

Mescalero Apache Middle/High School Student- Parent Handbook 2024/25



HOME OF THE CHIEFS
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Mescalero Apache Middle/High School Home of the Chiefs

Welcome to Mescalero Apache Schools! Our goal is to make this a safe, productive and rewarding year. We recognize the worth and value of every student as individuals and members of our community. Faculty and staff create an environment where students feel proud of their heritage and their accomplishments. Classroom instruction, activities, programs, and projects encourage students to pursue wisdom and success. We take pride in the opportunity of working with your children. Mescalero Apache School offers a comprehensive curriculum and assessment program. With your support, and our team of highly qualified teachers, your child will learn and become productive members of our community.

This Student Handbook is provided to parents and students as a resource in understanding the rules developed by the Mescalero Apache School Board. Please take this opportunity to read through the policies and general information provided. It is very important that students understand what their expectations at school should be and the importance of demonstrating positive behaviors. It is extremely important that your child is at school on a daily basis, on time, and ready to learn. This ensures that your child will receive a quality education. With your support and involvement, Mescalero Apache Middle/High School will be the place where your child can excel.

Have an excellent school year!

CORE VALUES

RESPECT – Having concern for harmonious relationships; honoring yourself, your peers, your family, your elders, your ancestors, your teachers, your school, your community, and your tribe; having courteous regard for others' feelings and values. Respect helps people get along better with each other.

RESPONSIBILITY – We are responsible to our People; past, present and future, as well as, our environment and other living things. Being responsible is a form of trustworthiness; being accountable for your words, actions and conduct in all you do.

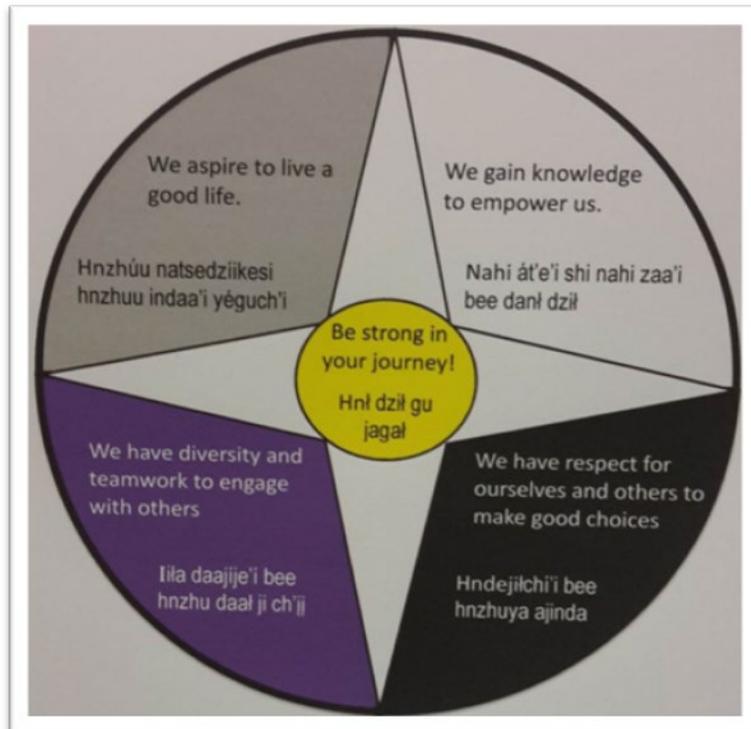
COMMUNITY/SERVICE – We belong to the Mescalero Apache School community, as well as the communities of our neighborhoods, cities, reservation and nation. This means that, along with rights, we have responsibility to provide service to make our community a better place for all.

CULTURE - We honor and value our own cultures and those of others. We recognize we are influenced by many cultures, including Indigenous, youth, and contemporary western cultures and are mindful in how this affects the development of identity.

PERSERVERANCE – Indigenous people have endured because of the perseverance and determination of those that came before us. We make our ancestors proud by remaining constant to a purpose, idea or task in spite of obstacles. We engage our innate strengths and build relationships with others that support us in developing to our full potential.

REFLECTION – Indigenous thinking and learning is a reflective process involving a deliberate looking inward, self-awareness and contemplation of deeper meanings. We support this reflective practice to encourage thoughtfulness, personal growth, profound learning and meaningful change.

Mission Statement



Vision Statement

Every Mescalero Apache School Student will:

- * Respect the past
- * Value culture and language
- * Prepare for a life path of learning

Academics

The mission of MAS is to equip each student with the knowledge and skills necessary to be a confident, cooperative, critical decision maker and ethical contributor to a competitive and ever-changing world; this purpose is accomplished by providing an academically rigorous curriculum, diverse co-curricular opportunities, and effective instructional strategies, which challenge all students to reach their highest levels of achievement.

At MAS, we celebrate academic achievement. After each 9 weeks, students who have an A in every subject will be recognized A Honor Roll. Students who have an A or B in every subject will be recognized A/B Honor Roll. These students are invited to principal luncheons at each quarter. Students are also recognized for achievement on State/BIE tests (NWEA and BIE Unified Assessments.)

Grading Procedures

Nine Weeks Grades

50% Daily Work & Homework

25% Quizzes & Tests/Assessments

25% Research Papers, Projects, etc.

Semester Grades

40% 1st 9 weeks

40% 2nd 9 weeks

20% Semester Exam

Grading Scale

A 90%-100% B 80%-89% C 70%-79%

D 60%-69% F 59% and below

All grades will be recorded as percentages in NASIS.

A minimum of two grades per week will be posted for each student. A high school semester exam is required to be given in each course. For students failing at any time during the 9 weeks, parents will be notified by the teacher via phone, mail, email, and/or home visits. Parents are encouraged to check their child's grades throughout each nine weeks on NASIS. Please contact the school for login information.

Progress Reports

Progress reports will be mailed to each parent/guardian the fifth week of each 9 week grading period. Please refer to the MAS calendar for specific dates.

Report Cards

Report cards are indications of academic progress at MAS. Report cards are computerized and based on nine (9) week periods. Each nine (9) week period, parents will receive report cards during parent-teacher conference night or via the U.S. mail. Final grades are given at the end of each semester (18) weeks. All students will receive a copy of the progress/report cards from the principal at each grading period. Please refer to the MAS calendar for specific dates.

High School Graduation Requirements

A minimum of twenty-four and ½ credits (24.5) shall be required for graduation. Note: Course offerings are subject to change as per State requirements. Students will be required to pass the BIE Unified ELA/Math/Science Assessment to graduate with a diploma (taken as an 11th grader).

- ◆ 4 credits in English
- ◆ 4 credits in Mathematics (Algebra I, II, Geometry, Trigonometry/Calculus, Financial Literacy)
- ◆ 3 credits in Science (2 w/lab)

- ◆ 3 credits in Social Science, which shall include World History/Geography, United States History/Geography, and Government/Economics;
- ◆ 0.5 credit in New Mexico History
- ◆ 1 credit in Physical Education;
- ◆ 2 credits in Apache I and Apache II
- ◆ 0.5 credit in Health Education;
- ◆ 0.5 credit in Computer Education
- ◆ 1 Dual Credit
- ◆ 6.5 elective credits (ex: welding, woods, culinary, etc.)
- ◆ 80 hrs. of Community Service

A student may earn only one elective credit as an Office Aide, Nurse Aide or Teacher Aide. Students in the 11th and 12th grade may do correspondence study not to exceed 2 credits per school year. Credits earned through correspondence study may be accepted if such credits are from schools approved or accredited by the National Home Study Council, the State Board of Education of the state in which they are located, or by a college or university, which is regionally accredited for such purposes. Parents are encouraged to participate in the 4 Year Plans with their child.

High School Classification Policy

Students with the following number of credits earned will be classified as stated below:

- | | |
|---------------------|-----------|
| ◆ 0 – 6 credits | Freshman |
| ◆ 6.5 – 12 credits | Sophomore |
| ◆ 12.5 – 18 credits | Junior |
| ◆ 18.5+ | Senior |

Homework

Homework assignments are designed to extend the learning beyond the classroom, build independent study habits, and encourage students to think and work creatively outside the school. Each teacher will vary in assigning homework. Parents are encouraged to provide their children with the necessary help to have all homework assignments completed and submitted on time. You should expect your child to have homework nightly in one or more classes.

If an assignment is not turned in, a grade of zero (0) will be recorded for the assignment. Extenuating circumstances will be handled on a case-by-case basis with each teacher. Each classroom teacher will have sole authority over their gradebook/grades, and will work with students to help them succeed.

When a student is absent, upon return to school, one (1) day will be allowed for make-up work per excused daily absence. Students who know in advance that they will be absent are encouraged to request assignments prior to the absence.

Math ICU-No Zero's!

Students with missing or poor quality math assignments will be assigned to attend Math ICU, where they will receive extra assistance to complete their work during lunch. Students will remain in Math ICU until they earn a score no less than 50% for any missing or poor quality math assignment. Students in Math ICU will receive a special pass from their math teacher which will allow them to go to the front of the lunch line to get their to-go tray and report to Math ICU.

National Honor Society

The National Honor Society (NHS) is an organization designed to recognize the high school student who has achieved in four areas: character, scholarship, service, and leadership. No one category is more important than another. The student who becomes a member of the society must possess all four qualities. Membership in the Society is open to students in grades ten, eleven and twelve. Students who have achieved a grade point average of

3.5 or better will be invited to submit information sheets about their service and leadership each school year. This information will then be reviewed by a faculty council consisting of five members. If the student is determined to have met the criteria for membership, he/she will be informed by letter and inducted into the Honor Society.

National Art Honor Society

The National Art Honor Society is a program to inspire and recognize high school students who have shown an outstanding ability and interest in art. The program supports members in their efforts to attain the highest standards in art scholarship, character, and service, and to bring art education to the attention of the school community. Students who have achieved a grade point average of 2.5 or better will be invited to submit information sheets about their interest in art, art scholarship, character and service. This information will be reviewed by faculty council consisting of five members. If a student is determined to have met the criteria for membership, he/she will be informed by letter and inducted into the Art Honor Society.

Science National Honor Society

Section 1. Membership is an honor bestowed upon a student.

Section 2. A member must be in the last two years of secondary school education but exceptional sophomore students can be accepted into a chapter.

Section 3. A member must have and maintain a 3.0 grade point average.

Section 4. A member must be enrolled in a science class. A member must be enrolled in at least one honors level science class during or prior to the eleventh grade year. A member must be enrolled in at least one second year honors science class during or prior to the twelfth grade year. A member must be enrolled in at least one upper level science class during the twelfth grade year. If second year honors or upper level science courses are not offered by the school, then the student must be enrolled in a second first year honors or upper level science class.

International Robotics Honor Society

Section 1. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding STEM scholarship, Robotics participation, character, leadership, and service.

To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen [ninth graders] are not eligible.) Candidates must have attended the school the equivalent of one semester.

Section 2. The national minimum standard for scholarship shall be a cumulative scholastic average of at least 85 percent, B+, or 3.5 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated based on STEM Education, Robotics participation, service, leadership, and character.

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

Parent-Teacher Conferences

Parent-Teacher Conferences will be scheduled at the end of the first and third nine weeks period. We ask that you attend the conferences to receive report cards and teacher feedback. These conferences will explain our grading system, how to monitor your child's progress, and answer any other questions you or your child may have. Teachers may arrange for conferences with parents at any time at their discretion. Parents who wish to have a conference with a teacher or teachers may schedule an appointment with the campus secretary or the teacher(s). Students excel at a greater pace when parents are involved in their education.

Student Assistance Team (SAT)

The Student Assistance Team (SAT) is a team comprised of teachers and administrators who review academic, behavior, health, schedule and attendance issues and make recommendations. In addition, student and parent input is critical to meeting the individual needs of a student to ensure a successful middle/high school experience. The

purpose of the SAT is to assist students, teachers, and parents in working with attendance issues, learning difficulties, drug/alcohol abuse, behavior problems and retention due to academic failures or loss of credit.

Testing

Please do not schedule appointments or other events during testing periods. For additional information and/or questions regarding testing, please talk to the building principal and/or the school test coordinator. A brief list of tests given K-12th grade is as follows:

NWEA (Grades K-12) 2 times per year – tests reading, math, and science

BIE Unified Assessment in Math, ELA, & Science (Grades 3-8 & 11) Seniors must pass to graduate with a diploma.

WAPT is a screener for Limited English Proficiency and will be given at the beginning of school to those students who are new to our school and are flagged to be screened according to the Home Language Survey.

WIDA ACCESS is an extensive test in English Proficiency. Only those students who have been identified as English Language Learners will take this test.

Textbooks/ Library Books/Equipment

Textbooks and other classroom materials are provided for students at the school's expense. Students are responsible for the proper care and return of textbooks, library books and athletic equipment. A fine will be charged for lost or damaged books/equipment. If you change your schedule, drop a class, or withdraw from school, you must return issued books/equipment to your teacher, librarian and/or coach. Report cards will not be mailed to parents if students owe any type of school fine, and books/equipment will not be issued the following school year.

Dual Credit Courses (Secondary Grade Levels Only)

Students in grades 11–12 have the opportunity to earn college credit through certain courses taught at the high school, which are termed dual credit. Sophomores with a 2.5 or higher GPA will be allowed to take dual credit above the one required dual credit. Freshmen will be considered for dual credit courses if requested by the student's parent and the principal approves the request. These courses may have eligibility requirements and must be approved prior to enrollment in the course. It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan. Please visit with the school counselor for more information.

Promotion and Retention of Students

Students who do not demonstrate academic proficiency at grade level are in jeopardy of failing that grade for the school year. Academically proficient students receive passing grades (A, B, C, and/or D) in all core courses (math, English/LA, reading, science, history). Parents will be kept informed of student progress through NASIS, progress reports, report cards and testing data. Teachers will make contact with parents regarding academic concerns. Students who fail two (2) or more core subjects in the first nine weeks of school will be referred to the **School Assistance Team**. This team will develop an intervention plan with the parent, which will provide assistance in the area of concern. Students who continue to struggle at grade level can be recommended for summer school and/or retention.

High School students who fail a semester course and/or lose credit due to attendance will be required to repeat that course. Failing courses or losing credit due to attendance will put students in jeopardy of not graduating with their cohort. Summer school is provided for students to make up failed courses.

Summer School

High school students who fail a course are encouraged to attend summer school for credit recovery. Middle school students who fail two or more core courses at the end of the school year will be required to attend summer school for promotion. Failure to attend and complete summer school will result in retention for middle school students. Students assigned summer school for promotion may not have more than 2 absences and they have to actively participate in the academic courses. Summer school students receive only one warning from the principal and then, if another referral is made, the student can no longer attend

summer school. Failure to comply with these requirements will result in removal from summer school and possible retention in the current grade level.

Attendance Policy Grades 6-12

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Attendance affects the award of a student’s final grade or course credit.

In order for students to receive the maximum benefit from instruction, they must be in class, must arrive on time and must be prepared to learn. This is not possible if the student is constantly late or absent or removed from school before the 4:00PM bell. The school hours are from 8:00 a.m. until 4:00 p.m. To this end, the following policy concerning absences is now in effect.

Students will be assigned a tardy detention for every 3rd late arrival to school, starting with the 6th late arrival (then 9th, 12th, 15th, 18th, etc.). This tardy detention will be paid during lunch on the same day of receiving the tardy detention slip from the attendance clerk. This slip allows students to go straight to the front of the lunch line to get their lunch and report to the side room in the cafeteria to pay their detention time with the attendance clerk. Any student who fails to report to lunch detention on their own will be escorted by security the next day. It is vital for students to report to school on time, as this is when instruction is taking place for that period.

Students should provide a note from the parent, guardian, doctor, or hospital for all absences. Parents/guardians should save such documentation for future reference. An unexplained absence adversely affects decisions made by the Attendance Committee. After ten (10) *consecutive* days of absences, without notification to the school, a student will be withdrawn from school and notification will be made to the Tribal Court.

6th-8th Grade

A student is allowed a total of twenty (20) absences (explained, unexplained, OSS) per year regardless of the reason. Middle school students will be counted absent for each period they are not in class. If a student is late for class fifteen (15) minutes or less, the student will be counted tardy. **Three tardies count as an absence.** If a student is more than fifteen (15) minutes late for class, the student will be counted absent. All work missed during the twenty (20) absences may be made up if the absence is excused or unexcused. Warning notices will be sent home after the 5th, 7th, and 10th absence.

Notification that student is at risk for retention due to excessive absences will be made prior to the fifteenth (15th) absence to the address of record in the student’s file. Students will be recommended for retention at the twentieth (20th) absence. The student/parent/guardian will have the right to appeal as long as there have not been more than twenty (20) absences. On the twenty-fifth (25th) absence, the student will no longer be allowed to appeal. The appeal letter must be addressed to the Attendance Committee within two (2) weeks of receipt of the retention letter. The Attendance Committee shall hear the appeal. Once the Attendance Committee has made a ruling no more absences will be allowed, and retention will be applied.

9th-12th Grade

A student is allowed a total of ten (10) absences (explained, unexplained, or OSS) in each class per semester. Three tardies count as an absence. If a student is late for class fifteen (15) minutes or less, the student will be counted tardy. If a student is more than fifteen (15) minutes late for class, the student will be counted absent. All work missed during the ten (10) absences may be made up. Warning notices will be sent home after the 5th, 7th, and 10th absence.

Notification that student is at risk for loss of credit due to excessive absences will be made by mail prior to the tenth (10th) absence and again on the thirteenth (13th) absence to the address of record in the student’s file.

The student/parent/guardian will have the right to appeal as long as there have not been more than thirteen (13) absences. On the thirteenth (13th) absence, the student will no longer be allowed to appeal. The appeal letter must be addressed to the Attendance Committee within two (2) weeks of receipt of the loss of credit letter from the school. The Attendance Committee shall hear the appeal. Once the Attendance Committee has made a ruling no more absences will be allowed, and credit will be denied. **Students who lose credit due to attendance will not be able to play sports, as the NC is F in the subject.**

On appeal, the Attendance Committee may consider extraordinary circumstances, such as hospitalization of the student, a death in the student's immediate family (not to exceed five (5) days), or absences for that student's coming of age ceremony. Extraordinary circumstances will also include any student who attends a coming of age ceremony for his/her sister. **[See guidelines for coming of age ceremony and other cultural ceremonies for approved absences.]** The committee may waive some or all of those extraordinary absences, but is not required to do so. If a student is absent for a catastrophic reason, parents/guardians must submit written notification to the Principal as soon as possible. The Attendance Committee's decision is final.

Attendance Policy for Coming of Age Ceremony and Other Tribal Ceremonies, Feasts, and Activities

Girls that are slated to take part in their coming of age ceremony will be allowed to take the time necessary for their particular feast days if it happens to occur during the school year. This time will include the four days prior to their feast, the four days of their feast, and the four days following their feast. Keep in mind that some of these 12 days will include a weekend. The twelve (12) days will include the weekend days (Saturday/Sunday).

- Girls will not be allowed an excused absence to take care of preparation of said feast; such as wood gathering, grocery shopping, gathering of teepee poles, butchering, trying on buckskin dresses, etc. These matters need to be taken care of during non-school contact time.
- A valid written statement from the parent needs to be sent to the school prior for said feast days requesting excused absences for their child.

Individual family members that are closely related to the girl having the feast will be allowed an excused absence to assist in the four actual feast days. All other absences related to the feast will not be excused, but unexcused.

- Individual family members that are closely related to the girl having her feast will not be allowed an excused absence to take care of preparation of said feast; such as wood gathering, grocery shopping, gathering of teepee poles, butchering, etc. These matters need to be taken care of outside of school hours.
- A valid written statement from the parent needs to be sent to the school prior for said feast days requesting excused absences for their child.

Absences due to preparation of any type of feast, other than a puberty ceremony, will be considered unexcused.

Absences that run congruently with a tribal dividend day will be considered an unexcused absence, unless a valid doctor's note is provided.

Middle School Bell Schedules

MIDDLE SCHOOL DAILY SCHEDULE

First Bell	7:55
1st Period	8:00-8:56
2nd Period	9:00-9:56
3rd Period	10:00-10:56
4th Period	11:00-11:56
LUNCH	11:56-12:26
5th Period	12:30-1:56 SEL/RtI
6th Period	2:00-2:56
7th Period	3:00-4:00

MIDDLE SCHOOL 2-HOUR DELAY SCHEDULE

First Bell	9:55
1st Period	10:00-10:37
2nd Period	10:41-11:18
3rd Period	11:22-12:00
LUNCH	12:00-12:30
4th Period	12:34-1:15
5th Period	1:19-2:00
6th Period	2:04-3:00
7th Period	3:04-4:00

MIDDLE SCHOOL EARLY RELEASE SCHEDULE

First Bell	7:55
1st Period	8:00-8:31
2nd Period	8:35-9:06
3rd Period	9:10-9:41
4th Period	9:45-10:16
5th Period	10:20-10:51
6th Period	10:55-11:26
7th Period	11:30-12:00
LUNCH	12:00-12:30

High School Bell Schedules

HIGH SCHOOL DAILY SCHEDULE

First Bell	7:55
1st Period	8:00-8:56
2nd Period	9:00-9:56
3rd Period	10:00-10:56
4th Period	11:00-12:30 ADV/Rtl
LUNCH	12:30-12:56
5th Period	1:00-1:56
6th Period	2:00-2:56
7th Period	3:00-4:00

HIGH SCHOOL 2-HOUR DELAY SCHEDULE

First Bell	9:55
1st Period	10:00-10:37
2nd Period	10:41-11:18
3rd Period	11:22-12:00
4th Period	12:04-12:30
LUNCH	12:30-1:00
5th Period	1:04-2:00
6th Period	2:04-3:00
7th Period	3:04-4:00

HIGH SCHOOL EARLY RELEASE SCHEDULE

First Bell	7:55
1st Period	8:00-8:31
2nd Period	8:35-9:06
3rd Period	9:10-9:41
4th Period	9:45-10:16
5th Period	10:20-10:51
6th Period	10:55-11:26
7th Period	11:30-12:00
LUNCH	12:00-12:30

Early Release/Late Arrival Agreement

MAS recognizes that some students who are on target to graduate and have plans to pursue employment opportunities or college credits wish to consider early release/late arrival instead of taking elective courses. In order for seniors to take advantage of this opportunity, the following guidelines have been established:

- Student must have earned a minimum of 20.5 credits by the end of his/her junior year.
- Student must stay in school until the end of the 4th period bell and sign out in the secretary's office. Failure to follow these procedures will result in removal from Early Release/Late Arrival schedule immediately.

- Student must leave the premises immediately after signing out, unless a campus activity is approved by the Principal.
- Student interested in participating in after school activities or athletics will be allowed to return for 7th period athletics or afterschool for assigned activity.
- Student must have parental permission, even if over 18.

Emergency Information

Please make sure that all information on your child's **REGISTRATION PACKET** is correct with **CURRENT** information. Emergencies occasionally happen within the school setting and updated phone numbers and contact persons are extremely important, should contact be needed. Please notify the office of any changes throughout the school year.

Automated Calling System

Mescalero Apache School has a phone calling system. This system is designed to call parents informing them of their student's absence. Parents/Guardians will also receive a call from our automated calling system informing them of school closures. Please make sure that all information on your child's REGISTRATION FORM is correct with CURRENT information. Parents cannot be called if the school has incorrect information. Students cannot be released to anyone not listed on the registration form. Please notify the office of any changes throughout the school year.

Metal Detectors & Backpacks

For the safety and well-being of our students and staff, MAS has metal detectors that all students must go through each and every morning (to include students of MAS employees). All student backpacks/bags are subject to search, in any situation where there is probable cause.

Schedules (MS/MH)

Student schedules will stay as scheduled until a schedule change request has been made by a student and/or a parent. The counselor will then determine if the schedule change can be made. There are some cases where it is impossible to make changes to a student's schedule due to graduation requirements, class loads, and /or course availability. Schedule changes may also be made by the principal to place students in classes that may be better for them behaviorally.

Accidents

Should a student be involved in a serious accident, the school will make every effort to contact a parent immediately. Therefore, it is extremely important that the school secretary, and/or the school nurse have current emergency contact information. Office personnel will call 911 only in a situation deemed appropriate by the school nurse.

Deliveries

Instruction time is very important to us, so classroom interruptions will be kept to a minimum. Due to time constraints and staffing issues, MAS will only accept deliveries to the front office for special holiday events (such as Halloween, Valentine's Day, etc.) where the deliveries may be picked up at the **end of the school day**. Students will be called out during 7th period to pick up their delivery (balloons, flowers, etc.) **Students' full name, grade and teacher's name must be secured to the item to be delivered and we cannot guarantee delivery the same day**. Instruction time is very important to us, so classroom interruptions will be kept to a minimum. Upon delivering items for a field trip, we cannot guarantee they will get these items prior to the bus departing. MAS will deliver school supplies to the classroom (books, paper, backpacks, food, etc.) as soon as possible. Athletic equipment will be delivered during the athletic period only. Please make sure that students leave home with the necessary sports clothing/equipment on game days. We cannot guarantee they will get these items in time for departure of the bus.

We are a 100% free lunch program, so all students have access to a healthy and free meal on a daily basis. Any student that does not want to take advantage of this program needs to bring his or her own lunch with them every morning. Parents will not be allowed to drop off fast food and snacks, as this takes time to find staff members to

deliver these meals last minute, and announcements cannot be made while other grades are in class. Also, it violates the healthy food guidelines that we must follow as a school.

Birthday parties (cakes, cupcakes, etc.) are not allowed at the mid/high, since we change classes every period (no homeroom like at the elementary). We must protect instructional time with our students, especially since we are only here 4 days a week. You must keep in mind that with 350 mid/high students, it is someone's birthday every day. We cannot academically afford to have parties on a daily basis, as we have so much learning to do.

Enrollment and Withdrawal Procedures

All new enrollees must have: (1) birth certificate (or copy), (2) Certificate of Indian Blood (CIB), (3) proof of current immunizations, (4) withdrawal papers from the previous school attended including grades (5) transcript or copy of records, (6) social security number, (7) IEP and testing information, if student was receiving special education services, (8) if necessary, include any/all court documents. Students living with someone, other than parents, must have proof of legal guardianship. Without this information, enrollment of your child may be delayed. Failure to provide all documents within 10 days of registration will result in a withdrawal of your child from school. Students cannot be released to anyone not listed on the registration form. Please notify the office of any changes throughout the school year.

The parent/guardian must initiate the withdrawal process from school in person. A withdrawal slip may be obtained from the school secretary. All teachers must sign this slip, with grades issued and textbooks returned at the time of withdrawal. Checkout from the library media center is also required to ensure library books are returned and fines are paid. Parents are advised that it is not in the best interest of the student to withdraw students before the grading period ends. High school students can lose credit if not enrolled immediately in the next school.

Student Checkouts

Students will not be permitted to leave school during school hours with any adult other than their parent/guardian, unless prior written arrangements have been made. Parents/guardians must report to the building secretaries to checkout their student, at which time the student will be called out of the classroom. Students cannot be released to anyone not listed on the registration form. Please notify the office of any changes throughout the school year. Students who do not check out through the office, and leave campus will be considered truant and be subject to disciplinary measures.

Parents are encouraged to refrain from checking students out during testing. It is extremely important that students remain in class the entire day during school and state testing days. It is also difficult to locate students who are being checked out during the lunch period. Parents are encouraged to check the bell schedule. Keep in mind that there are two separate lunch times for middle school and high school.

First Aid

If a student becomes injured or ill during the school day or while attending a school sponsored activity, it shall be the responsibility of any staff member present to notify the school nurse or principal immediately and to keep the student as stable and as comfortable as possible until aid arrives. The school is responsible for the emergency handling of accidents and sudden illness occurring at the school or on school property until the parent is present. The school is not responsible for subsequent treatment, once the student is release to the parent.

Library

Hours of operation: 7:30-4:00.

The library will be open before the school day begins. Students may come in and quietly work on homework, read a magazine, or just visit quietly. Student may lose this privilege if they become disruptive or destructive.

- NO food or drink may be brought into the library
- Students are to enter the library quietly
- No running or loud voices in the library.

- All other school rules including removal of hats and sunglasses will be enforced
- Cell phones are allowed in the library only during lunch period (except for 6th grade because they are not allowed to have cell phones throughout the school day)

Leaving Class/Hall Passes

No student is to be released from class without a written hall pass. Staff will issue passes as needed and only one student at a time will be issued a pass. Students will not be released from class during the first 20 minutes of instructional time, as this is when the teachers are presenting that day's new lesson. All instructional materials and restroom needs should be handled during each four-minute passing period between classes, during lunch, and before/after school.

Legal Status of Students

All students are considered under the direct supervision of parent/guardian with the sole exception of students who present documentation verifying legal emancipation.

Lockers

Students will be assigned a locker when you enroll at MAS. Please remember that lockers are on loan to you and it is necessary that you take care of it. You will be expected to pay for damages/lost lock (\$10.00) incurred while your locker is on loan to you.

- Lockers are subject to **search** by school officials.
- Lockers should be kept **clean** at all times. Students should avoid over-filling their lockers, as this can cause the door to jam and is a frequent cause of tardiness to class.
- Students are **not** to trade or share lockers.
- The school is not responsible for any valuables lost in lockers. Locker combinations must be kept strictly confidential and be kept locked at all times.
- Under no circumstances are students to de-face or vandalize their lockers.
- If your locker does not work properly, report it to your teacher or to the secretary's office.
- If locker is not kept locked, student is subject to having no locker privileges.
- **DO NOT LEAVE FOOD IN LOCKERS!**

Parent Telephone Calls

The school is committed to uninterrupted instructional time. Parents/guardians will be asked to leave a message, which will be delivered to the student during lunch or between classes. Parents are asked to limit phone calls to their students for emergencies only. Phone calls for students from those outside the immediate family will not be accepted. Please do not call students on their personal cell phone during the instructional day, as this can result in the teacher following the **Electronic Device Policy** and confiscating the phone. Parents, please remember that all cell phones will be kept in the student's locker throughout the day.

Parent Involvement Policy

It is the goal of the Mescalero Apache Schools to develop strong partnerships with the home. Parents and schools working as partners increase student achievement and develop positive student attitudes about self and school.

The key factor in home-school partnerships is the relationship between the teacher and the parents. Teachers are professionals who manage a variety of instructional resources. Parents are an essential resource in the learning process of their children. Organizational support from the school board, district level administrators, and support staff all enable teachers to effectively develop the partnerships needed to ensure student success.

Permission to Photograph

Each Mescalero Apache School enrollment packet contains a Permission to Photograph Consent Form. This form, which is required by law, gives Mescalero Apache School staff permission to take pictures of students

for the school newsletter, yearbook, and other media. The form needs to be filled out for every student and will be on file in the secretary's office.

Prescription Medication and Non-Prescription Medications

The Mescalero Apache School has neither the responsibility nor authority to administer medication at school. No medication shall be taken during the school day unless prescribed by a physician licensed in the United States. If a student must receive medication in school, it is the parent's responsibility to ensure that the medication arrives at school in the properly labeled container with all required documentation to the school nurse or other designated school employee as follows:

- A signed, dated order by the physician with specific directions and times for administration of the medication in school
- A completed Mescalero Authorization to Administer Medication Form, signed by parent or guardian, requesting that the medication be given during the school day (such forms shall be filed with the school nurse).
- The medication must be in a container appropriately labeled by the pharmacist or physician and deposited with the school nurse or principal.

The parent is invited to school to administer medication to his/her child, subject to prior arrangement.

Students in grades 9 – 12 may keep non-prescription medication with them under the following conditions:

- The school nurse or designated employee must have a signed authorization from the parent or guardian identifying the medication and the reason for taking it.
- The student should keep enough medication for only one day.

Student Field Trips

Field trips that are not part of the curriculum (ex: Skiing, Wet-n-Wild, etc.) are considered a privilege that students must earn through academic effort, good behavior, and responsible attendance. A general permission slip will be sent by the teacher and must be signed by a parent before any student will be allowed to leave the building.

The teacher will notify parents prior to the field trip, if their child is determined ineligible. A student with excessive absences or unexcused absences may be ineligible to go on field trips. The parent, teacher, and principal will review any special circumstances that could cause a student not to go. All students are required to travel with the rest of the class in school vehicles and not in private vehicles.

The principal will have the last authority to determine if a student can attend, if the field trip is a learning opportunity (ex: college visit, fish hatchery, cultural trips). These types of field trips are learning opportunities for our students and all students should attend such trips.

School Board (Regular Meetings)

The Mescalero Apache School Board meets once each month during the school year. The meeting date will be advertised at least three days prior to the meeting. All meetings are open to the public, unless otherwise noted. On occasion, special meetings are called and are posted at least 24 hours in advance.

School Nurse

The school nurse serves as the health professional for the school and is available on any school day. The nurse provides the following services: illness/injury assessments and interventions, chronic disease management and education, vision and hearing screenings, and medication administration. The nurse provides activities and education to promote health and prevent teen pregnancy, tobacco use, and alcohol and substance abuse. The school nurse will notify students and parents when the student requires immunizations.

- Students require a pass from their teacher unless the health situation is an emergency.
- Student will have a health assessment performed by the nurse based on the health complaint.
- Intervention will be provided as appropriate and student will return to class ASAP or contact will be made to send student home.

- Parent contact will be made regarding students who unnecessarily frequent the nurse's office.

Healthy Environment

Mescalero Apache School is committed to maintaining a healthy environment that will enhance the learning and well-being of all students. We have a full-time nurse and nurse's aide on duty.

It is important that all changes of address, telephone numbers (including unlisted numbers), or friend/neighbor who can be contacted in the event of your absence during an emergency, be sent to the school immediately.

Food for Classroom Consumption

Any food item that a student brings to school to share with other students has to come from a certified kitchen or bakery (*i.e.* Wal-Mart, Albertsons, etc.). Students are not allowed to bring home-baked goods to share.

Illness

In an effort to provide a healthy environment for all students, the health staff treats all students who are ill by 1) taking their temperature, 2) checking symptoms, and 3) administering appropriate care. If warranted, the nurse will contact the parent to pick up their student.

Students must be free of fever, diarrhea or vomiting for 24 hours before returning to school.

Head Lice

1. At the beginning of each school year, periodic head checks are done by the nurse.
2. When a student is thought to have an infestation of head lice, a referral will be made to the school nurse.
3. If the school nurse determines that the student has an active case of head lice, as evidenced by live or eggs/nits within ¼ inch from the scalp the parent will be contacted. A letter will be sent home with the student informing the parents that the child has an infestation of head lice and treatment is necessary to return to school.
4. Upon return to school, the student must be accompanied by parent/ guardian with the completed bottom portion of the parent letter as proof of treatment. The child will be evaluated for successful treatment by the school nurse or designated employee. Upon adequate management of the condition, a re-admittance pass will be issued to the student to return to class.
5. If it is determined that adequate management (*i.e.* no live lice or eggs/nits within ¼ inch of the scalp) of the condition has not been performed, the student will be sent home for continued treatment. When returning to school, the same criteria will apply.
6. The student's classmates, contacts and school age siblings will be evaluated for infestation and if they are found to have an infestation, a note will be sent home apprising their parents of the situation.

School Safety Plan

The School Safety Plan includes prevention, intervention and response to emergency issues. The response section includes a Crisis Management Plan and Procedures to deal with emergency situations such as fire drills, lockdowns, and off campus emergency evacuations. Students will be trained on appropriate responses to emergency situations. The School Safety and Crisis Management Plan and Procedure Manual are available for parent review.

Trespassing (Unauthorized Presence)

No one will be permitted on school property without authorization. All visitors must report to the Administration/Secretary office for a visitor's pass. Unauthorized persons will be sent back to Administration/Secretary to sign in and receive a pass. BIA Police Department may be notified if a visitor does not comply.

Severe Weather Policy

School will be in session unless weather makes it dangerous for the school buses to run. The school's Facebook page and local radio/tv stations will announce the closing or delay of school by 7:00 a.m. Parents will also receive a call from our automated calling system informing them of school closure. Should conditions exist that a 2-hour delay is called, the instructional day will begin at 10:00 a.m. Breakfast will not be served on late arrival days.

Counseling Office

The Counseling Office offers services to students who may have academic, social and/or personal concerns. The goal of the counseling program is to provide all students with the opportunity to discuss and learn how to solve problems that interfere with learning and personal development. The counseling office provides students with tools that will assist them in their daily lives. In the event of a crisis, students may see the counselor immediately. Parent/Guardian is encouraged to telephone and arrange an appointment with the counselor to address any student concerns.

The Counseling Office is also available to all students who need information on test results, course credits, transcripts, scholarships, graduation requirements, college applications/admission requirements, financial aid, Next Step plans, work-study programs and career guidance.

Discipline Policy

Good discipline creates a desirable teaching/ learning environment, provides management, and leads to each student attaining a measure of self-control. The discipline policy at MAS leads to long term respect for law, authority, property, the rights of others, and toward responsibility for self. An individual's right to an education should not be denied because of the disruptive behavior of other students. Student behavior that is disruptive to the classroom and/or school in general will be considered as interfering with the educational process. Teachers will post classroom rules and consequences as part of their individual discipline plan.

Police will be involved wherever laws have been broken or as indicated on the MAS discipline policy/matrix. Parents/guardians and students will be made aware of their rights under the law.

Classroom Rules/Expectations and Consequences

Teachers and administration will impose consequences when students do not comply with rules.

Each student will:

- Treat school employees, students and self with respect.
- Be prepared with all school supplies daily.
- Be in class on time, ready to learn.
- Complete all assignments on time.
- Take responsibility for YOUR actions.
- Follow all directions first time given.
- Keep all electronic devices, hats, hoodies, bandanas, beanies, backpacks in lockers (do not bring sharpies/permanent makers to school).
- Refrain from any PDA (Public Display of Affection)

Teachers will:

- Follow their classroom consequences for failure to comply
- Call Parent/Guardian(s).
- Assign Lunch Detention if necessary.
- Remove classroom privileges.
- Provide discipline referral to Principal if needed.

Alcohol and Other Drugs

Possession and/ or use of alcohol, controlled substances, mood-altering substances, or misuse of prescription drugs will result in the following consequences:

A student found in possession of, selling, distributing, and/or under the influence of mood altering chemicals (including alcohol and tobacco), will be referred to the police. This includes violations in or on school property, or

away from school property while participating in a school sponsored activity and/or on school buses/vehicles. If probable cause is established, a student will submit to a drug test. The police will be called at the time of the suspension and all paraphernalia and substances will be turned over to them and the incident will be recorded. Parents will be called and asked to come to the school immediately to remove the student. If the student is incapable of transporting him/herself, and/or if the parents cannot come to school or refuse to come to school, transportation will be arranged. If a student has received an OSS (Out of School Suspension) referral, they will not be able to participate in any school activity (i.e. sporting events, dance, etc.) until their suspension has expired. This also means that said student cannot be on school grounds during the time of these events. Reinstatement to school must occur between the parent, student and principal in order for student to receive activity privileges once again.

- “Drugs” – use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes social dysfunctional in academic, school, or social or socially disordering behavior, to the extent that the minor’s normal function in academic, school, or social activities is chronically impaired.
- “Contraband” – property that is illegal to possess under State Law and/or Mescalero Apache Tribal laws and ordinances.

1st Violation: The student will be suspended (OSS) for 5 school days. A police referral will be made. The principal will notify the school guidance counselor to schedule and complete a counseling session upon return to school.

2nd Violation: The student will be suspended (OSS) for 10 school days. A police referral will be made. The principal will notify the school guidance counselor to schedule 3 complete a counseling sessions upon return to school.

3rd Violation: The student will receive long term OSS. A police referral will be made. A Superintendent hearing will take place to recommend expulsion.

Electronic Devices

Student personal electronic devices are NOT allowed in the classroom and **must be kept in the student’s locker** (except for lunch time). Electronic devices include cell phones, ear buds, head phones, and any device that plays music or has social media capabilities. The school is not responsible for lost or stolen electronic devices belonging to students. Students may use school issued Chromebooks at the direction of the teacher for school purposes, however, they must follow the MAS Internet Policy. Students are not to take photos or videos of other students/staff on school property. Posting of photos/videos on social media sites will be referred to the BIA Police Department.

1ST Violation: Electronic device taken away; student pick-up after school (Refusal to give up the item-3 days ISS)

2nd Violation: Electronic device taken away; parent pick-up after school (Refusal to give up the item- 3 days ISS)

3rd Violation: Electronic device taken away; parent pick-up after 5 days (Refusal to give up the item- 3 days ISS)

4th Violation: 3 days OSS

5th Violation: Electronic device kept for the remainder of the semester & no electronics allowed for remainder of the school year.

If the student refuses to turn over the item to the principal, the parent will be called and the student will be sent home on OSS. When the student returns to school, the student must then serve 3 days ISS for refusal to give up the item.

Dress Code Policy

Mescalero Apache School is committed to providing the best quality education possible for members of the Mescalero community. To further that policy, a student dress code is adopted to insure that student appearance does not interfere or distract from the educational process.

Students at Mescalero Apache School shall observe standards of dress and appearance that are appropriate for the best possible educational environment that do not distract from the educational process and that enhance the image

of the Mescalero Apache School. **Parents will be called to bring appropriate clothes when necessary.** If available, clothes from the nurse's office will be provided.

Clothing

Mescalero Apache School expects its students' dress to be neat, clean, and appropriate. Students shall wear shoes at all times (slides/slippers are not appropriate attire). Mescalero Apache School has the right at all times to regulate the students' dress that creates a problem, is a distraction from learning, creates a health or safety hazard, or in any way interferes with the education process.

The following items of clothing are deemed disruptive of the educational process and are not allowed on the campus of Mescalero Apache School:

- ◆ See-through clothing, skirts/shorts whose hem stops more than three inches above the top of the kneecap, as well as mini shorts, tank tops, muscle shirts, over the shoulder or low cut blouses, bare midriffs, halter tops, spaghetti straps, tops that do not reach the waistband of pants or skirts, muscle shirts, etc. Excessively short or tight shorts or skirts, excessively baggy pants or shorts; apparel representative of gang affiliation or identification clothes bearing phrases, graphics, or slogans which are sexually suggestive, promote violence, the use of drugs, alcohol, tobacco products, contain vulgar language or ethnic slurs, hats, headgear or sun glasses (unless you have a doctor's note). Clothing worn in such a way that underclothing is exposed, shredded, holey jeans, or any clothing that does not provide reasonable coverage of the body as defined by the Principal.

The following items of clothing are deemed to interfere with a positive educational environment and are not allowed on the campus of the Mescalero Apache School:

- ◆ Clothing that display phrases, names, graphics, or slogans that promote the use of alcohol, drugs or tobacco, are sexually suggestive, or are satanic, obscene, vulgar, romanticize death, or are abusive in nature.
- ◆ Clothing and/or accessories that identifies a person as a gang affiliate, promotes gang membership or contains gang references. The Principal shall have the sole authority to declare whether or not clothing and/or tattoos identifies, promotes or refers to gang membership or affiliation. Tattoos deemed inappropriate by Principal must be covered so they are not visible. Pants that "sags" below the waistband and belts that when buckled are not secured in the pant loops and hang from the buckle.

Non-clothing Items and Appearances that are Disruptive to the Educational Process or are Injurious to the Educational Environment of the Mescalero Apache School:

- Sunglasses may not be worn in the classrooms of the Mescalero Apache School without a prescription on file at the Principal's Office.
- Jewelry that can be used as a weapon or which can inflict injury are not allowed on the campus of the Mescalero Apache School.
- Hats, caps, bandanas, hoods and beanies may not be worn at any time in the buildings of the Mescalero Apache School. Bandanas are allowed where it is being worn for cultural purposes, as determined by the building principal and cultural director.
- Exposed body piercing(s) other than pierced ears, except where there is proof that the piercings are required for legitimate religious purposes.

Authority / Consequences

The Principal shall have sole authority to determine whether the clothing/non-clothing items and/or appearances are disruptive to the educational process or detract from a positive educational environment. Failure to comply will result in the following discipline:

1st Violation: Warning; Change inappropriate clothing items or student handing over the item(s). Parent contact will be made. Student will wait in secretary office until appropriate change of clothes arrives. Any student who cannot get a change of appropriate attire will have to serve the day in ISS.

2nd Violation: 3 days ISS. Item will remain with Principal for remainder of semester.

3rd Violation: 5 days ISS Item will remain in school possession until the end of the year.

4th Violation: 3 days OSS

5th Violation: Superintendent Hearing

*Bandanas for cultural purposes may be worn. The Apache Cultural Director and the Principal shall have sole authority to determine whether a bandana worn on the head is for cultural purposes.

Bullying

MAS supports and is committed to a climate conducive to teaching and learning that is safe from threats, harassment, violence, name-calling, intimidation, racial discrimination and/or any form of bullying behavior. Using MAS computers to Cyber bully will not be tolerated. Students who use social media sites during the school day to intimidate other students will be disciplined. All types of bullying will be reported and investigated by the MAS building Principal. Bully means any repeated and pervasive written, verbal or electronic expression, physical act or gesture or a pattern thereof, this is intended to hurt a person(s) body, feelings and/or belongings causing distress upon one or more students in school, on MAS property, in MAS vehicles, and/or at school sponsored activities. The plan of action states:

1st Violation: Parent conference or counseling; 3 days ISS

2nd Violation: Parent conference or counseling; 5 days ISS

3rd Violation: Level IV Hearing; 3 days OSS

If you believe your child is being subjected to bullying at school, please contact the Building Principal immediately. If your child is being bullied on social media sites outside of school, parents should contact law enforcement.

Verbal Abuse and Disrespect of School Personnel & Fellow Students

Verbal abuse by employees and students will not be tolerated. Teachers and students will be respectful toward one another. There will be zero tolerance for those who use verbal abuse and disrespect toward others at MAS. Students will be suspended (ISS/OSS), either from the classroom or from the building, for 3-5 school days. Verbal abuse or disrespect of a fellow student will result in a 3-5 school day suspension from the classroom.

Ditching

Any student present on school property and not in class or ISS will be considered "DITCHING," which shall result in the student being placed in ISS:

1st Violation: 3 days in ISS

2nd Violation: 5 days in ISS

3rd Violation: 3 days OSS

4th Violation: 5 days OSS

5th Violation: Long Term OSS; Superintendent Hearing

Any student in ISS due to a class absence violation will not be allowed to attend school activities during or after school.

Assault

A threat of bodily harm or death to another person, without material physical contact, will result in a parent/guardian conference and/or an initial suspension (OSS) of up to 3-5 school days. Every attempt will be made to notify parents. A police report will be made and BIA will be called.

Fighting

MAS has a *Zero Tolerance Policy for fighting*. Any student(s) involved in a fight will be automatically suspended for the remainder of the semester (minimum of 70 school days that may be carried over into the next semester). A police referral will be made.

Public Display of Affection (PDA)

Public displays or forms of intimate affection are not allowed on campus. This includes the following: holding hands, hugging/holding onto each other, and kissing, etc.

- 1st offense: Warning
- 2nd offense: 1 day of ISS
- 3rd offense: 3 days of ISS
- 4th offense: 1 day of OSS
- 5th offense: 3 days of OSS

School Property Damage (Vandalism)

Student will be suspended from school (OSS) for 3-10 school days depending on occurrence. The student will be referred to the police and will be held responsible for payment of damages as determined by the school.

Elevator

Students may not be use the elevator unless the school has a doctor's note on file. Teachers must provide a pass indicating elevator use if students are helping with large loads. Students caught in the elevator without permission will receive the following consequences.

- 1st Violation: warning
- 2nd Violation: lunch detention
- 3rd Violation: ISS placement; parent will be notified

Improper Activation of Fire Alarm

Students will be suspended (consequence) for 5 OSS days with the recommendation for expulsion, and may be referred to the fire marshal. A police referral will be made and parent/ guardian will be notified.

Theft

Students, who are caught stealing or extorting, will receive the following disciplinary actions and a police referral will be made and parent/ guardian will be notified. All efforts will be made to replace stolen item(s).

- 1st offense: 3 days ISS
- 2nd offense: 3 days OSS
- 3rd offense: 10 days OSS and/or recommendation for expulsion as determined by superintendent

Sexual Assault, Indecent Exposure, Sexual Harassment, Harassment

The effective education of students requires a school environment where students and staff feel safe and secure. Any type of harassment towards students or staff impairs the proper atmosphere for education. It often creates an inequitable climate for learning. MAS will not tolerate any type of harassment towards students or staff by any employees or students. Immediate action will be taken when an investigation proves that any type of harassment has occurred on campus by an employee or student. This may involve a parent conference, involvement of school staff/administration, psychological evaluation and/ or police referral.

Threats of Violence by Students

The School Board finds that threats of violence are disruptive and incompatible with the maintenance of an appropriate educational atmosphere in schools. Particularly in view of the many incidents of actual school violence around the nation in recent times, such threats cannot be ignored as harmless talk. The School Board therefore adopts this policy in regard to threats of violence by students.

1. Threats of violence toward other students, school staff members, or school facilities are prohibited and may result in suspension or expulsion, regardless of whether the student has not engaged in such conduct previously.
2. All employees and students are required to report evidence of threats of violence to their building Principal or to the Superintendent. The building Principal or his/her designee shall investigate such reports.

3. All reported threats will be documented and investigated by administration, even if found not to be credible.
4. In cases of threats that may constitute a violation of a criminal law, the Superintendent shall notify law enforcement authorities.
5. Students who are charged with violations of this policy shall be placed on short-term suspension pending investigation of the charge. Those found through a due process hearing to have violated this policy shall be subject to discipline, including long-term suspension (temporary or indefinite removal from school) or expulsion (removal from school for one calendar year).
6. As a condition or conditions of a student's return to school from short-term or long-term suspension for a violation of this policy, the Superintendent or his/her designee shall consider, and may impose, the following, individually or in any combination, as well as other conditions deemed necessary or appropriate:
 - a. That the parent of such student shall provide a documented note by a U.S. licensed doctor that the student does not represent a threat of harm to himself/herself or to the others, and for a period to be determined by the Superintendent or his/her designee, that the parents provide regular documented updates of such opinion;
 - b. That the parent of such student agree that, for a period to be determined by the Superintendent or his/her designee, a parent shall check the student for weapons at home, and shall accompany the student to the school office upon arrival at school at the beginning of each school day, at which time the student shall be searched for weapons or other contraband by school personnel;
 - c. That the parent of such student agree that, for a period to be determined by the Superintendent or his/her designee, the student shall be prohibited from leaving campus during the school day, and that during any non-class time, the student shall remain in a monitored, segregated environment;
 - d. That the parent of such student agree that, for a period to be determined by the Superintendent or his/her designee, the student shall be transported from home to school and from school to home by the parent each school day;
 - e. That the parent agrees that for a period to be determined by the Superintendent or his/her designee, the student shall not be permitted to participate in any extracurricular activities, or school functions except classroom instruction during the school day, and
 - f. That the parent agrees that, for a period to be determined by the Superintendent or his/her designee, the student will not be permitted to enter or be present on school premises except during the regular school day, and that the parent will enforce such prohibition by appropriate means.
7. In permitting a student to return to school from a short-term or long-term suspension, conditions imposed by the Superintendent or his/her designee, including those set forth in paragraph 6, shall be incorporated into a written agreement to be signed by the parent/guardian of the student in question.

Visitors (Parents, Community Members, Presenters etc.)

The Board Mescalero Apache School Board encourages parents and other citizens to visit the Mescalero Apache Schools and believes that there are many potential benefits, which can result from increased interaction with the public. At the same time, the School Board has an interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and protecting the district's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. Achieving the desired balance, will lead to increased parent involvement, a better understanding of how the school district operates and the challenges facing the school district. We are working to create an increased sense of collaboration and cooperation between the community and the school. The building principals shall have the authority to determine which visits are to be permitted and to set any appropriate conditions on the nature and extent of visits. In exercising their discretion, the principals shall consider the purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the students. School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with the information they need to foster a cooperative relationship between home, school and community. Instructional time must also be protected, since we are in session 4 days per week. Please refer to the School Board policy for detailed requirements.

Weapons

Possession of a weapon will result in

- ◆ An initial suspension (OSS) for 10 school days.
- ◆ Confiscation of the weapon.
- ◆ Notification of a police officer
- ◆ A recommendation to the Superintendent that the student be expelled.

“Possession” means: having a weapon on one’s person or in an area subject to one’s control on school property or at a school activity.

“Weapon” – any firearm, whether loaded or unloaded, any device designed as a weapon, or through its use capable of producing great bodily harm or death, any device or instrument which is used to threaten or cause bodily harm or death. Some examples of weapons are guns (including pellet guns), knives, clubs, metal knuckles, nunchucks, throwing stars, explosives, ammunitions, snowballs, lighters (if used to cause harm) and blow darts.

Out of School Suspension (OSS)

If a student has received an OSS referral, they will not be able to participate in any school activity (i.e. sporting events, dance, etc.) until their suspension has expired. This also means that said student cannot be on school grounds during the time of these events (to include weekend events).

Athletic Code of Ethics

Mescalero Apache School follows all NMAA (New Mexico Activities Association) guidelines and procedures. Please visit the NMPED website for all rules and regulations. At MAS:

- ◆ We believe, to have a successful team, we need to have total commitment to the team.
- ◆ We believe that, with this kind of commitment, we can be successful and achieve all of our goals.
- ◆ We believe the most important part of our teams is attitude on the field, in the gym, and in the classroom. Poor attitudes are a display of selfishness and will not be tolerated. It is your responsibility as a Mescalero Apache School athlete and student to follow the rules and guidelines that have been laid out for our school and athletic program.
- Follow all New Mexico Activities Association rules and regulations.
- Mescalero Apache School regulations:
 1. Must be in school on game days and attend all of your classes unless you have approval from the principal.
 2. Students in ISS/OSS will not be allowed to participate in athletic events on the day(s) of suspension. Students in ISS may practice but cannot play until all ISS days have been served.
 3. You are expected to treat teammates, managers, coaches, teachers, officials and community members with total respect.

All athletes will participate in a random drug-testing program administered by the Mescalero Apache School nurse. For consequences of violations, please refer to Policy 10.10 in the School Board Policy Manual.

To letter in any Mescalero Apache School sport:

- You must play in at least 25% of games, meets, or matches
- You must complete the entire season
- You must compete in District, Regional, and State playoffs (as far as your team advances).

Internet Use Policy

Purpose:

Mescalero Apache School internet usage policy outlines our guidelines for using the school's internet connection and network. We want to avoid inappropriate or illegal internet use that creates risks for our students and staff.

Goals:

Our students will learn to use our school's internet connection for the following reasons:

- To complete online instruction of any kind
- To utilize the school's internet to stay up-to-date on the current educational/career pathways
- To complete their research papers
- To seek out information that they can use to improve their education

We do not want to restrict our students' access to websites of their choice, but we expect our students to exercise good judgement and utilize the school's internet appropriately.

Acceptable use policy:

Students should:

- Use the computers for instruction and research purposes only
- Follow established procedures given by the teacher
- Become aware of copyright policies
- Refrain from taking any food or drinks into the computer labs and take care of lab equipment (unless it is provided by the school)

Inappropriate Use policy:

Our students should not use the school's network to:

- Play games or access any social media sites
- Download any unauthorized material/copy material without the specific permission of the copyright holder
- Access restricted web sites such as hate, dangerous materials etc.
- Download or upload obscene, offensive or illegal material
- Use the internet without specific directions given by the teacher
- Visit potentially dangerous websites that can compromise the safety of our network and computers
- Perform unauthorized or illegal actions, like hacking, fraud, buying/selling illegal goods, etc.

Internet

1. The internet is a tool for learning.
2. Students need to have parent permission to access the internet
3. Students should return their permission slips to their respective schools' secretary
4. Keep the internet use policy for your records

Transportation

Student Pick Up / Drop Off & Parent Parking

All students need to be picked up and dropped off at the designated area for each specific building. **DO NOT DROP OFF OR PICK UP YOUR CHILD IN THE BUS ZONE IN FRONT OF THE SCHOOL.** Observe all speed limits in school parking lots and school zones. Do not block bus areas. The safety of **ALL** our children depends on your cooperation. If you are going to pick up your child, please be prompt. School dismisses at 4:00pm for grades 6-12.

School Bus

Safety is Everyone's Responsibility

Mescalero Apache Schools makes school bus transportation available to all students. This service is provided at no cost to students. Students are expected to assist MAS staff and bus drivers in ensuring that buses remain in good condition and that transportation is provided safely. When riding in school buses or MAS vehicles, students are held to behavioral standards established in the **MAS Transportation Guide. Parents** – Please read this guide and discuss the bus rules with your student(s).

The building principal will handle all incidents that occur on the bus. Principals will follow the discipline procedures outlined in the Transportation Guide. Students who are suspended from the bus for not following the rules are expected to be at school. It will be the parent/guardian's responsibility to provide transportation. To help monitor student behavior and safety, all school buses come equipped with cameras. Video surveillance on buses may be used when necessary.

Transportation Guide

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Parents – Please read this brochure and discuss the bus rules with your student(s). It would also be a good idea to discuss:

- ◆ How to walk safely to and from the bus stop.
- ◆ Where to go for help on the way to and from the bus stop.
- ◆ How to behave safely at the bus stop.

PK and K students WILL NOT be released from the bus unless a parent/guardian is waiting or other arrangements have been made with the bus driver. PK and K students will be brought back to school and ALL phone numbers will be called on contact sheet. If no one can be reached, BIA police and Social Services will be called.

Students- Please remember that the safest way to ride a bus is to sit properly, facing forward with your feet on the floor. Also, remember that your driver must concentrate on traffic and driving the bus safely. Please cooperate by following the rules listed in this brochure. Talking in a normal tone of voice is acceptable and the best form of communication on the bus.

Student Responsibilities

Arriving at pickup point:

- ◆ Be on time.
- ◆ If you have to walk along the road, walk on the left side facing oncoming traffic.
- ◆ Walk on the shoulder of the road.
- ◆ If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Board/Exit the bus:

- ◆ Line up single file parallel to the roadway, with the younger students in front, so they can board the bus first.
- ◆ Wait until the bus comes to a complete stop before attempting to get on board.
- ◆ Board the bus quickly but without crowding or pushing.
- ◆ Always walk on the bus.
- ◆ Go directly to your seat, sit straight, with back against the seat, and face the front of the bus.
- ◆ Do not push or crowd when leaving the bus.

Conduct on the bus:

- ◆ The bus will not move until all passengers are seated.
- ◆ Remain seated throughout the trip and leave your seat only when the bus has reached its destination and comes to a complete stop.
- ◆ Keep your books and/or other items on your lap or put them under the seat.
- ◆ Keep the aisle clear.
- ◆ Bus driver should only be alerted if there is an emergency.
- ◆ Avoid doing anything that might disturb or interfere with the bus driver. Refrain from loud or boisterous talking or yelling.
- ◆ Never stick hands, arms, head or feet out of the windows of the bus.
- ◆ Windows may be opened only with the bus driver's permission.
- ◆ Do not throw anything in the bus or out of the window.
- ◆ The emergency door, exit controls or any of the bus safety equipment is only used in emergencies.
- ◆ Keep the bus clean for your use.
- ◆ Eat at home or school, but not on the bus. (Safety issue: choking hazard)
- ◆ Consumption of food or drinks are prohibited on the bus.
- ◆ Promptly follow the bus driver's directions at all times.

Prohibited items:

- ◆ Tobacco, alcohol, or other drugs are not allowed in the school bus.
- ◆ Insects, reptiles, or other animals shall not be transported in the school bus.
- ◆ Weapons, explosive devices, or chemicals shall not be transported in the school bus.

School Bus Disciplinary Plan

When a principal/designee receives a school bus incident report, the administrator may use the following disciplinary plan.

1st Offense: A warning to the student with a report to the parent/guardian will be issued. It is expected that parent/guardian will work with the student to help prevent a recurrence.

2nd Offense: A report to the parent/guardian will be made notifying that the student's bus riding privileges have been revoked for 1-2 days.

3rd Offense: A report to the parent/guardian will be made notifying that the student's bus riding privileges have been revoked for one week.

4th Offense: Bus riding privileges will be revoked for 9 weeks.

5th Offense: Bus riding privileges will be revoked for the remainder of the year.

Severe disruption and dangerous behavior will result in immediate suspension or revocation of transportation privileges.

Parents will be required to transport students to school during any suspension of transportation privileges. Student will not receive an excused absence due to loss of transportation privileges.

If an emergency occurs and a bus note is made after 1pm, good faith effort in correcting bus changes will be made however; Mescalero Schools DOES NOT guarantee that your child will get to their destination.

Incllement Weather Schedule

The most common use of the abbreviated day schedule occurs when severe weather causes dangerous driving conditions, which would endanger the safety of students getting to school. The abbreviated day schedule is a shortened school day, which begins at 10 a.m. and ends at the regular time. Morning pickup times will be **two hours later**.

If there is a need to initiate an abbreviated schedule, an announcement will be made through a robo-call and news media no later than 6 a.m. If weather conditions worsen, to the point that it is necessary to close the school, an announcement will be made no later than 8 a.m.

Vehicle Policy

Mescalero Apache School recognizes that students have vehicles and that those vehicles are used for transportation to and from school and school events. Mescalero Apache School further recognizes that student use of a vehicle on the Mescalero Apache School campus is a privilege and that misuse of vehicle or violation of this policy can result in a withdrawal of the student privilege at the discretion of the high school principal.

All student vehicles parked on the Mescalero Apache School campus shall display a permit issued by the school. Failure to display the permit shall result in the BIA police being notified of an unauthorized vehicle being present on campus. In order for a permit to be issued, the student operator must provide the school with a copy of the registration for the vehicle, proof of liability insurance, and the student operator's driver license. Vehicles must be parked in the area designated by the Mescalero Apache School as student parking.

All traffic laws set forth in the Mescalero Tribal Code, Chapter 12, shall apply on the Mescalero Apache School campus. For special safety reasons, the Mescalero Apache School establishes these additional regulations:

- ◆ The speed limit on the Mescalero Apache School campus is set at 5 miles per hour.
- ◆ There shall be no more than 3 occupants including the operator in the front seat of any vehicle driven on the Mescalero Apache School campus.
- ◆ There shall be no passengers allowed to ride in the back of a pickup on the Mescalero Apache School campus (to include all school activities).
- ◆ Vehicles are subject to search and seizure. Any vehicle found to contain alcohol, drugs, and drug paraphernalia will be impounded at the owner's expense

Any student operator cited by a BIA, Tribal, or State Law Enforcement Officer for violations of Chapter 12, Mescalero Tribal Code, occurring on the Mescalero Apache School Campus shall automatically have their privilege to drive on the Mescalero Apache School campus rescinded. **Student parking at MAS is a privilege, not a right!**

Mescalero Apache School Parent/Student/Teacher/School Compact

Parent/Guardian Agreement: In order to help my child achieve in school, I will encourage and support his/her learning by:

- Let my child know that school is important for success in life and necessary to become a productive citizen
- Encourage my child's efforts and be available for questions and support
- Provide a safe environment and be pro-active in my child's education
- Ensure that my child gets plenty of rest each night, attends school regularly and is on time to school
- Encourage my child to be respectful at all times
- Establish a daily time and place for homework, maintain the necessary supplies, and check that assignments have been completed by communicating with the teacher
- Establish a daily time and place to encourage reading and/or read with my child every day
- Make an effort to attend the C.H.I.E.F.S. (Community Helping Integrate Education for Students) meetings, school functions and make time to attend parent teacher conferences
- Be an active participant in what my child is learning and doing by conversing with my child about daily school activities
- Establish a positive relationship and ongoing communication with my child's teacher
- Create an environment at home that encourages education to be first in my child's life by creating limits for TV, video games and/or social media, and playtime

Student Agreement: It is important that I work to the best of my ability. Therefore, I will strive to do the following:

- Show a positive, cooperative attitude toward school on a daily basis
- Respect all persons and materials at school and act accordingly
- Get plenty of rest each night and attend school regularly and on time
- Come to school each day with the necessary tools for learning and adhere to school dress code
- Participate in all classroom activities and complete assignments
- Observe regular study hours at home and complete and return homework assignments on time
- Follow school rules and procedures to make good choices while in school
- When on school trips I will represent my family, school and community with pride
- Do my very best to achieve and succeed
- Take responsibility for my actions and grades

Teacher Agreement: It is important that my student achieve. Therefore, I will strive to do the following:

- Demonstrate respect and commitment to all of my students, encourage positive attitudes and self-confidence
- Respond to the differing needs of my students and create a conducive learning environment
- Make sure every student experiences some type of success daily
- Maintain high expectations and plan challenging and meaningful activities that lead toward academic growth through implementation of Common Core State Standards
- Provide appropriate homework assignments that match my students' needs
- Communicate with parents frequently about their child's successes and challenges through conferences, calendars, newsletters, progress reports, phone calls, OR email messages
- Participate in professional development that enables me to teach more effectively
- Encourage parents to visit, volunteer and participate in our classroom
- Provide, if necessary, appropriate Response-to-Intervention
- Be prepared on a daily basis by creating objectives that match the needs of my students with Common Core State Standards

School Agreement: It is essential that we work together for students to achieve. Therefore, MAS will strive to do the following:

- Provide a safe, nurturing environment that allows for positive communication between teachers, parents and students
- Ensure all students, parents and staff are treated with respect
- Demonstrate enthusiasm and involvement with students, parents and staff
- Observe Board of Education expectations and communicate expectations to parents and the surrounding community
- Provide high quality, academically challenging instruction in a supportive and effective learning community that enables students to meet the Common Core State Standards
- Ensure teachers provide regular, appropriate homework assignments, as necessary, to reinforce classroom instruction
- Plan and implement professional development opportunities that meet the needs and strengthen the skills of staff
- Provide parents with reasonable access to staff and encourage them to become an active part of Mescalero Apache School by visiting, and volunteering in their child's classroom
- Hold two annual parent/teacher conferences to discuss this compact and how it relates to their child's academic achievement

Parents/Guardians,

Mescalero Apache Middle/High School welcomes you. We hope that you will always be knowledgeable of our traditions and requirements. We staff our school with outstanding teachers who are dedicated to ensuring our students excel at all levels. Together we will strive to do what is necessary to make it an outstanding year.

Please review the **Student Handbook, Internet Policy, Transportation Guide, and Parent/Guardian, Student, & Teacher School Compact** with your child, sign, and return this form to school. Your signature indicates you have received a handbook and reviewed all its contents with your student(s).

Contact the school at 575-464-4431 if you have any questions. Visit the CHIEFS website at:
<http://www.maschiefs.org>.

Parent/Guardian Signature _____ Date _____

Printed Parent/Guardian Name: _____

Student Name (print) _____

Student Signature _____

Student Grade _____ First Period Teacher _____

First period teachers will retain this page in their classroom student files.