

PLANNING FOR SAFE SCHOOLS IN GADSDEN I.S.D



GADSDEN HIGH SCHOOL SAFETY PLAN

PREVENTION

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SECTION I-POLICIES AND PROCEDURES

INTRODUCTION

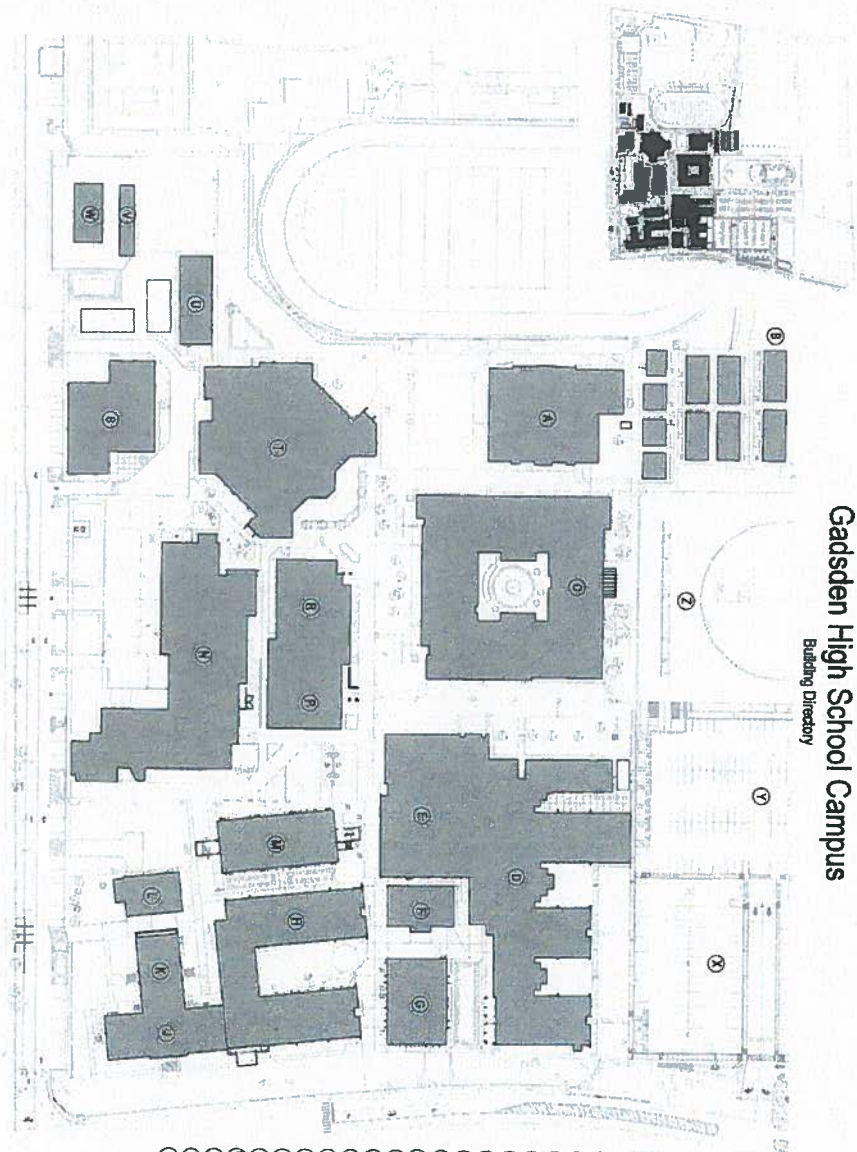
The **Gadsden High School** is committed to providing a healthy, safe and secure environment for students and employees. The ALL HAZARD PLAN (SAFE SCHOOL PLAN) - POLICIES and PROCEDURES section provides **Gadsden High School** staff with direction in the areas of discipline, dress, attendance, and abuse/neglect reporting, bullying, etc.

The goal of this section of the *All Hazard Plan (Safe School Plan) – Policies and Procedures* is to provide direction for school staff for intervening in potentially harmful situations.

The Gadsden Independent School District recognizes that each school community has unique needs and resources, which must be addressed to enhance the ALL HAZARD PLAN (SAFE SCHOOL PLAN). The ALL HAZARD PLAN (SAFE SCHOOL PLAN) – POLICIES AND PROCEDURES section will be reviewed annually by school staff.

Revised Fall of 2015

GADSDEN HIGH SCHOOL CAMPUS DIRECTORY



Gadsden High School Campus Building Directory

- (A) Boys Gymnasium
- (B) Portables
- (C) Academic Building
- (D) North Building
- (E) Varsity Gymnasium
- (F) Computer Building
- (G) Theater
- (H) Main Building
- (I) Old English Building
- (J) Girls Gymnasium
- (K) Health Building
- (L) Science Building
- (M) Career Trades Building
- (N) Administration Building
- (O) Library
- (P) Annex Building
- (Q) Cafeteria
- (R) Weight Room
- (S) Pool Building
- (T) Swimming Pool
- (U) Faculty Parking
- (V) Student Parking
- (W) Bus Drop Off
- (X)
- (Y)
- (Z)



DISCIPLINE POLICY (Copy of Gadsden ISD Student Handbook emailed to teachers for review at the start of the school year – Appendix A)

Gadsden High School is committed to maintaining a campus environment that is pleasant, safe and conducive to learning for all. Toward this end **Gadsden High School** is dedicated to providing a consistent discipline policy, which will encourage appropriate and socially acceptable behavior.

All staff members are responsible for promoting a desired campus environment and for the consistent implementation of the **Gadsden High School** Discipline Policy. This responsibility carries authority from every employee to every student and shall not be limited by position assignment or job description.

DISCIPLINE POLICIES

Prohibited Activities: The commission of or participation in the activities designated and defined below is prohibited in all New Mexico Public Schools and is prohibited for students whenever they are subject to school control.

Acts Prohibited By This Regulation:

- Criminal or delinquent acts
- Disruptive conduct
- Refusal to identify self
- Refusal to cooperate with school personnel
- Disruption of school
- Damage or destruction of school and/or private property
- Assault on a school employee, student or other person not employed by the school
- Possession or use of weapons or dangerous instruments (G.I.S.D. Policy JDL)

(Note that Policy JDL requires that individuals found in possession of firearms shall be suspended from the Gadsden schools for not less than one (1) year. A "firearm" is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device.)

- Possession, use, transmission, or being under the influence of a narcotic, drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind
- Repeated refusal to obey lawful directions
- Deviation from scheduled program
- Distribution or sale of unauthorized materials
- Sexual harassment (G.I.S.D. Policy JDI)
- Hazing (G.I.S.D. Policy JDN)

Regulated Activities: Beyond those activities designated above as prohibited, all other areas of student conduct may be regulated within legal limits by school boards as they deem appropriate

to local conditions. Conduct by non-students that affect school operations may be regulated with legal limits pursuant to any of the forms of authority such as the New Mexico Criminal Code or the Liquor Control Act.

Activities Subject to Local Board Regulations:

Within legal limits include, but are not limited to:

- School attendance
- Use of and access to the public school, including
- Restrictions on vehicular traffic on school property
- Prohibition of or conditions on the presence of non-school persons on school grounds or in school buildings while school is in session
- Reasonable standards of conduct for all persons attending school-sponsored activities or other activities on school property
- Student dress and personal appearance
- Use of tobacco in the public schools
- Speech and assembly within the public schools
- Publications distributed in the public schools
- The existence, scope, and conditions of availability of student privileges, including extracurricular activities and rules governing participation.

Basis for Disciplinary Action: A student may appropriately be disciplined by administrative authorities in the following circumstances:

1. For committing acts prohibited by this regulation, if the student knew or should have known that the conduct was prohibited;
2. For violating valid rules of student conduct established by the local school board or by an administrative authority to whom the board has delegated rule making authority, if the student knew or should have known of the rule in question or that the conduct was prohibited;
3. For committing any act that endangers the health or safety of students, school personnel, or others for whose safety the public school is responsible, or for conducts which reasonably appears to threaten such dangers if not restrained, regardless of whether an established rule of conduct has been violated.

Selection of Disciplinary Sanctions: Within legal limits, local school boards have discretion to determine the appropriate sanction(s) to be imposed for violations of rules of student conduct, or to authorize appropriate administrative authorities to make such determinations.

1. School Discipline and Criminal Charges
2. Non-discriminatory enforcement
3. Short Term Suspension (1-9 days by building administration)
4. Long Term Suspension (10 days and more, may be for one year, requires hearing)
5. Expulsion (permanent removal from any G.I.S.D. school for life, requires hearing)
6. If a student is placed in the Alternative Program during the second nine weeks of a semester then they will be at the alternative school remainder of that semester and the following semester.

7. Detention, Suspension, and Expulsion; suspensions or expulsions of special education students shall be subject to the further requirements of the following subsection:

Discipline of Special Education Students:

The public schools are required by federal and state law and regulations to meet the individual educational needs of exceptional children. Accordingly, before a long-term suspension or expulsion may be imposed on a special education student, an I.E.P. meeting must be held to evaluate whether the behavior at issue is a result of the student's disability and whether the student's program is appropriate. A special education student's individual educational plan (I.E.P.) may prescribe individualized disciplinary options, consequences or procedures or contain an appropriate behavior management plan.

1. Long-term suspension, successive short-term suspensions, or expulsion of students who have been determined to be eligible for special education services may constitute a change in educational placement and therefore, require special procedures. Such actions shall be governed by the procedure contained in State Board of Education regulations. An I.E.P. meeting must be convened prior to a hearing on long-term suspension or expulsion or if cumulative short-term suspensions exceed ten (10) school days during the school year.
2. Under emergency circumstances, a special education student can be removed from campus on a short-term basis.
3. Special Education services shall not be terminated due to long-term suspension or expulsions. If the I.E.P. committee and the hearing officer decide that the regular school attendance is not appropriate, alternative instruction in the areas of the student's exceptionality as set forth in the I.E.P must be offered.

Outlined below are levels of misconduct and their possible consequences:

LEVEL I

1. Disturbing the educational process -

Consequences of offenses:

- Student conferred and parent notified by teacher; referral to counselor; copy given to administration.
- Discipline as determined by school (i.e. verbal or written reprimand/warning, student/teacher conference, time-out in classroom, withdrawal of privileges, changing seat assignment, telephone call or note to parent, legal guardian, parent/teacher conference, detention, counselor referral, duty assignment, or other similar appropriate discipline management techniques).

LEVEL II

1. Failure to follow a directive
2. Use of inappropriate, vulgar or obscene language or gestures to staff

3. Ditching - Send copy to counselor
4. Smoking
5. Repeated Level I offenses

Consequences of offenses:

- Discipline as determined by school; referral to counselor and/or other discipline options (refer to Level I)
- 5 days suspension or S.A.C./I.S.S.
- 9 days suspension or S.A.C./I.S.S.
- Possible long-term suspension

LEVEL III

1. Fighting 1st - 2nd recommendation for long-term suspension
2. Arson
3. Assault & Battery
4. Possession of weapons or "look-a-likes".
5. Illegal substance or "look-a-likes".
6. Forgery
7. Theft
8. Vandalism
9. Smoke bombs, stink bombs, firecrackers

Consequences of offenses:

- Level III offenses can result in imposition of Level I or Level II consequences, long-term suspension, and permanent expulsion.

The above outline offers a guideline for the secondary schools of GISD. The administration can make adjustments or variations depending on individual differences or circumstances. Suspensions may continue into a new school year. Please refer to the addendum to this section for more detailed descriptions of offenses, consequences, and disciplinary procedures.

BUS DISRUPTIONS

Bus disruptions, deliberately or inadvertently interfering with the safe operation of a school bus which is stopped or moving; behaving in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops, or at pick-up areas will result in a progressive discipline procedure as stated below:

BUS SAFETY

Student transportation is a privilege extended to students who qualify for transportation pursuant to statute 22-16-4 New Mexico Standards for School Bus Operation. Parents can contribute to

safe riding on the school bus by talking with their children about safety and school bus rules. School employees and bus drivers need the cooperation of parents regarding their child's conduct on the school bus.

BUSES

Bus drivers are in charge of students while they are on school buses. Poor behavior may result in the loss of bus privileges and/or school sanctions. Among State Department of Education school bus conduct regulations are the following:

1. The driver is in charge of pupils when they are riding in the bus. The pupils must obey the drivers promptly. Pupils who do not obey rules and regulations may be reported to school officials. Transportation privileges may be revoked by school officials and/or bus contractor.
2. Pupils should never stand in the traveled portion of the roadway while waiting for the school bus.
3. Pupils who are compelled to walk a distance to meet the bus must walk on the side of the road to their left facing traffic, except on divided highways.
4. Pupils are not to carry on unnecessary conversations with the driver while the bus is in motion.
5. Use of tobacco or alcohol in any form shall not be permitted.
6. Pupils shall not get on or off the bus or move about while the bus is in motion.
7. Pupils must occupy the seats assigned to them by school officials or the bus driver. Pupils in less desirable seats may move into more desirable ones when the pupils assigned to the seat are not in the bus, and such moving may be done only when the bus is stopped and with the driver's approval.
8. Pupils shall not at any time ride on the outside of the school bus.
9. Pupils must not open or close bus windows without permission of the driver.
10. Pupils must not extend their hands, arms, heads, or bodies through the bus windows.
11. Pupils will not be permitted to throw any items inside or outside the bus while riding the bus.

Progressive Discipline Procedure for Bus Disruption

The Discipline Procedure is administered by the bus driver in cooperation with the principal in accordance with Policy EEACC.

| | |
|----------------|--|
| First Offense | Students will receive a written warning with a report sent to the school principal and the District Transportation office. Students will take the warning home and return it to the bus driver <u>with parent's signature</u> . |
| Second Offense | Student's riding privileges may be suspended for <u>one to three days</u> depending upon the seriousness of the infraction. The school principal, the District transportation office and the student will receive a written report. Student will take the report home and return it <u>with parent's signature</u> to the bus drive. Reasonable efforts will be made by the bus contractor's |

office to notify the parent and a copy of the suspension notice will be mailed to the parents and the District Transportation office by the bus contractor's office. If the student is not suspended, the procedures will be the same as the First Offense.

Third Offense Student's riding privileges will automatically suspended for three to five days depending upon the seriousness of the infraction. The procedures outlined in the second offense will then be followed.

Fourth Offense Riding privileges are suspended until a conference is held with the contractor, bus driver, school principal and parents to determine whether riding privileges will be reinstated. Reasonable effort will be made by the bus contractor's office to notify the parent and a copy of the suspension notice will be mailed to the parents by the bus contractor's.

Severe Disruption: The following inappropriate and dangerous behaviors will result in immediate suspension of transportation privileges.

1. Physical harm to other students.
2. Physical harm to the driver of aide.
3. Physical damage to the bus.

Students involved in such activities as water balloon fights, egg fights, shaving crème fights, etc. whether it be in the process of waiting for the school bus, boarding the school bus, riding the school bus, or getting off the school bus will not be tolerated. These activities are dangerous to the well-being of all students and are a disruption of the educational process.

Students involved in such activities shall be denied riding privileges on all school bus transportation whether it is to and from school transportation, after school transportation, or field trip transportation for the balance of the school year. In addition, students shall be referred by the building principal to the Superintendent, and a hearing shall be held to determine when of if the student's riding privileges shall be continued for the following school year.

Suspension from the bus does not mean that a student is suspended from school. It does mean that the parent will be responsible for transporting the student to and from school. In addition to the suspension of transportation privileges, criminal action may be taken against the student and/or parent.

Adopted:
Policy JDC

Student Conduct on School Buses

Student transportation is a privilege, not a right, extended to eligible students. The Gadsden

Independent School District (GISD) Board of Education expects appropriate safe conduct by students while being transported on school buses.

Students are eligible to ride a school bus to and from school if:

- A. At the elementary level, they reside at a distance of one mile or greater from their home school.
- B. At the middle school level, they reside at a distance of one and one-half miles or greater from their home school.
- C. At the high school level, they reside two or more miles from their home school.
- D. The student requires transportation as part of an Individualized Education Plan (IDEA) or an Individualized Accommodation Plan (Section 504).

Students of any grade may be transported a lesser distance than that provided in this policy due to extremely hazardous walking conditions as determined by the local school board and confirmed by the State Transportation Director. Feeder routes shall be established at the discretion of the Board of Education and the State School Transportation Division and reimbursed at rates established by the New Mexico Director of Transportation.

Nothing in this policy shall be construed as a denial of rights under Section 504 of the Rehabilitation Act of 1973 or the Individuals With Disabilities Education Act (IDEA).

The Superintendent and/or designees, school principals, and bus authorities are responsible for assuring proper student conduct on buses. Supervision of student conduct on school buses is ongoing.

1. New Mexico Statutes annotated Chapter 22 section 16.3
2. New Mexico Statutes annotated Chapter 22 section 16.4
3. New Mexico Statutes annotated Chapter 22 section 16.6

Replaces Policy JFCC

SUBSTANCE USE/WEAPONS-GANG ACTIVITY

DRUGS AND WEAPONS

A student shall not possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. A student shall not possess, or use any weapon on school grounds at any time.

- On school grounds at any time.
- Off the school grounds at a school activity, function or event,
- On school buses to and from school and school-sponsored activities.

In case of violation of the above regulation, the principal shall take the following actions.

- Immediate notification of the parent of the student.
- Immediate imposition of the nine-day suspension under his authority.
- Due process will be followed in all cases as the procedures are outlined in this regulation. Immediate notification of proper authorities.

GANG ACTIVITY

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.

If the student's dress is in violation of this regulation or a District policy, the principal will ask the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will coordinate with law enforcement regarding the latest gang signs, symbols and actions to maintain consideration for constitutionally-permitted activities and speech.

DRESS CODE POLICY

The **Gadsden High School** expects student dress and grooming to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere within the school. Student dress may not present a health or safety hazard, violate municipal or state law, or present a potential for disruption to the instructional program.

DRESS CODE

The campus administration has the authority to determine appropriate dress and make changes as needed. For the safety of students, a dress code needs to be followed. Dress and grooming have a definite bearing on attitude and behavior. Learning how to dress within the bounds of propriety, decency, and social acceptability is a part of each student's education.

The following items of clothing will not be allowed on any secondary school campus in the Gadsden Independent School District:

- Shirts unbuttoned
- Oversize baggy pants - Pant leg not to exceed 5" extended from leg
- Clothing sizes will match the bodies on which they are worn. Pants are to be secured at the waist, using a belt or suspenders, if necessary. Shoes are the only item of dress that may be worn touching the floor or ground.
- Clothing or articles with wording, pictures, or acronyms that promote alcohol, the occult, tobacco, drugs, profanity, sexually suggestive, gang affiliation or are defamatory of any individual or group.
- Clothing colors and articles which are gang related as determined by each school's administration will not be allowed.
- Military type buckles with initials and/or belts with dangling ends
- Bandanas or "colors"
- Hairnets
- Skirts/shorts less than mid-thigh length or "hot pants"
- Undershirts worn as outer garments, tank tops or muscles shirts (width of a strap should be 3" or more)
- Steel-toed shoes or boots
- Jewelry or accessories that could be used as a weapon (e.g. wallet chains, studded articles)

During "Gear-Up" activities middle school students will be required to wear uniforms. Blouses and Shirts need to be appropriately worn.

Prohibited manner of wearing clothing:

- Belts or trousers below the waist line
- Low cut tops
- Bare or exposed midriffs
- Hats and head gear may be worn outside school buildings. No hairnets are allowed.
- Sunglasses without doctor's prescription

Pants:

- Crotch seam should be in close proximity to body. Anything in excess of space for comfort where a sag is evident (2"+) is "sagging".
- Waist is excessive when pucker or overlap in excess of 3" is evident.
- Pants worn so low that waist line would expose several inches (3"+) of underwear or flesh below normal waist line.
- Length and/or flare is excessive when cuff covers shoe and/or is stepped on by either toe or heel of shoe.

For safety, footwear must be worn at all times and must be appropriate. Flip flops are not recommended.

Any student wearing inappropriate clothing as determined by administration will receive one of the following consequences:

- Wear appropriate clothing provided by the office, if available.
- The inappropriate clothing will only be returned when a parent/guardian comes to the school and returns the replacement clothing.
- Have appropriate clothing brought to school.
- Be sent home with parental permission or remain isolated for the remainder of the day or suspended.

ATTENDANCE POLICY ((Copy of Gadsden ISD Student Handbook emailed to teachers for review at the start of the school year – Appendix B)

6.10.8 NMAC states that “Attendance” means students who are in class or in a school-approved activity. If a student is in attendance up to one half the total instructional time during a school day, the student will be counted as having attended one-half of a school day. If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for the full day. In addition, 6.10.8.8 NMAC requires that each local school board and charter school develop a written attendance policy.

Student attendance in New Mexico is compulsory and failure to attend is regarded as educational neglect as stated in Section 32-1-L (2) NMSA 1978, the educational neglect section of the New Mexico Children’s Code, N.M.S.A., 1978. Educational Neglect is interpreted to be chronic absences and or excessive tardiness.

Gadsden High School recognizes that children/youth are sometimes too ill to attend school. Parents should notify the school when his/her student will be absent by calling the attendance line. The school encourages parents to ensure their student attends school to maximize his/her learning and to increase his/her chances of having a successful school career.

GISD provides for consideration of the sovereignty of a Native American tribe. While all children attending public schools will still be subject to being reported to PED they are habitually truant, a school district or charter school shall respect tribal laws and traditions in carrying out its duties of early identification, intervention, and parental notification. To do so, school districts and charter schools policies must also:

- emphasize a better understanding of tribal customs, religious practices and laws,
- consider entering into a memorandum of agreement, a memorandum of understanding, or some other form of intergovernmental agreement with Native American tribes,
- consider respectful and effective ways to notify a parent(s)/guardian(s) of student in need of intervention and habitually truant Native American students, and
- consider follow-up or reinforcement procedures after Native American children have undergone intervention through Native American or other agreed upon resources

ATTENDANCE(Copy of Attendance Office Procedures - Appendix C, Copy of GISD Student Handbook - Appendix D,Copy Gadsden ISD Policy J-3200(JIE)Pregnant/Parenting Student - Appendix E) Parents must call the appropriate school attendance office each time the student is absent. The parents will have 48 hours to call, e-mail, send note, or report absences in person after the return of the students. According to school board policy, students must be in attendance 94% of the time. Therefore, students who acquire seven (7) absences or more per semester session are in danger of losing credit at the **high school** level. Parents may appeal this loss of credit to the appropriate administrator. Parents will be notified of a student's absence from school if the parent has not contacted the school. **High schools** will notify parents of absences after the 3rd and 5th unexcused absence from school. School sponsored activities are exempt from the attendance policy. School sponsored means any activity in which the sponsor is in attendance or transportation is paid by the school district. Specific students are designated by the sponsor to be in attendance at the activity. Suspension

days do not apply to the 7-day loss of credit. **Ditch days are not school sanctioned** and appropriate disciplinary measures will be applied.

It is the student's responsibility to request any and all work missed due to excused absences, including suspensions. The work must be made up in a reasonable amount of time determined by the classroom teacher and school policy. Parents are strongly encouraged to notify the office of student absences, including suspensions, and pick up work during the absence.

Criteria for Excused Absences

1. Personal Illness
2. Professional appointments that cannot be scheduled outside the regular school day.
3. Serious family or personal problems.
4. Death in family

ABUSE/NEGLECT REPORTING (Copy of listing of Child Abuse Reporting Information Appendix F)

Reporting laws govern schools and school employee response to both Substance Abuse and Child Abuse and Neglect.

Substance Abuse

Section 22-5-4.4 NMSA 1978:

“A. A school employee who knows or in good faith suspects any student of using or abusing alcohol or drugs shall report such use or abuse pursuant to procedures established by the local school board.

B. No school employee who in good faith reports any known or suspected instances of alcohol or drug use or abuse shall be held liable for any civil damages as a result of such report or his efforts to enforce any school policies or regulations regarding drug or alcohol use or abuse.”

Child Abuse and Neglect

Section 32-1-15 NMSA 1978:

“A. Any licensed physician, resident or intern examining, attending, or treating a child, any law enforcement officer, registered nurse, school teacher, or social worker acting in his official capacity or any other person knowing or having reasonable suspicion that a child is an abused or a neglected child shall report the matter immediately to: (1) a local law enforcement agency; or (2) the county social services office of the human services department in the county where the child resides.

G. Any person who violates the provision of Subsection A of this section is guilty of a misdemeanor and shall be sentenced pursuant to the provisions of Section 31-19-1 NMSA 1978.”

Section 21-1-16 NMSA 1978:

“B. Anyone reporting an instance of alleged child neglect or abuse or participating in a judicial proceeding brought as a result of a report required by Section 32-1-15 NMSA 1978 presumed to be acting in good faith and shall be immune from liability, civil or criminal, that might otherwise be incurred or imposed by the law, unless the person acted in bad faith or with malicious purpose.

C. Any school personnel or other person who has the duty to report child abuse pursuant to Section 32-1-15 NMSA 1978 shall permit a member of a law enforcement agency or an employee of the human services department to interview the child with respect to a report without the permission of his parent, guardian or custodian. Any person permitting an interview pursuant to this subsection is presumed to be acting in good faith and shall be immune from liability, civil or criminal, that might otherwise be incurred or imposed by law, unless the person acted in bad faith or with malicious purpose.

School personnel who suspect substance abuse or child abuse or neglect are not to conduct an investigation, but are to report to The Children, Youth and Families Department.

Adopted: 11/22/92

Policy GBCC

Amended: 2/07/02

Human Resources

Reporting Violations of Law

To ensure that all employee report suspected violations of law in order to them to be investigated appropriately.

It is the express policy of the Board of Education to observe and abide by all federal and state laws to which it is subject; to ensure that all employees adhere to all federal and state laws in the discharge of their duties; and to ensure that apparent violations of law in the school district's operations are investigated and corrected as appropriate.

Each employee of the district is required, as a condition of his or her employment, to report apparent violations of law of which he or she has knowledge to the appropriate authority when such violations are committed in the discharge of duties on behalf of the district, according to the following:

A. REPORTING APPARENT VIOLATIONS OF LAW

1. Any employee who obtains knowledge of facts that reasonably lead such employee to a good faith belief that any other employee or officer of the district is violating any state or federal law in the discharge of his or her duties, shall, within five working days of learning such facts, report such facts in writing to the appropriate authority.

2. In the event that the employee reasonably believes the Superintendent is committing the apparent violation, or that the Superintendent is aware of and complicit in, the apparent violation, the employee's written report shall be submitted to the President of the Board of Education.
3. The confidentiality of reports submitted pursuant to this section shall be maintained.

B. INVESTIGATION OF REPORTS

1. Reports submitted by employees pursuant to section A shall be promptly investigated by the appropriate authority, the Superintendent, or his or her designee, or, in cases in which such reports are submitted to the Board of Education, by the Board or its designee.
2. In any investigation conducted under this policy, the Board of Education or Superintendent may engage the assistance of district legal counsel or other outside investigators to assist in or conduct such investigation.
3. Investigations shall be conducted in confidence, consistent with an effective investigation.
4. All documents collected pursuant to each investigation shall be maintained in a confidential file.

C. DISPOSITION OF REPORT

1. Within ten (10) working days of receiving a written report submitted under section A of this policy, the Superintendent or Board or investigative authority shall issue a written disposition stating the result or status of the investigation of the reported violation. The written disposition shall be kept in the investigatory file together with the materials previously filed.
2. A copy of a written disposition shall be provided to the employee who submitted the initiating report.

D. NON-RETALIATION

1. No employee who has in good faith submitted a report of an apparent violation of law pursuant to section A of this policy shall be subjected to retaliation of any kind by another employee or officer of the District.
2. Any employee who believes he or she is being subjected to retaliation in violation of the terms of this policy should make such retaliation the subject of a grievance under the district's grievance procedure.
3. Any employee who subjects another employee to retaliatory conduct as described in subsection 1 shall be subject to discipline.
4. Any employee who is found to have submitted a report of an apparent violation of law pursuant to this policy in bad faith shall be subject to discipline.

Adopted:

Policy JDH

Amended:

Students

Cooperation between Law Enforcement Agencies and Public Schools

The Gadsden Independent School District (GISD) Board of Education follows all statutes and regulations concerning cooperation between law enforcement agencies and public schools.

- A. **Investigations and Interviews** Law enforcement officers may interview students at school at the request of school officials. School officials may request assistance from law enforcement when investigating a crime committed on school grounds or during school-sponsored activities. Under certain conditions, law enforcement may interview students during school hours involving an investigation of criminal activity not committed at the school, during school-sponsored activities, or on school grounds, or for crimes committed at the school for which assistance has not been requested by the principal. Nothing in this policy shall be construed as a denial of guaranteed civil rights or rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973.
- B. **Search and Seizure** A student's person or property while under the authority of the schools and school property assigned to a student is subject to search, and items found are subject to seizure.
- C. **Reporting of Crimes** Information or evidence of any crime contrary to the laws of the State of New Mexico or defined as a criminal or delinquent act shall be reported and turned over to the police. The school district will seek restitution for damages from any students or his/her parents for willful destruction, damage or vandalism to school property pursuant to the Children's Code and Sanction 37-1-26 NMSA 1978.
- D. **Investigation of Child Abuse and Neglect** Pursuant to Section 32A-4-3(A) of the New Mexico Children's Code, it is the duty of any school employee who knows or suspects that a child is or has been abused or neglected, upon penalty of fine, to report this information immediately to either (1) the Children, Youth, and Families Department or (2) the local law enforcement agency. Upon presentation of satisfactory identification, school employees and officials shall cooperate with investigators of the above named agencies investigating suspected instances of child abuse and neglect.

The Superintendent and school principals are responsible for ensuring appropriate cooperation with law enforcement agencies. Cooperation with law enforcement agencies will be implemented as an on-going process.

- 1. New Mexico Statutes annotated Chapter 37 section 1.26;
- 2. New Mexico Statutes annotated Chapter 37 section 32A.4-3(A)

Replaces Policy JFA

BULLYING AND CYBERBULLYING

Bullying

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 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

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.

Any violence, threats, name-calling, bullying, unlawful harassment, intimidation, assault, battery, extortion, robbery, vandalism, and other victim-based misconduct that creates an intimidating, hostile, or offensive environment for students, regardless of motive or reason is explicitly prohibited. No person shall be subject to reprisals for good faith reporting, or participating in the investigation, of a potential violation of this policy. No employee or student may knowingly give false reports or information under this policy.

Reporting

It is the express policy of the Board and Superintendent to encourage students who are victims of such physical or verbal misconduct to report such claims. Students or their parents may report such conduct to the principal or assistant principal of the school using the Student Complaint Form. (Please see Board Policy Exhibit ACAA-E). Any student who is found to have engaged in conduct prohibited by this policy shall be subject to discipline, including, but not limited to suspension or expulsion, subject to applicable procedural requirements, and to any applicable limitations imposed by state and federal disabilities law.

For further information on Bullying and Cyberbullying, please see Board Policy ACAA, Bullying, Intimidation, and Hostile or Offensive Conduct and Policy JICD, Student Harassment/Bullying/Cyberbullying Prevention.

Any violence, threats, name-calling, bullying, unlawful harassment, intimidation, assault, battery, extortion, robbery, vandalism, and other victim-based misconduct that creates an intimidating, hostile, or offensive environment for students, regardless of motive or reason is explicitly prohibited. No person shall be subject to reprisals for good faith reporting, or participating in the investigation, of a potential violation of this policy. No employee or student may knowingly give false reports or information under this policy.

Gadsden High School believes it is important for a school to create a climate where bullies and bullying behavior are not tolerated.

HAZING

The Gadsden Independent School District (GISD) Board of Education prohibits hazing. The Board of Education finds that the practice known as “hazing” is dangerous to the physical and psychological welfare of students and should be prohibited in all school activities.

A. Definitions: 1. Hazing includes, but is not limited to: Engaging in any offensive or dangerous physical contact, restraint, abduction, or isolation of a student, or requiring or encouraging a student to perform any dangerous, painful, offensive, or demeaning physical or verbal act, including the ingestion of any substance, exposure to the elements, deprivation of sleep or rest, or extensive isolation, or subjecting a student to any dangerous, painful, offensive, or demeaning conduct, or to e. conduct likely to create extreme mental distress, for any purpose, including as a condition of membership or initiation into any class, team, group, or organization, sponsored by, or permitted to operate under the auspices of, a school of the District. 2. Such contact, restraint, requirement, encouragement, or subjection shall not be considered hazing when it is a recognized part of the particular sport or activity of the class, team, group or organization.

B. Prohibitions: 1. Hazing is prohibited in all schools of the Gadsden Independent Schools District, whether on or off school property, and whether during or outside school hours.

C. Enforcement and Reporting: 1. School officials, employees, and volunteers shall not permit or tolerate hazing, and Shall intervene to stop hazing that is threatened, found, or reasonably known or suspected to be occurring, and Shall report known or suspected hazing to the school principal or the superintendent. 2. Any student who believes he or she has been the victim of hazing shall report the matter to the school principal or the superintendent. 3. Any principal that receives a report of hazing under this section shall provide written notice to the Superintendent, setting forth the report and the principal’s proposed plan of investigation.

D. Investigation: 1. All reports of hazing shall be investigated by the school principal or his/her designee. Where violations of criminal law may have occurred, the principal shall notify the appropriate law enforcement agency. 2. Upon completion of the investigation, the principal shall submit a written report on the investigation and its results to the superintendent.

E. Discipline: 1. Students found to have engaged in hazing shall be subject to discipline by school or district authorities according to applicable procedural requirements. Such discipline may include suspension or expulsion. 2. Employees who fail to enforce the prohibition against hazing, as set forth in paragraph C, shall be subject to discipline according to applicable procedural requirements. Such discipline may include reprimand, suspension, discharge, or termination.

C. SEXUAL HARASSMENT

The Board of Education forbids harassment of any student on the basis of sex, sexual orientation, or gender identity. The Board will not tolerate sexual harassment of students by employees or by other students. The intent of this policy regarding conduct between employees and students is clear and straightforward:

A. Definitions and Standards of Conduct Between an employee and a student, sexual harassment is any conduct of a sexual nature. Between students, sexual harassment is unwelcome conduct of a sexual nature. Specific definitions follow.

1. Conduct of a Sexual Nature may include but is not limited to:

- a. Verbal or physical sexual advances, including subtle pressure for sexual activity;
- b. Repeated or persistent requests for dates, meetings, and other social interactions;
- c. Sexually oriented touching, pinching, patting, staring, pulling at clothing, or intentionally brushing against another;
- d. Showing or giving sexual pictures, photographs, illustrations, messages, or notes;
- e. Writing graffiti of a sexual nature on school property;
- f. Comments or name-calling to or about a student regarding alleged physical or personal characteristics of a sexual nature;
- g. Sexually oriented "kidding," "teasing," double-entendres and jokes;
- h. any obscene or sexually suggestive gestures;
- i. any harassing conduct to which a student is subjected because of or regarding the student's sex, sexual orientation, or gender identity.

2. Standard of Conduct for Employees:

- a. 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 or in connection with any school-sponsored activity.

3. Standard of Conduct for Students: Unwelcome Conduct of a Sexual Nature:

- a. verbal or physical conduct of a sexual nature by one student towards 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; b. 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 or for any such subsequent conduct to be deemed unwelcome.

B. Reporting, Investigation, and Sanctions:

1. Reporting by Students;
2. It is the express policy of the Board to encourage students who feel they have been sexually harassed by a school employee or by another student or students to report such claims;
3. Reporting by Employees Mandatory;
4. Any employee who receives any report of sexual harassment of a student, whether the report is given by a student, a parent, or another employee, or who himself or herself observes instances of sexual harassment must notify his or her immediate supervisor or the Superintendent regardless of whether the employee receiving the report or observing the instance considers the matter credible or significant.

C. Investigation:

1. All reports of sexual harassment of students will be appropriately and promptly investigated by the Superintendent or his or her designee. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.

D. Sanctions:

Employees: any employee found to have engaged in conduct of a sexual nature with a student shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to any applicable procedural requirements.

Students: any student found to have engaged in sexual harassment of a student shall be subject to discipline, including, but not limited to, suspension, or expulsion, subject to any applicable procedural requirement. Nothing in this policy shall be construed as a denial of rights under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA).

The Superintendent and all staff are responsible both for educating the entire school community about what constitutes sexual harassment and for enforcement of the policy.

Adopted: August 26, 2004

Policy: JDM

Violence, Intimidation, and Hostile or Offensive Conduct

The Gadsden Independent School District (GISD) Board of Education prohibits violence, intimidation, and hostile or offensive conduct. The effective education of our students requires a school environment in which students feel safe and secure. The Board of Education is committed to maintaining an environment conducive to learning in which students are safe from violence, threats, name-calling, intimidation, and unlawful harassment.

A. Definitions

1. “Unlawful harassment” means verbal or physical conduct based on a student’s actual or perceived race, color, national origin, gender or sexual orientation, religion, or disability and which has the purpose or effect of substantially interfering with a student’s educational performance or creating an intimidating, hostile, or offensive environment. Sexual harassment of students is further addressed by a separate policy of the Board. See Policy JDI—Sexual Harassment of Students.

2. “Bullying” means intimidating verbal or physical conduct toward a student when such conduct is habitual or recurring.

3. “Name-calling” means the chronic, habitual, or recurring use of names or comments to or about a student regarding the student’s actual or perceived physical or personal characteristics when the student has indicated by his or her conduct, that the names or comments are unwelcome, or when the names or comments, by their nature, are clearly unwelcome, inappropriate, or offensive.

B. Prohibitions

1. It is the policy of the Board of Education to prohibit violence, threats, name-calling, bullying, intimidation, assault, battery, extortion, robbery, vandalism, and other victim-based misconduct that creates an intimidating, hostile or offensive environment, regardless of motive or reason. The Board will not tolerate such victim-based misconduct by students or staff.

2. It is the express policy of the Board to encourage students who are victims of such physical or verbal misconduct to report such claims. Students or their parents may report such conduct to any principal, assistant principal, or counselor.

C. Reporting

Any employee who, as a result of personal observation or a report, has reason to believe that a student is a victim of conduct prohibited by this policy, whether the conduct is by another student or by another employee, must notify his or her principal or supervisor, or the superintendent of such observation or report as soon as possible.

D. Investigation

1. All reports of physical or verbal misconduct in violation of this policy shall be promptly investigated by the school principal or his/her designee.

2. In assessing the existence of a violation of this policy and the appropriate discipline, the principal or designee shall consider the nature and extent of the conduct, the age of the student(s) involved, the context in which the alleged conduct occurred, and any prior history of conduct prohibited by this policy on the part of the violator.

Pest Management

TO: All Building Administrators
FROM: Alfredo C. Holguin, Director of Physical Plant
DATE: July 29, 2014
RE: Integrated Pest Management Plan

Attached is the pest management plan to address the minimum requirements in 6.12.6.8 NMAC and District Policy EBAA and EBAA-R.

Implementation will begin August 2014. If there are any questions, please feel free to call me at 882-6903.

xc: CMT
Crises Intervention Team
District Building Mechanics
District Head Custodians

-----Original Message-----

From: Margret K Villalobos

Sent: Thursday, August 07, 2014 8:36 AM

To: Jessica Lopez; Maribel Chavez; Jennifer M. Corral; Mireya Meza; Gidget M. Mora; Yvette Cortez; Elizabeth Hernandez DT Secretary; Guadalupe Gonzalez; Loraine Y. Gandara; Cathryn Cano; Nancy Tinajero; Virginia Galindo; Angelica Flores; Sandy Mora; Priscilla P. Martinez NV Secretary; Rosa Quezada; Rita Mendez; Marylou Jimenez; Laura Parra; David Avila; Joanne C. Munoz; Minerva Menchaca; Concepcion Montalvo; Leticia A. Tangonan; Margaret S Villalobos; Maritza Gonzalez

Subject: FW: GISD IPM Plan and Log Book (Pest Control Requests)

Good Morning Secretaries,

Attached are the new requirements for Pest Control request. Please print out copies (attached forms) of the "Pest Control Trouble log" and place in front office, accessible for staff to document pest issues. Pest Control will review the log on monthly basis and document action taken. In case of an emergency (i.e. lice) the Emergency Waiver Form must be submitted by the site administrator along with a work order.

Note: This information was also forwarded to all Site Administrators.

Thank you,
Alfredo Holguin/mkv

The primary goal of the IPM is to meet the minimum requirements of 6.29.1.1 NMAC, Board Policy EBBA and Regulation EBAA-R.

The NMAC has the following minimum requirements;

- 1- Use only pesticides and devices currently registered for legal use in the state by the New Mexico Department of Agriculture.
- 2- Only persons certified in the applicable category and currently licensed by the New Mexico Department of Agriculture can apply pesticides to public school property.
- 3- Pesticides will only be applied in or on the outside of the school buildings when a pest is present or on a regular basis.
- 4- Pesticides will not be applied when students staff or visitors are present or may reasonable be expected to be present within 6 hours of the application.
- 5- At the beginning of each year and when new students register, schools will develop a list of parents and guardians who wish to be notified in writing prior to pesticide application. General notification of anticipated pesticide applications (24 hr. minimum per Regulation EBAA-R) will occur by posting or dissemination of notices, by oral communication or other means of communications. In emergency cases where a pest infestation threatens the health or safety of the occupants of public school property no pre-notification is required.
- 6- Written records of pesticide applications will be kept for three years at each school site and be available upon request to parents, guardians, students teachers and staff.

#1 & #2 are met by on contractor providing pest control services as part of the RFP requirements

#3 will be addressed by using the "Pest Control Trouble Log" this form should be kept at the front office and used to document the presence of pest.

#4 The Pest Control contractor (Watson's Pest Control) will review the "Pest Control Trouble Log" on his monthly inspections and document action taken. He can use Green list products at

his discretion where the 6 hour re-entry is applicable and no posting is require. If there is a need for Yellow list products. The Certified Applicator (Watson's Pest Control) will approve the product and provide the necessary information on the "Notice of Pest Treatment" to our office and the school site for posting 24 hours prior to pesticide application (Regulation EBAA-R Posting of Notice)

For Emergency situations (lice are one example) the school site administrator can request waiver of the pre-notification requirements by submitting the "Emergency Waiver for Schools" form along with a work order.

#5 The school site will need to collect the necessary information

#6 The school site will keep on file copies of the "Pest Control Trouble log", notification notices and "Postings" to fulfill this requirement. Documentation is available for review in the Data Entry Clerk's Office on the Gadsden High School campus.

District Policy EBAA requirements are the same as the NMAC requirements.

Regulation EBAA-R designates the school site administrator and the contact person for providing information regarding pesticide applications activities at the school, including but not limited to giving oral and written notification, supervising the posting of notifications as required and maintaining records of pesticide-application notifications and it defines the pre-notification requirement as 24 hours.

Pest Control Forms

PEST CONTROL TROUBLE CALL LOG

[illegible]

*Pesticides, caulk, traps, etc.

Forms (002).pdf - Adobe Reader

File Edit View Window Help

Open [Icons] 2 / 3 75% [Icons]

Tools Fill & Sign Comment

Sign In

Export PDF

Create PDF

Edit PDF

Adobe Acrobat Pro

Easily edit text and images in PDF documents

Start Now

Send Files

Store Files

WARNING

NOTICE OF PEST CONTROL TREATMENT

School Site: _____

Contact: _____

Date(s) of planned treatment: _____

Time(s) of planned treatment: _____

Pesticide/Product used: _____

Area(s) Treated:

Building: _____ Room # (s): _____ Other: _____

Extenuating circumstances may require unplanned treatments. To confirm treatment dates, please call the contact listed below:

WATSON PEST MANAGEMENT
P.O. BOX 12823
EL PASO, TEXAS 79913
915-585-1133

National Pesticide Telecommunications Network: 1-800-585-7387

A consumer information sheet may be obtained from the management

Material Safety Data Sheets on all materials to be used are available upon request

10:02 AM
11/29/2015

Pest Management Tips for Teachers and Staff (Copy of listing of Tips for Teachers and Staff help with IPM information to be included with page 36 – Appendix G)

Notify administration if there are any pest management concerns or issues in the school.

SECTION II-PREVENTION

INTRODUCTION

The **Gadsden High School** is committed to providing a healthy, safe and secure environment for students and employees. The All Hazard Plan (Safe School Plan) – PREVENTION section provides a guideline for ensuring a safe school environment. Prevention programs, such as health education, counseling, traffic safety, secure schools and safe building and grounds will assist **Gadsden High School** in providing a school environment that is healthy, safe and conducive to learning.

The goal of the PREVENTION section of the All Hazard Plan (School-Level Safety Plan) is to decrease the need for response as opposed to simply increasing response capability. The Gadsden Independent School District recognizes that each school community has unique needs and resources which must be addressed to enhance the All Hazard Plan (School-Level Safety Plan). The All Hazard Plan (Safe School Plan) - PREVENTION section will be reviewed annually by school staff.

HEALTH EDUCATION

“Health education” is the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease, and reduce health-related risk behaviors. It allows students to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

6.30.2.19 NMAC requires all school districts to adopt K-12 Health Education Curriculum aligned with the New Mexico Health Education Content Standards with Benchmarks and Performance Standards. The **Gadsden High School** health education curriculum is aligned to these standards. **Gadsden High School** incorporates Health Education curriculum at all grade levels.

Life Skills

Traditionally health education emphasized the learning and comprehension of health facts. The health education curriculum was organized around health topic areas taught as multiple independent instructional units designed to increase knowledge.

At Gadsden High School, health education is addressed by course taught in the culinary Arts Department, Physical Education Department, Navy Jr. ROTC, and the Life Skills Classes. The emergence of life skills education into health education calls for the emphasis to be placed on students being able to use essential knowledge and skills required to adopt, practice, and maintain healthy behaviors. Health education as life skills education requires a focus on prevention of risky behaviors including:

- use of tobacco, alcohol and other drugs
- poor dietary patterns
- sedentary lifestyles
- behaviors that result in sexually transmitted diseases and unintended pregnancy
- behaviors that result in unintentional injuries
- violent and other anti-social behaviors

A life skills educational approach allows for health education to be taught as planned sequential K-12 instructional units designed to develop life skills based on essential knowledge. These skills are: (List only those areas covered under the school site and be specific).

- communication
- non-violent conflict resolution
- decision-making
- goal setting
- stress management
- resisting negative social pressure

The **Gadsden High School** health education curriculum, aligned to the New Mexico Health Education Content Standards with Benchmarks and Performance Standards, will provide the opportunity for a life skills approach to health education at **Gadsden High School**.

Adopted: June 22, 2006

Policy CN

ADMINISTRATION

WELLNESS POLICY - OUR LEADERSHIP IMPACTS THE WELL-BEING OF STUDENTS

Federal Public Law (PL108-265 Section 204) states that all schools must develop a local Wellness Policy.

The Gadsden Independent School District is committed to providing a school environment that enhances learning and development of lifelong wellness behaviors that support student achievement. Therefore, the Gadsden Independent School District Board of Education will meet all requirements set forth by the Public Education Department in NMAC 6.12.6.8.

The District Wellness Policy, as a coordinated school health approach will:

- Build a framework for linking health and education
- Focus on healthy and successful students

The components of the Wellness Policy are:

- *Family, school and community involvement* provides an integrated family, school and community approach for enhancing the health and well-being of all students.
- *Health Education* is the instructional program that provides the opportunity to motivate and assist all students to maintain and improve their health, prevent disease, and reduce health-related risk behaviors. It allows students to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. It meets the Content Standards with Benchmarks and Performance Standards as set forth in Section NMAC 6.12.6.8.
- *Health Services* are provided for all students to appraise, protect, and promote health. These services are designed to ensure access or referral to primary health care or behavioral health services, prevent and control communicable diseases and other health problems, provide emergency care for illness or injury, promote and provide optimum sanitary conditions for a safe school facility and school environment, and provide education and counseling opportunities for promoting and maintaining individual, family, and community health.
- *Healthy and safe environment* supports the physical and aesthetic surroundings and the psychosocial climate and culture of the schools. It supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse.
- *Nutrition* refers to programs that provide access to a variety of nutritious and appealing meals and snacks that accommodate the health and nutrition needs of all students, and comply with Federal, State and Local requirements.
- *Physical activity* refers to body movements of any type, which include recreational, fitness and sport activities. It provides the opportunity for all students to learn and develop the skills, knowledge and attitudes necessary to personally decide to participate

in a lifetime of healthful physical activity. It will meet the Content Standards with Benchmarks and Performance Standards as set forth in Section NMAC 6.12.6.8.

- *Physical education* provides the instruction program that provides cognitive content and learning experiences in a variety of activity areas. It provides the opportunity for all students to learn and develop the skills, knowledge and attitudes necessary to personally decide to participate in a lifetime of healthful physical activity. It will meet the Content Standards with Benchmarks and Performance Standards as set forth in Section NMAC 6.12.6.8.
- *Social and emotional wellbeing* offers services to maintain and/or improve all students' mental, emotional, behavioral, and social health.
- *Staff wellness* extends opportunities for school staff to improve their health status through a variety of activities that lead to healthy lifestyle, improved health status, improved moral, and a greater commitment to the school's overall coordinated school health approach.

Following the adoption of the policy, one or more persons must be designated to oversee the implementation and evaluation of the policy recommendations.

INTERNET SAFETY

INTERNET AND COMPUTER USE (See ELECTRONIC COMMUNICATION DEVICES [ECD] AND TECHNOLOGY RESOURCES)

The use of any social networking sites (FACEBOOK, TWITTER, MYSPACE.COM, YOUTUBE.COM, etc.) and anonymous web proxy that lets you bypass website filters and unblock firewalls is not acceptable. The use of these sites will reduce the schools telecommunications bandwidth (phone calls, district email, student information systems, finance/human resources administration system, and web based application software). Parents and students need to review, sign agreement and return to school the Acceptable Use Policy for District Computer Systems and the Internet which is on last page of this Handbook. For more information please refer to GISD Policy IJNDB-R and IJNDB-E.

Acceptable Use Policy

The purpose of this policy is to provide the procedures, rules, guidelines and code of conduct for the use of technology and the information network in the Gadsden Independent School District. Use of such technology is a necessary element of the School District educational mission, but is furnished to staff and students as a privilege, not a right. The School District seeks to protect legitimate users of technology by establishing limits on such use and sanctions for those who abuse the privilege. Eliminating computer abuse provides more computing resources for users with legitimate needs.

Definitions: The definition of information networks is any configuration of hardware and software which connects users. The network includes all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally-accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communication technologies and new technologies as they become available. Stand alone work stations are also governed by this policy on acceptable use of the School District computer system as part of the School District curriculum under the supervision and as monitored by an authorized user.

Introduction: The Gadsden Independent School District provides resources for teaching and learning, communication services, and business data services by the acquisition of computer equipment and maintaining access to local, regional, national, and international sources of information. The School District permits use of its computer system and information resources by students and staff who must maintain respect for the public trust through which they have been provided, in accordance with policy and procedures established by the School District. These procedures do not attempt to articulate all required or prescribed behavior by its users. Successful operation of the computer system and network requires that all users conduct

themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

Guidelines:

1. Access to the computer system, information networks and to the information technology environment within the School District's system is a privilege and must be treated as such by all users of the network and its associated systems.
2. The School District's system will be used solely for the purpose of research, education, and school-related business and operations.
3. Any system which requires password access or for which the School District requires an account, such as Internet, shall only be used by the authorized user. Account owners are ultimately responsible for all activity under their account and shall abide by this policy and the School District's computer and Internet Code of Conduct.
4. The School District's technological resources are limited. All users must exercise prudence in the shared use of this resource. The School District reserves the right to limit use of such resources if there are insufficient funds, accounts, storage, memory, or for other reasons deemed necessary by the system operators, or if an individual user is determined to be acting in an irresponsible or unlawful manner.
5. All communications and information accessible and accessed via the School District's system is and shall remain the property of the School District.
6. Student use shall be supervised and monitored by system operators and authorized staff and shall be related to the School District curriculum.
7. Any defects or suspected abuse in system accounting, security, hardware or software, shall be reported to the system operators.

Unacceptable Use:

The Gadsden Independent School District has the right to take disciplinary action, remove computer and networking privileges, or take legal action or report to proper authorities, any activity characterized as unethical, unacceptable or unlawful. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, distributing quantities of information that overwhelm the system (chain letters, network games, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.

3. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
4. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand alone or networked computers.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity or personal or private gain.
8. Installs unauthorized software for use on district computers.
9. Uses the network to access inappropriate materials.
10. Uses the School District system to compromise its integrity (hacking software) or accesses, modifies, obtains copies of or alters restricted or confidential records or files.
11. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
12. Uses the School District system for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Harassment is defined as slurs, comments, jokes, innuendos, unwelcome compliments, cartoons, pranks, and/or other verbal conduct relating to an individual which: (a) has the purpose or effect of creating an intimidating, hostile or offensive environment; (b) has the purpose or effect of unreasonably interfering with an individual's work or school performance; or (c) interferes with school operations. Vandalism is defined as any attempt to harm or destroy the operating system, application software or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation of generally-accepted social standards in the community for use of a publicly-owned and operated communication device.
13. Violates the School District Computer and Internet Code of Conflict.

School District's Rights and Responsibilities:

1. Monitor all activity on the School District's system.
2. Determine whether specific uses of the network are consistent with this acceptable use policy or the Computer and Internet Code of Conduct.

3. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this acceptable use policy or the Computer and Internet Code of Conduct.
4. Respect the privacy of individual user electronic data. The district will secure the consent of users before accessing their data, unless required to do so by law or policies of the Gadsden Independent School District.
5. Take prudent steps to develop, implement and maintain security procedures to ensure the integrity of individual and district files. However, information on any computer system cannot be guaranteed to be inaccessible by other users.
6. Attempt to provide error free and dependable access to technology resources associated with the School District system. However, the district cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
7. Ensure that all users complete and sign an agreement to abide by the district's acceptable use policy and administrative regulations. All such agreements will be maintained on file in the school office.

Violations/Consequences:

1. Students:

Students who violate this policy or the Computer and Internet Code of Conduct shall be subject to revocation of district system access up to and including permanent loss of privileges, and discipline up to and including expulsion.

- a. Violations of law will be reported to law enforcement officials.
- b. Disciplinary action may be appealed by parents and/or students in accordance with existing district procedures for suspension or revocation of student privileges.

Student Computer Use and Internet Access Release Form

(This form is reviewed and signed by all with access to the GISD computer system.)

As a condition to use of the School District's computer system, including access to and use of the Internet, I understand and agree to the following:

1. To abide by the School Board's Policy on Acceptable Use and its Computer and Internet Code of Conduct.
2. That School District administrators have the right to review any materials created or stored in any files I may create and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and I hereby waive any right of privacy which I may otherwise have to such material.
3. That the Gadsden Independent School District will not be liable for any direct or indirect, incidental or consequential damage due to information gained and/or obtained via use of the School District's computer system including, without limitation, access to public networks.
4. That the Gadsden Independent School District does not warrant that the functions of the School District computer system or any of the networks accessible through the system will meet any specific requirements you may have, or that the School District computer system will be error-free or uninterrupted.
5. That the Gadsden Independent School District shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use the School District computer system.
6. That the use of the School District computer system, including use to access public computer networks, is a privilege which may be revoked by School District administrators at any time for violation of the district's Acceptable Use Procedures and Code of Conduct. School District administrators will be the sole arbiter(s) of what constitutes a violation of the policy or Code of Conduct.
7. In consideration for the privilege of using the School District computer system and in consideration for having access to the public networks, I hereby release Gadsden

Independent School District, the School Board, its members, administrators and employees, including its computer operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the School District computer system.

FAMILY, SCHOOL AND COMMUNITY INVOLVEMENT

“Family, school and community involvement” means an integrated family, school and community approach for enhancing the health and well-being of students. The lessons children learn at school must be reinforced and practiced at home and in the community. Parents and community members can help instill lifelong healthful habits in their children. Some suggestions include:

- Wellness programs that focus on being a healthy role model.
- Preventive health care and education.
- Strategies for teaching children to manage anger, settle disagreements, handle frustration, and deal with conflict in a peaceful, nonviolent manner.
- How to work with students to reduce environmental hazards in the home, school and community.
- Nutrition information including how to prepare and serve low-fat and high-fiber foods.
- How to participate in age-appropriate physical activity and exercise with children.
- How to talk to children about the dangers of substances use.
- How to talk to children about sensitive topic areas.
- Keys to setting limits and guideline on television viewing.
- (Adapted from the National PTA brochure: *Healthy Children, Successful Students: Comprehensive School Health Programs*)

More comprehensive ideas and information can be found in the PED Parent Involvement Toolkit available on the PED website).

In keeping with PED and GISD policies, Gadsden High School has active and effective Parent Involvement Goal Team that meets regularly with community representatives and parents to identify and address family, community and school needs and concerns.

HEALTH SERVICES

(Copy of Student Referral form for LCDF (La Clinica De Familia) School Based Health Clinics. Services available to be included with page 48 – Appendix H)

“Health Services” means services provided for students to appraise, protect, and promote health. These services are designed to ensure access or referral to primary health care or behavioral health services or both, foster appropriate use of primary health care services, behavioral health services, prevent and control communicable diseases and other health problems, provide emergency care for illness or injury, promote and provide optimum sanitary conditions for a safe school facility and school environment, and provide educational and counseling opportunities for promoting and maintaining individual, family, and community health.

Gadsden High School provides nursing services as specified below. Counseling, monitoring tutoring, and advocacy are also provided by the GHS Counseling Department, TRIO, and other GISD programs.

NURSING SERVICES & MEDICATIONS

Nursing services are available at the school. Students must obtain a hall pass from an employee whenever they wish to use these services. **Accidents and injuries should be reported immediately to an employee.** If this is not possible at the time of injury, students are to report all accidents to the nurse or an employee as soon as possible.

The Gadsden Independent School District has neither the responsibility nor the authority to administer medication at school. No medication or drug should be taken during the school day unless otherwise prescribed by a physician licensed in the United States. Parents of students requiring medication must notify the school nurse and provide the school with the following:

1. A written statement from the physician ordering that the medication be given at school.
2. A written note from the parent or guardian requesting that the medication be given during the school day. No over the counter medications should be brought to school unless accompanied by a doctor's order. All medications should be deposited with the school nurse or other designated adult and administered according to the doctor's order and with parental consent. The nurse's assistant or other designated adult may assist the student in taking prescribed medication. It is the student's responsibility to go to the nurse or designated adult to receive medication at the appropriate time. **Students are not to carry medication with them during the school day unless required by a physician.** The parent is invited to school to administer medication to their child subject to prior arrangement with the nurse.

ACCIDENTS

Accidents should be reported **immediately** to the school nurse. If this is not possible at the time, students are to report **all** accidents to the school principal and/or assistant principal.

IMMUNIZATIONS

Due to state law, all students must provide the school nurse with an up-to-date record of all immunizations. Failure to provide this information will mean the student will not be enrolled. The student will be suspended or disenrolled from school unless the records are kept up to date.

BEHAVIORAL HEALTH

School behavioral and mental health programs should focus on breaking down health and social barriers to students' learning with emphasis on meeting each student's individual health needs. Behavioral health programs should support the student's process to become a fully functioning and happy adult. Programs should encourage and support linkages between youth, families, schools, communities, and private and government agencies to create and maintain an environment in which all students can learn and thrive. School behavioral health programs should emphasize:

- Creating an atmosphere in which the psychological, social and emotional aspects of the student are integrated into all parts of student life and wellness
- Providing the structure and support to allow each individual student to live a socially and emotionally fulfilling life
- Increasing awareness of student's social and emotional needs.
- Decreasing stigma around behavioral and mental health issues.
- Linking systems to improve support, resources, advocacy, and assessment.
- Creating school-linked programs that are family-friendly, accessible, integrated and comprehensive.
- Supporting local strategies that create healthy schools.
- Promoting behavioral health in order to break down barriers to students' learning

Mental Health Stigma

Stigma: A mark of shame or discredit.

Mental Health Stigma: Stigmatization of people with behavioral health issues is visible by bias, distrust, stereotyping, fear, embarrassment, anger as well as avoidance and isolation of people behavioral issues.

After a traumatic event, many students and staff may have feelings, such as depression, or post traumatic symptoms, that are interfering with their daily life. However, because such concerns can be looked down upon by peers, students and staff will often not seek help for these issues. It is important that the school climate create acceptance and empathy for behavioral mental health concerns.

Approaches to De-stigmatizing Mental Illness:

- Broaden acceptance by talking about behavioral health issues so those who are in need receive the right support and services early on.
- Encourage students to seek out help, to not fear discrimination, shame or blame.