



**Twin Buttes Academy**  
**2019 – 2020**  
**PARENT-STUDENT**  
**HANDBOOK**

**10 N. Sandy Springs Rd.  
P.O. Drawer 680 Zuni, NM 87327**

***MR. ZENO KIEHNE, PRINCIPAL***



***“To Empower a Community of Learners”***

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**Zuni Public School District  
Vision Statement**

**The vision of the Zuni Public School District is to empower a community of learners who aspire, take risks and develop new realities. The District and Community shall work together to create a thoughtful and nurturing environment that meets the needs of all students in traditional and contemporary cultures, now and in the future.**

**Zuni Public School District Goals:**

- 1. *Ensure academic excellence through growth and achievement by maintaining a climate of high expectations, and providing motivating experiences for all students, staff, and parents.***
- 2. *Strengthen the effectiveness of communication between the District and the community by working with students, staff, and parents to develop learners.***
- 3. *Ensure proficiency in the Zuni and English languages for students and staff by providing programs.***
- 4. *Develop and nurture respect for self, others, and the environment in safe and drug-free settings.***
- 5. *Improve performance of all programs, students, staff, and the Board of Education by utilizing a systematic evaluation approach.***

**TBA  
Vision, Mission Statement and Goals**

***The mission of Twin Buttes Cyber Academy is to provide quality educational opportunities for students who seek an alternative to the traditional comprehensive high school experience. We strive to prepare all students to succeed in the workplace or post-secondary education, and to contribute positively to their community.***

***Twin Buttes provides a path to high school graduation through a blend of online learning, face-to-face instruction, and specialized career technical training. The learning environment is a safe, structured, and supportive small-school setting where all students can learn while developing respect, responsibility, and citizenship skills in keeping with Zuni core values.***

**P**erseverance  
**R**esponsibility  
**I**ndependence  
**D**etermination  
**E**mpowerment

## **Twin Buttes Academy Bell Schedules**

### **~Daily Schedule~**

**Staff report**                    **08:30 a.m.**

Period 1                    8:30 a.m.        - 9:28 a.m.  
Period 2                    9:30 a.m.        - 10:28 a.m.  
Period 3                    10:30 a.m. - 11:28 a.m.  
Period 4                    11:30 a.m.        - 12:28 p.m.

**LUNCH**                            **12:28 a.m. - 12:58 p.m.**                    -

Period 5                    1:00 p.m. - 1:58 p.m.  
Period 6                    2:00 p.m. - 2:58 p.m.  
Period 7                    3:00 p.m. - 3:58 p.m.

**Staff**                                **4:05 p.m.**

### **~Friday Schedule~**

**Staff report**                    **8:00 a.m.**

Period 1                    8:30 - 9:45 a.m.  
Period 2                    9:45 - 11:00 a.m.  
Period 3                    11:00 - 11:30 a.m.

**Lunch**                                **11:30**

**Staff leave**                    **3:00 p.m.**

### **Release of Student Records and Information**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that governs the maintenance of student education records. Under that law, parents of students, or students themselves if they are at least 18 years of age ("eligible students"), have both the right to inspect education records kept by the school about the student and the right to correct inaccuracies or misleading information in the record. Access to these records by other than the parents or the student is limited and generally requires prior consent by the parent or the student.

### **The Board of Education for the Zuni Public School District gives notice to all parents and eligible students that:**

ZPSD maintains the following records directly related to students and subject to the limitations on disclosure provided in FERPA:

- Academic records,
- Personal information records,
- Disciplinary records,
- Attendance records,
- Health records,
- Progress reports,
- Standardized testing records.

Access to records is limited to:

- Parents of students under 18
- Parents of students over 18, if such student is dependent as defined in the Internal Revenue Code
- The eligible student
- Officials of this school district who have a legitimate education interest
- Federal, state, and local officials to whom information is required to be reported
- Certain test organizations
- Accrediting organizations
- Appropriate persons in connection with an emergency
- Pursuant to subpoena or court order
- To any person, with the written consent of the parent or eligible student

ZPSD policy requires the following:

- Educational records be kept to an essential and relevant minimum. Records are reviewed at the end of each school year, and non-essential or irrelevant material is deleted.
- Limits the right of access to education records to the persons and circumstances indicated above.
- Requires that copies be made available to persons entitled to receive copies.
- Provides that explanations and interpretations of records are available upon reasonable advance notice.
- Some records, such as standardized test scores and other material of a technical nature may only be reviewed with a person qualified to interpret and explain such material and records.
- Provides the right to challenge the content of records.

If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question. ZPSD will not re-disclose student records without prior written consent.

### **Student Directory Information**

FERPA classifies certain types of information that generally would not be considered to be an invasion of privacy or harmful if released as "student directory information." School officials may release directory information, as defined under ZPSD policy, to any person, including but not limited to marketers, colleges, and the media, without the consent of the parents or the student.

Parents/students who object to the release of any or all of this information without consent must notify, in writing

- Principal/Assistant of the school where the records are kept
- Within fifteen (15) days following the 1<sup>st</sup> day of school (or the enrollment of the student, if after the beginning of the school year).
- The objection must state what information the parent or student does not wish released.
- A form for filing an objection is available at all district schools and at the superintendent's office.

In the absence of timely notice objecting to its release, the listed information will be classified as directory information until the beginning of the next school year.

"Directory Information" as defined by ZPSD policy includes:

- The student's name
- Grade in school
- Name of school
- Eligibility and participation in officially recognized activities, including but not limited to fine arts exhibits, performing arts programs, other performances, graduation programs and sports events
- Weight and height of members of athletic teams
- Honors and awards received
- Yearbooks
- Identification in visual media, including photographs, videotapes and video images, depicting school programs or activities.

Federal regulations are subject to change, and ZPSD will comply with regulations as adopted.

#### **Release of Student Information to Military Recruiters**

The Federal No Child Left Behind Act (NCLB), requires school districts to provide student names, addresses, and telephone numbers to military recruiters **unless the parent or student (if 18 or over) specifically requests that the information not be released without prior written parental consent.**

If parents of students in grades 9-12, or students aged 18 or older object to the release of this information, they are asked to complete a form indicating their objection. If the form is not completed and returned to the student's school, requests for this information will be honored. Forms are available at all schools serving students in grades 9-12 and should be returned within fifteen (15) days of the beginning of the school year or fifteen (15) days after enrollment.

#### **Protection of Pupil Rights Amendment**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires school districts to notify parents and obtain consent before students participate in certain school activities. These activities include a student survey, analysis, or evaluation that concerns any of the following eight specific areas ("protected information surveys"):

- Political affiliations or beliefs of the student or student's parents
- Mental or psychological problems of the student or student's family
- Sexual behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally-recognized privileged relationships, such as with doctors, lawyers, or ministers,

- Religious practices, affiliations, or beliefs of the student or parents
- Income, other as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and certain physical examinations and screenings (“activities”).

ZPSD does not currently plan to administer surveys that seek any of the “protected information” detailed above. Should a situation arise where such a survey needs to be administered, the District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities. Parents will be provided with an opportunity to review the surveys and with an explanation of the activity. **Parents will have the opportunity to consent to or opt their child out of participation.** The rights granted by PPR, as well as the opportunity to consent/opt out, transfer from parents to any student who is 18 years old or is an emancipated minor under State law. Any questions or concerns should be directed to the school Principal/Assistant.

### **Student Assessment**

ZPSD believes it is important to offer students a variety of assessment opportunities. Assessments are included as a part of every class. However, students are also measured through a variety of alternative methods including:

- Portfolios
- Demonstrations
- Presentations
- Collaborative projects

This variety of assessments allows students and teachers to identify strengths and problem areas and respond to them promptly. When problem areas are identified, teachers develop strategies to correct the problem.

State and Federal Assessments utilized at TBA include:

- New Mexico Standards Based Assessment--NMSBA: Administered to 11<sup>th</sup> grade
- ACT/Plan: Administered to 10<sup>th</sup> grade
- ACT: Administered to 11<sup>th</sup> & 12<sup>th</sup> grade
- ASVAB: Administered to 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> grade on voluntary basis
- ASVAB Aptitude Battery: Administered to all students in the Fall
- STAR Reading and Math: Administered to all students three times a year
- New Mexico English Language Proficiency Exam (ACCESS): Administered to all ELL students.
- PARCC: Administered to 9<sup>th</sup>, 10<sup>th</sup> & 11<sup>th</sup> grade once a year.
- NMAPA: Alternative Assessment for science and social studies
- EOC: End of Course Assessments in all non-elective subjects

<b>Performance Level</b>	
"A" Level Performance 90-100	The student's work exceeds all of the basic requirements of the challenge/task at a very high level of competence. It is clear, carried out with unusual precision and skill, and demonstrates an in-depth understanding and analysis of the content and the challenge itself. The work is presented in an original and creative manner that communicates either new insights or intriguing perspectives.
"B" Level Performance 80-89	The student's work exceeds all of the basic requirements of the challenge/task at a high level of competence. It is complete, has no significant errors, and demonstrates a thorough grasp of the content and the challenge/task itself. In addition, the work is well presented, and facts and ideas have been combined in order to generalize or explain conclusions and interpretations of the ideas and concepts studied.
"C" Level Performance 70-79	The student's work satisfies the basic requirements of the challenge/task at an acceptable level of competence. It shows the required grasp of key ideas and concepts, is presented in an adequate manner, and conveys the key ideas of the challenge/task itself. Work at this level meets only the minimum level of performance and should be considered a point from which improvement should begin.
"D" Level Performance 60-69	The student's work does not satisfy the basic requirements of the challenge/task and must show improvement. This work demonstrates a minimal understanding of key ideas and concepts, lacks clarity and precision in its presentation, and demonstrates little understanding of the challenge/task itself. This work meets only the minimum level of competence for granting credit.
"F" Level Performance Below 60	The student has not met the basic requirements for "D Level Performance" in the course. All strategies and/or time available to satisfy this academic requirement have been exhausted, and "No Credit" will be awarded for this course work.
Honor Roll	To qualify for the honor roll, a student must earn a 3.0 grade point average (GPA) for the semester.

### **Student-Led Conferences (SLC)**

At TBA Student-Led Conferences (SLC) replace the traditional parent/teacher conference. SLCs are led by the student with parent/guardian, and other student invited guests. The teacher facilitates the meeting, but the student is the leader of the meeting. During the conference, students will explain their progress of both academic (content/skill) and character. Students will explain their progress by leading their families through a portfolio of assignments from classes.

### **Dual Enrollment**

Dual enrollment provides an opportunity for high school students to take college level courses.

- Dual enrollment courses may only be taken for **elective** credit and cannot be used to meet a **core** graduation requirement in accordance with our agreements with the post-secondary institutions.
- Eligibility requirements to enroll in dual enrollment courses are established by the post-secondary institution and vary with the institution and the desired course.
- It is the student's responsibility to provide the ZPSD registrar with an official college transcript to get the course included on the student's ZPSD transcript.
- Twin Buttes Academy Juniors and Seniors are eligible for the dual credit opportunity provided that they have completed the core requirements for graduation

**Credit Recovery: Online Course Work & Independent Study**

Students must request prior approval from their counselor for credit recovery courses or independent study to qualify for credit at ZPSD. These courses must require that the final exams be supervised by certified school personnel and be earned from an accredited program or certified teacher. ZPSD reserves the right to evaluate a course before credit is given.

Twin Buttes Academy offers online credit recovery programs as well as credit recovery through independent study supervised by certified school personnel.

**Counseling**

Sometimes students find themselves in difficult or confusing situations. For these situations, there are people on staff as well as support groups that can help. School counselors, social workers, and school psychologists are available for counseling.

Twin Buttes Academy has counselors on hand twice a week however; they are on call for any student wishing to meet with them on an as needed basis.

When needed, students are referred to the IHS Behavioral Health Department or the Zuni Teen Health Center for services.

**Normal Class Load**

The normal class load for a ZPSD student is 7.0 credits per year. Students can earn additional credits beyond their normal class loads through independent study or online courses, etc. All additional credits need prior approval from TBA Administration.

**ZPSD Graduation Requirements**

- A total of 25 credits are required for the Class of 2015 and beyond to graduate from TBA.
- Students must pass the state mandated assessments **or** complete a state approved Alternative Demonstration of Competency (ADC) to receive an endorsed diploma.
- Students who earn credits but do not meet the state mandated requirements may be eligible for a Certificate of Completion.
- To participate in the graduation exercises, students will have to earn all their required course credits AND meet the requirements as stated in the School Board Policy.

**CREDIT REQUIREMENTS FOR CLASS OF 2015 and subsequent classes:**

<b>English</b>	<b>4 credits</b>
<b>Mathematics</b>	<b>4 credits (one unit =or&gt; than Algebra 2)</b>
<b>Science</b>	<b>3 credits (2 with lab)</b>
<b>Social Studies</b>	
<b>World History</b>	<b>1 credit</b>
<b>U.S. History</b>	<b>1 credit</b>
<b>Government/Economics</b>	<b>1 credit</b>
<b>New Mexico History</b>	<b>.5 credit</b>
<b>Physical Education</b>	<b>1 credit</b>
<b>Career cluster/workplace readiness</b>	
<b>or a language other than English</b>	<b>1 credit</b>
<b>Health</b>	<b>.5 credit</b>
<b>AP/Honors/Dual Enrollment/Distance</b>	
<b>Learning Course</b>	<b>1 credit</b>
<b>Fine Arts/Practical Arts</b>	<b>1 credit</b>



<b>TOTAL REQUIRED COURSE CREDITS</b>	<b>19 credits</b>
<b>TOTAL ELECTIVE COURSE CREDITS</b>	<b>6 credits</b>
<b>TOTAL CREDITS REQUIRED FOR GRADUATION</b>	<b>25 credits</b>

**Receiving Credit**

In order to receive a ½ credit for a particular course, a student must be enrolled in that course for 66% of that course’s semester and complete the course with a grade of 60%

or better.

### ***Grade Classification for Class of 2015 and subsequent classes***

A student's grade classification is determined by the number of high school credits earned.

Minimum credits for the following grades at TBA are as follows:

- Freshmen 0 – 6 credits
- Sophomore 6.5 – 12 credits
- Juniors 12.5 – 18 credits
- Seniors 19+ credits

A student transferring to TBA from a high school program whose graduation requirements are less rigorous may be classified using a pro-rating system.

### **Enrollment Conditions for Students 18 years and above who are NOT Seniors**

Twin Buttes Academy will enroll students 18 years of age or over who are not considered seniors however; they must sign an academic contract. The contract will be included in the registration packet for underclassmen who are 18 years of age or over. Requirements under the contract will be for students to attend school regularly and on time. They must attain passing grades in all online or regular classroom courses. Failure to meet these requirements will be cause for student to be withdrawn and referred to a GED program.

Opportunities for credit recovery are available through online courses and Independent Study on weekends.

### **Parent Contact**

TBA will contact parent(s)/ guardians of all students for emergency and other reasons set out in the handbook. Parents must make sure that the TBA office staff has a current phone number on file. Only individuals listed as contacts in our student data system will be contacted. Parents are responsible to provide updated contact information to school staff.

### **Health and Wellness**

The TBA Health Office is staffed by a health assistant to help maintain and support the wellbeing of our students. A district nurse is also available to help our students and maintains regular contact and office hours at TBA.

- Students who experience health problems during the school day **must report to the health office, located at the end of the hallway before the double doors.** Students must have a pass from their teacher.
- Students may not visit the health office during passing periods unless they are having a health crisis.
- Students experiencing health issues will be assessed and an attempt to reach the parent will be made, as needed.
- When a health problem exists or a significant injury is sustained during the school day, the health office will attempt to reach designated emergency contacts.
- If the health office staff has assessed the student as able to remain in school and a parent cannot be reached, the student will be returned to class.
- Parents or other designated emergency contacts must pick up the student from school and sign him/her out from the health office as well as the main office.
- Parents are requested to report any serious injury or ongoing health conditions that occur throughout the school year to the health office to support educational success and recovery.
- Students are able to rest in the health office during the school day for up to 20 minutes if not feeling well or have eye strain.
- **Students may not text or call their parents to pick them up due to illness. Only the school health staff will notify parent if student is being sent**

home.

**Zuni Public School District Policies in accordance with the New Mexico State Department of Health, Office of School Health are as follows:**

NO medicine, either prescription or over the counter, may be carried by the student on campus. There are two exceptions:

- A metered dose Asthma inhaler and emergency injections for severe allergic reactions may be carried by the student **only** if the appropriate forms completed by the doctor and parent are on file in the health office.

Parents who wish to have over the counter medications available for their student during the school year must:

- Obtain an over the counter medication form from the health office
- Return it to the health office with the medication **in the original sealed container**
- The medication will be provided as needed to the student in the health office

**Students who require prescription medication during the school year must:**

- Obtain a medical order form or provide a doctor's order with electronic signature
- It must be filled out by the prescribing MD and signed by the parent
- It must then be returned to the health office with the medication in the original prescription container and the script must match the MD order.

Prescription medications will be given within one hour of the time due and students will sign for their dose. When students fail to arrive to the health office for their medication, every attempt to locate them will take place. Parents will be notified if their child misses a dose. Parents will be notified when medication supply is low. Parents **MUST** bring their student's medication to the health office or call the health office to make other arrangements.

Medications will not be kept year to year. Parents must pick up the medications in the health office by the last day of school. Medications will be discarded if left in the health office at the end of the year. **All permission forms expire at the end of the school year.**

**Students caught in possession of either prescription or over the counter medications during the school day may be subject to disciplinary measures. Students who either give or sell prescription drugs, over the counter medications or "look-a-likes" to other students on campus will be subject to disciplinary measures under selling, distributing or exchanging illegal substance policies, with an automatic police referral. It is imperative to understand that both over the counter and prescription drugs have different effects on individuals and could cause great harm or even death when given to someone it was not intended for.**

**Immunizations**

ZPSD follows the state guidelines regarding immunizations. Students must be up to date with their immunizations in order to register for school and to remain at school. If you have questions about this, please call the Health Office. **A most recent updated immunization record will be requested BEFORE a student is enrolled and attends school.**

### **Dress Code**

Zuni Public School District students are to come to school dressed appropriately and ready to learn. The dress code is designed to provide a safe and healthy environment that promotes positive behavior and learning.

#### **Students are to dress in a manner that will not:**

1. Interfere with classroom instruction
2. Be a safety hazard to self or others
3. Embarrass self or others
4. Allow items to be hidden under garments (i.e. earbuds, music devices, etc.)

#### **Students must adhere to the following:**

- Pants are to fit at the waist. **Wearing sagging trousers/jeans below the hips is not permissible.**
- Clothing that is designed to be worn outside must be properly fitted.
- Midriffs and underwear should not be exposed.
- **All individuals will remove hats, caps, hairnets, and bandannas while in the school buildings as a form of courtesy and respect.** When outside, all hats should be properly worn.
- **Bandanas are not allowed** either worn or placed on clothing.
- **Hoodies worn over the head will not be allowed. School staff will have students remove hoodie overhead whenever student is in the building.**
- Muscle shirts, tank tops, spaghetti strapped shirts, low-cut tops, see-through clothing, short shorts, strapless/tube top blouses and bare midriff clothing will not be allowed.
- Sunglasses are inappropriate in school. If a student must **use sunglasses for medical reasons he/she must have a note signed by his/her doctor for the day(s) they are to be worn.**
- Students must wear footwear at all times. Students are not permitted to walk about the school in stockings or socks without shoes or in bare feet unless given permission by a staff member.
- **Graphics on clothing, extra-long belts, chains and other items of clothing that have been determined to be gang related by the Zuni Police Department are not allowed.**

#### **Clothing should not exhibit the following:**

- **ICP items**
- **drugs**
- **alcohol**
- **cigarette messages or emblems**
- **satanic emblems (i.e. skulls and skeletons)**
- **Inappropriate language.**

*(See Policy 6-19, Satanic Symbols, Illegal Substances and other Inappropriate Symbols)*

**TBA administration reserves the right to prohibit the wearing of any clothing or accessory (i.e. colors, styles, logos, etc.) that is considered gang-related per Zuni Police Department or that are counterproductive to a positive learning environment.**

#### **Consequences:**

Should a student come to school wearing prohibited clothing, the Principal/Assistant or designee shall:

1. Take the prohibited items (i.e. Caps with inappropriate graffiti, sunglasses, T-shirts, etc.) and Store it in the Principal's office to be picked up and taken home the end of the school day. Parents may be called to bring appropriate clothing for their student.
2. Give the student an appropriate article of clothing to wear during

the school day, which he/she can return on the following day.

3. Have a conference with the student and the parent to discuss appropriate clothing standards or provide them with a copy of Board Policies 6-19 and 6-31.

**If any student continues to violate the above dress codes, the Principal/Assistant or designee may deem this as defiance of Board Policy and can refer to the Suspension Policy 6-24 for further disciplinary actions.**

**Title IX:** Under the provisions of Title IX, Education Amendments of 1972, public schools must make sure that all students, regardless of gender, have equivalent opportunities to participate in athletics, academics, and training programs. The ZPSD Title IX Coordinator is responsible for overseeing compliance with the provisions of Title IX and for investigating complaints.

For further information, contact the ZPSD Title IX Coordinator at the Zuni Public Schools District Office, 12 Twin Buttes Dr., Zuni, NM 87327, (505) 782-5511.

**Section 504:** Under the provisions of Section 504, Rehabilitation Act of 1973, public schools must make sure that all students, regardless of disability, have equivalent opportunities to participate in a free appropriate public education (FAPE). This provision applies to qualifying disabled students whose disabilities are not so severe as to create IDEA eligibility.

ZPSD's Section 504 Coordinator is responsible for overseeing compliance with the provisions of Section 504 and for investigating complaints.

For further information, contact ZPSD's 504 Director, at the Zuni Public Schools District Office, 12 Twin Buttes Drive, Zuni, NM 87327, (505) 782-5511.

#### **Student Parking**

The campus parking lot is available for the safe and responsible use of student parking. Any student who complies with all ZPSD rules, policies, and procedures, including driver's license and vehicle registration, is eligible for parking privileges on campus. **Students driving to school will provide a letter indicating permission from vehicle owner allowing him/her to drive vehicle to campus. Additionally a copy of the vehicle registration, driver's license and insurance documents must be provided to the school prior to parking vehicle in the school lot. Student must be insured with the vehicle.**

#### **Visitors**

TBA is a closed campus and does not allow student visitors. Other visitors must check in at the front desk located in the reception area and receive a Visitor's Pass. Staff at the front desk will contact the appropriate staff member and escort the visitor to his/her destination on campus.

#### **Background Checks: (Parents, Coaches, Chaperones and Volunteers)**

Parents, coaches, chaperones or volunteers who assist with students and have any type of supervisory responsibility accompanying or involved with a class must have **background clearance that includes fingerprinting. This includes any community partner/organization(s) that involve supervising or being in prolonged contact with students.**

Parents/legal guardians **do not** need a background check/fingerprinting if they are:

- meeting students at field trip sites
- attending assemblies
- school community meetings
- parent teacher conferences

- other occasions on a case by case basis

**Telephones**

Students will not be allowed to make personal telephone calls from school phones unless they have permission from staff.

**Cellular phone use by students is prohibited on TBA campus.**

**Lunch Hour**

Twin Buttes Academy is a closed campus. Students **MAY NOT** be checked out during lunch to leave campus. They are also not to be receiving outside food during the school day. Breakfast and lunch are served daily.

**Food/Drink**

- **NO** food or drink from cafeteria are allowed outside except on special occasions as deemed by principal or designee. Students may eat in cafeteria and then go outside during lunch when weather permit.
- **NO OUTSIDE DRINKS OR FOOD ARE ALLOWED ON CAMPUS**
- **NO SOLID COLORED WATER BOTTLES ALLOWED, ONLY CLEAR BOTTLES ALLOWED**

**Code of Conduct & Student Consequences Zuni Public Schools Hearing Authority**

**MISSION:**

The Hearing Authority (**Superintendent**) will interpret and implement school board policy in a way that ensures a safe, effective and productive learning environment for all ZPSD students.

**GOALS:**

- The hearing authority will enforce school board policy in such a way that allows for safe & effective schools.
- The hearing authority will collaborate with counseling agencies to provide students with the necessary services to be successful in school.
- The hearing authority will collaborate with schools to ensure efficient operations in conducting hearings.

**DISCIPLINE POLICY POLICIES/PROCEDURES RELATING TO STUDENTS PHILOSOPHY**

**The word "discipline" is derived from the word "disciple" which means, "to teach."**

**The purpose of these discipline and attendance policies is to ensure a safe, student-centered learning environment, which is free of disruption. These policies involve parents, community members, and school personnel in the process, and hold students accountable for their behavior.**

The effective education of our students requires a school environment in which students feel safe and secure. The Board of Education is committed to maintain an environment conducive to learning in which students are safe from violence, threats, name-calling, intimidation, and unlawful harassment. This policy shall include circumstances related to racial harassment and racial discrimination and how each are related from student to student, student to school personnel, and school personnel to student incidents.

### **A:shiwí Core Values**

Zuni Public School District and Twin Buttes Academy implement the A:shiwí Core Values in daily activities of all students and staff. It is expected that all students and staff acknowledge and practice *A:shiwí Core Values* to promote overall well-being and a positive learning environment.

1. Hon ansammo le'na' a:deyak'yanna.  
We will live accordingly.
2. Hon i:yayyułashshik'yana:wa.  
We will respect one another
3. Hon ko'hoł lewuna:we'diyahnan, wan hon i:tse'manna.  
We will think before we act and consider the consequences.
4. Hon i:yansatduna:wa.  
We will help each other.
5. Hon i:yanbeye:na:wa.  
We will give advice and counsel one another
6. Hon i:yayyumo a a:deyak'yanna.  
We will be honest and trust one another.
7. Hon i:wichemana:wa.  
We will love one another.
8. Hon dewu ashshi' i:willaba' a:deyak'yanna.  
We will be kind and generous to one another.
9. Hon i:yanhadiya:nan, i:yayyu'hadiyahk'yana:wa.  
We will listen and pay attention to one another.

### **DISCIPLINARY REFERRAL PROCESS:**

1. It is acknowledged that all staff members share in the responsibility for enforcing the discipline policies and creating an environment conducive to learning.  
**All referrals shall be made in writing after all efforts to mediate are exhausted by classroom teacher or school staff.**
2. The Principal/Assistant or his/her designee shall conduct and document a confidential investigation to determine whether or not to proceed with charging the referred student with a violation of policy.
3. In investigating a referral, the administrator or designee shall interview witnesses as appropriate and necessary.
4. In processing disciplinary referrals, the administrator or designee shall refer students for counseling services as appropriate.
5. All disciplinary policy consequences described below accumulate throughout the school year unless otherwise specified.
6. Any/all unlawful items shall be confiscated and be turned over to a law enforcement agency as soon as possible.
7. When a student has been placed on a district disciplinary contract, by the Hearing Authority, the following should occur:
  - a. The student will return to school with a copy of the district contract and a re-entry check-off form, which will require a Principal/Assistant Principal signature and a referral to the Student Assistance Team.
  - b. Prior to reentry from suspension on a drug/alcohol related violation, student must enter drug/alcohol counseling before being readmitted to school. **Proof of attendance at such counseling will be required.**
8. *If a student is expelled for 365 day expulsion:*
  - *The student will be placed in the grade level he/she was expelled from*
  - *If the student was proficient or above on the most recent NMSBA – then*

- the student will be placed in the next grade level
- If the student is not proficient or above in the most recent NMSBA – then the student will be placed in the grade level expelled from

If the offense was drug or alcohol related, the student will be required to receive drug/alcohol counseling from local agency. **Proof of attendance at such counseling will be required.**

Possible placement in alternative program [AEP] will be considered.

9. Students expelled for other than 365 day expulsion:
  - The school and hearing authority would review the NMSBA data sheet for the current school year.
  - If expelled prior to the NMSBA for the current school year:  
The student would be placed in the grade level from which he/she was expelled.
  - The school would schedule a reentry conference and the student would be placed in the SAT process for support and mentoring.
  - If the student was expelled after the NMSBA:  
If the student was proficient or above he/she would be placed in the next grade level:
  - The school would schedule a reentry conference and the student would be placed in the SAT process for support and mentoring.
  - If the student was not proficient or above he/she would be placed in the grade level from which he/she was expelled:  
The school would schedule a reentry conference and the student would be placed in the SAT process for support and mentoring.
10. Special Education expelled or placed on long term suspension:
  - A manifestation Determination Review (MDR) meeting is held and if it is determined that the behavior is not a manifestation of the student's disability: An IEP meeting will be held to do a change of placement and services:
  - The IEP team will meet a minimum of once per semester to review the placement, service delivery, and monitor progress. Interim alternative program placement [IAEP]

*Note: A student with a disability is entitled to the same sanctions for misconduct as a non-disabled student with one exception; the student is still entitled to a Free Appropriate Public Education (FAPE). The school does not have to replicate all the services and instruction the student would have been offered had he/she remained in school. However, they are required to provide sufficient services to permit the student to continue to participate in the general curriculum and to progress towards meeting the goals set out in the student's IEP.*

ALL ZPSD DISTRICT DISCIPLINE POLICIES APPLY TO BEHAVIOR THAT OCCURS WHILE ON SCHOOL PROPERTY, IN A SCHOOL BUS/VEHICLE, OR AT A SCHOOL ACTIVITY, BUS STOP, ATHLETIC OR SOCIAL EVENT.

**EXCEPTION: IF VIOLATIONS BEGIN ON DISTRICT PROPERTY AND PROCEEDS DIRECTLY OFF DISTRICT PROPERTY THIS IS CONSIDERED A VIOLATION OF SCHOOL POLICY.**

### **Attendance Policies**

Regular and prompt attendance helps students experience continuity in lessons, make connections to other work, and develop a strong work ethic. In addition the State of New Mexico requires that students attend school regularly and on time – a policy that ZPSD fully supports.

As a result of **House Bill 106**, the following sanctions are imposed for truancy by the State of New Mexico for non-compliance. In addition to the process outlined below, school consequences are also imposed for truancy.

In accordance to Zuni Children’s Code Title IX of the Zuni Tribal Code, Chapter 12 Compulsory School Attendance Section 9-12-1 Compulsory School Attendance; Responsibility: B. A minor shall attend school for the length of time during the school year established for the school, and C. The parent, guardian, or custodian is responsible for the minor’s school attendance.

Non-Attendance Consequences	
3 days	<ul style="list-style-type: none"> <li>● Parent called by Home School Liaison.</li> <li>● 3-day letter sent home via 1<sup>st</sup> class mail.</li> </ul>
5 days	<ul style="list-style-type: none"> <li>● Parent contact made by Home School Liaison.</li> <li>● 5-day letter sent home via 1<sup>st</sup> class mail or home visit will be made instructing parents to contact school within 24 hours for attendance meeting.</li> </ul>
7 days	<ul style="list-style-type: none"> <li>● Parent called by Home School Liaison.</li> <li>● 7-day letter sent home via certified mail &amp; 1<sup>st</sup> class mail OR home visit will be made instructing parents to contact school for attendance meeting/contract signing if not</li> </ul>
8 days	<ul style="list-style-type: none"> <li>● Parent called by Home School Liaison.</li> <li>● Referral to the Tribal Courts and the Juvenile Probation</li> <li>● Office of the judicial district where the student resides.</li> </ul>

\*\*\*\*Upon a student reaching 10 consecutive absences, he/she will be dropped from enrollment per NM Compulsory School Attendance Law.

### **TRUANCY**

A student found to be truant is absent from class or school without the prior knowledge and consent of the parent or guardian. The office must receive written or verbal verification within 24 hours of the absence. **Students charged with Truancy will not receive credit for class work missed due to the absence. Any work missed will be counted as a zero (0) for grading purposes.**

### **Attendance contracts**

*Students who have received previous court referrals for violation of the New Mexico Compulsory Attendance Law will be required to sign an attendance contract with parent/legal guardian prior to enrollment.*

*Attendance and tardies will continue to be monitored on a daily basis.*

*Students who have a history or truancy will be required to sign an attendance contract prior to being enrolled.*

### **HABITUALTRUANCY**

#### **CONSEQUENCES**

- 1<sup>st</sup> offense: Parental notification and either one day of Suspension or a chosen form of discipline.
- 3<sup>rd</sup> offense: Parental notification and mandatory parent conference and possible referral for counseling and/or SAT for review, either In-School Suspension or another chosen form of discipline.
- 5<sup>th</sup> offense: Parental notification and mandatory conference, referral to the Truancy Coach for mediation involving parent/family members to include home visits, possible referral to social services and EWI team for intervention

and up to 5 days of In School Suspension or an alternative form of discipline. Student will be placed on a school attendance contract.

**At the Principal' discretion a referral to Zuni Tribal Children's court for violation of school compulsory attendance law will be filed. Three instances of unexcused tardiness will equal 1 unexcused absence.**

**A Robocall will be made to the parent/guardian when the student is not in the first hour class.**

**Excused Absences** - To request that an absence be excused, the parent or legal guardian must call 782-4446 the day the student is absent, stating the student's name, grade and reason for the absence. Parents/guardians should contact the Attendance Office to excuse a partial day absence, prior to the absence. The administrator may require documentation or other verification to confirm the student's reason for the absence.

Absences *may be excused* for the following reasons:

- Medical, Health or Legal Appointments ( parents/legal guardians are strongly encouraged to schedule appointments after school hours)
- Illness (A doctor's note "will" be required after the third absence)
- Death in the family
- Limited Family emergency
- Religious commitment with notice from Kiva Leader or other Religious representative
- Diagnostic testing
- School sponsored activity
- Other circumstances, as agreed by the school administration prior to the absence.
- Out of School Suspension (OSS) is considered an excused absence. (Student may make up work during O.S.S for partial credit)

Parents requesting extended absences (five days or more) for family needs must have **prior Principal/Assistant permission.**

**School-Related Absences** – In accordance with state guidelines, students will be granted a maximum of seven absences per term for school-related activities if appropriate documentation is provided. Students are responsible for all work missed during school-related absences. Seniors are allocated two additional days for college visits. Proof of visit(s) required.

**Unexcused Absence/Tardy** – An unexcused absence is defined as an absence for which no contact has been made by the parent to the school that explains the student's absence or tardy or in which no appropriate excuse is given by student's parent/legal guardian. A student with excessive unexcused absences and tardies will be subject to intervention. **Intervention includes but is not limited to parent education sessions with retention coach, home visits, parent shadowing and referral to the Zuni Tribal Court.**

**Unexcused absences** include, but are not limited to:

- Sleeping in
- No clean clothes
- Helping with chores
- Caring for a family member
- No babysitter
- No ride/vehicle won't start
- Missing the bus
- Student employment

- Working on homework
- Hunting

**Appointments** – If students have an appointment to attend, **they must bring proof of appointment prior to being checked out.** Parents must sign out the student for an appointment and sign them back in upon return. Students who are emancipated or are at least eighteen and have provided a notarized statement signed by the student and parent/guardian may leave campus but must provide required documentation or other verification to confirm reason for the absence. For appointments in the morning, parent/guardian must call in before the student will be excused to arrive late on campus.

**Making Up Work** – A student who is absent **with an approved excuse** is required to make up work. The student will have 1 school day to make up work for each excused absence; exclusive of weekends (e.g. students will have two days to hand in work if he/she missed two days of school.) Weekends are not counted as makeup days, so a student missing Thursday and Friday has until Wednesday the following week to turn in work (Monday and Tuesday are counted as the days used for makeup.)

**TARDY POLICY**

Parents must call the school prior to their student’s arrival at school on the day of a tardy. A tardy will be excused or unexcused based on the same criteria as absences. Students who are tardy due to an appointment should follow the process outlined in the section titled "Appointments". Students arriving to school late must report directly to the office.

Tardy is defined as arriving to class after the tardy bell rings. Late arrival to class is an issue of serious concern. Teachers must stop instruction, repeat material or directions, and adjust attendance records while prompt students must wait while the distraction is addressed. Two unexcused tardy arrivals in one week will result in After School Detention. Four tardy arrivals in one week will result in one day of In School Suspension (ISS). Excessive tardiness will result in referral to the Retention Coach.

Excessive tardiness to school will result in referral to the retention coach. Persistent tardiness after intervention will result in referral to Zuni Tribal Court for violation of NM Compulsory Attendance Law.

**STUDENT CHECK OUT**

As we value the safety of our students, student check outs are permissible only to adults over 18 who are listed on the Twin Buttes Academy enrollment form. If an individual is not listed on the enrollment form he/she will not be allowed to check out the student. No Exceptions!

Students may ONLY be checked out for appointments or other viable reasons (i.e. religious participation, etc.) during the school day. Parents must come to the front office and fill out the checkout form.

**Following are unexcused reasons for check out but are not limited to:**

- **Out of/going to town**
- **Personal**
- **Parent request**
- **No reason indicated on check out form**

Students may NOT be checked out during the **last period of the school day** unless they have a medical appointment or need to leave for religious participation purposes. **An appointment slip or a note from a religious leader must be provided as proof.**

Students who are emancipated (or are at least eighteen [18]) and provide a notarized statement signed by the student and parent/legal guardian may check themselves out but must have appropriate documentation or other verification to confirm the reason for leaving campus. This privilege may not be used more than once a month.

### **DISRUPTIVE AND DANGEROUS TACTICS/ARSON**

Offenses that are considered dangerous or disruptive include arson, playing with fire, calling in a bomb threat, possession or explosion of fireworks and explosives, riot, walk-outs, strikes, setting off fire alarms, discharging fire extinguishers, and setting off stink bombs. Also, other acts that are equally as disruptive or dangerous might be charged as an offense in this policy, such as students obstructing school personnel from responding to a dangerous or potentially dangerous situation.

### **Consequences:**

Any offense: Parental notification and notification to the appropriate law enforcement agency and the referral to the Hearing Authority who will have the prerogative of long term suspension for remainder of the current semester with the option of extending the long term suspension through the succeeding semester and/or district behavior contract, depending on the nature of the offense. Counseling is at the discretion of the Hearing Authority.

### **ASSAULT/ BULLYING (Student to Student)**

TBA will not allow any willful act done by a student, whether individually or with others, to another student(s) for the purpose of subjecting such student(s) to **bullying, humiliation, intimidation, harassment, disability harassment, racial harassment, sexual harassment, hazing, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace through any form including electronically by texting, social media (cyber bullying), etc.** (See 7. in this section)

### **Definitions**

1. **"Bullying"** means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
2. **"Harassment"** means knowingly pursuing a pattern of conduct intended to annoy, alarm, or terrorize another person.
3. **"Disability Harassment"** is defined as intimidation or abusive behavior toward a student based on a disability. Any act creating a hostile environment by interfering with or denying a student's participation or receipt of benefits, services, or opportunities in the district is included.

Harassment and Disability Harassment include but are not limited to:

- Verbal acts, teasing, use of sarcasm, jokes;
  - Name-calling, belittling;
  - Nonverbal behavior such as graphic or written statements;
  - Conduct that is physically threatening, harmful, or humiliating; or
  - Inappropriate physical restraint.
4. **"Racial Harassment"** consists of physical or verbal conduct relating to an individual's race/ethnicity when the conduct:
    - Has the purpose or effect of creating an intimidating, hostile, or offensive academic environment;
    - Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or

- Otherwise adversely affects an individual's academic opportunities.
5. "**Sexual Harassment**" means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment may take place under any of the following circumstances:
- When submission to such conduct is made, explicitly or implicitly, a term or condition of obtaining an education; or
  - Submission to or rejection of that conduct or communication by an individual is used to factor in decisions affecting that individual's education; or
  - That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.
6. "**Hazing**" means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into a student organization, or for any other purpose. Hazing includes but is not limited to:
- Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body.
  - Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - Any activity that causes or requires the student to perform a task that involves a violation of state or federal law, or district policies.
7. Harassment using "**Electronic expression**"- means written, verbal, or pictorial communication intended to harass or cause harm using any form of electronic medium, including, but not limited to:
- Electronic devices including desktop, laptop computers, cell phones, iPads, tablets or any other electronic devices
  - Digital communication including Internet, social media, email, instant messaging, websites, web-cameras, chat rooms, text messaging, digital photographs, movies or any other digital communication
8. "**Menacing**"- includes, but not limited to, any assault intended to place a school employee, student or third party in fear of imminent physical injury.

## **CONSEQUENCES**

### 1<sup>st</sup> offense:

- Parental notification
- Principal/Designee discretion of notification to the appropriate law enforcement agency
- Up to five (5) days suspension at principal's discretion
- Parent conference

- Counseling is required by local agency

2<sup>nd</sup> offense:

- Parental notification
- Principal/Assistant discretion of notification to the appropriate law enforcement agency and referral to the Hearing Authority if the violation is deemed to be of a serious nature.
- A hearing will be scheduled with parents and student to discuss *recommendation for a district behavior contract and/or* the possibility of long- term suspension for up to one (1) year (365 days) depending on seriousness of the violation. While in long-term suspension student will not be allowed on campus for any reason.
- The student will be suspended for minimum of 5 days until the hearing.
- **Counseling by local agency is required.**

**AGGRAVATED ASSAULT (Student to School Personnel)**

An actual attack on school personnel or other persons on school property or at a school activity may include any form of intentionally forceful, harmful, hurtful, or clearly offensive physical contact administered upon or directed to the body of another, including, but not limited to:

- Striking, kicking, squeezing, pushing, or pinching any part of the body, or forcefully grabbing the body or attempting to do any of the foregoing; or
- Restraining or restricting physical movement through physical contact, or attempting to do either.
- Use of objects, such as a door, chair, book, etc. to intentionally harm personnel or limit their physical movement.

**CONSEQUENCES**

Any offense:

- Parental notification
- Notification to the appropriate law enforcement agency if violation is of a serious nature as deemed by Principal/Assistant
- Referral may be made to the Hearing Authority who will provide an opportunity for a hearing with the parents and student present with recommendation to expel for up to one (1) year (365 days).
- The student shall be suspended for a minimum of five (5) days or until the hearing, whichever is longer.
- **Counseling by local agency is required**

**AGGRAVATED ASSAULT (Student to Student)**

Aggravated assault is the act of inflicting bodily injury of a serious nature to another student. This includes using part of your body, including, but not limited to the following: fist, head, elbow, foot, knee, or teeth to injure another person. Serious bodily injury involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, protracted loss or impairment of the function of a bodily member, organ, or mental faculty. It further encompasses a cut, abrasion, bruise, burn or disfigurement, physical pain, illness, impairment of the function of the bodily member, organ or mental faculty, and any other injury to the body, no matter how temporary.

**Consequences:**

1<sup>st</sup> Offense: Parental notification, notification of appropriate law enforcement agency

and up to 5 days suspension with mandatory parent conference.

It is the discretion of the principal/designee to determine the severity of the violation is that of a violent or serious nature, then the principal/designee will have the option to refer the student to the Hearing Authority to discuss the possibility of long term suspension for up to one year. If the student is referred to the Hearing Authority, the student will be suspended for a minimum of 5 days or until the hearing whichever is longer. Counseling is required by local agency.

2<sup>nd</sup> Offense: Parental notification, notification of appropriate law enforcement agency, and referral to the Hearing Authority who will provide an opportunity with parent and student present to discuss recommendation for district behavior contract and/or the possibility of long term suspension for up to one year. Student will be suspended for up to one year. Counseling is required by local agency.

### **AGGRAVATED BATTERY (Student to Student)**

Aggravated battery is the act of verbally or physically confronting another student in a disruptive manner. This includes, but is not limited to, acts of intentionally pushing, shoving, bumping, running into, tripping, or grabbing another student; however, no punches are thrown.

### **CONSEQUENCES for ALL AGGRAVATED ASSAULT INFRACTIONS:**

1<sup>st</sup> offense:

- Parental notification
- Up to three (3) days In-school suspension with a mandatory parent conference.

2<sup>nd</sup> offense:

- parental notification
- Up to 5 days suspension
- **Mandatory parent conference and referral to SAT**

3<sup>rd</sup> Offense: Parental notification, notification of appropriate law enforcement agency, and referral to the Hearing Authority who will provide an opportunity with parent and student present to discuss recommendation for district behavior contract and/or the possibility of long term suspension for up to one year. Student will be suspended for up to one year. Counseling is required by local agency.

### **LARCENY, BURGLARY, AND CRIMINAL DAMAGE TO SCHOOL OR PERSONAL PROPERTY**

#### **Definitions**

1. **"Larceny"** consists of stealing anything of value, which belongs to the school, school personnel, or other individuals on school property or at a school function.
2. **"Burglary"** consists of unauthorized entry of any vehicle, water-craft, aircraft, dwelling, or other structure, movable or immovable, which belongs to the school, school personnel, or other individuals while on school property or at a school function with the intent to commit any felony or theft therein.
3. **"Criminal damage"** (including graffiti) to school or personal property consists of intentionally damaging any real or personal property of the school or school personnel without the consent of the school or personnel. This includes etching on classroom tables, chairs, markings placed permanently, by any means without permission by school staff, and willful damaging of property in classrooms and other areas including restrooms.

### **CONSEQUENCES**

Any pupil who commits larceny, burglary, or criminal damage to school or private property shall be reported to the local law enforcement and shall be liable to the school or owner for full restitution of the property or for payment to the school or individual owner for an amount equal to the fair market value of the property, less any salvage value.

### **RESTITUTION**

In the event such a pupil shows financial inability to restore to the school or individual owner the fair market value less salvage (if any), student will be required to participate in community service under the supervision of school custodial and maintenance staff at a rate to be determined by principal/designee.

If such a pupil is found by the Administration to be financially able to restore the value or be financially able to meet a reasonable installment plan to restore the value and fails or refuses to do so, the student may be subjected to long-term suspension until such time as compliance is met. Students who do not comply with a request for restitution will have their grade reports, and/or diploma held until such time that they make full payment. Returning students will not be allowed to enroll until restitution from previous year is paid.

Any pupil who commits burglary, larceny, or criminal damage to school or personal property may also be found to have engaged in misbehavior or other specific offenses:

- Consequences for these other offenses may be invoked.
- This procedure may include referral to a Human Services Agency or the District Hearing Authority if the act is judged criminal and/or delinquent.
- The school administrator will refer the student to the District Hearing Authority to decide whether the student will be allowed to remain in school or be placed on suspension for a period of time comparable with other acts of similar nature.

### **Controlled Substance/Paraphernalia/Possession/Distribution/Use:**

**Possession or misuse of controlled substances, possession or use of illegal substances, possession of paraphernalia or distribution of any of these will result in severe disciplinary consequences.**

### **DRUNKENNESS/DISORIENTATION**

Students may be suspected of drunkenness/disorientation when exhibiting abnormal speech or abnormal behavior. Cause for suspicion includes but is not limited to the following:

- Slurred speech
- Identifying odor
- Irrational behavior
- Dilated pupils / red eyes
- Loss of balance / coordination
- Written or graphic representation of illegal substances
- Discussing drug and alcohol use in a non-academic situation

**TBA administration or authorized personnel reserves the right to search any student(s) or their belongings if suspected of drunkenness or disorientation.**

### **POSSESSION OF DRUGS/ALCOHOL/COUNTERFEIT DRUGS/ANY SUBSTANCE WITH INTOXICATING OR ADDICTIVE EFFECT**

Disciplinary consequences will be incurred for possession of the following:

Marijuana, hallucinogenic drugs, other abuse prone drugs, counterfeit drugs, any substance with an intoxicating effect, or the possession of intoxicating (alcoholic)

beverages. This also includes possession of paraphernalia that has been used to ingest drugs and transaction of purchased illegal drugs on district property without receiving the drugs.

Definition of Possession:

- a) On a student's person while at school, school activity, or while being transported to and from an activity in a school bus or school vehicle.
- b) In a student's assigned or unassigned locker.
- c) In a student's car or friend's car while on school property.
- d) Knowingly concealed on school property by a student.
- e) On a student's person while under sports/activity season 24 hour policy.

Definition of Counterfeit Drugs:

- a) Any substance designed to look like an illegal or abuse-prone drug.
- b) Any substance represented as an illegal or abuse-prone drug.

Definition of a Substance with intoxicating/addictive effect:

- a) A substance such as permanent markers, hair spray, liquid paper, gasoline, energy drinks used to produce an intoxicating effect.
- b) Drugs prescribed by the student's physician that are being taken according to the directions of the prescription are exempt under this policy.

**TBA administration or authorized personnel reserves the right to search any student(s) or their belongings if suspected of sale or distribution.**

**NOTE: PRESCRIBED MEDICATIONS ARE TO BE KEPT IN THE SCHOOL SITE HEALTH OFFICE AND TAKEN UNDER THE SUPERVISION OF A SCHOOL NURSE**

**1. USAGE OF ALCOHOL/DRUGS/COUNTERFEIT DRUGS/ANY SUBSTANCE WITH AND INTOXICATING/ ADDICTING EFFECT**

**2. ADDICTING EFFECT**

Disciplinary consequences will be incurred for the usage of marijuana, hallucinogenic drugs, other abuse prone drugs, counterfeit drugs, any substance with an intoxicating or addictive effect, or having consumed intoxicating (alcoholic) beverages.

Definition of Usage:

- a) Using prior to attending school
- b) Using prior to attending a school activity
- c) Using while at school or at a school activity
- d) Using while being transported in a school bus/vehicle to and from school or to and from an activity that the school is sponsoring or in which the school is taking part.
- e) Using while participating in a school sponsored event.

**TBA administration or authorized personnel reserves the right to search any student(s) or their belongings if suspected of drug use.**

**The following provisions apply when a student violates any or all of the previous substance abuse definitions.**

**CONSEQUENCES for Violations 1 – 3 above:**

**Any offense:**

- Parental notification and mandatory conference
- Notification to appropriate law enforcement agency.
- Refer to Hearing Authority for long term suspension; student will be suspended for a minimum of 5 days or until the scheduled hearing.
- If the student is found to be in violation of this policy and is allowed to remain in school a contract shall be agreed to by the student, parents and school district that provide for the following:

- Student is required to enroll in a drug/alcohol counseling program
- Select option 1 or 2 at the time of the hearing. This selection cannot be changed at a later date
  - - Option 1 – Attend district drug/alcohol with ZPSD for first time offenders, parent/guardian participation is required at all sessions
  - - Option 2 – Attend a community or outside drug/alcohol counseling program. The duration of the counseling sessions shall be determined by the counselor
- Violation of the contract or a second infraction of the policy will result in long term suspension for up to one year (365 days) or placed in an alternative setting.

If a student is expelled either at the hearing or as a result of violating a contract then the student shall enroll in and complete a drug counseling program prior to returning to Zuni Public Schools, however; if a student does not complete the program then the student will be on an enrollment restriction until such time that the counseling program is completed.

**SALE OR DISTRIBUTION OF DRUGS/ALCOHOL/COUNTERFEIT DRUGS  
SUBSTANCE WITH INTOXICATING/ ADDICTIVE EFFECT**

Disciplinary consequences will be incurred for the sale or distribution of marijuana, hallucinogenic drugs, other abuse prone drugs, and/or intoxicating (alcoholic) beverages to other students or persons while on school property or at a school activity.

Definition of Sale or Distribution

- a) The act of selling drugs, counterfeit drugs, or alcoholic beverages for money or compensation.
- b) The act of distributing drugs, counterfeit drugs, or alcoholic beverages without gaining compensation.
- c) The act of distributing drugs, counterfeit drugs, or alcoholic beverages while participating in a school sponsored event or activity.

**TBA administration or authorized personnel reserves the right to search any student(s) or their belongings if suspected of sale or distribution.**

**CONSEQUENCE:**

Any offense:

- Parental notification and mandatory conference
- Notification to the appropriate law enforcement agency
- Student will be referred to the Hearing Authority for a long-term suspension hearing.
- Student will be suspended for a minimum of five (5) days or until the scheduled hearing.

Student is required to enroll in a drug/alcohol counseling program with local agency. Parent/guardian participation is required at all counseling sessions and proof of attendance is required.

If a student does not complete the program or drops from his/her counseling program, the student will not be allowed to return to school until the counseling program is completed

**TOBACCO POSSESSION/USE ON CAMPUS** (Student)

Disciplinary consequences will be incurred for the usage of tobacco products; smoking, chewing or dipping or possession of tobacco products on one's person while at school,

on school property, school bus/vehicle, or at a school activity.

**TBA administration or authorized personnel reserves the right to search any student(s) or their belongings if suspected of tobacco use on campus.**

### **CONSEQUENCES**

- 1<sup>st</sup> offense: Parental notification and mandatory conference and one (1) day suspension.
- 2<sup>nd</sup> offense: Parental notification and mandatory conference and up to three (3) days suspension.
- 3<sup>rd</sup> offense: Parental notification and conference, and up to five (5) days suspension.

***(Twin Buttes Academy is a ZERO TOLERANCE School and all infractions will be taken seriously.)***

### **BUS DISRUPTION**

**The right to ride the bus is not absolute. Any student may have these privileges removed at any time. The school bus is an extension of the school when dealing with disciplinary guidelines**

### **CONSEQUENCES FOR STUDENT INFRACTIONS ON THE SCHOOL BUS**

**The following infractions will result in:**

#### **Loss of bus privileges for 5-10 days after three written warnings:**

- Disrespect or profanity towards bus driver or other students or bus assistants
- Standing while the bus is in motion
- Throwing trash while on the bus, or throwing items at others
- Getting off at the incorrect stop without prior authorization by parent and administration.

#### **Loss of bus privileges for 10-15 days after five written warnings and loss of bus privileges for ten days.**

- Verbal harassment or intimidation
- Failure to ride the appropriate assigned bus route
- Smoking
- Throwing items out the bus window
- Entering or exiting the bus through the back door
- Passing or walking behind the bus
- Using bus equipment without authorization.

#### **Loss of bus privileges for the remainder of the semester/year after five written warnings:**

- Theft or vandalism – restitution is mandatory
- Sexual harassment or misconduct, including indecent exposure
- Gang signs
- Written or verbal threats to a passer-by (pedestrian or in a vehicle)
- Starting a fire or lighting matches
- Failure to follow directives of bus driver, administrator or adult supervisor
- Verbal harassment/profanity directed toward bus driver
- Intimidation of peers on the bus or at any bus stop
- Habitual behaviors (2 or more bus referrals).

**Loss of bus privileges for an indefinite period of time, with possible hearing.**

- Use or possession of illegal substance
- Threat or physical harassment/assault toward the driver or a peer
- Possession of a weapon
- Throwing items out of the bus at a person or object.

**\*A meeting will be scheduled with the student's parents for cases in which the student will lose bus privileges for more than 15 days.**

### **Computer Usage**

All Twin Buttes Academy students are required annually to sign the District's Acceptable Use Policy, which details the rules for using our internal computer network as well as the Internet. Students violating the AUP may lose computer use privileges.

It is imperative that students

- Respect and properly care for all school equipment.
  - respect the work of others
  - do not access, copy, or alter files that were not created by them, without proper permission.
- do not abuse computer use privilege by visiting inappropriate, non-educational sites

Actions which will be considered grounds for disciplinary and possible legal action include

- plagiarism
- copyright violations
- invasion of privacy
- unauthorized access
- any action that could result in damage to computer files, systems or facilities or which violate ZPSD rules/policies.

### **Student Network Account**

Students must know the following before using their network account:

- You may only log onto one machine at a time.
- Only you may use your account.
- Don't share your ID number or password with anyone.
- You are responsible for ALL activity while your account is logged in.
- If you walk away from a computer while logged in, you're still responsible.
- Read the discipline code.
- If you use or plan to use technology to do harm, you risk losing your network privileges as well as being suspended or expelled from school
- Activities on our school network may be monitored.

ZPSD computers and equipment may only be used for educational activities. This is a policy of the ZPSD School Board.

### **ELECTRONIC DEVICES**

The Board is committed to providing a safe, positive and productive learning and working environment. The use of electronic devices on school campuses has increased classroom disruptions and resulted in an increase of threatening and inappropriate communications. The term "Electronic Devices" shall mean any and all devices which accomplish their purposes electronically and include, without limitation, cell phones, pagers, electronic emailing devices, iPods or other MP3 players, kindles, iPads, radios, speakers, DVD players, video cameras, laser pointers, portable video game players, laptop computers,

personal digital assistant (PDA), Nooks, cameras and any device that provides a wireless, unfiltered connection to the Internet.

The use of any and all electronic devices) by students is strictly prohibited during the school day. The "school day" shall mean the normal hours of operation of the school. While students are not prohibited from carrying a device, the electronic devices must be turned "off" and stored in a student's backpack or purse, locker, or vehicle. The devices may not be carried in the student's pocket or other apparel. This Policy does not apply to the sanctioned use of electronic devices by teachers, or students under the direct supervision of their teacher, for educational purposes.

**Use of Electronic Devices in violation of this policy shall result in the confiscation of the Electronic Device.**

**TBA administration or authorized personnel reserves the right to search any student(s) or their belongings if suspected of unauthorized use of electronic devices.**

**CONSEQUENCES:**

- 1<sup>st</sup> offense: The **Parent/Guardian** may recover the Electronic Device from the school's administrative office at the end of **ten (10) school days. NO exceptions!**
- 2<sup>nd</sup> offense: The **Parent/Guardian** may recover the Electronic Device from the school's Administrative office at the end of **20 school days. NO Exceptions!**
- 3<sup>rd</sup> offense: **The student will receive a discipline notice for misbehavior and the electronic device will be confiscated for the remainder of the school year. NO Exceptions!**

**Electronic Devices that are not recovered at the end of the school year may be disposed of by the District. The District shall not be liable or responsible for the loss of or damage to any Electronic Device confiscated from a student pursuant to this policy. This policy does not prohibit the use of Electronic Devices on school buses or extracurricular activity buses unless otherwise restricted by District staff responsible for the activity.**

\*\*\*\*\*

**SUSPENSION/EXPULSION:**

**GENERAL POLICIES**

Prior to initiating any disciplinary measures for any student a determination shall be made as to whether the student is in a Special Education Program, is being served under SAT/504, or is being screened/evaluated for either program. Students within any of these categories shall be diverted to the Special Education Disciplinary procedures.

**PROCEDURES FOR EXPULSION OR LONG-TERM SUSPENSION:**

**WHILE A STUDENT IS ON IN-SCHOOL SUSPENSION FOR ANY LENGTH OF TIME, THEY ARE NOT ALLOWED TO BE IN THE GENERAL POPULATION OF THE SCHOOL.**

Definitions:

- a) "Short-Term In-School Suspension" means the removal of a student from GENERAL population
- b) "Long-Term Suspension" (LTS) means the removal of a student from attendance at all schools of the district for a specified or indefinite time exceeding ten (10) school days.
- c) "Expulsion" means the permanent removal of a student from attendance at all schools of the district.

### **Procedures: Short-Term Suspension**

- Brief informal interview at which the student is notified of the charges against him or her, and has an informal opportunity to respond.
- A short-term In-School suspension may be imposed upon any student subject to this policy on the basis of the decision of such student's Principal/Designee
- The Principal/Designee shall notify the student's parent or guardian of a short-term In-School suspension in writing.
- In cases in which a short-term suspension is imposed pending a recommended long-term suspension or expulsion, the notice of short-term suspension should be provided as part of the notice of hearing regarding long-term suspension or expulsion, as provided below.

### **Procedures: Expulsion and Long-Term Suspension (LTS)**

Expulsion or LTS from school shall be only by action of a Hearing Authority. Principal/Assistants who recommend expulsion or LTS to the Hearing Authority shall follow the same due process procedures used in cases of short-term suspension.

- The parents or guardian of a student recommended for expulsion or LTS shall be provided written notice of such recommendation by mail or by personal delivery by a school employee.
- Written notice of the recommended action shall be provided by the Hearing Authority.

### **Extortion (Student/School Personnel)**

The illegal taking of money or property by using threat or using force.

### **False Accusation (Student to School Personnel, student to student)**

False accusations in bad faith or with malicious purpose include, but are not limited to the following:

- False report of child abuse or neglect against another person
- False report of sexual abuse or molestation
- False report of verbal abuse
- False report of physical abuse
- False report of inappropriate gestures
- False report of other criminal activity

### **Forgery**

Forgery is the act of falsifying a person's name, or altering of any school document and/or fraudulent use of school documents, such as passes, etc.

### **CONSEQUENCES**

1<sup>st</sup> offense:

- Parent notification and conference
- One (1) day suspension or a chosen alternative form of discipline

2<sup>nd</sup> offense:

- Parental notification and conference
- Up to a three (3) day in-school suspension with mandatory parent conference before return to general population

3<sup>rd</sup> offense:

- Parental notification and mandatory parental conference
- Mandatory parent conference and referral to the SAT and/or counseling for consideration of intervention options
  - Up to 5 days suspension or a chosen alternative form of discipline

- o Additional consequences may include placement in an alternative setting and /or school behavior contract.

4<sup>th</sup> Offense:

- Parent notification and referral to the Hearing Authority who will provide an opportunity to discuss possibility of long term suspension for the remainder of the semester and a district behavior contract.

**For extortion cases where money or goods are not returnable, student may be asked to do community service as restitution.**

**Firearm/Weapons/Possession**

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, and use of weapons by unauthorized persons in or around school property.

This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 33 U.S.C. 3315 (a) (1) and Gun Free School Zones Act of 1990, 18 U.S.C. 921-924, and it is the intention of the Board that it be interpreted to conform to provisions of those referenced laws.

**Definitions**

**Weapon:** For purposes of this policy, a "weapon" is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

**Firearm:** For the purposes of this policy, and for purposes of compliance with Federal Gun Free Schools Act, a "firearm" is defined as any weapon, including a starter gun, which will or 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; and firearm muffler or firearm silencer, or any destructive device

**Penalties for possession of firearm(s):**

- A. Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion.
- B. In compliance with the federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a firearm, as defined in this policy, shall at a minimum, be expelled from school for a period of not less than one year (365) days, provided, that the Superintendent or the Board of Education may modify such penalty in appropriate cases in their discretion.
- C. This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA).
  - 1. In accordance with the provision of 20 U.S.C. 1415e (3) (B) of the IDEA, a child with a disability who is determined to have brought a weapon to a school under the jurisdiction to the School Board may be placed in an interim alternative educational setting as specified by the IEP team.
  - 2. If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting during the tendency of such proceedings, unless the parents and school officials agree otherwise.

**1st Offense:**

- Parental notification and notification to the appropriate law

enforcement authorities or appropriate juvenile authorities and then referral to the Hearing Authority with a recommendation for an alternative educational setting.

**Possession of weapons other than firearms**

i.e., knives of any size, boxcutter, straight pin, any form on a handmade weapon

**Consequences:**

**1st Offense:** Parental notification and notification to the appropriate law enforcement agency and then refer the student to the Hearing Authority with a recommendation of expulsion for the remainder of the current semester with the option of extending the expulsion through the succeeding semester.

**2nd Offense:** Parental notification and notification to the appropriate law enforcement agency and then refer the student to the Hearing Authority with a recommendation of expulsion for the remainder of the current semester with the option of extending the expulsion through the succeeding semester, depending on the nature of the offense.

**Prohibitions:**

It is the policy of the Board that no student shall bring a weapon into a school zone, nor carry or keep any weapon in a school zone or while attending or participating in any school activity, including during transportation to or from such activity.

**Enforcement:**

This policy shall be enforced according to the ZPSD School Board's Student Search and Seizure Policy. Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the State Board of Education and the policies of the district

**GANG RELATED ACTIVITY**

The ZPSD School Board recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of other activities as outlined in the handbook such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities and will be dealt with accordingly.

Definition:

- a. For purposes of this policy a "gang" is any group of two or more persons whose purposes include the commission of illegal acts, or acts in violation of disciplinary rules of the school district.
- b. "Gang related activity" includes but is not limited to the prohibited conduct set forth below.

**Prohibitions:**

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidence or reflect membership in or affiliation with any gang; for example, bandanas, showing colors, ICP items, drawing gang related symbols on furniture, notebooks, etc.
2. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation with any gang.

3. Engage in any act in furtherance in the interest of any gang or gang activity including but not limited to:
  - a) soliciting membership in, or affiliation with, any gang;  
Soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act
  - b) painting, writing, drawing or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property or display such on personal property while in school;
  - c) engaging in violence, extortion, or any other illegal act or other violation of school policy;
  - d) soliciting any person to engage in physical violence against any other person.

**Application and Enforcement:**

1. In determining, as part of the application and enforcement of this policy, whether acts, conduct, or activities are gang related, school officials are encouraged to exercise discretion and judgment based upon current circumstances in their schools, neighborhoods, and areas.
2. The removal of gang-related graffiti shall be a priority in maintenance of school property. All such graffiti on school property shall be removed or covered within twenty-four (24) hours of its first appearance to school officials, or as soon thereafter as possible, unless additional time is needed to obtain replacements for damaged items.
3. School officials should also encourage private property owners to promptly remove or cover gang-related graffiti on private property in school neighborhoods.
4. School officials are strongly encouraged to work closely with local law enforcement officials in controlling gang-related activities. Local law enforcement can provide school officials with information regarding gang-related activities in the area, including names and characteristics of local gangs.
5. The Principal/Superintendent, in consultation with the appropriate building Principal/Assistants, should report instances of gang-related criminal acts or acts of serious disruption to local law-enforcement authorities for further action.

**CONSEQUENCES**

Student will be charged with the infraction and principal choice for alternative discipline. If serious violation the school administrator will refer the student to the district Hearing Authority to decide if the student may remain in school on a behavior contract for the rest of the semester or be placed on long term suspension for up to one year.

**GENERAL DISRUPTIVE CONDUCT/DEFIANCE:**

Consequences will be incurred for behavior which creates a willful and significant interference with the educational process. Misbehavior may include repetitive disruptions for which the classroom teacher has exhausted classroom consequences. The misbehavior may occur on school property, school bus/vehicle, at a bus stop, or at an activity, athletic or social event. The Principal/Assistant will use his/her discretion in the processing of student referrals. Misbehaviors include, but are not restricted to the following

definitions:

1. The usage of improper language or the usage of insulting language/gesture or the use of profanity directed toward school personnel or students.
2. The willful refusal to identify one's self upon request from school personnel.
3. The failure to disperse or leave any school facility or school event after being requested to do so by authorized school personnel.
4. The refusal to follow a reasonable direction issued by authorized school personnel.
5. The theft of minor items such as school supplies.
6. The wearing of clothing which is disruptive to the educational process or in poor taste. (See school site dress code policy).
7. Signing or tagging to establish territory on school property.
8. Making particular hand gestures to signal affiliation or action of gang membership.

### **CONSEQUENCES:**

#### **Three (3) written referrals will result in the following:**

- Teacher intervention at classroom level by
  - Conferencing with student
  - Making parent contact
  - Conference with student AND parent
  - A written referral will be submitted to the Principal/Designee
- If the Principal/Designee feel the student behavior warrants a parent conference, then the student may be suspended until parent conference.

#### **Additional written referrals will result in the following:**

- Parental notification and mandatory conference, possible referral for counseling and/or up to three (3) days In-School suspension and a behavioral contract. Additional consequences may include placement in an alternative setting for the remainder of the semester or the school year. **Counseling and proof of attendance is required for reentry to school.**

### **INDECENT EXPOSURE**

**(Student to Student/School Personnel) the act of exposing one's private parts, including buttocks, in public.)**

### **CONSEQUENCES:**

1<sup>st</sup> offense:

Parental notification and conference, mandatory counseling, and up to three (3) days suspension with a mandatory parent conference prior to reentry

2<sup>nd</sup> offense:

Parental notification and conference, and then referral to the Hearing Authority with a recommendation for behavior contract and/or

long-term suspension for the remainder of the semester.  
3<sup>rd</sup> offense:  
Parent notification and then recommend long-term suspension to the Hearing Authority for the remainder of the year. **Counseling is required by local agency with proof of attendance.**

### **SEARCH AND SEIZURE**

The Board of Education, in recognition of the necessity of conducting searches and seizures of employees and students from time to time in order to enforce school policies and discipline, adopts the following policy regarding searches and seizures.

### **DEFINITION:**

As used in this policy "contraband" means any substance, material, or object prohibited from school pursuant to school policy or state or federal law, including drugs, alcohol, fireworks, or weapons.

### **RULES REGARDING SEARCHES AND SEIZURES:**

With respect to both employees and students, the district reserves the right to search persons, personal effects and vehicles *when a reasonable, individualized suspicion based upon objective, observable facts exists*:

A. A pat-down search of a person may be conducted on the basis of a reasonable, individualized suspicion that such person is in possession of contraband. Any such search shall be conducted in private by an authorized school official of the same sex as the person to be searched and in presence of a witness of the same sex. Strip searches are not permitted.

B. Lockers, desks and similar storage facilities are school property and remain at all times under the control of the school; however, persons using such facilities are expected to assume full responsibility for the security of their lockers and desks and similar facilities. Periodic general inspections of lockers, desks, and similar facilities may be conducted by school officials for any reason, at any time, without notice and without consent.

C. Persons are permitted to park on school premises as matter of privilege, not of right. The district retains the authority to conduct routine patrols of school parking lots and inspections of the exteriors of automobiles on school property. Such patrols and inspections may be conducted without notice and without consent. The interiors of vehicles on school property may be inspected whenever a school official has a reasonable suspicion that contraband is within such a vehicle.

D. In any of the foregoing enforcement actions, the administration is authorized to use dogs whose reliability and accuracy for sniffing and detecting contraband has been established. The dogs will be accompanied by a qualified and authorized dog trainer-handler who will be responsible for the dog's actions. Any indication by the dog that an illegal or unauthorized substance or object is present on school property or in a vehicle on school property shall be reasonable cause for a search by school officials.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

At TBA, we are a community of learners. Everyone respects and values the members of the school community as individuals with unique qualities and gifts. At TBA, we are preparing students to enter the world of higher education and work. Any public display of affection should enhance the respect that we have for another; however, it should never interfere with learning. The following parameters should guide us in our behavior at school, on school grounds (including parking lots, and outside areas) and at school activities:

**NOT APPROPRIATE**

Kissing, groping, molesting, lap sitting, or touching private parts, extended hugging, wrapping arms around and lifting individual off the ground. HICKIES ARE NOT ALLOWED on students.

**APPROPRIATE**

Touching (excluding private parts) – for example, a pat on the back, linked hands (with both hands visible), Non-romantic quick hugs, or an occasional arm around the shoulder while conversing, encouraging, showing solidarity or support is appropriate.

Dances are social occasions and partners can hold each other romantically, but no provocative embraces are allowed.

Visible, open handholding is permissible.

No act should take away any portion of a person’s dignity, but rather add to it.

Excessive public displays of affection beyond a handshake or quick hug may be distracting and embarrassing to others and are not appropriate in the school setting. Students must follow “the daylight rule” while on campus. This means no part of either body should block daylight from showing through.

**CONSEQUENCES:**

- 1<sup>st</sup> Offense: Student Conference/Parental notification/written discipline referral
- 2<sup>nd</sup> Offense: Student Conference/Parental notification/counseling referral to the counseling office/nurse.
- 3<sup>rd</sup> Offense: Parental notification and mandatory parental conference. Will result in consequences outlined under **General Disruptive Conduct/Defiance.**

**NOTE: CONSEQUENCES FOR ALL INFRACTIONS/VIOLATIONS ARE SUBJECT TO CHANGE AS DETERMINED BY SERIOUSNESS OR REPETITIVE VIOLATIONS.**



*Zuni Public School District  
 Twin Buttes Cyber Academy  
 P.O. Box 680 Zuni, NM 87327  
 Phone: (505)782-4446  
 Fax: (505)782-4944  
 Mr. Zeno Kiehne, Principal*

**Student & Parent  
 Handbook  
 School Year 2019-2020**

**For Student:**

**I will read and understand the attached Twin Buttes Cyber Academy Student Handbook.**

**I have read and agree to follow the rules and understand the consequences.**

\_\_\_\_\_  
**Student Name (Please Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

**For Parent(s)/Guardian:**

**I have read and understand the attached Twin Buttes Cyber Academy Student Handbook.**

**I understand the consequences for my student for failure to comply.**

\_\_\_\_\_  
**Parent/Guardian Name (Please Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
 TBCA Staff Signature

\_\_\_\_\_  
 Date

