

CMS EMPLOYEE HANDBOOK SECTION 9: *Responsibility for Students/Instruction*

Staff members will maintain appropriate professional behavior while working with students and refrain from harassment, malicious or prejudicial treatment, and abridgment of student rights. Furthermore, staff members are required to report to their supervisor or to the appropriate person or agency any information they may have that relates to a student being harassed, bullied, discriminated against, threatened, or any other demeaning treatment by another person.

Accidents Involving Students

If an injury or accident occurs involving a student, employees must notify the building administrator or supervisor. Regardless of severity, the necessary accident forms must be completed. School employees will exercise caution in administering first aid to students. Normally, the expectation is that the school nurse will be available, or the student will be taken to a medical facility, if warranted. If a student is injured or has a medical emergency, the staff member supervising the student should seek appropriate medical assistance as quickly as possible. The staff member should dial “911” and request an ambulance if he/she feels it may be in the student’s best medical interest. In the case of a serious injury and “911” is called, the Superintendent’s Office and Operations Department must be notified immediately.

Sexual Harassment of Students

No employee of the District may engage in conduct of a sexual nature with a student, regardless of the student’s age, ability to consent, or actual consent. An employee who is aware of sexual harassment of a student, by an employee, is required to report it to the Superintendent’s Office immediately.

Reporting Child Abuse, Child Neglect, Drug Use by Students (Board Policy J-6250)

All School District personnel, school employees, school volunteers, contractors and contractors' employees shall be required to complete training in the detection and reporting of child abuse and neglect, ethical misconduct, professional responsibilities, sexual abuse and assault, and substance abuse. This requirement shall be completed within the School District employee's, school employee's, school volunteer's, contractors and contractors' employees first year of employment. The training information shall be available through the department of education.

Every person, including any school employee licensed or unlicensed, who has information that is not privileged as a matter of law, who knows or has a reasonable suspicion that a child is an abused or a neglected child shall report the matter immediately to:

- New Mexico Child Abuse Hotline (1-855-333-SAFE or #SAFE from a cell phone [#SAFE = #7233]);
- a local law enforcement agency;
- the department office in the county where the child resides; or
- a tribal law enforcement or social services agency for any Indian child residing in Indian country.

The report shall contain the following information:

- The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.

- The minor's age and the nature and extent of any injuries or physical neglect, including any evidence of previous injuries or physical neglect.
- Any other information that such person believes might be helpful in establishing the cause of the injury or physical neglect.

The school administrator should be informed following the immediate report abuse, and the "Agency Referral Form and Procedure" should be used in order to have documentation and follow up (see the exhibit below).

A school administrator and/or their designee may 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 the child's parent, guardian or custodian.

A person who fails to report abuse as provided in 30-6-4 NMSA 1978 is guilty of a misdemeanor.

Adopted: June 21, 2021

Additional CMS Guidelines:

Do not interview the student. The building administrator must be informed. A building administrator and/or their designee may 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 the child's parent, guardian or custodian.

Drug use or suspected drug use by students should be reported to a local law enforcement agency and to the principal or site administrator. An employee who fails to report abuse may be subject to legal sanctions.

Reporting Student Concerns, Complaints, and Grievances

All staff members must report observed incidents and reported incidents that involve demeaning behavior. When a staff member is aware of situations related to harassment, intimidation, bullying, or endangerment of students, he/she must report it to the proper authority and submit required documentation. Reporting is a condition of employment.

Clovis Municipal Schools believes that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation, or bullying are forms of dangerous and disrespectful behavior that will not be tolerated.

Bullying is prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Defined, bullying is 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.

All staff members must report observed incidents and reported incidents that involve demeaning behavior. When a staff member is aware of situations related to harassment, intimidation, bullying, or endangerment of students,

he/she must report it to the proper authority and submit any required documentation. This is a condition of employment.

Students may present a complaint or grievance regarding one (1) or more of the following (Board Policy J-3600):

- Violation of the student's constitutional rights;
- Denial of an equal opportunity to participate in a program or activity for which the student qualifies;
- Discriminatory treatment on the basis of race, color, religion, sex, sexual orientation, age, national origin, genetic information, or disability;
- Harassment, intimidation, bullying, or any other demeaning treatment of the student by another person,
- Concern for the student's personal safety.
- Provided that:
- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

The Superintendent shall determine whether the complaint/grievance falls within this policy.

Students should file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed. [See CMS Board Policy J-3600]

Teacher Lesson Plans

Each teacher should have lesson plans with adequate directions for the substitute to be able to continue ongoing programs and instruction in his/her absence. Lesson plans should address the individual educational needs of the students assigned to the teacher. Lesson plans should also contain the elements the site supervisor requires in order to deliver the approved curriculum. Supervisors may request teachers have these lesson plans available for

review, as directed. Adequate lesson plans is a condition of employment for all classroom teachers. [See CMS Regulation I-7961]

Guidelines include:

- Lesson plans shall reflect State Standards and the scope and sequence of the courses of instruction.
- Lesson plans should include information pertinent to the effective implementation of a lesson.
- Material to be used in a lesson(s)
- Lesson plans for individualized programs should be consistent with the general overview and purpose of the instructional program. The progress of individual student(s) must be a consideration in the plan.
- Teachers are to provide adequate directions for substitutes, the purpose of which shall be to continue, if possible, the ongoing program or, if more appropriate, a meaningful educational alternative that relates to the subject area.
- Lesson plans for the entire week must be complete by Monday at 7:30 a. m.
- An assessment to determine mastery of a concept should be included.

Report Card and Grading Guidelines

- Report cards are available for parents to view in Skyward Family Access at the end of each 9-week grading period as per the District instructional calendar.
- Students must attend at least fifteen (15) days in a grading period in Clovis Municipal Schools to receive a report card. If the attendance time is less, the grades from the receiving school will be used.
- Any grade below a 'C' on the report card must have been brought to the attention of the parent well in advance of report cards being available.
- The grading system should be consistent within the class for the entire year, and students should understand the system thoroughly.
- Grades must not be affected by or upheld based upon disciplinary problems, work habits, or conduct. Grades will not be used as a disciplinary device.
- Grades must be recorded in Skyward within five (5) days after the assignment is due.

Elementary

Grades are given in the following subjects:

- Language Arts (average of two grades per week from the following categories)
Reading, writing, speaking and listening. Spelling will not factor into Language Arts grade.
- Mathematics (average of two grades per week)
- Social Studies (average of two grades per week)
- Science-Health (average of two grades per week)
- Music (a minimum of 6 grades per 9-weeks)

Grades must be recorded in Skyward within five (5) days after the assignment is due.

Successful Learner

O- Outstanding

S- Satisfactory

I- Improvement Needed

Kindergarten

Performance will be reported as:

E- Exceeds Grade Level Proficiency

P- Proficient at Grade Level

NP- Nearing Proficiency

BE- Beginning Step

Grades 1-5

Performance will be reported as:

- A** – 90-100
- B** – 80-89
- C** – 70-79
- D** – 60-69
- F** – Below 60

Grade Weights

Math	Assignments 67%	Tests 33%
Language Arts	Assignments 67%	Tests 33%
Science and Social Studies are not weighted.		

Secondary

Performance will be reported as:

- A** – 90-100
- B** – 80-89
- C** – 70-79
- D** – 60-69
- F** – Below 60

Grades 6-8

Grade Weights

- Assignments 50%
- Assessments 50%

Grades 9-12

Grade Weights

- Assignments 45%
- Assessments 45%
- 9-Weeks Exam 10%

An average of at least two grades per week should be recorded in the Skyward grade book for each subject.

Homework [Board policy I-7050]

The development of study skills and self-discipline are integral and indispensable elements of a quality educational process.

Homework should be assigned consistent with the maturity, special needs, potential, and achievement level of the individual student.

Homework is a desirable practice which may be employed at all grade levels. Homework must be relevant and meaningful, otherwise neither a willing attitude nor quality work is likely to result. Simple homework assignments that are designed to create responsibility, as well as reinforce academic skills are appropriate. Please be reasonable as you make homework assignments.

Homework is not usually given over the weekend and should not require more than 30 minutes to complete. Anything more than this is excessive and defeats the purpose. Homework should not be assigned just for the purpose of having homework.

Honor Roll [Board policy I-7150]

An academic honor roll will be published in the local newspaper at the end of each nine weeks for elementary and secondary schools. The following guidelines will be utilized when determining which students qualify for the honor roll:

Two honor rolls will be created in grades 3-5 and will only include the four core content areas.

1. The “A” honor roll: The student must have all “A’s” to qualify at the end of the nine-week period.
2. The “A/B” honor roll: The student must achieve at least two “A’s” and two “B’s” or better to qualify at the end of a nine-week period.

National Honor Society Qualifications

The National Honor Society recognizes students who are outstanding in academics, leadership, character, and service. Induction occurs during the spring semester of the sophomore or junior year. Academic eligibility requires students to have a minimum 3.7 cumulative GPA in addition to meeting other criteria. Members must maintain a 3.5 cumulative GPA to remain a member. National Honor Society members complete various community service projects and attend regularly scheduled meetings.

Teaching and Discussion of Controversial Issues

The teacher holds a position of authority and respect in the classroom and community, and by virtue of that position has great influence in the formation of the values of all students. It must be clear that personal views are not a part of the instructional program. Teachers should adhere to the approved curriculum and use of instructional materials that have been appropriately approved by the District.

Supervision of Students

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school and the school is responsible for them. Supervision shall include being within the physical presence and, whenever possible, within a line of vision of the students so school personnel will have a reasonable opportunity to control the behavior of and assist the students if necessary.

Teachers shall exercise supervision as appropriate:

- From the commencement of the school day;
- Before classes begin;
- During class sessions;
- Between classes;
- At dismissal;
- Any other time when performing teaching or related duties on behalf of the school;
- When students are in the halls and restrooms.

If, in an emergency situation, it is necessary for a teacher to leave the physical presence of the students, the teacher shall make a reasonable effort to obtain a school employee to supervise the students during their absence. Under no circumstance shall the teacher leave students unsupervised if there is a reasonable possibility that harm to students or property will result.

Students are not to be sent on errands from the school premises.

School administrators, teachers, and other staff members will ensure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

Standing in the hall visiting is not part of teaching and is to be considered leaving children unattended. When children are in the classroom the teacher is to be with them and involved in instructional activities.

Teachers must be at their prescribed place on time. Do not be late for duties as proper supervision depends on it.

Students can never be put in the hallway, either for disciplinary reasons or for academic reasons.

Recess Duty

In order to ensure the safety of students and the security of school campuses, teachers may be assigned supervisory duty during the teaching day. These duty assignments shall be considered a regular part of a teacher's duties and shall be fulfilled accordingly.

It is very important that duty teachers walk around and monitor behavior. You should be looking for activities that students could get hurt doing and stop them.

If students come to you about other students picking on them, please address the issue with that student and not just tell them to go play.

The playground is an extension of the classroom and the legal liability for supervision is the same. When more than one teacher is on duty, they should be in separate areas of the playground to maintain adequate supervision. Use the radios for necessary communication.

Research/Publishing/Distribution Involving Student Information [Board Policy L-0500]

Any research or distribution of data that involves students must have the prior approval of the Superintendent or must be conducted within the guidelines established by the District. This includes research done by teachers as a part of college coursework or licensure advancement. This also includes outside agencies and institutions of higher education that are conducting educational research. Distribution of information related to students must be done in a way that complies with District policies and regulations, as well as state and federal laws and regulations.

Student Attendance Records

Each time a class meets, the teacher shall check and formally record the attendance of all students assigned to the class. Teachers should keep an accurate account of student attendance and tardies. Teachers must take roll themselves.

1. Attendance will be taken each day and posted in Skyward before 8:30 a.m. or within the first ten minutes of the class period. You are legally responsible for not reporting a child absent.
2. Accuracy is mandatory. If a student is absent and the school has no information as to why this student is absent, the school will make every attempt to reach the parent and confirm the absence. Students mistakenly marked absent will cause undue concern for a parent if a phone call is made. Verification of absence will not be made prior to contacting parents.
3. Check attendance after lunch. If any student is absent after lunch that was in class in the morning session, check with the office immediately for confirmation.
4. If a parent notifies you that a child will be absent, please email the attendance secretary.
5. All students arriving late must receive an admittance slip. This is necessary to give them proper credit for attendance. Do not admit a student without an admittance slip from the office.

Students who leave during the school day must have an adult sign them out in the office. **Students are only dismissed from class after they have been called to or received a pass from the office.** Never release the student directly to a parent at any time.

Disciplinary Action Towards Students

Classroom teachers will develop expectations for behavior for the students whom they supervise. These expectations will be within the guidelines established by each site and the District. Teachers and other

instructional staff will use appropriate instructional strategies and interventions to assist students in meeting these expectations.

Students who do not meet these expectations should be subject to disciplinary actions and/or referrals that are developed at each site and meet the CMS Disciplinary Matrix, as well as state and federal laws and regulations.

The use of corporal punishment in any form is prohibited. This includes prohibiting the direction or suggestion of physical mistreatment of a student by another student.

Corporal Punishment Defined

- Spanking, paddling, striking, squeezing, or pinching any part of the body or forcefully grabbing the body or clothing of a student, or pushing a student;
- Requiring a student to assume uncomfortable positions (e.g. hands overhead, holding books, etc.);
- Restraining or restricting physical movement through binding or tying;
- Enclosing a student in a confined space such as a closet, locker, or similar cubical; and
- Using exercise as punishment (e.g. pushups, laps); exception for PE and Athletics where activity is appropriate to the physical and emotional condition of each student.

Corporal Punishment Exceptions

Reasonable restraint of a student whose conduct is violent or physically disruptive if the conduct is directed toward any person (employee, other student(s), third-person) on school premises, or student him/herself, or if the conduct is directed toward school property or the property of another on school premises.

Reasonable grasp upon, or restraint of the student for the purpose of moving or removing the student, or for the purpose of preventing the student from entering the premises AFTER student has REFUSED valid directives.

Corporal Punishment Penalty for Violations

Employees found in violation of the policy shall be subject to discipline, which may include suspension, termination, or discharge. Instances of physical mistreatment will be referred to law enforcement or child protective agencies as required by law.

Tutoring

There will be no tutoring of students for pay during the school day or after school hours on school property without proper approval. Tutoring one's own students for pay will not occur at any time during the regular school year. Such tutoring will be considered as both a violation of Board Policy and professional ethics and may lead to termination of contract, following a hearing as provided by law.

Instructional Topics for Teachers

Audio Visual [Board Policy I-6300]

It is the policy of the District that there is educational value in utilizing movies and videos in classrooms only when such movies and videos extend and/or reinforce the concepts being taught and have been planned for in advance. All staff must be aware of and follow the copyright laws. (Refer to policy, Performance Rights and "Fair Use")

1. The librarian will provide a form that must be filled out and signed for each A.V. used.
2. The use of A.V. materials should be planned for, related to objectives, and given proper pre and post showing attention so that their use could be justified to anyone questioning their utilization.

3. The use of A.V. must be included in lesson plans.

No films or videos can be shown without the proper paperwork in place. Schools have the option to purchase an annual movie license to cover public viewings for non-educational purposes.

Performance Rights and “Fair Use”

A display or performance of a copyrighted audiovisual work requires a license if it is shown to a substantial number of persons outside of a normal circle of a family or its social acquaintances. Schools are exempt from having to have a performance license IF they meet the following four “Fair Use” requirements:

1. *The performance must be presented by instructors or pupils and*
2. *The performance must occur in the course of face-to-face teaching activities and*
3. *The performance must take place in a classroom or similar place of instruction in a non-profit educational institution (including the library) and*
4. *The performance must be of a legally acquired copy of the work.*

All four conditions must be met before a performance is considered exempt from the public performance requirements. Face-to-Face also requires that the showing be directly related to the curriculum. Classroom-or school-wide use of audiovisuals for entertainment or reward is especially prohibited under fair use.

Violations

Employees in violation of copyright law may be required to remunerate the school in the event of loss due to litigation and may be subject to discipline, up to and including dismissal.

Committees [Board Policy B-1200, C-1350]

The use of committees helps to lessen the extra responsibilities associated with our profession. Involvement on committees is a required part of our job. If you have a passion for a particular committee, notify your principal.

School Advisory Council (SAC)

The Board authorizes the establishment of an advisory school council at each school site. The advisory school council shall work with the school principal and give advice, consistent with state and school district rules and policies, on instructional issues and curricula and on the public school's proposed and actual budgets. The advisory school council shall develop creative ways to involve parents in the schools, champion for students, build community support and encourage community participation in the public schools.

The advisory school council at each school shall reflect an equitable balance between school employees and parents and community members and shall be composed of at least:

- Three (3) parents of students enrolled in the school who are not employed by the District
- Two (2) teachers
- One (1) non-licensed employee
- One (1) community member who will represent the business community, if such person is available

The initial representatives shall be selected at public meetings held at the school site, and, thereafter, representatives shall be selected by their groups at an annual organizational meeting. Each group specified above shall select its advisory school council appointees and shall submit the names of its respective representatives to the principal. Schools shall give notice of the public meeting where the representatives of the

groups shall be selected, clearly stating its purpose, time and place. The notice shall be given to pupils for delivery to their parents or guardians. Should a council member resign or move the principal may appoint an interim member of the group until the next organizational meeting. Members will be elected to two (2)-year terms.

The principal will call advisory council meetings and maintain minutes, post the agenda, and provide necessary resources for their functions in accord with Statutes, Secretary of Public Education regulations and District policy and regulations.

The SAC President also serves on the Superintendent's School Advisory Committee.

Student Assistance Team (SAT)

The Student Assistance Team is a problem-solving group. Team members assist in developing intervention strategies for dealing with the needs of students who are "at-risk" for school failure. This committee will meet as needed. The meeting is chaired by the principal.

Social Committee (School Specific)

This committee will plan all social activities for the faculty and will make all necessary decisions concerning sending flowers, food, and giving of gifts.

Copyright Compliance [Board Policy E-3900]

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music, audiotape, video or computer-programmed materials, is a serious offense against federal law, a violation of Governing Body policy and contrary to ethical standards required of staff and students.

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the office and media center.

Fair use:

Printed Materials

Permissible uses - school employees may:

- Make a single copy of the following for use in teaching or in preparation to teach a class:
 - A chapter from a book;
 - An article from a periodical or newspaper;
 - A short story, short essay or short poem, whether or not from a collective work;
 - A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
- Make multiple copies for classroom use (not to exceed one [1] copy per student in a course) from the following:

- A complete poem, if it has fewer than two hundred fifty (250) words and does not exceed two (2) printed pages in length;
- A complete article, story or essay of less than two thousand five hundred (2,500) words;
- Prose excerpts not to exceed ten percent (10%) of whole or one thousand (1,000) words, whichever is less;
- One (1) chart, graph, diagram, cartoon or picture per book or per issue of a periodical
- An excerpt from a children's book containing up to ten percent (10%) of the words found in the text.
- All permitted copying must bear an appropriate reference. References should include the author, title, date and any other pertinent information.
- Prohibited uses - school employees may not:
 - Copy more than one (1) work or two (2) excerpts from a single author during one (1) class term;
 - Copy more than three (3) works from a collective work or periodical volume during one (1) class term
 - Copy more than nine (9) sets of multiple copies for distribution to students in one (1) class term;
 - Copy to create or replace or substitute for anthologies or collective works;
 - Copy "consumable" works, such as workbooks, exercises, standardized tests and answer sheets;
 - Copy the same work from term to term;
 - Copy the same material for more than one (1) particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
- All sound recordings, including phonograph records, audiotapes, compact discs and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.
- Please note that materials purchased online that employees send to the IRC for printing must include proof of purchase and cannot be copied multiple times for other users.

Violations

Employees in violation of copyright law may be required to remunerate the school in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

For a complete copy of this policy refer to Board Policy E-3900

Guest Speaker [Board Policy I-6550]

The District recognizes that one of the greatest resources of the school is to be found in the people of the community who have special knowledge and particular talents to contribute to the school program. Therefore, the use of community resources and citizens to serve in furthering the educational program is encouraged. Staff members should study the needs of their respective schools, survey the resources available in the school community, weigh their probable usefulness, and then present to the Principal for approval for any staff-developed plans for using those community resources. Guest speakers must have prior authorization.

Inclement Weather [Board Policy E-0750]

The decision to delay opening of school or to dismiss school early will be made by the Superintendent.

School Cancelled

- If school is canceled, it will be decided by 6:00 a.m.
- No employees report to work
- Clovis High School will have virtual school via Google classroom on inclement weather days

Delay

- One (1) or two (2) hours will be decided by 6:00 a.m.
- 12-month employees report as soon as possible
- Principals report on time
- All other employees report according to delay
- No a.m. preschool program

Inventory [Board Policy D-2350, D2361, D-3350]

Teachers are responsible for all equipment and textbooks assigned to their classrooms. Textbook inventory will be conducted at the end of the year. Furniture items should not be removed from classrooms or building without prior permission and an inventory transfer form.

The loan of school equipment to employees for personal use is against board policy.

Non-Custodial Parents [Board Policy J-7050, J-706]

The Clovis Municipal Schools will give full rights under the Family Educational Rights and Privacy Act to either parent/guardian unless the school has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. The parent/guardian should provide the school with a copy of the evidence that will allow the principal to abide by their wishes.

Either natural parent is entitled to review student records without consent from the other parent/guardian or the student as long as the non-custodial parent retains parental rights over the student (as in joint custody situations) and the divorce decree does not specifically designate one parent as the exclusive individual for making educational decisions about the student.

A request by a non-custodial parent to visit with students at school should also be governed by the terms of the divorce decree. In the event the divorce decree grants specific visitation rights to the non-custodial parent (for instance, during every other weekend from 5:00 p. m. on Friday through 6:00 p. m. on Sunday) an attempt by the non-custodial parent to visit with the children at school violates the terms of such visitation rights as set out by the court. If the court has not set specific visitation rights, the principal should abide by the request of the custodial parent/guardian. The principal should advise the non-custodial parent that requests additional visitation at school to seek a modification of the divorce decree by the court.

Student Nutrition Department [Board Policy J-4950, E-3300]

Elementary: Lunch counts must be completed first thing in the morning. It is critical to get an accurate count of students eating in the cafeteria. This allows the cooks to prepare the correct amount of food without shortages and waste.

Candy and sodas may not be given out as incentives or rewards. These are in violation of the State Department Nutrition Policy.

Snacks in classrooms must be kept in a sealed plastic container so as not to attract bugs and rodents. No exceptions. Snacks should never be cookies and items of high sugar content.

Parent Conferences [Board Policy I-6900]

Parent conferences will be scheduled by the professional staff, or at the request of the parent, as often as is necessary to achieve maximum understanding between the home and the school and/or to resolve a student problem or to avoid a potential problem. Conferences should be held periodically to discuss student progress. Record will be made of conferences, if significant action is taken or if serious disagreement exists between the parent and school personnel. Teachers are encouraged to document all contact with parents or legal guardians.

100% participation is required on the first conference of the year.

Program Access/Resources

Passwords- Passwords are not to be shared with anyone under any circumstances.

Alpine

<http://www.alpineachievement.com/>

Contact your site administrator for login credentials.

Skyward

Login on to the district website. Add as a bookmark.

ELEMENTARY

Setting Up Grade book at First of Year – Use percentages, **not** points to record grades

- Go To Homeroom Grade book
- Click on Categories
- Uncheck all but assignment and put at 0%

<p>LA Grade book</p> <ul style="list-style-type: none">● Click on categories● Assignment 67%● Exam 33%● Uncheck everything else	<p>Math Grade book</p> <ul style="list-style-type: none">● Click on categories Assignment 67%● Exam 33%● Uncheck everything else
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Science and SS Grade book

- Click on categories
- Assignment 100%
- Uncheck everything else

Music Grade book

- Click on categories
- Assignment 100%
- Uncheck everything else

Art, Library, & PE

- No grades will be taken for Art, Library and PE

Enter Attendance

- Go to my grade book
- Social Studies grade book
- Attendance
- Take daily attendance (This is where you do attendance and lunch count)

Progress Reports

- Go to Social Studies Grade book
- Reports
- Multiclass Progress Report

Attendance for the 9 weeks

- Go to Social Studies
- Go to reports and drop it down
- Under the attendance subtitle-click on detail report, current term

SECONDARY

Setting Up Grade book at First of Year - Use percentages, **not** points to record grades

Grades 6-8

Grade Weights

Assignments 50%

Assessments 50%

Grades 9-12

Grade Weights

Assignments 45%

Assessments 45%

9-Weeks Exam 10%

Release of Student Information

Before any information or forms are filled out for students, parents must sign a Release of Information form. The Release of Information paper and the form that has been filled out must then be turned into the principal's office for approval prior to release. A copy will be made and kept on file and the original will be given to the parent.

Staff Member's Children

If your child attends the school in which you are working, your child is to be considered a student of the school he/she is attending during your contract hours. He/She must follow all rules, including time schedules, as they pertain to all other students enrolled in the school. During off times, students must stay with his/her parent in the parent's classroom and not be in the halls or other locations in the school.

Student Placement [Board Policy J-1400]

A teacher should never tell a parent that he/she would like to have that parent's child in his/her room next year. Neither should a teacher ever recommend another teacher to a parent. If a parent comes to you with a question concerning student placement, refer him/her to the principal.

Substitute Teachers [Board Policy G-3750, G-3861]

When utilizing the leave policies of the District, it shall be the responsibility of the teacher to notify the supervising principal, as soon as possible, of the need for a substitute teacher. The teacher must then enter the leave request in Skyward. Lastly, the teacher must request a substitute via Absence Management in Frontline.

Teachers must have a substitute folder available at all times which includes:

- Definite and clear lesson plans
- Daily class schedule
- Up-to-date seating chart
- Planned work to meet individual differences of the class
- Instructional supplies that are needed for the day's assignment
- Duty Schedule
- List of classroom expectations and school expectations
- Procedures to follow in case of emergency drills
- Up-to-date class list including information about students who require extra attention or have a medical condition (be confidential)
- Provide the name of a teacher/administrator to contact in case of emergency
- Procedural information such as restroom breaks, where and when to pick up students, dismissal, attendance, lunch procedures, a copy of the emergency plan and some extra work just in case
- Information that the regular teacher expects for the substitute to leave notes regarding (e.g. progress on lessons, challenges, successes)

Any time you have to be absent from your classroom and turn your class over to a substitute teacher, you are inviting a stranger into your school "home". It is very wise to be well prepared for this critical visitor. Talk with your students about their behavior during your absence. The students should know that the substitute is a guest of the class, and that he/she should be treated as such. The students themselves can make the substitute's day a pleasure or an ordeal. The way the students treat your substitute is in large part up to you. A substitute teacher has a difficult job and any counseling you can give your students about their behavior will help.

If you have to be absent and have taken your lesson plans home, ensure plans are made available to the substitute (e.g. email to the principal, send with a buddy teacher). Teachers should upload their lesson plans onto AESOP after they request a sub. This will allow the sub to have immediate access to the lesson plan(s)

prior to arriving at the school site. Any problems or issues with the sub should be immediately reported to the building principal, who may then contact the Employee Services.

Textbook Inventory [Board Policy I-5250, I-5261, E-1750, D-2361]

Students using District-provided textbooks, subject-matter materials, supplementary books, or instructional computer software are responsible for loss of or any damage to these items. Accurate records of distribution or assignment of materials or textbooks to students shall be maintained.

1. Textbooks should all be numbered, stamped with the school stamp and organized in sets with corresponding numbers. Never renumber textbooks.
2. Book numbers should be assigned to each student and documented.
3. A final book inventory will be completed at the end of the year.
4. Students should pay for lost or damaged books before the end of the school year, withdrawing or they receiving a final transcript.
5. Books are very expensive, and it is important to keep a very careful record.

It is advisable to keep extra books where they are not accessible to students.

Visitors [Board Policy I-8600, K-2450, E-0150]

All visitors must check in at the office. A visitor must be wearing the badge assigned to him/her from the office. Other badges that are accepted are the Clovis Municipal Schools Badges.

Please take note of a visitor in the building. Be sure they have one of the badges mentioned above. If there is any other badge or they are not wearing a badge, notify the office at once that you need assistance.

Volunteers [Board Policy I-6600]

Volunteers can make many valuable contributions to the students and educational programs of the District. With student safety being one of our primary concerns, volunteers must receive clearance and training prior to working in schools. Please make sure all volunteers are in possession of their volunteer badge.

Instructional Topics Regarding Students

Attendance [Board Policy J-0500, J-0511, J1550, J-1650, J-1661]

Each time a class meets, the teacher shall check and formally record the attendance of all students assigned to the class. Teachers should keep an accurate account of student attendance and tardies. Teachers must take roll themselves.

1. Attendance will be taken each day and posted in Skyward before 8:30 a.m. or within the first ten minutes of the class period. You are legally responsible for not reporting a child absent.
2. Accuracy is mandatory. If a student is absent and the school has no information as to why this student is absent, the school will make every attempt to reach the parent and confirm the absence. Students mistakenly marked absent will cause undue concern for a parent if a phone call is made. Verification of absence will not be made prior to contacting parents.
3. Check attendance after lunch. If any student is absent after lunch that was in class in the morning session, check with the office immediately for confirmation.
4. If a parent notifies you that a child will be absent, please email the attendance secretary.

5. All students arriving late must receive an admittance slip. This is necessary to give them proper credit for attendance. Do not admit a student without an admittance slip from the office.

Students who leave during the school day must have an adult sign them out in the office. Students are only dismissed from class after they have been called to the office. Never release the student directly to a parent at any time.

Cumulative Folders/Student Records [Board policy J-7050, J-7061, I-7750]

1. Folders are to remain in the building in an area inaccessible to students.
2. Folders must be signed in and out of the office. They must be returned to the fireproof cabinet each night in the office.
3. Statements of opinion or hearsay should never be included.
4. If a student is recommended for retention, parents must sign the back of the folder.
5. Student work is NOT included in the cum folder.
6. Do not attach pictures.

Cumulative Folder Organization

The following items are required in the Cum folder in the following order:

- Most current enrollment pages stapled together:
 - Student Enrollment Form
 - Student Enrollment Screening
 - Birth Certificate Registration Certification
- Language Use Survey (LUS)
- All other enrollment pages from previous schools in Clovis or other districts

Required Folders:

Assessment Folder

- NMSBA/PARCC
- ACCESS/Alternate ACCESS/NMELPA
- NMAPA/NCSC
- LAS
- W-APT Score Sheet (If student was not identified as an EL)

Health Folders

- Student Health Information
- Medication Logs/Consents
- Health Action Plans
- Immunization records and/or exemptions
- Individualized Health Plans
- Screenings Forms/Results
- Health Referrals
- Human Growth & Development/Puberty Opt-Outs
- Sexual Misconduct Opt-Outs
- Health Specific Information from previous school districts
- Other health information as deemed appropriate by the school nurse

Nothing should be removed from the health folder except by the school nurse.

Special Education Folder (If applicable)

- Current IEP and two preceding it
- Most recent IEP progress report
- Most recent diagnostic evaluation report(s) including ancillary evaluations
- Functional Behavioral Analysis and Behavior Intervention Plan, if applicable
- Current re-evaluations
- Any Evacuation Plans
- Any Addendums to current year IEP and two preceding it

Red Priority Folder (If applicable)

- SAT records and AIP's
- 504 plans that have been written/implemented
- OT, PT, SLP screens of General Education Students
- Custody and guardianship paperwork

They will also contain any at-risk information, including attendance records, court documents, summer school records, etc.

Blue ELL Folder (If applicable)

- Home Language Survey
- Teacher Observation Form (if applicable)
- W-APT Score Sheets
- ACCESS scores (attach label to the folder)
- CMS Bilingual Education/ESL Program Services Form
- Acceptance/Refusal Sheet

Next Step Plan Folder (Secondary Only)

The Next Step Plan folder is created at the end of grade eight or beginning of grade nine. This record is required by the Public Education Department and must remain with the student until he/she graduates from high school.

Dismissal Precautions [Board Policy J-6500]

Students are checked out only through the office. No student will be removed from the school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parent or by a person who has legal custody of the student, except as provided in law.

Before a student is removed, the person seeking to remove the student must present evidence of proper authority to remove the student. If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

Dress Code [Board Policy J-2350, J-2361]

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

When in the judgment of the principal, the student's appearance, mode of dress, and/or cleanliness is distracting and disruptive to the educational process, or constitutes a threat to safety or acceptable standards of sanitation, or does not meet the following regulations the student may be required to make the requested modifications. Anything that can be considered gang related will be prohibited.

To implement the above, the following apply:

- Shirts and tops must be long enough to conceal the midriff. Chest area must be adequately covered.
- Pants must fit at the student's waist; they must be large enough to be pulled up to the waist and must not sag below the waist. No undergarments may be exposed.
- Shorts and skirts should be long enough to reach mid-thigh (halfway from waist to knee) or fingertip length, whichever is longer.
- If the fit of the garment is too anatomically revealing, it will be deemed unacceptable.
- Garments determined to be unacceptable because of slogans or artwork, particularly, those that depict drugs, alcohol, tobacco, or things of an obscene nature are not allowed.
- Outer garments (jackets/coats) that extend below mid-thigh or fingertip length, hats, sunglasses, or similar articles will not be worn in buildings.
- Shoes must be worn at all times.
- Students identified as homeless under the McKinney-Vento Act or migrant under Title I part C, cannot be sent home for dress code violations. These students should be referred to Family Services for assistance in finding appropriate clothing for school.

On certain occasions, a more stringent dress code may be enforced. For example, shorts will not be acceptable at special events such as graduation, awards ceremonies, installations, or other events so determined by the administration and/or activity sponsors. Also, the prom at Clovis High School is a semi-formal occasion that requires a special dress attire.

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

Students who attend or participate in extracurricular activities, such as athletic events, band, chorus, pep rallies, etc., are subject to the standards of dress.

Field Trips [Board Policy E-2650, I-6500]

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation shall be provided only by District vehicles, driven by authorized personnel.

When planning for a field trip, please observe the following:

1. Field Trips must be planned 3 weeks in advance.
2. Fill out the Request for Field Trip form and packet, submit it to the principal.
3. Once you are given a PO number, telephone the transportation department to determine/schedule the bus.
4. Give the transportation department the PO number.
5. Secure permission slips and medical release forms for each child. One master should be turned in with a packet and remain in the office. Phone permission is not acceptable. Students cannot walk home to get a permission slip.
6. Permission slips must be turned back into the office at the conclusion of the trip.

Other guidelines include:

- Elementary school field trips will not exceed 150 miles one way for Grades K-3 and 250 miles for grades 4-5.
- Students cannot be permitted to leave the total group for any reason.
- Students must travel with the sponsor and use the transportation provided by the school. Students may not be transported in private vehicles.
- Students will NOT be released to anyone unless other arrangements have been made in writing with the principal and/or sponsor prior to the trip.
- The students should be reminded that the same expectations apply to activity trips as they do at school.
- Lunches- If you are eating lunch away on your field trip, please notify the cafeteria by email at least two weeks before the trip. Please notify the cafeteria by the third week in April for the remainder of the year.
- Teachers must fill out a leave request prior to leaving. Leave is listed as Special Assignment.
- Blanket walking field trip permission forms are not allowed. A new permission form must be completed every time a student leaves the campus.

If students are not being allowed to go on a trip, teachers must make arrangements to sit in another classroom for the day. A list of students not attending the field trip, why, and where they will be during that time is to be turned in to the office on the morning of the trip. Students cannot be told they must stay home that day if they choose not to attend.

Flag [Board Policy I-8250]

Each student shall be provided with an opportunity to participate in the Pledge of Allegiance or other patriotic observance each day. Students whose parents have informed the school that they are not to take part in observances will be expected to observe the courtesy of not disturbing others. When special days or significant events are recognized, it is recommended that appropriate classroom and assembly programs be presented in keeping with the traditional and historical significance of the event or season.

Medications [Board Policy J-5350]

1. All medications including aspirin, cough drops or cold tablets require a special form filled out by the prescribing doctor. These forms are available in the office and are to be kept on file in the office. All medications will be kept in the office. (GEN 588 or other applicable medication authorization form)
2. Medications brought to school by students without the proper form must be taken to the office to have an adult pick up. Under no circumstances may a student return medications home. This includes cough drops etc.
3. Medication will be stored in a locked cabinet in the nurse's office. Exceptions of this rule will be noted on the physician's order and medication authorization form and will pertain to medication that must be stored in a refrigerator or those carried by students.
4. In the event the school nurse is unavailable to administer medication, a trained designee shall act in his/her stead or the parent/guardian may come to the school to administer the medication.
5. Medications should be counted by staff, such as the school nurse, secretary, or principal each time they are dropped off, and then again when they are picked up.
6. Medications must be logged in the Medication Log any time medication is given.

Parties

Parties are a wonderful celebration for special events throughout the year. There may be up to 5 parties throughout the year, at the discretion of the administrator and/or classroom teacher. They include: Fall/October, Christmas/Dec, Valentines/Feb, Easter/April, End of Year/May. Since parties can be a considerable disruption to the instructional day the following guidelines should be observed:

- Please try to schedule your parties between 2:00 - 3:00 P.M. on the day of dismissal for the holidays. If there is an early dismissal, parties should be held 30 minutes prior to dismissal.
- Always have a clean-up committee of parents or children to leave the room in good order after the party. Use the large trash bags.
- Carpet stains easily. Please protect the carpets during parties. Clear drinks only.
- Parties that involve lunch, please notify the cafeteria two (2) weeks in advance so they can plan accordingly.
- Be aware of any student in the classroom with a peanut allergy and provide a peanut free zone at all times, but especially during a party.

Retention of a Student [Board policy I-6900, I-7200]

Parents shall be notified no later than the end of the 1st semester that their child is failing to meet standards, and a conference consisting of the parent and the teacher shall be held to discuss possible remediation programs available to assist the student in attaining standards.

1. A parent or guardian shall be notified no later than the end of the second grading period that the student is not attaining appropriate grade level proficiency in the Common Core State Standards and New Mexico Content Standards and Benchmarks. A conference of the school-based SAT including at least the teacher, parent, counselor must be held and a written plan will be developed that includes timelines, academic expectations and measurements to be used to verify improvement. Remediation/Academic improvement plans may include tutoring, extended day or week program, and other research-based models for student improvement. (See CMS Remediation/Academic Improvement Plan)
2. At the end of grades one through seven, three options are available dependent upon a student's mastery of standards;
 - a. The student has met the standards and shall enter the next higher grade.
 - b. The student has not met the standards and shall participate in the required level of remediation. Upon certification of the school district that the student has met the standards, the student shall enter the next grade.
 - c. The student has not met the standards and upon completion of the prescribed remediation program and upon the recommendation of the teacher and principal shall either be:
 - i. Retained in the same grade for no more than one school year with an academic improvement plan developed by the SAT in order to meet the standards, at which time the student shall enter the next higher grade; or
 - ii. Promoted to the next grade if the parent refuses to allow the child to be retained. In this case, the parent shall sign a waiver indicating a desire that the student be promoted to the next higher grade with an academic improvement plan designed to address specific academic deficiencies. The academic improvement plan shall be developed by the SAT outlining timelines and monitoring activities to ensure progress toward overcoming those academic deficiencies. Students failing to attain proficiency of content standards at the

end of that year may then be retained in the same grade for no more than one year in order to have additional time to master the required content standards.

Section 504 Students [Board Policy I-2400]

The School district acknowledges its responsibility under the American with Disabilities Act, Section 504, to avoid discrimination in policies and practices regarding its students. No unlawful discrimination against any student with a disability shall knowingly be permitted in any school district program or practice. This policy extends to all aspects of the school district's educational program, as well as to the use of all school district facilities, and participation in all school district-sponsored activities, including extracurricular activities and athletics. For further information on Section 504, please contact your building principal or the District Section 504 Coordinator.

District Section 504 Coordinator
Mr. Joe Strickland
Deputy Superintendent of Employee Services
1009 Main Street
PO Box 19000
Clovis, NM 88102-9000
575-769-4322
joe.strickland@clovis-schools.org

Special Education Services/Student Support [Board Policy I-2350, I-4550]

Clovis Municipal Schools is committed to providing a free appropriate public education to all students. In order to accomplish this important commitment, we offer a wide variety of programs and services. Each school site employs special educators who work collaboratively with general education staff, parents, students, and related service providers to design an Individualized Educational Plan (IEP) for eligible students.

Staff members are required by law to follow the modifications put forth in the IEP. It is critical that all staff members work closely for the well being of the student involved. Teachers can be held personally liable for failure to implement an IEP. (Regular Education and Special Education Teachers)

Student Charges [Board Policy J-6950, J-2400]

Students may be assessed the cost for all lost or damaged items such as textbooks if the cost is greater than \$20.00. Transcripts may be withheld from students responsible for damage or loss of instructional materials until restitution is made. (Public School Code Section 22-15-10). Report cards cannot be held for fundraising money not turned in.

Student Transportation in Private Vehicles [Board Policy E-2700]

During school or school-sponsored functions, students may be transported only in school-approved vehicles operated by District-authorized personnel.

The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent.

Suicide Protocol

Always take the threat seriously.

- Never leave a suicidal youth alone. Keep them with you and do not allow them to go to their next class.
- Talk calmly with the student and get them to a predetermined location.
- Immediately talk to the student to determine if he/she has the means at hand to harm self.
- If the student permits, immediately remove any dangerous objects from the student and his/her surroundings.
- If the student reports that he/she has done anything (e.g., taken pills), immediately initiate a call to 911 and begin timeline.

Student Telephone/Cell Phones

Students are not to use the telephone except for emergency situations. Please screen these needs carefully as the school has limited phone lines that are needed for business.

All students must have a phone pass before using the phone. Please do not send a child to use the phone without a phone pass. A hall pass will not be accepted.

Students are not allowed to carry cell phones on their person (K-5). Cell phones should be in the locker or in the students' backpacks in the off position.

Weapons Policy [Board Policy J-3100]

It is the intent of the Clovis Board of Education to provide a safe school environment for all its students and staff members. To ensure that these students have a weapon-free school environment, students are not permitted at any time to possess, use, transmit, or conceal any weapons in public education buildings, on school grounds, on school buses, or during school activities off the school grounds. Such incidents must be reported immediately to the building principal.

Dangerous weapons may be defined as, but not limited to, any type of instrument that could cause bodily injury to oneself or another individual. Also included in this definition is any replica of a dangerous weapon, such as a starter pistol or toy pistol.

Facilities

Care of Building and Rooms [Board Policy C-1200]

Clovis Municipal Schools is fortunate to have nice facilities that are the pride of our town. Care must be taken by everyone to ensure that the facilities remain in excellent condition. To help achieve this goal the following standards are expected.

Care of the Building and Classroom

- Have the children pick up all paper and trash from floors before being dismissed.
- Do not use any kind of tape, tacks, staples or nails on walls, chalkboards/whiteboards, lockers, any wood surface or carpet.
- We are fortunate to have carpet in our classrooms. Please impress upon your students the necessity of extreme care with use of paints, markers, etc. If anything liquid is spilled on the carpet, please use the absorbing powder and call the office for clean up. Students may drink only clear liquids in the classrooms.

- Do not remove any items that are attached permanently to your room or do anything that causes permanent damage to your room.
- Please keep your room organized, neat, and free of clutter. You are setting an example for your students. Counters should set the example for students' desks.
- When you need maintenance or repairs, notify the principal.
- No gum.
- Protect the area around the pencil sharpener from marks/scrapes.
- No tape may be used on carpets-this leaves a residue on the carpet.

Fire Code/Safety Precautions

- No more than 20% of any wall should be covered with flammable material.
- Extension cords may not be used.
- Powerstrips must have the appropriate URL rating 700-800.
- Exits must have a 3-foot clearance. Clear doorway of shelves, desks, etc.
- Plugs and light switches are not to be blocked or covered.
- Report loose or damaged electrical receptacles.
- Cleaning material or aerosol cans may not be stored in classrooms.
- Do not hang anything from the ceiling.
- Furniture should not be in hallways.
- Fire extinguishers cannot be blocked with material or furniture.
- Electric heaters must have a public building rating.
- No items stored within 24" of the ceiling.
- Storage areas free of clutter.
- Materials stored in cabinets and closets must be stored in a way that they do not fall out when opened.
- Remove any tripping hazards (cords across floor).
- Do not overload bookcases.
- When working in "high" places, ask for a ladder. Safety is a must!
- Paper cutters should not be stored where children have access to them.
- Windows beside classroom doors and in doors cannot be covered.

Custodial Services

CMS will try to provide the best custodial services possible. Please be considerate if you do not get all the services you would like. The custodians will be on a rigid schedule, so if you need any special assistance, please place your request in the office and not go directly to the custodians. A few minutes of extra services for each teacher can add extra hours to the custodians' daily schedule.

Compliment them if you are pleased with their work. Everyone likes to be appreciated for the job they are doing. Remember they are part of the CMS team. Take time to talk to your students about pride and neatness in the cafeteria, school grounds, and in all buildings. Model and emphasize neatness in your classroom. A minute of class time can save many minutes of a custodian's time.

If, however, you should have consistent concerns regarding the lack of services in your area, please see the principal immediately.

Copiers

Copiers are provided for staff in teacher workrooms. Please take care when using the copier and avoid slamming the paper drawer. This causes serious damage to the interior of the machine and costly repairs. If the copier jams and you can readily see the paper and it is easy to grasp without touching any of the insides (namely the drum) then pull gently but firmly until the paper is dislodged. Make sure all of the paper has come out.

If there is difficulty, please notify the secretary. If not available, please email the secretary and it will be taken care of at the earliest possible time.

If the copier requests toner, please notify the secretary before continuing.

Supplies and Materials [Board Policy E-1600]

The District will provide for the central purchasing, receiving, warehousing, and distribution of supplies, equipment, and materials common to the requirements of all schools.

The District warehouse will be operated as an adjunct of the finance office to store and distribute supplies as requisitioned by staff members. All materials needed for instruction, business, and custodial operations of the individual schools shall be ordered from the warehouse when available from that source.

We operate schools with limited resources, so we must be wise managers to get the most for our students. Please use supplies wisely.

Personal orders may not be sent to the warehouse or school addresses.