGRAVATED - Performing hostile contact to another person causing great or lasting bodily injury, or using a weapon in a battery. This category includes sexual assault.

1. First Offense: Ten Day OSS & Expulsion Hearing. The police will be notified.

BICYCLES/SKATEBOARDS/SCOOTERS - If you ride a bike to school, you can park it in the bike rack; lock your bike. The school is not responsible for damage or theft while bikes or skateboards are parked on campus. Skateboards may be used only for transportation to and from school and must be placed on the skateboard racks provided. Scooters, motorized skateboards, etc. are not allowed on campus. For safety reasons, none of these modes of transportation may be ridden or stood upon anywhere on campus.

BUYING AND/OR SELLING – No items are to be bought or sold at school or on school property. Items will be confiscated without consideration for monetary loss.

CHEATING - an unacceptable behavior in any classroom and will be dealt with according to teacher policy first, contacting parents and then possible action by the administration. A student who willfully allows another to copy is as guilty of cheating as the student doing the copying.

CLASS SCHEDULE CHANGES: Team changes **will not** be considered until the 10th day of the new school year and will only be made if space permits. **No schedule changes will be made UNTIL after the first two weeks of any semester.**

- All schedule changes after the beginning of each semester require parent and administrative approval. Note: If the parent and student have not first attempted to solve any problems with the teacher and if the student did not turn in the schedule request form there will be no change allowed.

CLASSROOM DISCIPLINE ISSUE WHEN SUBSTITUTE IS PRESENT - Students who are sent to the office by a substitute for disciplinary problems can expect a more severe consequence than they might if they were sent by their regular classroom teacher. This includes taking advantage of a substitute's lack of knowledge regarding regular school and classroom procedures.

1. First Offense: 1 day of ISS/OSS
2. Second Offense: 3 days of ISS/OSS
3. Third Offense: 5 days of ISS/OSS

DISRUPTIVE CONDUCT - Any conduct which disrupts the educational process, constitutes a health or safety hazard in violation of state or tribal laws or is in violation of specific school rules. This includes public display of affection (i.e. kissing and inappropriate touching)

1. First Offense: 2 days of ISS/OSS

2. Second Offense: 4 days of ISS/OSS
3. Third Offense: 6 days of ISS/OSS

SKIPPING/DITCHING CLASS (TRUANCY)- When any student isn't where they are assigned to be.

1. 1 day of ISS/OSS
2. 3 days of ISS/OSS
3. 5 days of OSS

DRESS CODE – While we encourage self expression, your clothing should not distract from the learning process. The MAJHS Administration reserves the right to determine the appropriateness of attire in all cases. Special activities may warrant special dress as approved by the principal.

- **Shorts:** Mid-thigh shorts are allowed. "Mid-thigh" will be determined by the distance from the ground to the index finger on relaxed arms. Spandex shorts or skin tight apparel, if worn, must be covered by permissible outerwear.
- **Skirts:** Length must be school appropriate and cover all areas even when bending down.
- **Leggings:** may be worn as pants **but must have a clothing item**; front and back must cover will be determined by the distance from the ground to the index finger on relaxed arms.
- **Tops/Shirts:** Fish-net tops, bare midriff tops, and tops with low revealing necklines are not to be worn. See-through or mesh garments are also not allowed.
- **Holes in Clothing.** Are allowable as long as private areas are fully covered.
- **Pajamas, Sleepwear and Slippers:** These clothing items are not appropriate for school and will not be allowed.
- **Head Coverings:** Appropriate "Baseball" Hats with bill facing forward are allowed. No beanies, hoodies, sunglasses, and bandannas.
- **Clothing Attire w/Slogans or Advertising:** Attire that promotes any controlled substances, including tobacco, marijuana or alcohol products, weapons or anything related to weapons is not allowed.
- **Clothing Attire w/Obscenities:** Attire with profanity, vulgar language/gestures, or other attire that is considered offensive and/or in bad taste is not permitted.
- **Gang Associated Attire/Jewelry/Articles:** Anything that is representative of gang involvement is not allowed. During the course of the school year, if an item, any attire, or type of clothing becomes identified by the Administration as gang related/associated, then it will not be allowed: Example: wearing their pants below the waistline, hanging bandanas, ICP, saggy pants, hanging belts.
- **Jewelry:** Clothing and jewelry with writing or designs that depict prejudice, unlawful acts, tobacco, drugs or alcohol are prohibited. Chains, large rings, jewelry or shoes that may be used as weapons are not allowed on campus.
- **Sunglasses:** Sunglasses may not be worn in the classroom unless required for medical reasons.

DRESS CODE VIOLATIONS

1. First Offense: Sent to nurse for new clothes; explanation of what was inappropriate. Verbal warning.
2. Second Offense: Students will be sent home for the day.
3. Third Offense: Admin discretion

ELECTRONIC DEVICES/CELL PHONE POLICY

Some teachers may allow students to use cell phones in the classroom as an appropriate academic resource. This will be at the discretion of each teacher and students are expected to follow classroom expectations regarding cell phone usage. If cell phones are not allowed, students are to follow the teacher's expectations (whether they are to remain off/in backpacks; turned in to the teacher during the class period, upside down on the desktop). Cell phones are not to be out during passing periods. Cell phones are allowed outside during lunch period; they are not allowed inside the building in the hallways, restrooms, library, or cafeteria.

Any student using a cell phone device inappropriately (ex: to include recording fights/bullying/etc) will have their phone confiscated and taken to the office for parents pickup. If these situations continue, we will ask families to keep the phones home during the school day.

Cell phone violations in the classroom will result in:

1. First Offense - The teacher taking the phone for the rest of the period and then returning the phone to the student.
2. Second and each reoccurring Offense - The teacher taking the phone and turning it into the office for parent pickup.

FALSE ALARM/FIRE EXTINGUISHER

Interfering with the proper functioning of a fire alarm system or giving a false alarm, whether by means of a fire alarm or otherwise. Proper civil authorities will be notified

1. First Offense: 5 days of ISS/OSS, Compensation for recharging and service clean-up, Parent and law enforcement contact.
2. Second Offense: Seven (7) Day OSS, Compensation for recharging and service clean-up, Parent and law enforcement contact and Possible Expulsion Hearing
3. Third Offense: Ten (10) Day OSS, Compensation for recharging and service clean-up, Parent and law enforcement contact and Expulsion Hearing

FALSE IDENTIFICATION/PROVIDING FALSE INFORMATION (LYING)

Refusal to give identification, information or giving false identification and/or false information (lying) when requested by any staff member including security guards, custodians, substitute teachers, administrators, etc.

1. 1 day of ISS/OSS
2. 3 days of ISS/OSS

3. 5 days of ISS/OSS

FOOD/DRINKS

Water is the only drink allowed in the halls or classroom and must be in a **clear water bottle**.

- Under teacher administration, food will be allowed in the classroom.

GUM - Gum chewing is not allowed in the cafeteria; gum is a privilege and can be taken away at any point. Gum chewing will be at the discretion of the classroom teacher.

HEADPHONES/EARBUDS/AIRPODS – are allowable at the teacher’s discretion. Only one earbud/airpod should be in so the student can still hear the teacher and for safety reasons. They are not to be visible in hallways.

HABITUAL OFFENDER - Students referred to the office 5 or more times within a quarter, as recorded by Educators Handbook, will be disciplined under the “Disruptive Conduct” steps of discipline.

OBSCENE IMAGES/MATERIALS - Any student caught using school computers to view obscene material will have their computer privileges revoked for a minimum of the remainder of the quarter. If it continues, students will have their computer privileges revoked for the remainder of the year. Displaying material which is indecent and has the potential of being disruptive, offensive material will be removed. The circulation of pornographic and or obscene material via the use of cell phones or other electronic devices (i.e. sexting) will not be tolerated, and the proper authorities may be notified.

1. First Offense: 3 days of ISS/OSS, Removal of computer privileges, Police will be notified.
2. Second Offense: 5 days of OSS; Police will be notified.
3. Third Offense: 6+ days of ISS/OSS, Hearing for Long term Suspension and Police will be notified.

PERSONAL PROPERTY - Students should NOT bring large sums of money or personal valuables to school. There is always a chance of theft or loss, and *school personnel WILL NOT be held responsible*. Valuable or personal property brought to school is done so at the risk of the individual.

PLAGIARISM/ACADEMIC DISHONESTY - Plagiarism is intellectual theft existing in several forms:

- Copying of work or passage without quotation marks and footnote.
- The partial quotation and paraphrase of a passage without a footnote.
- The complete paraphrase of a passage without a footnote.
- Plagiarism shows disregard and/or contempt for original inquiry and it CANNOT be excused. Credit is not allowed for work done by those who plagiarize.
- Any form of academic dishonesty will not be tolerated and will result in an automatic 0/F on the assignment.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be recited daily by the students in each public school at the beginning of the school day. Students will have the right to refrain from participation in this recitation due to sectarian, denominational, or conscientious views; however, the exercise of this right may not interfere with the rights of others. All students will rise and remain standing during the recitation.

PROFANITY/FOUL/VULGAR LANGUAGE

Use of profanity/foul/vulgar language on campus is prohibited as are the same types of offensive gestures. This includes slogans, pictures, artwork or other inappropriate displays of vulgarity or obscenity on clothing, notebooks, binders etc.

1. 1 day of ISS/OSS
2. 3 days of ISS/OSS
3. 5 days of OSS

PROJECTILES

Examples are snowballs, squirt guns, water balloons, rocks, pencils, spit wads, etc. Misuse of these items are not allowed on campus.

1. 1-3 days ISS/OSS, parent contact and law enforcement.
2. 4-6 days OSS, parent contact and law enforcement.
3. 7-9 days OSS, parent contact and law enforcement, and possible expulsion hearing

PUBLIC DISPLAY OF AFFECTION - NO acts of physical intimacy are allowed.

RACIST BEHAVIORS AND LANGUAGE- Mesa Alta has an absolute 0 tolerance for racist language and behaviors. Here are the consequences:

1. 3 days of ISS/OSS
2. 5 days of OSS
3. 7 days of OSS

RECORDING SUSPICIOUS ACTIVITIES

Any student caught recording fights, staff, or any indecent conduct will be held to the following consequences:

1. 3 days ISS/OSS
2. 5 days ISS/OSS
3. 7 days ISS/OSS

SEARCH AND SEIZURE POLICY NOTICE

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. Searches will be conducted when an authorized district personnel has a reasonable suspicion that crime or other breach of disciplinary rule is occurring or has occurred. Searches will also be conducted by authorized administrative authority or other authorized school personnel of the school district when he or she has reasonable cause to believe that a search is necessary to help maintain school discipline and/or safety. Searches may include school property (i.e. lockers and buses) student vehicles when on campus or otherwise under school control, student's personal effects which are not within their immediate physical possession, and physical searches of a student's person. **The use of a metal detecting wand may be used if vape or weapon possession is suspected.**

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. Any illegal or banned items will be disposed of by police officers or school personnel.

The full policy (J-3400 JIH Student Interrogations, Searches, and Arrests) can be seen on the district website.

SCHOOL MEAL - BREAKFAST AND LUNCH

The Bloomfield Schools Student Nutrition Department provides daily breakfast and lunch free to students. Free and reduced lunches are available for all students attending Bloomfield Schools.

All food and drink are to remain in the cafeteria. No food and drink will be allowed in the courtyard as students have not disposed of trash and/or food items properly in the past. Students **MUST REMAIN** on campus for breakfast and lunch and are to remain in the cafeteria or courtyard. **Students must consume their food in the cafeteria before going outside to the practice field, basketball courts or anywhere else on campus. Students are not allowed to consume their food on the surrounding walls or hallways adjacent to the cafeteria.** Students are prohibited from loitering in the halls without a hall pass or prior administrative approval. Violation of this policy may result in Saturday School, ISS, or OSS.

SCHOOL TELEPHONES - There is a phone in the school office for student use. Students receiving calls during class time will not be notified or called to the office unless it is determined to be an

emergency. The office staff will take messages/numbers that students can pick up between classes. **Students should not be permitted to leave class to use the telephone except in the case of an emergency as determined by the teacher, not the student.**

SEXUAL MISCONDUCT - inappropriate sexual language, departing another student (or themselves), and touching another student inappropriately through horseplay.

SEXUAL MISCONDUCT CONSEQUENCES

1. 1 day of ISS/OSS
2. 3 days of ISS/OSS
3. 5 days of OSS

SEXUAL HARASSMENT - MAJH forbids discrimination against any student on the basis of sex. Sexual harassment activity by adults or students will not be tolerated. Every effort will be made to assure that students have full enjoyment of educational benefits, climate or opportunity. Sexual harassment/discrimination is against the law. It is illegal in the workplace under the Civil Rights Act, Title VII, and in the schools under the Civil Rights Act, Title IX. Adults or students engaging in sexual harassment/discrimination will be subject to appropriate disciplinary action.

Sexual harassment/discrimination is any UNWELCOME sexual advance, request for sexual favor, and other verbal or physical conduct of a sexual nature when it is made a condition of a person's work/school performance or environment.

Definition: (Examples of sexually harassing behaviors) -It is generally accepted that any type of **UNWELCOME** conduct directed toward a student because of his or her gender may constitute sexual harassment. This behavior may include:

- Touching - unwelcome touching of a sexual nature
- Verbal comments - about parts of person's body, sexual preference or performance, or the person's clothing and looks;
- Name calling - that accentuates gender or is of a sexual connotation;
- Spreading sexual rumors - about a person verbally, in writing or electronically.
- Suggestive Gestures - such as touching oneself sexually in front of others or making suggestive gestures or sounds.
- Pressure for sexual activity - through physical actions, verbal actions or written material.
- Stunts - pulling on a person's clothing or underwear in a manner to cause exposure of the body or affect the fit of clothing in a sexual manner.
- Sexual Assault - from groping to rape.
- Lascivious behavior- sexual behavior that is considered crude and offensive, or contrary to local moral or other standards of appropriate behavior. In this sense "lascivious" is

similar in meaning to "lewd", "lustful", "indecent", "lecherous", "unchaste", "licentious" or "libidinous".

- Sexting- the act of sending sexually explicit photos, messages, voicemails, IM's, either via phone, computer, webcam or other technological device.

CONSEQUENCES FOR SEXUAL HARASSMENT

1. 3 days of ISS/OSS; Well Child assessment by Social Worker/ Counselor, parent and Law Enforcement contact.
2. Subsequent offenses may result in long term suspension (10 or more days). Well Child assessment by Social Worker/ Counselor, parent and Law Enforcement contact.

SEXUAL HARASSMENT REPORTING, INVESTIGATION, AND SANCTIONS

It is the policy of MAJH to encourage victims of sexual harassment/discrimination to report an incidence without fear of reprisal.

- Students who feel that they have been sexually harassed or discriminated against by adults or other students are encouraged to report these conditions to the appropriate Principal or the next higher level of administration.
- Confidentiality will be maintained and no reprisals or retaliation will be tolerated as a result of good faith reporting of charges of sexual harassment/discrimination.
- A comprehensive review of the circumstances, including the nature of the alleged conduct, the context in which the alleged conduct occurred, and other pertinent factors will determine if the alleged conduct constitutes sexual discrimination/harassment.
- Any adult or student found to have engaged in sexual harassment/discrimination shall be subject to disciplinary action deemed appropriate to the offense and consistent with district and school disciplinary policies.

Any student engaging in sexually explicit conduct (exhibited or verbal) directed toward other students or staff will be suspended for a length of time to be determined by the building administration but not to exceed ten (10) days. Subsequent violations will result in a ten- (10) day suspension pending a disciplinary hearing for possible expulsion.

The Administrator shall report the findings and resolution of the review to the complainant in a timely fashion not to exceed 60 school days, unless mutually agreed upon. In the event the complainant is not satisfied with the school's efforts to correct the situation, a grievance may be filed with the State EEOC Agency, and with the Federal EEOC agency.

Human Rights Division
New Mexico Department of Labor

Aspen Plaza 1596 Pacheco Street
Santa Fe, New Mexico 8710

STUDENT PASSES

Students must have a signed pass from the Principal, Counselor, Nurse or by their teachers to be out of the classroom during any scheduled class period. Students will be considered truant if they do not have a pass.

STUDENT ATTENDANCE POLICY

Regular attendance is the responsibility and obligation of each and every student enrolled at Mesa Alta Junior High. Whenever it is necessary for a student to be absent, the parent or legal guardian must call the school (505) 632-4351, after 8:00 am, and as early as possible in the morning on the day that the student is absent. Any student returning after an absence, being truant or suspended **MUST** report to the attendance office for a pass to class. (Bloomfield School District Attendance Policy).

A student will be considered TRUANT if the parent or legal guardian fails to notify the school at the time of the absence. Truancy is defined as an avoidable absence without the knowledge and consent of the student's parent or legal guardian.

TARDIES TO SCHOOL – The following will be the disciplinary policy regarding unexcused tardies. Unless a parent/ guardian contacts the office, the tardy is considered unexcused.

CONSEQUENCES PER QUARTER

1. 3 tardies= 1 day of ISS
2. 5 tardies= 3 days of ISS
3. 7 tardies= 5 days of ISS/OSS

J-0550 © JEA

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 then current school year and who has not received a high school diploma or its equivalent and who has not reached the person's twenty-second (22nd) birthday on the first day of the school year and meets other criteria provided in the Public School Finance Act.

Any parent, guardian or person having custody and control of a person subject to the provisions of the Attendance for Success Act is responsible for the school attendance of that person until that person has reached at least eighteen (18) years of age unless the

person has graduated from high school, received a school equivalency credential or withdrawn on a hardship waiver.

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 in which the child is a resident or enrolled and the school district shall not excuse a student from attending school except as provided in the Attendance for Success Act or for parent-authorized medical reasons.

Adopted: September 10, 2019

LEGAL REF.: 22-1-2 NMSA

22-12A-4 NMSA

CROSS REF.: JE - Student Attendance

JH - Student Absences and Excuses

JHB - Truancy

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J-0500 © JE

STUDENT ATTENDANCE

Any parent, guardian or person having custody and control of a "school-age person" is responsible for the school attendance of that person until that person has reached at least eighteen (18) years of age unless the person has graduated from high school, received a school equivalency credential or withdrawn on a hardship waiver. The school age person has the right to attend public school within the school district of residence. 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 in which the child is a resident or enrolled. A "school-age person" means a person is at least five (5) years of age prior to 12:01 a.m. on September 1 of the then current school year.

Pregnant and parenting students must have the same educational opportunities as their peers.

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 illness, injury, bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith or religious instruction and tribal obligations. For religious instruction and tribal obligations written consent of a parent and approval of the principal are required. A student may be excused for authorized reasons and time shall be provided for the student to make up the work.

An unexcused absence means an absence from a class or school day (half of the students approved program) for which the student does not have an allowable excuse. Absent means not in attendance for a class or school day for any reason, excused or not except for interscholastic extracurricular activities.

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, or injury 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.

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School administrators are authorized to excuse students from school for necessary and justifiable reasons as determined from the circumstances surrounding the cause of the absence.

The District shall provide interventions for students who are missing school, depending on the number of absences.

Intervention is called for if a student misses five percent (5%) or more of classes or days of school.

A public school shall provide interventions to students who are absent or chronically absent, which may include:

- assessing student and family needs and matching those needs with appropriate public or private providers, including civic and corporate sponsors;
- making referrals to health care and social service providers;
- collaborating and coordinating with health and social service agencies and organizations through school-based and off-site delivery systems;
- recruiting service providers and business, community and civic organizations to

provide needed services and goods that are not otherwise available to a student or the student's family;

- establishing partnerships between the public school and community organizations, such as civic, business and professional groups and organizations and recreational, social and out-of-school programs;
- identifying and coordinating age-appropriate resources for students in need of:
 - counseling, training and placement for employment;
 - drug and alcohol abuse counseling;
 - family crisis counseling; and
 - mental health counseling;
- promoting family support and parent education programs; and
- seeking out other services or goods that a student or the student's family needs to assist the student to stay in school and succeed.

STUDENT ATTENDANCE

PURPOSE: Regular, uninterrupted instruction, classroom participation, and interaction with classmates are important to the educational process. Preparation and training for subsequent study and the demands of employment include the development of self-discipline through regular class attendance. For these reasons and others, state law requires that all children of appropriate age and condition attend school regularly. See the Compulsory School Attendance Law, NM Statutes Annotated § 22-12-1 through 22-12-8.

*The New Mexico Children's Code provides that if a child has more than **ten** unexcused absences per year, the child's family may be designated a "family in need of services" or a "family in need of court ordered supervision," NM Statutes Annotated § 32A-3A-2(A)(1) and 32A-3B-2(A). A child who is permitted by his/her parents or legal guardian to be chronically truant may also be considered a "neglected child". Id. § 32A-4-2(C) (2). State law requires the schools to report violations of the Compulsory School Attendance law to the juvenile probation office. Violations of the Compulsory School Attendance law can subject parents or legal guardians to criminal sanctions as provided by New Mexico law.*

Maintaining regular school attendance by all students is the joint responsibility of parents or legal guardians and educators. In keeping with that obligation, the Bloomfield Board of Education and District Superintendent prescribe the following rules for school attendance.

Parent or Legal Guardian Verification of Absence

A parent or legal guardian must:

1. Notify the school each day their child will be absent from any class and state the reason for the absence; or
2. Upon the first day a student returns to school from any absence, the student must present a signed, dated note from his/her parent or legal guardian verifying the reason for the absence. Student absences will be classified “verified unexcused” if the excuse note is not turned in on or before the third day of the student’s return to school. If a student has been absent for 10 or more consecutive days, due to illness, the principal or his/her designee may require written verification from the student’s professional health care provider that the student is in good health and able to attend school on a regular basis.
3. **Parent/guardians may excuse up to three (3) absences per class per quarter and two (2) first period tardies per class per quarter where a valid excuse (i.e. sickness, doctor’s appointment, etc.) for an absence exists. Absences must be excused within 5 days of the absence date or they will remain unexcused. First period tardies must be excused the day of the tardiness. Excused absences in excess of three must be made up according to school policy. All unexcused absences must be made up.**

Prolonged Illness: In cases of chronic or prolonged illnesses expected to last ten (10) or more consecutive school days, during which the student is able to do school work, the student’s parent or legal guardian will present written verification by the student’s professional health care provider of the expected length of the illness and the student’s ability to do school work at home.

Unexcused Absence: An unexcused absence is an absence for which no appropriate excuse has been provided by the student’s parent or legal guardian within the time limits provided by this policy. Special family situations may be considered appropriate for excused absence when prior approval is received from the principal or his/her designee. **If a student has 10 consecutive unexcused absences they will be dis-enrolled from the school.**

Make Up of Work Missed: Following an excused absence, a student will be given time and staff assistance (as indicated by make-up policy below) by his/her teacher to make up the work the student missed during the absence. A student will not be provided the opportunity to make up the work missed during an unexcused absence. At applicable grade levels, if the student fails to make up the work missed during an excused absence within the time permitted, any work for which a grade was to be assigned will be counted as a zero in the teacher’s grade book, and averaged into the student’s grades for the relevant grading period.

MAKE-UP of ASSIGNMENT POLICY

- One (1) day/class for make-up work will be allowed for each day/class absence

up to a maximum of five (5) days or one (1) school week. Special make-up arrangements are required for make-up over a 5 day limit.

- The one day per absence policy does not pertain to schoolwork assignments known to the student prior to their being absent. These assignments are due upon the student's return.
- For school-sponsored scheduled activities, students should make arrangements for their assignment/make-up prior to the absence.
- Pre-arranged absences require pre-approval by an administrator; therefore, arrangements for assignment/make-up should be made before the absence.

PRE-ARRANGED ABSENCES - Students are allotted 10 prearranged absences per year.

Parent Notice of Unexcused Absence: If a student is absent from school during which time his/her parent or legal guardian has not contacted the school and given an appropriate reason for the absence, as required by paragraph 1 above, the school will, as soon as possible, contact the parents or legal guardian by telephone or certified mail to give notice of the student's absence.

TRUANCY - Any student absence without prior parental or administrative knowledge and/or consent.

CONSEQUENCES:

1. 1 day of ISS/OSS
2. 3 days of ISS/OSS
3. 5 days of OSS

THEFT - Unauthorized possession and/or sale of property without consent of the owner.

1. 3 days of ISS/OSS, restitution if damaged or loss, Parent and Bloomfield Police Notification.
2. 5 days of OSS; restitution if damaged or loss, Parent and Bloomfield Police Notification.
3. 8 days of days OSS, restitution if damaged or loss, Parent and Bloomfield Police Notification, and Expulsion Hearing

THREATS - A threat of physical violence and/or actual physical violence may result in a referral. Language, Profane and/or Abusive Language need not be obscene to be abusive. Language can be considered abusive when said (directly) to the person or (indirectly) when the comment is made about someone. School personnel, including substitutes, will not be subjected to language that is abusive. (Incidentally, courts have ruled abusive language, gestures, etc., directed by students toward teachers or staff on weekends, holidays or other non-school times may be handled as though it happened on campus, during school hours).

1. 2 days of ISS/OSS
2. 4 days of ISS/OSS
3. 6 days of ISS/OSS

UNDER THE INFLUENCE OF NON-PRESCRIBED SUBSTANCE - Any student who attends school under the influence of any non-prescribed substances will have the following consequences:

1. Substance Abuse Assessment and Sent Home
2. Substance Abuse Assessment and Sent home
3. Admin discretion; Referral

VANDALISM/LITTERING - Deliberately or maliciously destroying, damaging, and/or defacing school property, or the property of another individual. This includes littering. The student and/or parent/guardian are responsible for cost, or replacement of damaged property. The tagging of car windshields/windows is considered vandalism, and students who are caught tagging cars will be considered vandals.

1. 3 days of ISS/OSS, restitution, parent and law enforcement contact or 5 days work detail spent cleaning and/or repairing vandalized property
2. 5 days of OSS, restitution, parent and law enforcement contact or 10 days work detail spent cleaning and/or repairing vandalized property
3. 8 days of OSS, restitution, parent and law enforcement contact, Expulsion Hearing

VIOLATION OF SUSPENSION - A student being physically present on campus or at a school activity while on suspension. Any student suspended from Mesa Alta Junior High School for violation of district/building disciplinary policy is restrained from all school (BHS/MAJH) campuses for the duration of the suspension. This includes all curricular and extracurricular

activities, athletics and other events. Arrangements to attend counseling sessions may be made through the principal.

1. First Offense: Double the Original Suspension Time
2. Second Offense: Ten Day OSS
3. Third Offense: Expulsion Hearing

VISITORS/STUDENT VISITORS - All visitors (parents, guardians) must check in at the MAJH Main Office. Visitors will be asked to provide identification. Any visitor or family member who spends time at the school often needs to go through Human Resources and pass a background check.

WEAPONS - The possession and/or use of weapons on school property and/or school related activities are a violation of district policy as approved by the Bloomfield School Board as well as being against the law. Violations will be addressed as per the district conduct policy and referred to the appropriate law enforcement agency.

SCHOOL DISCIPLINE - At any point in time, if the administration feels that the discipline matrix does not fit the punishment for a student, they will use discretion on a case by case scenario as an admin staff.

BE SAFE

MAJH students are expected to:

- Follow adult directions
- Follow our three core values: respect, responsibility, and safety
- Always keep hands, feet, and objects to yourself
- Always walk
- Stay in line, single file. Stand in line and wait your turn
- Stay to the right side, walk in 2 lines when the halls are crowded.
- Walk and use quiet voices when entering and exiting
- Sit properly in class and cafeteria
- Pick trash up off the floor
- Wash hands with soap and water
- Follow playground/outdoor rules
- Play/Gather in approved areas only
- Line-up when the whistle blows

SCHOOL NURSE

Any student who has a health issue of concern is to be referred to the school nurse. This might include suspected poor vision, suspected hearing loss, suspected communicable disease

symptoms, infectious skin conditions, and/or any other condition where the student might be helped by consulting the school nurse

Students who are not feeling well are required to report to the Health office before calling parents to check them out. The Health office will contact parents as necessary.

IMMUNIZATION RECORDS

All students are to meet the requirements as set forth by the Bloomfield Board of Education and the State of New Mexico. A record of individual immunizations is maintained in the nurse's office. Failure to have up-to-date-immunization records or to comply with immunization requirements is just cause for a student either not being allowed to enroll or for suspension pending dis-enrollment

LIBRARY REGULATIONS

Students are welcomed and encouraged to utilize the school library. During class time students must have an agenda or an agenda from a teacher or they will not be admitted. Most library materials may be checked out for a two-week period except for books on reference or reserve status. The students have access to books and a large variety of other materials in the library. **A fine of 10 cents per day is charged for overdue materials.** Materials can be renewed anytime and the loss of books is to be reported to the librarian as soon as possible.

CHECKOUT FOR LEAVING CAMPUS DURING CLASS HOURS

Students who wish to leave school before their regular dismissal time must **first** have a parent/guardian fill out and sign the checkout sheet located at the MAJH office front desk. Students who fail to follow the prescribed checkout procedures will be considered truant and will be subject to disciplinary action.

Students who are leaving from a **school activity off-campus** must get the written approval of the Principal 24 hours in advance.

GUIDANCE AND COUNSELING

Students needing to confer with a counselor or social worker are required to go by the guidance office **before or after school** or during lunch or **between classes** to sign the callout sheet. The counselor or social worker will send for students who sign up on the callout sheet as soon as possible. Parents are also encouraged to call to set up appointments as needed. Guidance and/or counseling services are provided to all students.

GRADING SYSTEM w/GRADE POINT AVERAGE

The symbols of A, B, C, D, AND F are used as achievement indicators for our grading system.

- A - SUPERIOR
- B - ABOVE AVERAGEabove average

- C - AVERAGE
- D - BELOW AVERAGE
- F - FAILING

NOTE: Special Education will utilize the same grading system.

GRADING SCALE with POINTS EARNED FOR GPA:

SCALE REGULAR HONORS/ADVANCED PLACEMENT

90 to 100 A= 4.0 A = 5.0

80 to 89 B= 3.0 B = 4.0

70 to 79 C= 2.0 C = 2.0

60 to 69 D= 1.0 D = 1.0

59 or Below F= 0.0 F = 0.0

EXTRA CURRICULAR ELIGIBILITY

Students wishing to participate in athletics or extracurricular activities (school sponsored activities which are not required by law or by Educational Standards for New Mexico Schools) **must have passed at least four (4) classes, failed no classes, and obtained a 2.0 grade point average.** Any student not meeting these criteria will be ineligible until the first day of the next grading period.

Excessive absences, tardies, and/or truanancies could result in a student being declared ineligible for the remainder of the semester by the Principal and Athletic Director.

- **Students that have accumulated 5 absences that are not medically excused or prearranged will be declared ineligible if their GPA is below a 2.0 or if they have 2 or more F's. Eligibility will be reinstated when the student has made up the days in excess of 5 days as per the attendance policy.**

All school rules apply at and away athletic/school activities.

- **Students who are absent without prior administrative approval on the day of or before a home or an away activity shall not be permitted to compete in or take part in any type school activity if any part of the school day is used for the activity, which includes travel.**

NMAA RULE: A student-athlete is limited to 15 school related and/or activity absences per semester.

PROCEDURE FOR CHECKING SCHOLASTIC ELIGIBILITY

See Current NMAA Eligibility Requirements:

[https://www.nmact.org/file/Verification of Eligibility.pdf](https://www.nmact.org/file/Verification%20of%20Eligibility.pdf)

SCHOOL SPONSORED DANCES

SCHOOL SPONSORED DANCES ARE FOR STUDENTS OF MESA ALTA JUNIOR HIGH SCHOOL ONLY. NO EXCEPTIONS.

All school rules and policies will be followed and enforced. School groups/organizations sponsoring dances must comply with regulations and must include these regulations in advertising their dances. The organization or group sponsoring the dance is responsible for acquiring and scheduling six (6) chaperones (parents and teachers) for the dance as a prerequisite for administrative or facility usage approval. No dance band/DJ can be signed to contract for a school sponsored dance without prior approval of the principal. The student group must have sufficient un-obligated money in their activity account to pay the band/DJ prior to entry into a contract agreement.

DANCE REGULATIONS

School dress code is in effect at dances. Students whose dress/attire is in bad taste will not be admitted. The sponsor and/or an administrator will make the decision in these situations.

1. Once a student leaves the dance location, they will not be re-admitted unless they asked/received permission to leave and/or were escorted by a dance sponsor/chaperone.
2. Parents, guardians, and teachers are always welcome. Siblings or other family members may only attend if they are the legal guardian.
3. The dances exhibited by students should be in good taste.

SUBSTANCE ABUSE (ALCOHOL – DRUG- TOBACCO- E-CIGS - VAPES)

All violations and consequences for violations of the District Substance Use Policy are cumulative.

STANDARD CONSEQUENCES (OPTION # 2 from section D above)

1. First and Second Policy Violations
 - i. Receive a combination of 9 days OSS and ISS.
 - ii. Complete a mandatory substance abuse screening with a school designee within the time frame of the OSS/ISS.

2. Third or Subsequent Policy Violations

- i. Receive a combination of 9 days OSS and ISS.
- ii. Complete a substance abuse screening with a school designee within the time frame of the OSS/ISS.
- iii. A long term suspension or expulsion hearing will be held with the district's hearing officer or designee.

INTERVENTION WITH CONSEQUENCES (OPTION # 1 from section D above)

1. First and Second Policy Violations

- a. Receive a combination of 9 days OSS and ISS (four to six days of the OSS/ISS may be held in abeyance).
- b. Complete a substance abuse screening with a school designee within three days of the violation.
- c. Sign a Substance Abuse Intervention Contract. Consequences that were held in abeyance will be reinstated for noncompliance with the intervention contract.

2. Third or Subsequent Policy violations

- a. Receive a combination of 9 days OSS/ISS.
- b. Complete a mandatory substance abuse screening with a school designee within the time frame of the OSS/ISS.
- c. Sign a Substance Abuse Intervention Contract which will require the completion of a full substance abuse assessment within the community. Consequences that were held in abeyance will be reinstated for noncompliance with the intervention contract.
- d. A long term suspension or expulsion hearing will be held with the district's hearing officer or designee. Either the hearing or the outcome of a hearing will be held in abeyance.

BULLYING IS AGAINST THE LAW

ANTI-BULLYING

Bullying, harassment and intimidation are illegal and will not be tolerated in any Bloomfield Schools or Department. **"Bullying"** means any repeated and pervasive written verbal or electronic expression, physical act or gesture, or pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus station, 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 or may not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age, or sexual orientation. **"Harassment"** means knowingly pursuing a pattern of conduct that is intended to annoy, alarm, or terrorize another person. **"Cyber-Bullying"** the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature. It is when a student use the internet, cell phones or other technological devices to send or post text or images intended to hurt, embarrass, threaten, torment, humiliate or intimidate their victim

Direct violation of district policy or state law WILL result in disciplinary action which may include: suspensions and/or long term expulsion from school. In some instances legal authorities may also be involved. You are not alone, there is help available, if you have been a victim of bullying or harassment or suspect bullying is happening report this to the principal immediately.

Report through the **“SAY SOMETHING”** app or call/email the principals.

EMERGENCIES

EVACUATION

- When a bomb threat or other related emergency is reported, EVERYONE WILL EVACUATE THE BUILDING and proceed to their designated area.
- Classroom teachers should take their grade books and take roll when they have reached the designated area and report any absences
- DO NOT STOP to turn off lights, close windows or doors.
- Evacuate immediately upon signal.

FIRE DRILLS

- The Alert signal (Horn blasts) and verbal instruction on the P.A. are the signals for a fire drill. Students are to leave the building in an orderly manner and report to the area designated by the teacher. Teachers should close all windows, turn off lights and close (but do not lock) doors.
- Classroom teachers should take their grade books and take roll when they have reached the designated area and report any absences.

SHELTER IN PLACE

- Remain seated
- Listen to your teacher
- Do not get into your bag or pockets until directed to so do
- Keep hands and feet visible
- Follow staff directions
- Cooperate with Emergency Personnel
- Cell phones are turned off or on silent and placed in the cell phone holders
- Students can be allowed to move within the building (try to limit as much as possible), and will be able to move during passing periods.
- Completely locked down from the outside.

LOCKDOWN: ADMINISTRATIVE

- Indicates a medical emergency in the building
- Keep students inside classrooms
- Close classroom doors
- Minimize hallway movement to emergency traffic only

LOCKDOWN: EMERGENCY (should consider this the drill for an Active Shooter Situation)

- Know your classes designated safe spot
- If you are in the restroom, hall, etc proceed immediately to the nearest classroom or office
- Do not bring your bags or other items to the safe spot
- Do not open the door for anyone
- Stay calm
- Do not get on cell phones or other electronic devices
- Follow teacher directions
- Remain silent unless directed to speak by staff
- Listen to announcements

This handbook is not intended as, nor does it serve as, an exhaustive list of District policies. The school administration reserves the right to make disciplinary decisions as needed based on student need or performance. A Bloomfield School District Policy Manual is available at either the Mesa Alta office or the Bloomfield School District Administrative office and on the district website.

Secondary Disciplinary Matrix coming soon... therefore, behavior actions and consequences may be updated once the district adopts this matrix.