



**ROSWELL**

Independent School District

# **Student and Family Handbook**

**2023-2024**

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# **Roswell Independent School District Superintendent Brian Luck**



## **Roswell Independent School District School Board Members**

### **Members**



**Ryan French**  
District 1  
2022 - 2026



**Hope Morales**  
District 2  
2020 - 2024



**Jack Cheney**  
District 3  
2022-2026



**Hilda Sanchez**  
District 4  
2020-2024



**James Edwards**  
District 5  
2022-2026

CENTRAL OFFICE DIRECTORY		
DEPARTMENT	ADMINISTRATOR	PHONE
Superintendent	Brian Luck	627-2511
Assistant Superintendent of Finance and Operations	Michael Sexton	627-2810
Assistant Superintendent of Human Resources	Mireya Trujillo	627-2519
Assistant Superintendent of Curriculum and Instruction	Jennifer Cole	627-2684
Assistant Superintendent of Research, Assessment and Accountability	Kenneth Bewley	627-2555
Director of Equity and Multicultural Education	Andrea Nieto Walker	627-2585
Director of Educator Sustainability and School Support	Glenda Leonard	627-2543
Director of Elementary Ed.	Karla Stinehart	627-2578
Director of Special Education	Sheri Gibson	627-2604
Director of Student Nutrition	Kim Meeks	637-3336
Director Athletics Activities	Britt Cooper	627-2515
Director Business Services	Maria Hernandez	627-2538
Director of STEM and Community Relations	Ruben Bolaños	627-2699
Director of HR	Ralph Matta	627-2518
Director of Technology	Royce Braggs	627-2521
Coordinator of Advanced Academics	Laura Lucero-Carrillo	627-2594
Safety & Procurement	Chris Thweatt	627-2745
Coordinator of Student & Family Services	Jennifer Bolaños	627-2573
Nursing Supervisor	Katherine McClain	627-2611
Warehouse	Eddie Macias	627-2744
Coordinator of Special Education	Chandra Patterson	
Coordinator of Maintenance	Sean Benedict	627-2742
Coordinator Early Childhood	Sally Green	637-3521
Homeless Liaison	Veronica Barraza	637-3337
Attendance Liaison	Laura Macias	627-2593
Safe Schools Liaison	Larry Harrell	627-2686

SCHOOL DIRECTORY		
ELEMENTARY		
Berrendo	Jaime Henderson	637-2876
Del Norte	Kyle Alsup	637-3326
	David Sinden	637-3355
East Grand Plains	Cortney Busby	637-3351
El Capitan	Amanda Smith	637-3401
Military Heights	Katie Cooper	637-3426
Missouri Avenue	Dr. Stacey Damon	637-3451
Monterrey	Greg Torres	637-3476
Nancy Lopez	Dolores Ingram	637-3501
Pecos	Dr. Barbara Ryan	637-3551
Sunset	Dana Russ	637-3577
Valley View	Travis Ackerman	637-3601
	Jessica Gustin	637-3602
Washington Ave	Dixie Van	637-3626
MIDDLE		
Berrendo	James Vernon	637-2776
	Jamila Miller	637-3588
	Melanie Jara	637-2778
Mesa	Jamie Watson	637-2803
	Michael McFerraz	637-2807
	Candice Rincon	637-2801
Mountain View	Brittany Rhoades	637-2829
	Dennis Montanez	637-2830
	Jamie Stuart	637-2607
Sierra	Debbi Norris	637-2851
	Angie McDonald	637-2853
	Manuel Garcia	637-2858
HIGH		
Early College/UHS	Lucie Hall	637-2751
Goddard	Porter Cutrell	637-4844
	Brian Shea	637-2827
	Leslea Tivis	637-4852
	Angel Munson	637-4851
Roswell	Rosalba Mendoza	637-3224
	Art Sandoval	637-3227
	Eric Gomez	637-3229
	Vacant	
PROGRAMS		
Parkview Early Learning Center	Danielle Ortega	637-3526
Creative Learning Center	Tamra Gedde	637-3318

**\*\*Disclaimer:** Roswell Independent School District will follow the most current guidance and health directives from the New Mexico Governor's Office, Center for Disease Control, New Mexico Public Education Department and New Mexico Department of Health. Some policies or regulations (such as public use of school buildings or volunteers in schools) may not be allowed during this time.

## Federal, State and Local Notifications

### **DIRECTORY INFORMATION**

The U.S. Family Educational Rights and Privacy Act (FERPA) requires that Roswell ISD, with certain exceptions, obtain a parent's written consent prior to the disclosure of personally identifiable information from a child's education records. However, RISD may disclose a student's "directory information" without parental consent unless RISD has been advised by the parent, in writing, to the contrary. The following information is designated as directory information: student's name and age; school and grade level; address and telephone listing; participation in officially recognized activities and sports; weight and height of members of athletic teams; photographing and/or videotaping of child for publicity or promotions; degrees, honors, and awards received; and dates of attendance. Parents choosing to restrict their child's directory information must submit a written letter of the request to their child's school. **RISD Policies/Regulations: J-7050**

### **ROSWELL ISD NOTICE OF NON-DISCRIMINATION**

The Board is committed to a policy of nondiscrimination and equal opportunity in relation to race, color, religion, sex, sexual orientation, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business. The following people have been designated as compliance officers and/or Title IX Coordinators:

Assistant Superintendent of Human Resources- Employee specific ADA and Title IX Coordination.

Mireya Trujillo

300 N. Kentucky Office 229

Roswell, NM 88201

575-627-2526 [mtrujillo1@risd.k12.nm.us](mailto:mtrujillo1@risd.k12.nm.us)

Assistant Superintendent of Instruction-Student Educational programs including 504 Coordination.

Jennifer Cole

300 N. Kentucky Office 302

Roswell, NM 88201

575-627-2557 [jcole@risd.k12.nm.us](mailto:jcole@risd.k12.nm.us)

All reports or grievances regarding discrimination in employment other than those regarding discrimination on the basis of sex should be directed to the Superintendent's office of compliance. All complaints or reports of discrimination on the basis of sex shall be directed to the Title IX Coordinator per Policy ACA. **RISD Policies/Regulations: A-0250, A-0261 AC-R, A-0281 AC-E**

### **POLICIES & REGULATIONS**

This handbook summarizes many of the school district's policies and regulations. The policies are **bold** for your reference. If you would like more detailed information, all of the School Board's approved policies and regulations are available online at <https://www.risd.k12.nm.us/>. Policies are typically followed by regulations, which provide the rules associated with a district policy. Most regulation titles contain an "-R" in the letter-coded title.

### **STUDENT RECORDS**

Each RISD school and the school district maintain confidential student records for each student enrolled. The school district complies with the U.S. Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA-B) and the Health Insurance Portability and Accountability Act (HIPAA) to keep student records confidential and to provide procedures and establish responsibility for collecting, maintaining, and releasing information about students that is contained in student records. Parents may request in writing that the school or school district restrict the release of student records. Parents also have a right to review their child's cumulative record folder or to correct inaccuracies. **RISD Policies/Regulations: J-7050**

## **TITLE IX/GENDER EQUITY**

The RISD Board of Education is committed to gender equity in all programs, activities, services, and practices for students. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of gender in education programs or activities receiving federal funds. RISD employees are to fully and equally encourage female and male students, prekindergarten-grade 12, to participate in school activities, to achieve in all areas and to enroll in academic programs and prepare for careers without regard to gender barriers or stereotypes. **RISD Policies/Regulations: J-150**

## **ENROLLMENT AGE AND ATTENDANCE**

### **ENROLLMENT**

A "school-age person" means a person who is at least five (5) years of age prior to 12:01 a.m. on September 1 of the current school year and who has not received a high school diploma or equivalent. Enrollment forms are available on the RISD website or at your local school. Students are eligible to attend their local school identified by district boundaries.

It is vitally important that the school has current custodial and contact information for your child. When you move, change phone numbers or change emergency contact names, contact your school immediately. Required documents to enroll:

- Age and Identity Verification -Original Birth Certificate
- Up-to-date immunization records
- Completed new student enrollment information forms, Proof of guardianship (if applicable)
- Evidence of physical home address; Please visit [risd.k12.nm.us](http://risd.k12.nm.us) under registration information for a list of acceptable documents. **RISD Policies/Regulations: J-0550 Compulsory Attendance Ages**

### **ATTENDANCE**

Any parent, guardian or person having custody and control of a "school-age person" is responsible for the school attendance of that person until that person has reached at least eighteen(18) years of age unless the person has graduated from high school, received a school equivalency credential or withdrawn on a hardship waiver. The school-age person shall attend school for at least the length of time of the school year established in the school district in which the child is a resident or enrolled. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include but are not limited to illness, injury, bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith or religious instruction and tribal obligations. A student may be excused for authorized reasons and time shall be provided for the student to make up the work.

In the event of a necessary absence known in advance, the parent is expected to inform the school. If the absence is caused by emergency, such as illness, or injury the parent is expected to telephone the school office, if possible. When a student returns to school following an absence, a note of explanation from the parent is required, unless the parent notified the school in advance.

Schools will identify students who miss school and provide interventions. Intervention is called for if a student misses 5% or more of classes or days of school. A parent/guardian will be notified when a student has been absent for ten percent or more of classes or school days for any reason, whether excused or unexcused. In addition, students who are "excessively absent" will be identified as needing intensive support because that student has not responded to intervention efforts implemented by the school. Parent(s)/guardian(s) will be notified when the school has concerns about students' absences with regard to the Attendance for Success Act. **RISD Policies/Regulations: J-0500 Student Attendance**

### **OPEN ENROLLMENT & ZONE EXEMPTIONS**

The district has an open-enrollment program as set forth in 22-1-4 NMSA 1978. Students are required to attend the school within their residential boundaries unless they are in possession of a current, approved zone exemption. Approval must be obtained before any student is allowed to enroll at a school site outside his/her attendance area. To seek approval, students are to submit a zone exemption request to the principal of the school where the student is applying for an exemption.

Acceptance of a zone exemption is contingent upon several criteria, including but not limited to, space availability, program availability and priority criteria. Parent/guardian must be able to provide transportation to and from school for a student who is granted a zone exemption. Parents should resubmit yearly for continued exemption. For the safety of students, arrangements should be made to ensure that the student will be on campus only when supervision is provided. Please check with your child's school for more specific information. **RISD Policies/Regulations: J-1050**

## STUDENT EXPECTATIONS

Students are expected to be prepared for and participate in each class, meet performance standards, have the necessary class materials, complete class work and homework accurately and on time, and be prepared to participate in state and district assessments. Students are expected to be at school on time and attend school on a full time basis. **RISD Policies/Regulations: J-550, 1550, 2300**

### **ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Eligible students who choose to participate in school-sponsored athletics will be expected to follow the NMAA tenets of "Compete with Class" and the "Athletic Code of Conduct". Eligible students participating in school-sponsored extracurricular and/or co-curricular organizations are also expected to follow guidelines in the **RISD Athletic Handbook** which is on the RISD website under Athletics. For any questions, call the RISD Athletic Department at 627-2515. To access the **New Mexico Activities Association Handbook**, visit <https://www.nmact.org/nmaa-handbook/>. All student athletes must obtain an annual sports physical in order to participate in athletics. Low-cost physicals performed by licensed health care providers can be obtained at the school-based health center or students can obtain a physical from their private physician. RISD Athletic Physical Form can be found on the RISD website under Athletics. **RISD Policies/Regulations: J-4350, 4381**

### **RESPECT FOR AUTHORITY AND PROPERTY**

Students are responsible for compliance with all school policies and all state and federal laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school district; while on all school-sponsored activities, both on campus and off campus; while participating in all athletic and school events; and while traveling on school buses and participating in school-sponsored field trips. This includes the conduct of students who are en route to and from school.

Each student is expected to take pride in the physical appearance of the school. Students need to treat all property belonging to the school and to others with care and respect. No student shall damage or deface any property belonging to the District. A school may withhold grades, diploma or transcripts of a student responsible for damage or loss of school library or instructional material until the parent, guardian or student has paid for the damage or loss. Students may be subject to discipline for willful damage or destruction of school property. **RISD Policies/Regulations: J-2400**

### **RESPECT FOR SELF AND OTHERS**

The behavior of an individual should not interfere with the rights of others. This includes the use of appropriate language, actions, and attire. In addition, students are expected to:

- be honest
- Treat others with respect and courtesy
- Refrain from harassing or bullying others
- Come to school free from the influence of tobacco products, alcohol, or drugs; and refrain from using or being in possession of such substances
- Exhibit appropriate behaviors that do not offend or distract others **RISD Policies/Regulations: J-2300**

### **STUDENT DRESS CODE**

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

The Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

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

Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

Clothing promoting alcohol and other drugs, obscenities, sexual innuendoes, gang identifiers (including "sagging"), and tobacco will not be worn. Students will be allowed to wear clothing only one (1) size too large in order to allow for growth or shrinkage. All shirts or other garments (including dresses) will be worn with sleeves. Garments will not be worn if they are made of sheer or see-through material. Midriffs must be completely covered at all times. Pants may not drag the ground. Wallet chains are prohibited.

Facial jewelry is prohibited at all times on all campuses, with the exception of games after school hours. This includes, but is not limited to, nose rings, eyebrow rings, and lip rings. Clear plastic retainers may be worn. Earrings are acceptable except in areas where student safety is compromised, such as in physical education or shop classes. Tongue rings are not subject to the policy as long as they are not used to disrupt the educational process. Shirts that say "in memory of. . . 1" will not be worn on campus. Any school may choose to have more restrictions than District policy but may not have any fewer restrictions, as approved by the Superintendent. When, in the judgment of the principal, a student's appearance, mode of dress, and/or cleanliness is distracting and disruptive of the educational process, the student will be required to make requested modifications. If requested modifications are not made, students will be removed from class and placed in in-school suspension and parents will be contacted. Students who refuse to dispose of or remove the insignia will be suspended. Students may return to school grounds only if accompanied by parent or guardian and only when the offensive insignia is either disposed of or covered up. Repetition of this offense may result in long-term suspension. See Gangs/Unauthorized Group Activity.

Exceptions for special activities or health considerations may be preapproved by the administrator.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities. **RISD Policies/Regulations: J-2350, 2361**

## ACADEMIC SUPPORT

Teachers and parents work together to approach any academic difficulties students may encounter. A shared decision-making approach towards addressing student needs is expected at each school site. School teams that include parents should use data driven layered supports to help students. Parents can contact their child's teacher to discuss any difficulties their child may have. Each school site has resources and opportunities for additional time with the teacher, tutoring, extended learning time, and social emotional supports.

### **GRADING AND REPORTING**

Students and parents will be informed of grading criteria at the beginning of each course. Student progress will be reported formally every nine weeks. Grading period intervals are indicated on the school board-approved district calendar. Parents/guardians are encouraged to meet with their child's teachers during district-scheduled parent conference days and/or as soon as any concerns arise. Detailed information on grading procedures are in the School Board Policy. **RISD Policy/Regulations: I-6700, 6711, 6800, 6900**

## **ASSESSMENTS**

RISD utilizes an array of assessments and methods in order to determine a student's understanding, knowledge and skills. Here are some reasons for administering assessments:

- Gain diagnostic feedback
- Determine knowledge or mastery
- Evaluate progress
- Determine what teaching methods are most effective
- Establish effectiveness of curriculum, instruction and/or program
- Inform students and teachers about learning

For additional information on assessments, talk with your child's teacher, principal, or contact the RISD Assessment Office at 627-2555. **RISD Policies/Regulations: I-7500**

## **CHILDFIND**

ChildFind is a legal requirement for schools to find children who have disabilities and need services. Identifying these students is an important first step toward getting them the help they need to succeed in school. Child Find is a part of the IDEA Federal Law. This law protects the rights of students with disabilities and covers children from birth through age 21. This includes children who are homeschooled or in private school.

[https://www.risd.k12.nm.us/special\\_education](https://www.risd.k12.nm.us/special_education)

Child Find requires school districts to have a process for identifying and evaluating children who may need special education and related services, such as counseling or speech therapy.

## **ALTERNATIVE MEANS FOR EARNING CREDIT**

RISD students may receive credit offered through alternative methods to meet graduation requirements following the provisions as identified in New Mexico Standards for Excellence that govern enrollment in these courses. Options for alternative instruction may include computer-assisted learning, independent study, and online courses. The Superintendent will set forth regulations to determine the process for students to be enrolled in such courses. Students will be informed of alternative instruction options through school handbooks, websites, and all counselors' offices. **RISD Policies/Regulations: I-7350**

## **DUAL-CREDIT FOR HIGH SCHOOL STUDENTS**

Student enrollment in college courses prior to high school graduation is an excellent way to explore future careers, ease the transition from high school to college, and earn elective credits toward high school graduation requirements while simultaneously earning college credits. Juniors and seniors interested in enrolling in dual credit courses should contact their academic advisor for more information. **RISD Policy/Regulations: I-4700**

## **GUIDANCE AND COUNSELING**

School counseling is integral to the mission of schools and to the total educational program. School counseling programs assist in removing barriers to learning and promote knowledge and skills necessary for the academic achievement and personal growth of all students through prevention and intervention services. Social and emotional learning delivered through a comprehensive, developmentally appropriate school counseling program has a positive impact on student academic performance. School counseling services are offered to all students in RISD. Please contact your school's administrative offices for more information.

# STUDENT RIGHTS & RESPONSIBILITIES & DISCIPLINE

## **STUDENT RIGHTS AND RESPONSIBILITIES**

A primary responsibility of RISD and its professional staff is to instill in students an appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought about. The school district is a community and the rules and regulations of a school are the laws of that community. Each right carries with it a corresponding obligation. The right to attend public school is not absolute. It is conditional on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through established processes. RISD has both the authority and the responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established and enforced. It is the responsibility of students and parents to inform themselves of current school board policies and district regulations. **RISD Policies/ Regulations: J-2050**

## **STUDENT DISCIPLINE**

Parents, school personnel and students shall be involved in the development of policies, and public hearings before the Board shall be held during the formulation of these policies in the high school attendance areas within each district or on a district-wide basis for those districts that have no high school. The Superintendent shall prepare and recommend the final format of discipline policies and develop procedures for the discipline of students that comply with state laws and regulations. These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student's behavior affects the school order. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

However, no local school board shall allow for the imposition of discipline, discrimination or disparate treatment against a student based on the student's race, religion or culture or because of the student's use of protective hairstyles or cultural or religious headdresses. Racialized aggression defined as any aggressive act which can be characterized, categorized or which appears as such to be racial in nature is prohibited. The statewide hotline for reporting such incidents is 833-485-1335, email [ARAO.Hotline@ped.nm.gov](mailto:ARAO.Hotline@ped.nm.gov), or online reporting at [https://docs.google.com/forms/d/e/1FAIpQLSfgmSi-MrOsVvodBQ\\_HlhZDRYAsqNPN9W9GyKcrm-DA6d-0eg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfgmSi-MrOsVvodBQ_HlhZDRYAsqNPN9W9GyKcrm-DA6d-0eg/viewform) Information concerning a student's disciplinary record will be held in the strictest confidence. Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student. **RISD Policy/Regulations: J-4600**

## **PROHIBITION OF ALCOHOL, TOBACCO, AND OTHER DRUGS**

RISD will not tolerate the possession, use or distribution of alcohol, tobacco (including smokeless tobacco or e-cigarettes), or other drugs on school property. RISD policy bans alcohol, tobacco and other drugs on all school property or at any RISD event. The district policy conforms to all local, state, and federal laws and regulations governing elementary and secondary students. The goal of this policy is to employ prevention and early intervention strategies, as well as progressive discipline and consequences, including expulsion, with regard to drugs and alcohol. Any student who violates this policy may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution. RISD works to maintain drug-free and tobacco-free campuses and partners with staff, students, parents, law enforcement, public agencies, and community organizations in this endeavor. Each separate school property is identified as a Drug-Free Tobacco Free School Zone as mandated by New Mexico Statute (30-31-1 NMSA 1978). **RISD Policies/Regulations: J-3000, 3050**

## **PROHIBITION AGAINST BULLYING, CYBERBULLYING, INTIMIDATION AND HOSTILE OR OFFENSIVE CONDUCT**

Cyberbullying, as defined below, is prohibited when such bullying creates or is certain to create a hostile environment on the school campus that is severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities, or performance.

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

"Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person. "Bullying" by another student means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation. "Cyberbullying" means electronic communication that targets a specific student, is published with the intention that the communication be seen by or disclosed to the targeted student, is in fact seen by or disclosed to the targeted student, and creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance. Where disciplinary action is necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed as in policy.

RISD believes that providing an educational environment for all staff, students, volunteers, and families that is free from harassment (because of disability, racial, religious, or sexual orientation), intimidation, cyberbullying or bullying, supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation, bullying, and hazing are forms of dangerous and disrespectful behavior that will not be tolerated. Students participating in one or more of these activities are subject to school discipline and/or legal ramifications. **RISD Policies/Regulations: J-2550, 2561**

### **SEXUAL HARASSMENT**

All individuals associated with this District, including, but not necessarily limited to, the Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.
- Sexual harassment may include, but is not limited to:
- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

## **Definitions and Standards of Conduct**

### **Conduct of a Sexual Nature**

Conduct of a sexual nature may include, but is not limited to:

- verbal or physical sexual advances, including subtle pressure for sexual activity;
- sexually suggestive or sexually-oriented gestures;
- verbal descriptions of sexual activity or soliciting or encouraging such description from students;
- repeated or persistent requests for dates, meetings, and other social interactions;
- initiating or repeating rumors, gossip or speculation or creating or circulating written material about a student's sexuality, sexual activity, sexual preference or orientation, or gender identity.
- dating, engaging in a romantic or sexual interaction or relationship of any sexual activity with a student;
- sexually-oriented touching, pinching, patting, staring, pulling at or attempting to look under clothing, or intentionally brushing against another;
- showing or giving sexual pictures, photographs, illustrations, messages, or notes; ● sexting;
- using physical proximity or closeness as a physical or sexual advance; comments or name-calling of a sexual nature to or about a student regarding alleged physical or personal characteristics, appearance, clothing, sexual preference or orientation, or gender identity;
- sexually-oriented kidding, teasing, "double-entendres," and jokes;
- use of sexually-oriented or nonverbal signs, sounds, facial expressions or gestures to convey sexual messages;
- writing graffiti of a sexual nature on school property; and
- harassing conduct to which a student is subjected because of or regarding the student's sex, sexual orientation, or gender identity.

### **Standard of Conduct for Employees**

No employee may engage in conduct of a sexual nature with a student at any time or under any circumstances, regardless of whether such conduct takes place on school property, in connection with any school-sponsored activity, or off campus.

### **Standard of Conduct for Students**

Unwelcome conduct of a sexual nature:

- Verbal or physical conduct of a sexual nature by one student of another may constitute sexual harassment when the allegedly harassed student has indicated, by his or her conduct, that the conduct is unwelcome, or when the conduct, by its nature, is clearly unwelcome or inappropriate.
- A student who has initially welcomed conduct of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.

All matters involving sexual harassment complaints will remain confidential to the extent possible. **RISD**

**Policies/Regulations: A-0300 ACA**

## **STUDENT SEARCHES AND SEIZURES**

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

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

**Who may search?** Certificated school personnel, school security personnel and school bus drivers are "authorized persons" to conduct searches when a search is permissible as set forth below. An authorized person who is conducting a search may request the assistance of some other person, who upon consent becomes an authorized person for the purpose of that search only.

**When search permissible.** An authorized person may conduct a search when he or she has a reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions and also when he or she has reasonable cause to believe that a search is necessary to help maintain school discipline.

**Conduct of searches; witnesses.** The following requirements govern the conduct of permissible searches by authorized persons: School property, including lockers and school buses, may be searched with or without students present unless a local school board or administrative authority provides otherwise. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the administrative authority. Student vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches. Physical searches of a student's person may be conducted only by an authorized person who is of the same sex as the student, and except when circumstances render it impossible may be conducted only in the presence of another authorized person of the same sex. The extent of the search must be reasonably related to the infraction, and the search must not be excessively intrusive in light of the student's age and sex and the nature of the infraction.

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

#### Use of Dogs in Searches

The School District is authorized to use dogs whose reliability and accuracy for sniffing and detecting any illegal or unauthorized substances and objects has been established. The dog will be accompanied by a qualified and authorized dog trainer handler who will be responsible for the dog's actions. An 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. **RISD Policies/Regulations: J-3400, 3411**

### **STUDENT DISCIPLINARY ACTION**

School disciplinary action will focus on management of inappropriate student behaviors and appropriate consequences. All available resources will be utilized, including preventive and responsive interventions to support students' needs. Conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for suspension and/or other disciplinary action(s), including legal action. No employee of the school district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct.

### **SUSPENSION OR EXPULSION OF STUDENTS**

The right to a public education for students is not absolute; it may be taken away, temporarily or permanently, through suspension or expulsion for violation(s) of school district policies and/or school regulations. However, it is a property right afforded to students which may only be denied when school authorities have adhered to procedural safeguards required, which afford the student due process of law. Depending upon the nature of the violation, student discipline may be progressive, i.e., generally, a student's first violation should merit a lighter penalty than subsequent violations. A District employee or agent should take into account all other relevant factors in determining an appropriate penalty. A full list of possible penalties can be found in the RISD Board Policies. Penalties may be imposed either alone or in combination. **RISD Policies/Regulations: J-4600, 4611, 4631**

## **VIOLENCE, GANG AND/OR GANG-LIKE ACTIVITIES**

Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action. Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members. Any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited. RISD policy is enacted and enforced to implement the requirements of the federal Gun-Free Schools Act of 1994, 33 U.S.C., Section 3351(a)(1), and Gun-Free School Zones Act of 1990, 18 U.S.C., Sections 921-924, and it is the intention of RISD to conform to provisions of those referenced laws. **RISD**

**Policies/Regulations: J-2900, 2911**

## **WEAPONS**

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District. A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws. A list of weapons, firearms and destructive devices not allowed can be found in the RISD Board Policy. **RISD Policies/Regulations: J-3100**

# **STUDENT PROPERTY, FEES AND TECHNOLOGY**

## **ACCEPTABLE USE OF INTERNET AND TECHNOLOGY RESOURCES**

Equipment (i.e., laptop computers, audio recorders, etc.) owned by the School District may be loaned to students. All technology resources must be used in a responsible, efficient, ethical, and legal manner and in accordance with the RISD mission statement and goals. In the event of loss or damage of a piece of equipment, the school representative will document the damage, collect repair/replacement costs, notify the parent/guardian, and turn the fine into the principal's office. **RISD Policies/Regulations: E-1800**

## **STUDENT FEES, FINES AND CHARGES**

School property that is lost or stolen by a student must be paid for by the student or his/her parent or guardian at fair market value. If payment is not received in a timely manner, the school district may withhold the diploma, transcript, grades, or class schedule from said student until such time as he/she returns said property in good and usable condition or makes payment in full for its replacement. Outstanding debts for lost, stolen, or damaged textbooks, library books, and other school materials will continue to be attached to a student's records until the items are returned in good and usable condition or full payment is made for their replacement. If a student or parent is unable to pay any assessed charges because of financial hardship, alternative arrangements may be possible, including a payment plan. Schools may assess reasonable fines for library books, magazines, reference books, and other materials not returned to the school library when they are due. In the event of loss or damage of a piece of equipment, the school representative will document the damage, collect repair/replacement costs, notify the parent/guardian, and turn the fine into the principal's office. **RISD Policies/Regulations: J-1800, 1831**

## **STUDENT PERSONAL ITEMS**

Students are encouraged to leave personal items of value at home. Personal items that are lost, damaged, or stolen will not be replaced by the school district. Any personal item that interferes with classroom instruction and activities, school operations, testing, etc., will be confiscated by school staff. This includes electronic devices such as, but not limited to, cellular telephones, headphones or earbuds, iPods, and electronic games.

Parents/guardians will be required to pick up confiscated items if school administration allows. **RISD**

**Policies/Regulations: I-8611**

## **USE OF ELECTRONIC COMMUNICATION DEVICES BY STUDENTS**

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 e-mailing devices, radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 players, laser pointers, portable video game players, laptop computers, personal digital assistants (PDAs), cameras, and any device that provides a wireless, unfiltered connection to the Internet.

Consequently, the use of any and all electronic devices by students during the school day on-campus or during a school-sponsored event is strictly prohibited. While students are not prohibited from possessing electronic devices, unless otherwise prohibited by law or District policies, rules or procedures, the electronic devices must be turned "off" and stored in a student's backpack or purse, locker, or vehicle. Each school principal shall determine the hours during the school day and school-sponsored events during which use of electronic devices is prohibited.

Use of electronic devices in violation of Policy IMH and this regulation shall result in the confiscation of the electronic device. After the first offense, the student may recover the electronic device from the school's administration office at the end of the school day. After the second offense, the student's parent/guardian shall be notified that the student has twice violated Policy IMH and this regulation and that the parent/guardian must recover the electronic device from the school's administration office. Any subsequent offences will require the student's parent/guardian to recover the confiscated Electronic Device, and may result in further disciplinary action. The District shall not be liable or responsible for the loss, damage, or misuse of any device confiscated from a student at school or during a school-sponsored event. **RISD Policies/Regulations: I-8611**

## **STUDENT SUPPORT SERVICES**

### **NUTRITION SERVICES**

RISD takes part in the National School Lunch/Breakfast/Snack Program. Breakfast and lunch are served daily. Breakfast is served free to all RISD students. Meal prices vary from year to year. Costs are available through the RISD website or by calling your child's school. The application for free or reduced-price meals may be filled out on the RISD website under Student Nutrition. Please check the income amounts to see if you qualify to fill out an application. If your income is at or below the amounts listed, then you need to fill out an application. Take the completed application to the cashier in the cafeteria at Roswell High or Goddard High or bring it to the Student Nutrition office at 300 N Kentucky Room 106.

Previous-year eligibility is good for the first 30 days of the new school year, but a new application must be completed each school year. Applications are processed within 10 days of receipt and a letter is mailed to parents with the new eligibility information.

For additional information, such as breakfast and lunch menus, nutrition information, student charges, and students with special dietary needs, please visit the RISD website or contact the RISD Nutrition Services Department at 637-3336. Menus are subject to change. This institution is an equal opportunity provider. **RISD Policies/Regulations: E-3300, 3400, J-4961**

## **HEALTH SERVICES**

School nurses are concerned with the health of all students, particularly as it relates to the educational environment. They can assist parents in determining when it is appropriate for a student to stay at school or be sent home from school because of an illness. Every effort will be made to keep the student in class and minimize the loss of instructional time.

### **SCHOOL HEALTH: IMMUNIZATIONS OF STUDENTS**

Students shall not be enrolled in any school unless satisfactory evidence of their completed immunizations, or proper exemption, can be presented. Any enrolled student without an immunization or immunization exemption will be placed on immunization suspension until immunizations are completed or are made as current as possible. It is unlawful for any parent to refuse or neglect to have his/her child immunized, as required by state law, unless the child is properly exempted. **RISD Policies/Regulations: J-5200, J-5211R**

### **SCHOOL HEALTH: ADMINISTERING MEDICATIONS TO STUDENTS**

Medication associated paperwork must be completed each school year in order for school personnel to administer medication to students. If your child requires medication during the school day, please contact the school nurse.

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population. An extensive list of policies and medication administration forms can be found in the RISD policies. **RISD Policies/Regulations: J-5350, 5361, 5381, 5382, 5383, 5384, 5385**

### **SCHOOL HEALTH: PHYSICAL EXAMINATIONS OF STUDENTS**

Each student participating in high school and junior high school interscholastic athletics is required to submit to a physical examination when required by the New Mexico Activities Association or to submit evidence of being physically fit, as verified by competent medical personnel.

Beginning July 1, 2021, a student shall not initially enroll in a school district or charter school (first time enrollment in New Mexico) unless the parent or guardian has provided satisfactory evidence, as determined by the school district or charter school, of having received a dental examination (by a Licensed dental health care provider) within the past year. Alternatively, a student dental examination waiver (a designated field within a school district's enrollment application signed by a parent or guardian). Such a dental examination shall be obtained at the expense of the enrollee/parent or guardian. **RISD Policies/Regulations: J-5150**

### **SCHOOL HEALTH: ROUTINE VISION/HEARING SCREENING**

A person trained to administer vision screening in accordance with the standards of the department of health shall administer a vision screening test to students in pre-kindergarten (Pre-K), kindergarten (K), first (1st) grade, third (3rd) grade and all new or transfer students in those grades unless a parent affirmatively prohibits the screening. Such affirmation shall be accepted in writing and kept as a part of the student's health record. If the parent affirmatively prohibits the vision screen verbally, the action shall be put in writing, witnessed and placed in the student's health record. **RISD Policies/Regulations: J-5190**

## **SPECIAL EDUCATION SERVICES**

Free and appropriate education services are provided under the Federal Individuals with Disabilities in Education Act (IDEA). IEP teams will ensure appropriate services are provided.

[https://www.risd.k12.nm.us/special\\_education](https://www.risd.k12.nm.us/special_education)

## **STUDENT ASSISTANCE TEAM**

Student Assistance Teams (SAT) shall operate within every building in the District. The purpose of the SAT is to provide academic and/or behavioral support for students who are experiencing difficulties in the general education setting. The SAT is made up of the classroom teacher, the building principal or designee, the student's parents and other individuals with the expertise to provide recommendations and support for the student in need. The SAT will review all the relevant information collected and suggest appropriate interventions including classroom support and parent follow-up. The SAT process is directly tied to Promotion/Retention/Remediation.

**RISD Policies/Regulations: I-2500**

## **TRANSPORTATION OF STUDENTS**

Student transportation is a privilege, not a right, extended to qualified students who are eligible for transportation pursuant to state law/codes. Student behavior on a school bus should be the same as that in a well-ordered classroom with the exception that students are free to talk, but with no screaming or shouting. Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior. When a student fails to practice proper conduct, the bus driver will inform the principal of the misconduct, which may then be brought to the attention of the parents. Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely. The principal is the only person authorized to suspend riding privileges.

The Board authorizes the administration to provide regular school bus transportation to and from school for the following categories:

- Students with disabilities who require transportation, as indicated in their respective individual education programs including three (3) and four (4) year-old developmentally disabled children
- Students living within a two (2) mile radius of the school where hazardous or difficult routes exist and where other arrangements cannot be provided
- Students who are residents within a school attendance area and
  - If students in grades kindergarten through six (6), live more than one (1) mile from the school
  - If students in grades seven (7) through nine (9), live more than a mile and a half (1 1/2) from the school
  - If students in grades ten (10) through twelve (12), live more than two (2) miles from the school

An extensive list of bus protocols can be found in RISD Board Policy or in the Student Transportation Handbook which is available at your student's school office. For additional information, contact the RISD Transportation Department at 627-2745. **RISD Policies/Regulations: E-0161, 2050, 2250, 2261, 2281, 2450**

## PARENTS AND VISITORS

Parental involvement is a key factor in student success. RISD encourages parents and family members to become effectively involved in a partnership with RISD schools. Parents are encouraged to contact their child's school and become a member of the school's parent advisory council or PTO/PTA.

### **APPOINTMENTS WITH TEACHING STAFF AND SCHOOL ADMINISTRATORS**

For the protection of quality instructional time, classrooms will have minimal interruptions during the school day. Please note that teachers and administrators designate time to return telephone calls and meet with visitors. Parents/guardians are asked to schedule appointments with teacher(s). This will ensure that staff give full attention to the visitor(s) and reduce interruption of instructional time.

### **CUSTODIAL RIGHTS OF PARENTS**

Each parent or court-appointed guardian shall be assumed to have all legal rights pertaining to parenthood or guardianship. In those circumstances in which children's parents/guardians are legally separated, and the parent/guardian states that he/she is legally responsible for the children, the requesting parent must provide the school principal with a court order delineating the custodial rights of the parties involved.

### **PUBLIC INQUIRIES AND PARENTAL COMPLAINTS**

As a parent or community member, there may be times when you need to have a school-related problem solved or a question answered. You may also have suggestions for changes to improve our school system. Your input is important. First, please address your questions or comments to the teacher or school principal. If your concerns are not addressed satisfactorily with the principal, call the Curriculum and Instruction Office at 627-2557.

Parents may also complete the RISD Complaint Form which is available online: **RISD Policies/Regulations: A-0261, 0281**

### **RELEASE OF STUDENTS DURING THE SCHOOL DAY**

For the safety and protection of your child, a parent/guardian is required to report to the school office, present photo identification, and officially sign-out a student for early release. The protection of quality instructional time for your child is a priority. To minimize the loss of instruction, verification of any medical appointments may be requested by the school. Parents/guardians have the responsibility to furnish schools with accurate, up-to-date contact information. The school must always receive notification or authorization from the custodial parent/guardian before releasing the student to a non-custodial parent. Schools value instructional time and do not release students early to their parents/guardians at the end of the school day unless absolutely necessary.

Students shall not be released into the custody of any organization, institution, or individual without prior consent or communication with the parents/guardians. Possible exceptions include: child abuse investigations directives from law enforcement officials and/or the New Mexico Children, Youth, and Families Department (CYFD), or in emergency situations where immediate arrest or removal of a student for safety reasons is deemed necessary.

### **SCHOOL ADVISORY COUNCILS (SAC)**

School advisory councils assist the school principal with the school-based decision-making process and involve parents in their children's education. The Board authorizes the establishment of a school council at each school site. The principal will call advisory council meetings and maintain minutes, post the agenda, and provide necessary resources for their functions. More information about SAC can be found in State Status 22-5-16, NMSA 1978. **RISD Policies/Regulations: C-1350, 1361**

### **USE OF SCHOOL BUILDINGS**

The school district's facilities are available to schools, school-related groups, nonprofit and charitable organizations, civic clubs, and public agencies. Use of school district facilities is encouraged to maximize the community's use of public facilities. The school district has set forth a policy and regulation for proper use of school facilities to protect against their loss and damage and for the recovery of additional operating costs due to extended and after-school use of such facilities. Organizations requesting the use of school district facilities

must fill out the appropriate building use form and must follow all rules and regulations set forth by the school district.

The space provided for an organization's use is made available when it is not needed by RISD for its instructional needs, educational programs or extra-curricular programs. The first priority for use of indoor and outdoor school space is given to the school itself.

The Superintendent or his/her designee is authorized to approve, deny and set all conditions for community use of buildings and grounds under the direction of district policy. Community Use Request Form can be found in Board Policy K-1681 and should be submitted to the building principal or District representative. **RISD Policies/Regulations: K-1650, 1681, 1682**

### **VISITORS TO SCHOOLS**

The Superintendent shall establish school-visit procedures for the control of persons other than school personnel or students who enter District premises. Parents are encouraged to visit the schools. All visitors to any school must report to the school office upon arrival.

For those who wish to visit a classroom during the school day, it is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule.

All persons entering a school building on school grounds or any physical plant of RISD, must check in at the principal's office or designated reception office, signing a register and stating the nature of his/her business. When permission is granted, a badge or written pass shall be issued by the principal or designee and shall be surrendered at the school office upon leaving the premises.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law. **RISD Policies/Regulations: K-2450, 2461**

### **VOLUNTEER CLEARANCE**

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

#### **DEFINITIONS**

Volunteer means those persons, including relatives of students, who provide service for or on behalf of the District or a school, or at a school-sponsored or school related activity, on or off District property, without compensation.

In order to protect the safety and security of children and school staff, any volunteer given access to students without the presence (line of site view) of a licensed staff member shall have a background and criminal history check, to include but not limited to any history of drug abuse or drug dealing, domestic violence, DUI offenses and sex crimes, with the results received prior to allowing the volunteer such access. Volunteer applicants must submit to a background investigation by completing an application form and background consent form in accordance with current district policy. Such background check shall require the volunteer to submit acceptable fingerprints, as set out in state law. For additional Volunteer information refer to the entire Policy

## STUDENT SAFETY AND EMERGENCIES

### **EMERGENCY PROCEDURES**

During school emergencies, parents are asked to cooperate with law enforcement and school officials to ensure the safety of all students and staff. Routine school procedures may change during an emergency. Emergencies could include fire, lockdowns, shelters-in-place, bus accidents, severe weather, disturbances in adjacent neighborhoods, and more. **Please make sure emergency information is correct, complete and current on your child's school record. When you move, change phone numbers, or change emergency contact names, contact the school immediately.**

### **DEFINITIONS**

**Shelter-in-place:** All exterior doors are locked while students and staff remain inside classrooms with the lights on and normal activity continuing until word is received that it is safe to resume any outside activity. Parents may not enter the building during a shelter-in- place until the Building Administrator announces that it is safe to do so.

**Lockdown:** All school doors (interior and exterior) are closed and locked. All curtains and blinds are closed, lights are turned off throughout the school, and students and staff are instructed to wait quietly in classrooms, libraries, etc. for further instructions. Parents may not enter the building during a lockdown.

What should parents do in an emergency?

1. School emergency information will be posted at the top of the RISD website [www.risd.k12.nm.us](http://www.risd.k12.nm.us) to keep parents informed and to provide instructions regarding procedures to follow, if necessary. School closures or late starts due to severe weather conditions will also be released to all media outlets and posted on the RISD website. Limited bus routes may or may not be announced since unexpected conditions may close roads without warning.
2. Avoid calling the school during an emergency situation as phones will be used to deal with the emergency situation and staff members will be busy taking care of student needs. Information sent to the media and posted on the RISD website will be as up-to-date as possible.
3. If the school is in a lockdown or a shelter-in-place, individuals (other than emergency responders) are not allowed to enter or leave the school site. This is for your child's safety. Please do not come to the school until it has been announced through the media or the RISD website that it is safe to do so.
4. Follow all emergency student check-out procedures. Once the emergency situation is over, any adult coming to a school to pick up a student must have proper identification. This is for your child's safety as school personnel must keep track of who has picked up each student. Depending on the nature and length of the emergency situation, school buses may or may not be available to take students home from school right away. Students who normally walk home will be allowed to do so only after local law enforcement has determined that it is safe to do so. Under some conditions, students who normally walk may need to be picked up. Depending on the situation, high school students who drive may need parental permission to leave campus and drive home.

For more information on student safety, contact RISD Safe Schools Liaison.

VIDEO SURVEILLANCE see policy **RISD Policy/Procedure: C-1450**

## English Learner (EL) Placement in an English Language Development Program

Students who are identified as English Learners (ELs) will receive additional support through an English language development (ELD) program. The purpose of the program is to provide additional support for students not yet proficient in speaking, listening, reading, and writing in English. The program will assist EL students into meeting age appropriate academic achievement standards for grade promotion and graduation.

### English Proficiency Results

The district determines that a child requires this support through test results. ACCESS for ELs 2.0 is an English language proficiency test for students in Kindergarten - Grade 12. The test is administered every year to help school districts monitor the English language development of students identified as English learners.

### English Learners with an IEP or Section 504 Plan

If a child has a disability, the English language development program will coordinate with appropriate staff to meet the objectives of the child's Individualized Education or 504 Plan.

### English Language Development Program Options

Program	Program Goal	Program Elements	Eligibility
Maintenance Model	Designed to develop and maintain proficiency and literacy in the primary or home language while developing a student's literacy and oral skills in English NMAC 6.32.2.12.(D)(4)	1 hour of Lang.Arts in home/heritage language <b>and</b> 1 hour of ELD/ESL.	English Language Learner students only
English Language Development	To provide instruction for English learners using specific strategies to make academic subjects comprehensible and accessible while promoting the students' English language development.	English language development (ELD) is provided every day to help students attain proficiency in English	Students participate until they score a <b>4.7</b> or higher on the ACCESS test (English language proficiency test).

Reclassification (Exit) Criteria Proficiency level scores are reported as numbers that range from 1.0 - 6.0, for example, 2.2 or 4.0. You can think of a score of 1.0 as a "beginner" score, while 6.0 can be considered an "advanced" English language proficiency score. Students who score a **4.7** or higher on ACCESS are considered Fluent English Proficient and no longer receive English language development services.

### Expected Timeline for Reclassification Graduation from High School

Most students successfully exit the program within 5-7 years. When exited from the program, a child's performance will continue to be monitored for 2 years to determine if additional academic support is needed.

### Parent/Guardian Rights

- Parents have the right to be informed by the school principal or designee about the bilingual and/or ELD program options available at the school site.
- Parents have the right as a parent/guardian to remove their child from the bilingual and/or ELD program checked above.
- Parents have the right to request a change from one bilingual and/or ELD program to another, if it is available at the school site.
- Please be advised that all English Learners are required to take the ACCESS test annually until a proficiency level of **4.7** or higher is reached, regardless of participation in the program.

Please visit your child's school to discuss your child's progress in English language development and academic achievement. If you have any questions, please contact your child's school administrator or the Multicultural Department at 627-2585.

## Student and Family Handbook PARENT AND STUDENT SIGNATURE PAGE

Student Name (print): \_\_\_\_\_

Grade: \_\_\_\_\_

School: \_\_\_\_\_

My child (listed above) and I have reviewed the current student and family handbook together. I understand that information contained in this handbook is a summary of important district policies and regulations and a summary of student rights and responsibilities.

*I understand that I can review all RISD School Board adopted policies and regulations online at [www.risd.k12.nm.us](http://www.risd.k12.nm.us)*

*I also understand that I can obtain a copy of a specific policy, regulation and/or form from my child's school or from the RISD School Administration Building at 300 N. Kentucky.*

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_