

**Springer
Elementary
School**

Student Handbook

2009-2010

PO Box 308
Springer, NM 87747

Superintendent of Schools.....483-3432 or 483-2437
High School/Junior High School Office.....483-3464 or 483-2807
Elementary School Office.....483-3485 or 483-2794
Special Education.....483-3441 or 483-2698

PHILOSOPHY

It is the philosophy of the Springer Municipal Schools to provide an atmosphere conducive to learning where students can participate in activities that will prepare them effectively and efficiently to be successful. We value the worth of each individual and we are committed to providing a supportive, stimulating, and creative environment. We desire to make education a cooperative venture by encouraging positive experiences in academics, activities, and behavior.

ACCREDITATION

Springer Municipal Schools is accredited by the New Mexico State Department of Education. This certification means that the Springer Municipal School District has met and must maintain strict standards pertaining to curriculum, teacher preparation, physical facilities, and equipment.

MISSION

The mission of the Springer Elementary in partnership with parents and community, is to provide a challenging academic and supportive social-emotional environment that motivates all students to develop their fullest potential and one that prepares students to meet the demands and opportunities of a rapidly changing world.

GOALS

To promote active community participation.

To address students' needs through effective strategies that emphasize intellectual growth, self-esteem, and personal development.

To use open, positive communication between parents, faculty, administration, and the Board of Education to assist in the growth of the individual student.

EXPECTATIONS

Expectations for School Performance

Students, teachers, and parents share responsibility in the learning process. Each entity is valued and respected, and each

works for the benefit of all in our community of learners. The Springer Municipal Schools offers students and the school community opportunities to exercise responsibility, decision-making and leadership, as well as opportunities to participate in school and extra-curricular activities. Our mission will be realized when our students can begin to demonstrate awareness of the relationship between rights and responsibilities; acceptance of responsibility for their own actions; and begin to achieve the ultimate goal of becoming self-directed learners, who take responsibility, set high goals, and develop intellectual curiosity.

Academic Expectations

Springer Municipal Schools provides academic offerings necessary to meet the school's academic and social expectations and that meet the needs of students of different abilities, interests, motivations and educational goals. Students will meet appropriate levels of academic skills necessary to prepare for state assessment tests; demonstrate an ability to use all resources and tools available for learning and research, including information systems and computer technology; develop personal study skills to a level sufficient to discover, organize, interpret and evaluate information in order to make decisions and implement new ideas and solutions; demonstrate and effectively employ receptive and expressive communication skills including listening, reading, writing and speaking, allowing students to become literate individuals; and demonstrate the ability to become life-long learners through the use of critical thinking skills, problem solving skills, physical development skills and an understanding of the importance of personal wellness. Our mission will be realized when our students can begin to demonstrate inquisitiveness and productivity who view the acquisition of knowledge as a lifelong pursuit. A primary goal is to instill in students a life-long habit of inquiry and the confidence and skills to approach any learning situation with success.

Social and Personal Expectations

The Springer Municipal Schools encourages in students a respect for themselves and others, a sense of dignity and worth, and a willingness to live and to work with others in a spirit of productive cooperation. In our life together we demand honesty, reward responsibility, and cultivate an atmosphere of mutual caring. Our mission will be realized when all of our students demonstrate

respect for peers, teachers and staff; respect for individual differences, including but not limited to: gender, ability, sexual identity, ethnicity, religion, cultures, and language; respect for property, including the school building, contents and grounds, as well as personal property of all school community members.

Students Rights & Responsibilities

In accordance with the state and federal laws, the educational system is required to provide each student the opportunity to obtain an education, and provide for the student's safety at school. At the same time the New Mexico Compulsory School Attendance Law amended with HB 106, has placed the responsibility of attending school on the students and their parents or guardians. With those two ideas in mind, the school has established guidelines for conduct required of the students and staff members.

Students have the right to citizenship as delineated in the constitution and its amendments. These rights may not be abridged, obstructed, or in any other way altered except in accordance with due process of law. Students have the right to receive a public education. The deprivation of that right may only occur with just cause in accordance with due process of the law. The school is a community and the rules and regulations of a school become the laws of that community.

Students who commit infractions of school policy will be subject to disciplinary action, and parents are encouraged to assist the school with their child's inappropriate behavior. Depending upon the most important endeavors is to create a violence free & safe environment. While discipline does not appear as a subject, it underlines the whole educational structure, and it is the discipline that helps to develop self-control, character, orderliness, and efficiency.

When is the policy in force?

The provisions of the District Discipline Policy are in force during:

- Transportation of students
- Regular school hours
- Extra curricular activities and school sponsored events

At times and places where authorized, school administrators and staff have jurisdiction during, but not necessarily limited to: School sponsored events, field trips, athletic functions, and other school related functions and activities. Additionally, the principal and all public school officials, or designated chaperones are authorized to take administrative action when a student's misconduct, away from school, during school, or during a school activity, has a detrimental effect on the other students, staff, or on the orderly educational process.

Statement of Policy

A primary responsibility of Springer Municipal Schools and their professional staff shall be 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 community and the rules and regulations of a school are the laws of that community. All persons enjoying the rights of citizenship are subject to the laws of their community; each right carries with it a corresponding obligation.

The right to attend public school is not absolute. This right is conditioned 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 lawful process. Teachers, administrators, and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public school. In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their lawful requests and instructions followed by students.

The schools have both the authority and responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established.

ARRIVAL AND DISMISSAL OF STUDENTS

Springer Elementary School

Please see that your child/children arrive at school by 7:50 AM, but **NOT** before 7:30 AM, and report to the cafeteria. Classes begin at 7:55 AM. School dismisses for Elementary School students (K-5) at 3:35 PM.

Springer Junior High School

Please see that your child/children arrive at school by 7:40 AM, but **NOT** before 7:30 AM, and report to the Miranda Junior High Building. Classes begin at 7:45 AM. School dismisses for Junior High School students (6, 7, & 8) at 3:40 PM.

Cancellation and School Delays

School may be cancelled or delayed due to inclement weather or when deemed necessary by administration. When the decision to close or delay school is made, announcements will be made on the local radio stations (93.9 FM KRTN) and local television stations (KOAT, KRQE & KKOB.) These announcements will be made prior to 7:00 AM.

GRADING

Report Cards

Report cards are sent home at the end of each nine weeks. Progress reports are sent home around the middle of every grading period. Grades will reflect the level of student mastery and ability.

Kindergarten through Second Grade

Students in grades K-2 will receive grades according to the following symbols:

- E – Excels in this area
- S – Satisfactory
- N – Needs Improvement
- — Area has not been introduced at this time

Plus or minus notations may be affixed at teacher discretion to indicate directional progress for the grade of “S”.

Third through Fifth Grade

Students in grades three through eight will earn letter grades based upon the numerical categories outlined below:

A 90-100 B 80-89 C 70-79 D 60-69 F 0-59

Student grade point averages are based on the numerical value of grades as follows:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0

Rolls of Merit

Springer Municipal Schools recognizes students who have attained academic excellence. There are three rolls of distinction:

Superintendent's Roll of Merit: Grade point average of 4.0

Principal's Roll of Merit: Grade point average of 3.5 – 3.9

Honor Roll: Grade point average of 3.0 to 3.4

Each year an Academic Banquet is held to honor students who have been *on the Honor Roll through the first three grading periods of the school year.*

Parent/Teacher Communication: Teachers are required to contact parents with any concerns they have about their student's academic progress and the student's behavior.

PARTIES FOR GRADES K-5

There are four times throughout the school year that a party may be held. They are Halloween, winter, Valentine's Day, and spring. It is the sole discretion of the teacher to determine if valuable class time may be interrupted.

ATTENDANCE POLICY AND PROCEDURES

Students cannot learn the presented curriculum if they are absent, and make-up work is a poor substitute for the verbal information and explanations missed when students miss school. There is a direct relationship between regular attendance and good grades, so students should attend school regularly each day unless prevented from doing so by illness or other emergencies.

Personal business and medical/dental appointments should be scheduled on Fridays when there is no school. It is important to

schedule all other activities on non-school days. The Board of Education believes that regular attendance is necessary for optimal learning. In accordance with that philosophy, the following attendance guidelines are established:

Students will be allowed to accumulate 8 excused/unexcused absences per semester per class. Any student, who has more than eight (8) absences **per class**, **MAY** lose credit for that class.

Parents will be notified by the teacher after the **4th absence** (per student's respective class) that the student is in danger of losing credit for that particular class. A copy of notification will be sent to the parent, teacher, and a copy for student's file. After the student has obtained **6 absences**, a certified letter will be mailed to parents requiring a mandatory parent conference.

STUDENTS ABSENT FROM SCHOOL DUE TO SUSPENSION ARE NOT ALLOWED TO RECEIVE CREDIT FOR MAKE-UP WORK.

Daily school attendance is mandatory per state law. For students to benefit most fully from the instructional program, please have your child(ren) at school for the 7:55 am K-5th grade's, and 7:45 am 6-8th grade's start times - and refrain from planning vacations during school calendar days. Students and their families must assume responsibility for the student's absences and recognize that being tardy or absent, regardless of the reason, will negatively impact the student's achievement in class.

The first and last few minutes in the classroom are as important as the rest of the school day. Arriving late means directions for the day and introduction of some concepts are missed. Leaving early means missing reminders and clarification regarding homework and upcoming events. Children who arrive late or leave early often feel they are not a part of the total classroom environment.

Springer Municipal Schools recognizes that there may be situations that dictate a student's absence. In that case, students will be given makeup work **after** they return. Classroom activities cannot be made up. Therefore, in accordance with district guidelines, absences may be excused for the following reasons only:

1. Doctor's appointment
2. Death in the family
3. Diagnostic testing
4. Extenuating circumstances as agreed to by the administration prior to the absence
5. Illness
6. Religious commitment
7. Family emergency

Should your child become ill at school and it appears advisable to send them home, you will be contacted. Be sure that we have all your current telephone numbers. It is also necessary for you to leave the telephone number of a relative, neighbor or friend that can be called in case of an emergency and the school is unable to reach you. This information should be on your child's enrollment form.

If a student must be removed from school early please come to the office and sign the child out. Teachers will not be allowed to release children directly from their classes. We ask this in order to be able to identify those persons picking up children and to insure the safety of your children. Your cooperation and understanding is appreciated.

Please always be aware that the New Mexico State Law on attendance looks at an 8-day limit. After eight days, a court referral may be generated. Springer Municipal Schools has a district goal of 95% attendance by every student. For Springer Elementary students, this translates to 2 days of absence per grading period. The administrator may contact any family who has a child that is absent in excess of the state law.

Procedures for Withdrawing From School During the Year

Students cannot officially withdraw from school without a statement from parent/guardians. Contact the school secretary in the office for information on procedures for withdrawing from school. Records of transferring students are released to receiving schools upon written request from the parent or student of legal age, or from appropriate authorities at the receiving school. Students must also be accompanied by a parent/guardian to enroll in school.

HOMEWORK POLICY

The Springer Municipal Schools staff believes that the purpose of homework is to provide students with opportunities to extend classroom lessons and to transfer specific skills and concepts to new situations. In addition, homework is designed to develop personal responsibility, self-discipline and effective study skills. As with all instructional activities, homework assignments should be meaningful, relevant, and grade appropriate. Homework assignments will increase in both length and scope as students progress from grade to grade.

Daily Reading

A student's ability to read is strengthened by reading each day at home. The Springer Elementary School strongly urges each student to spend time reading for pleasure or interest each day, in addition to homework time. In addition to books of interest, newspapers, magazines and journals can be included. A minimum of 15 minutes of daily reading will significantly enhance students' reading skills. Depending on your child's teacher, daily reading assignments may differ and/or be mandatory. K through 5th grades supplement their reading with the Accelerated Reader (AR) program and students are required to use the library and other resources for this program, as designated by their teacher(s).

Expectations of the Amount of Time Spent on Homework

The specific amount of homework assigned varies according to subject and grade level. The amount of time individual students spend in homework studies will also vary according to the individual student's study skills and personal work habits. These variables are important considerations when teachers, parents and students work to identify the appropriate amount of time a student should spend in homework study. Students and parents should note that there is a gradual increase in homework time expected during the students' school years. Please remember that your child's study time varies from grade to grade.

Homework During Holidays and Vacations

Parents and teachers concur in minimizing the amount of homework given during these times. While there may be occasions when assignments are given during these periods, no homework will be routinely assigned. However, long-range

assignments may necessarily need to be included over these time periods.

Homework During Weekends

Teachers will routinely assign homework over weekends. The amount of time expected of students in homework study is approximately the same amount expected for one weekday school night. The purpose of weekend assignments is to maintain student focus on class work or in preparation for Monday's classes.

Homework for Absentees

In the event a student is absent for more than a few days for reasons of illness or family emergency and is able to do homework, parents are urged to call School **before 10:00AM** to request homework assignments. Make-up work may be picked up at the end of the school day. Students are responsible for making up any missed work upon their return to school. Teachers, parents and students are encouraged to work together to set a reasonable time frame in order to turn in any missed work.

School Absences Because of Family Vacations

There are times when families plan vacations when school is in session. Students who are absent from school because of vacations cannot be excused from their scholastic obligations. Classroom time is uniquely beneficial to students to the degree that it cannot be replicated at an earlier or later time. The School recognizes the importance of quality family time for its students. The school also understands the difficulty and complexity of scheduling important family events. The guidelines presented below address the problem in a manner that best supports the purposes and goals of the school and the needs of the student.

- Teachers are not obligated to provide advance assignments for students.
- Students and parents are encouraged to initiate making up the specific assignments, etc. missed because of vacation during regularly scheduled school sessions.
- Teachers are expected to provide the same, reasonable make-up opportunities extended to students who experience an excused absence.
- Teachers are not expected to provide more time for students who missed school because of family vacations.

Homework Assignment Emergencies

“The dog ate my homework!” Occasionally, a student experiences genuine difficulties in completing and turning in homework assignments. Springer Elementary School believes it is vitally important that the school and home positively support students in cases of unusual circumstances. The faculty recognizes that unexpected circumstances can arise in students’ lives that can prevent the successful completion of homework. If this happens to your child, we ask that you consider the options listed below to assist your child in his/her dilemma, recognizing the school’s obligation to maintain consistent performance standards.

- Contact the school (teacher or principal) by phone, note or e-mail explaining the circumstances and requesting an exemption or extension of the assignment. If appropriate.
- Encourage your child to directly request the needed exemption and/or extension from the teacher.

Chronic Homework Difficulties

At times, students may struggle in meeting their homework obligations. When students routinely experience difficulties in completing homework assignments, teachers and parents need to confer about the nature of the student’s difficulties. The school faculty has had success in assisting students to work through study skill problems. The successful development of students’ study habits is an important goal for the school. We know that collaborative school-home efforts can be effective in helping students improve their study skills. Please contact the school with your questions/concerns when you believe your child is experiencing chronic homework problems.

DISCIPLINE POLICY

Rules, Regulations and Expectations

The rights and responsibilities for all students and staff members must be respected at all times. In an effort to strive for excellence, it is important for students and staff to be aware of the rules, regulations, and expectations that govern these rights and responsibilities. The following rules and regulations are consistent with the Goals for all Springer Municipal Schools students set forth in the Student Handbook. It is also expected that students will follow the standards and code of conduct, which have been established.

Standards of Conduct

Discipline at the Springer Elementary School is meant to be educational and positive, rather than merely punitive and negative. This aspect of student life stems from a professional and genuine concern for the welfare of both the individual and the community. As such, the school views discipline as a learning experience designed to enhance the development of an individual's growth towards maturing, self-discipline, and the fostering of an internal set of controls, which allows one to efficiently function as a contributing member of society. Thus, the individual's own good, as well as the common good is promoted. There is a clearly defined standard of behavior within the Springer Municipal Schools community that promotes a safe and productive learning and teaching environment.

Self-discipline is the ultimate goal for each student. Students who interfere with their own and other students learning and teaching rights must be prepared for consequences. The disciplinary consequences for misbehavior will range from least severe to most severe. The use of disciplinary actions will increase district-wide consistence in addressing misbehavior. District discipline rules and regulations shall be adhered to and enforce in the same spirit and manner throughout the school system.

In order to promote an atmosphere of Community Cooperative Learning, a safe and secure environment, and a respect for the inherent rights of others, students are expected to refrain from the following:

- Disturbing classes.
- Disrespect towards administration, faculty, staff, and other students.
- Being in unauthorized areas.
- Lack of responsibility.
- Misbehavior.
- Non-compliance with dress code.
- Violating any other established school policies and procedures.

Some examples include, but are not limited to the following:

- OVERT DEFIANCE-Persistent defiance of school rules/authorities, or hostile and belligerent attitude towards school personnel.
- VERBAL ABUSE-Verbal abuse, use of profane gestures or threats to Staff/students, directly or by implying threat of damage to personal School property.
- INTERFERENCE/OBSTRUCTION-Any action taken to prevent staff from exercising lawfully assigned duties.
- HAZING/BULLYING-Participating in or conspiring for others to engage in harassing/bullying acts that injure, degrade, or disgrace other individuals.
- SEXUAL HARRASSMENT-Verbal or physical conduct of a sexual nature by one student to another may constitute sexual harassment when the allegedly harassed student has indicated by his or her conduct that the conduct, by nature, is clearly unwelcome or inappropriate.
- INAPPROPRIATE PHYSICAL CONTACT this includes unacceptable physical contact and/or public displays of affection among students, whether welcome or unwelcome by any other student
- WEAPON POSSESSION-Possession of any instrument designed for or capable of producing bodily harm or death.
- ASSAULT W/DEADLY WEAPON-Unlawful aggression committed upon the person by another with any instrument or by any means of force likely to produce bodily injury.
- ASSAULT-Any student or group of students, hitting, pushing, attacking or participating in any type of physical abuse on any school personnel/student.
- WILLFUL DAMAGE-SCHOOL PROPERTY AND THAT OF OTHERS-Any willful cutting, damaging or other injuries of any manner to any property, real or personal, belonging to the School District and others. The parent/guardian shall be liable for all damage caused by the student.
- UNAUTHORIZED USE OF SCHOOL PROPERTY-Unauthorized/illegal use of school property for non-school sponsored activities.
- THEFT-Any unlawful taking of property.
- EXTORTION-The obtaining of property from another, with his/her consent, induced by wrongful use of force or fear.
- VULGARITY/PROFANITY-Language or gestures that may be interpreted as offensive and/or repulsive to the senses.
- GAMBLING-The playing of a game of chance for stakes.

- TRUANCY-skipping school or missing class without an excuse.
- TARDIES-Students arriving late to class.
- STUDENT ATTIRE-Students shall be clean and neatly dressed in such a manner that will be decent and not hazardous to the health and safety of the students or others, and not disruptive to the educational program of the school.
- MISBEHAVIOR ON SCHOOL BUSES OR DURING SCHOOL ACTIVITIES-Students shall abide by the Code of Conduct at all times.
- BEVERAGES/FOOD/GUM- No food, beverages or gum are allowed in the classroom or cafeteria with the exception of clear water bottles. The only other exception is when prior approval from the principal or his/her designee's office is given. This excludes regular classroom snack time for the lower grades and holiday parties.

All members of this school community have the responsibility to conduct themselves in a way that demonstrates a mutual respect for ALL individuals, their rights and their property.

Dress Policy

All students are expected to use good judgment in selecting clothing worn in school. A student's appearance will be governed by standards that are comparable with decency, cleanliness, safety, and an atmosphere of learning. The selection of clothing must be appropriate so that there will be no interference with the educational process or undue distractions or disturbances.

Clothing and items which are unacceptable includes:

- Clothing displaying offensive, obscene or profane language or symbols, pictures referring to drugs, alcohol, satanic tops, obscenities, anything of a sexual nature and any symbols that can be gang related such as funeral shirts.
- Clothing of a revealing nature or appearance which includes, but is not limited to "spaghetti straps," halter tops, very short shorts, half shirts, muscle shirts, tank tops, mesh or see-through, and shirts or tops with partial, or no sides. Undergarments must not show.

- Skirts, shorts, and dresses should not be shorter than a student's hand width above the knee. Spandex, cut-offs, and other shorts without hems are not allowed.
- Clothing must be free of tears and rips.
- Shirts cannot hang more than 12" below the waist
- Hats, sweatshirt hoods on students heads or other headgear such as bandannas and sunglasses.
- Head bands, armbands, wristbands, bandannas, regardless of color of design and hair nets are not to be worn or displayed in any manner.
- Chains (including wallet chains) are not permitted.
- Both sides of suspender straps must be fastened over the shoulder.
- Pants must be worn around the waist in an appropriate manner (no sagging or bagging). Undergarments must not show.
- Shoes, sneakers or appropriate footwear must be worn at all times.
- Belts, if worn, must be worn through all belt loops.
- Any type of gang attire is strictly prohibited.
- Shirts must be buttoned.
- Electronic devices are prohibited in school these include, but are not limited to, MP3 and CD players, hand held video games, hand held TVs, beepers or pagers, cell phones, etc. are not allowed by students.
- Trading Cards or other items that are disrupting to the educational process are not allowed.

School personnel may determine other attire and items inappropriate as they see fit. Parents are responsible for assuring that their student attends school in attire that does not violate this dress policy and will be contacted if it does. Students will have a choice of contacting parent to bring more appropriate clothing items for the student to change into, or wearing items kept here at school when parents are unable to bring different clothing.

Disciplinary Procedures and Consequences

Communication among all members of the Springer Municipal Schools community is essential in implementing the handbook and helping students to assume their responsibilities as citizens of this school.

All students and parents are encouraged to bring any violations of rules and regulations to the attention of an administrator. In addition, all school staff has an obligation to report violations of rules and regulations to the school administration. Both teachers and administrators will inform specific students and parents when school expectations and standards of conduct are not being maintained.

Students should have a full understanding of the consequences of their behavior should they fail to meet school expectations. The consequences of breaking school rules depend on the seriousness of the behavior and the overall disciplinary record of the individual student. Every effort will be made to balance fairness with consistency in the application of this code.

The Springer Municipal Schools disciplinary guidelines and policies include procedures, which ensure that the Principal will inform students and parents of their due process rights. Any student involved in a disciplinary action is entitled to an opportunity to express his/her position on the incident leading to disciplinary action and an explanation of the reasons for any actions taken. Parents have the right to request and be present at such a meeting. Appeals of decisions made by the school administration in accordance with this Code of Conduct can be made to the Superintendent and/or School Committee.

CONSEQUENCES

Consequences range from a written warning, parent conference, discipline report, detention, in school suspension, out of school suspension, expulsion, Friday detention or other consequences as deemed appropriated at the discretion of the administrator.

Anti-Bullying Pledge

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.
6. Support students who have been or are subjected to bullying.

7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty, to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.

TRANSPORTATION GUIDELINES

To the Parents/Guardians of children using school transportation:

The rules and regulations listed below are the result of careful study based upon the experience we have had in the operation of a school bus system. Cooperation and courtesy in following these suggestions will permit us to better serve your child. Please go over the rules with your children so they will know what is expected of them when they ride the bus.

The uniform code of discipline for the school will be utilized in all discipline reports.

Office of the Director of Transportation

Student transportation is a privilege, not a right, extended to qualified students. Students who do not obey regulations **as set forth in the Department of Education, Transportation Division, School Bus Driver Manual 1977 Revised,** may have their transportation privileges revoked by school officials.

BUS RULES

- The bus driver may assign seats.
- Be courteous.
- No profanity.
- No eating or beverages of any kind, no gum-chewing on the bus; keep the bus clean.
- Violence is prohibited. No fighting, pushing or shoving allowed.
- No smoking.
- Keep your arms, hands and head inside the bus.

- For your own safety, do not distract the driver through misbehavior.
- Be on time at designated bus stops. **Buses cannot wait for tardy pupils.**
- Cross in front of bus when crossing road or highway, not in back of bus.
- Wait until bus has come to a complete stop before attempting to enter or leave the bus.
- Remain seated while bus is in motion.
- Do not leave the bus without the driver's consent, except at home or school. No unauthorized stops will be made.
- Be considerate of small children.
- Do not open windows without permission from the bus driver.
- Do not sit on bus driver's seat.
- Do not destroy property. Report any damage you observe to the driver. Damage to the interior or exterior of the bus will result in the responsible party paying for damages and suspended bus privileges.

Misbehavior on Bus: Penalty at discretion of principal or his/her designee depending on circumstances (May include removal from bus for 1 to 10 days or permanent removal from bus by a formal hearing). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

TECHNOLOGY USE POLICY

Overview

While Springer Municipal Schools will always seek to use Internet resources appropriately, parents and faculty must be aware that it is possible for students and others to use these resources inappropriately. This policy attempts to define appropriate use and penalties for violation. The school will monitor network access and use. Despite the best efforts of the school, kids will be kids, and students could gain access to, or be sent inappropriate materials. Parents must be aware of this possibility. All students, their parent(s), faculty and staff are required to read this handout and sign were applicable in order to use Internet resources available at the school.

Purpose of Technology Use

Springer Schools are pleased to offer students and staff (users) access to our local computer network(s), as well as the Internet. We believe this service offers vast, diverse, and unique resources. Our goal in providing this service is to continue to promote educational excellence by facilitating resource sharing, engaged learning, and communication.

Opportunities and Risks of Technology

Internet access will enable the exploration of thousands of libraries, museums, and other sources of information around the world. Families should be aware that some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of our school are to use Internet resources for constructive educational goals, users may find ways to access other materials. We believe that the benefits to users from access to the Internet in the form of information resources and opportunities for collaboration far exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we respect each family's right to decide whether or not to allow their children access to the Internet. Whatever the decision of the parent/guardian, please sign the attached form on the appropriate line and return it to your child's school.

Disclaimer

No technology is guaranteed to be error free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the school is not liable or responsible for:

Plagiarism

Any information that may be lost, damaged, or unavailable due to technical or other difficulties;

Password protection or lack thereof;

The accuracy or suitability of any information that is retrieved through technology;

Breaches of confidentiality;

Defamatory material;

The consequences that may come from failure to follow school and/or parental policy and procedures governing the use of technology.

Privileges and Responsibilities of Technology

It is a general policy of the Springer Municipal Schools to promote the use of computers in a manner, which is responsible, legal, and appropriate. Use of the school's network is a privilege. Failure to adhere to this Acceptable Use Policy may result in the revocation of access privileges. **Should a user's privileges be revoked, there shall be no obligation to provide a subsequent opportunity for access to the school's network, or to the Internet.**

Students are responsible for appropriate behavior on the school's network just as they are in a classroom. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Users are advised never to access, save, print, or send anything that they would not want their parents and teachers to see and read. Network storage areas may be treated like school lockers. Network administrators/teachers may review communications and files to maintain system integrity and to ensure that the network is being used responsibly. (Parents and appropriate legal authorities may be notified of misuse.)

Network Etiquette

Network users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Be polite and non-abusive in your messages to others;
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language;
- Do not use the network in any way that would disrupt its use by other Users;
- Adhere to the rules of copyright law and assume that all software is copyrighted (unless it is labeled "freeware" or "public domain");
- Adhere to the licensing agreements governing the use of shareware;
- Recognize that electronic mail (e-mail) is not guaranteed to be private. Network administrators/teachers have access to all mail. Messages relating to or in support of illegal

activities will be reported to the authorities and parents will be notified of inappropriate use;

- Assume responsibility for technology which was borrowed or under the user's account or password;
- Be responsible at all times for the proper use of access privileges and for complying with all required system security identification codes including not sharing such codes;
- Close any site (URL) that has inappropriate material. Report the site immediately to a faculty member. Do not share such sites with other users.
- Respect the right of others to use equipment and therefore not use it for non-school activities;
- Protect the privacy of other users and the integrity of the network by avoiding misuse of passwords and others' files, equipment and programs.

Unacceptable Use

Users are responsible for their actions and activities involving the network.

Network users will not:

- Use offensive, obscene, inflammatory or defamatory speech;
- Harass other users;
- Use the account or password of another user;
- Allow their password to be used by others;
- Misrepresent themselves or others;
- Violate the rights of others, including their privacy;
- Access, submit, post, publish, download or display any defamatory, intentionally inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material;
- Post materials authored or created by another without his/her consent;
- Post anonymous messages;
- Use the network for commercial or private advertising or for the sale or purchase of materials for personal use;
- Download unauthorized software, regardless of whether it is copyrighted or de-virused;
- Wastefully use network resources;
- Use unauthorized access to resources or entities;

- Use the network for private financial or commercial gain;
- Vandalize data, programs, and/or networks;
- Damage technology hardware and/or software;
- Spread computer viruses;
- Use the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation;
- Reveal their personal address or telephone number or those of others;
- Use the network while access privileges are suspended or revoked.

Disciplinary Actions

Willful failure to comply with this policy and any administrative regulations and guidelines governing the use of technology may result in disciplinary action as well as notification of parents and appropriate legal authorities.

Penalties for Misuse

Misuse may result in loss of access;
Additional disciplinary action may be determined regarding inappropriate language or behavior;
Misuse or abuse may result in suspension and/or expulsion from school;
When applicable, law enforcement agencies may be involved.

Confidentiality

Network users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside or from persons inside the school. Also, the school reserves the right to log technology use, to monitor file server space utilization by users, and to examine users' files and materials as needed. Therefore, users cannot and should not expect privacy from school personnel as to their use of technology.

***IT IS TO BE NOTED THAT THIS HANDBOOK
IS INTENDED AS A GUIDELINE AND IS NOT ALL
INCLUSIVE.**

STUDENT HANDBOOK ACKNOWLEDGMENT

PLEASE SIGN AND RETURN THIS PAGE TO YOUR SCHOOL AFTER READING THE *STUDENT HANDBOOK*, *TRANSPORTATION GUIDELINES* AND *TECHNOLOGY USE POLICY* WITH A PARENT OR GUARDIAN.

Each student enrolled at Springer Municipal Schools must have this form signed and returned to school ***within one week*** of your receipt of the handbook.

STUDENT

- I agree to obey/follow the policies described in the *STUDENT HANDBOOK*.
- I will abide by the *ANTI-BULLYING PLEDGE*.
- I will abide by the *TRANSPORTATION GUIDELINES* set forth by the State of NM and Springer Municipal Schools.
- I have read and understand Springer Municipal Schools Board Policy regarding the *TECHNOLOGY USE POLICY* and will abide and be responsible for my use of the Internet.

Student Signature

Date

PARENT/GUARDIAN

The State Department of Education requires our school district to keep on file a home language assessment.

What is your primary language spoken at home? ___ English
 ___ Spanish
 ___ Other

!Cual es el primer idioma que se habla en su casa? ___ Ingles
 ___ Espanol
 ___ Otro

- I have read and helped my child understand his/her expectations outlined in the *STUDENT HANDBOOK*.
- I will support the *ANTI-BULLYING PLEDGE*.
- I will support the *TRANSPORTATION GUIDELINES* set forth by the State of NM and Springer Municipal Schools.
- I have read and understand Springer Municipal Schools Board Policy regarding the *TECHNOLOGY USE POLICY* and I permit/authorize my son/daughter to use the Internet.

Parent Signature

Date