# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bell Schedule</td>
<td>4</td>
</tr>
<tr>
<td>Arrival</td>
<td>5</td>
</tr>
<tr>
<td>Dismissal</td>
<td>5</td>
</tr>
<tr>
<td>Backpacks</td>
<td>5</td>
</tr>
<tr>
<td><strong>STUDENT SAFETY</strong></td>
<td>5</td>
</tr>
<tr>
<td>Bicycle Safety</td>
<td>6</td>
</tr>
<tr>
<td>Student Concerns, Complaints and Grievances</td>
<td>6</td>
</tr>
<tr>
<td>Visitors To School</td>
<td>7</td>
</tr>
<tr>
<td><strong>STUDENT EXPECTATIONS</strong></td>
<td>7</td>
</tr>
<tr>
<td>Acceptable use Procedures for the Computer System</td>
<td>7</td>
</tr>
<tr>
<td>Attendance</td>
<td>8</td>
</tr>
<tr>
<td>Care of School Property</td>
<td>10</td>
</tr>
<tr>
<td>Care of Textbooks/Library Books Etc</td>
<td>10</td>
</tr>
<tr>
<td>Cell Phones</td>
<td>10</td>
</tr>
<tr>
<td>Drug and Alcohol Use by Students</td>
<td>10</td>
</tr>
<tr>
<td>Homework</td>
<td>11</td>
</tr>
<tr>
<td>Honor Roll</td>
<td>11</td>
</tr>
<tr>
<td>Personal Property</td>
<td>11</td>
</tr>
<tr>
<td>Report Cards</td>
<td>12</td>
</tr>
<tr>
<td>School Discipline</td>
<td>12</td>
</tr>
<tr>
<td>Search &amp; Seizure</td>
<td>12</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>12</td>
</tr>
<tr>
<td>Student Dress</td>
<td>13</td>
</tr>
<tr>
<td>Tobacco Free Policy</td>
<td>14</td>
</tr>
<tr>
<td>Weapons</td>
<td>15</td>
</tr>
<tr>
<td><strong>STUDENT SUPPORT POLICIES</strong></td>
<td>15</td>
</tr>
<tr>
<td>School Health Services</td>
<td>15</td>
</tr>
<tr>
<td>Accidents</td>
<td>15</td>
</tr>
<tr>
<td>Immunizations of Students</td>
<td>15</td>
</tr>
<tr>
<td>Medication Administration</td>
<td>17</td>
</tr>
<tr>
<td>School Dispensation of Over-The-Counter Medications</td>
<td>18</td>
</tr>
<tr>
<td>Vision and Hearing Screening</td>
<td>20</td>
</tr>
<tr>
<td>Student Emergency Form</td>
<td>20</td>
</tr>
<tr>
<td>Student Health Information Form and Action Plans</td>
<td>20</td>
</tr>
<tr>
<td>Sick Children</td>
<td>21</td>
</tr>
<tr>
<td>School Insurance</td>
<td>21</td>
</tr>
<tr>
<td>Section 504</td>
<td>22</td>
</tr>
<tr>
<td>Transportation of Students</td>
<td>22</td>
</tr>
<tr>
<td>Nutrition Services</td>
<td>23</td>
</tr>
<tr>
<td><strong>PARENTAL POLICIES</strong></td>
<td>23</td>
</tr>
<tr>
<td>AHERA Public Notice</td>
<td>23</td>
</tr>
<tr>
<td>Child Custody/Custodial Rights of Parents</td>
<td>24</td>
</tr>
<tr>
<td>Free Appropriate Public Education (FAPE)</td>
<td>24</td>
</tr>
<tr>
<td>Non-Discrimination/Equal Opportunity</td>
<td>24</td>
</tr>
<tr>
<td>Parent Conferences</td>
<td>25</td>
</tr>
<tr>
<td>Pets</td>
<td>25</td>
</tr>
<tr>
<td>Release of Students During the School Day</td>
<td>25</td>
</tr>
</tbody>
</table>

*Updated July 2018*
The mission of the Clovis Municipal Schools, an alliance highly committed to educational excellence, is to equip each student with the knowledge and skills needed for a productive life of creative thinking, continuous learning, and exemplary character through challenging and engaging learning experiences led by a dedicated, unified team in vital partnership with family, church, and community.

This student handbook summarizes many of the school district’s policies and procedures. The policies are bolded for your reference. For additional information on the district and to visit each individual school website go to: http://www.clovis-schools.org/

**BELL SCHEDULE**

<table>
<thead>
<tr>
<th></th>
<th>A - Lunch</th>
<th>B - Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passing</td>
<td>8:20-8:25</td>
<td>Passing</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>8:30-8:35</td>
<td>WEDNESDAY</td>
</tr>
<tr>
<td>1st</td>
<td>8:25-9:14</td>
<td>1st</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>8:35-9:14</td>
<td>WEDNESDAY</td>
</tr>
<tr>
<td>Passing</td>
<td>9:14-9:18</td>
<td>Passing</td>
</tr>
<tr>
<td>2nd</td>
<td>9:18-10:07</td>
<td>2nd</td>
</tr>
<tr>
<td>Passing</td>
<td>10:07-10:11</td>
<td>Passing</td>
</tr>
<tr>
<td>3rd</td>
<td>10:11-11:00</td>
<td>3rd</td>
</tr>
<tr>
<td>Home Room</td>
<td>11:00-11:28</td>
<td>Home Room</td>
</tr>
<tr>
<td><strong>10th LUNCH</strong></td>
<td><strong>11:28-12:03</strong></td>
<td><strong>11th &amp; 12th LUNCH</strong></td>
</tr>
<tr>
<td>Passing</td>
<td>12:03-12:07</td>
<td>Passing</td>
</tr>
<tr>
<td>4th</td>
<td>12:07-12:56</td>
<td>5th</td>
</tr>
<tr>
<td>Passing</td>
<td>12:56-1:00</td>
<td>Passing</td>
</tr>
<tr>
<td>5th</td>
<td>1:00-1:49</td>
<td>6th</td>
</tr>
<tr>
<td>Passing</td>
<td>1:49-1:53</td>
<td>Passing</td>
</tr>
<tr>
<td>6th</td>
<td>1:53-2:42</td>
<td>7th</td>
</tr>
<tr>
<td>Passing</td>
<td>2:42-2:46</td>
<td>Passing</td>
</tr>
<tr>
<td>7th</td>
<td>2:46-3:35</td>
<td>7th</td>
</tr>
</tbody>
</table>
ARRIVAL

Students are to report to the commons area in the morning and will enter the building at the 8:20 bell. Students eating breakfast will report to the cafeteria and go to the commons after eating. Classes will begin at 8:20 a.m. For those students who ride with parents or walk, they may not arrive at school before 8:00 a.m. Adult supervision will begin at 8:00 a.m.

DISMISSAL

Students will be dismissed at 3:35 p.m. If you are picking your child up, please do so at the designated area. Please do not block other cars from moving. All students will be required to go home on their regular mode of transportation unless we have a note or a phone call. Consistency is critical for the safety of your child.

BACKPACKS

Students are allowed to carry backpacks at school. However, cartoon character backpacks and rolling backpacks are not allowed.

STUDENT SAFETY

Clovis Municipal Schools will maintain a sincere and dedicated commitment to the safety of its students, staff, and property. In order to provide a school environment that is healthy, safe and conducive to learning, CMS has worked with community agencies to develop a School-Level Safety Plan to provide direction for school staff in the prevention and deterrent of potentially harmful situations. This plan, which is reviewed annually, is a practical tool to assist administrators and staff with a variety of issues that occur in an emergency situation.

The School-Level Safety plan allows our school to have a plan in place in advance of a crisis. Some plans included are:

<table>
<thead>
<tr>
<th>Counseling and Mental Health</th>
<th>Sign-In Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Evacuations</td>
<td>Fire Drill Procedures and Prevention</td>
</tr>
<tr>
<td>Intervention</td>
<td>Weapons Policy</td>
</tr>
<tr>
<td>Drug Free Campus</td>
<td>Dress Code</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Building/Grounds Intruder</td>
</tr>
<tr>
<td>Disorder/Violent Behavior</td>
<td>Bus Mishaps</td>
</tr>
<tr>
<td>Flood and Snowfall</td>
<td>Emergency Fire Procedures</td>
</tr>
<tr>
<td>Poisoning</td>
<td>Hazardous Material</td>
</tr>
<tr>
<td>Health Education</td>
<td>Tornado Procedures</td>
</tr>
</tbody>
</table>

CMS is committed to providing a safe and secure environment for your child. We have an outstanding safety record that we work diligently to maintain. We are always open to any suggestions you may have on improving our school safety.
BICYCLE SAFETY  
Board Policy E-0400

All students riding a bicycle to school must wear a helmet as mandated by state law. Bicycles may be brought to school and parked and locked in the designated rack. Students must walk their bicycle on school property and over the crosswalk.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES  
Board Policy J-3600, J-3611, J-3631, J-3632

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.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one or more of the following:

• Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
• Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
• Harassment of the student which means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.
• Intimidation by another student.
• Bullying by another student which means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.
• 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 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.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

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 parent or guardian who wishes to complain (other than an elementary student’s parent) should do so by completing the forms on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty 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.

VISITORS TO SCHOOLS
Board Policy E-0150, E-0400, K-2450

The Board of Education encourages parents and other citizens to visit schools and classrooms as long as such visits do not disrupt school operations or interfere with the educational process. Unless accompanied by parent(s)/guardian(s), school-aged guests (i.e., out of town relatives or friends) are not permitted on campus during the school day.

For the safety of students and staff, all school visitors must report to the school’s main office upon arrival before proceeding to any part of the school or school grounds. Visitors shall comply with the schools and school district’s rules regarding identification and safety.

STUDENT EXPECTATIONS

ACCEPTABLE USE PROCEDURES FOR THE COMPUTER SYSTEM
Board Policy I-6400

ACCEPTABLE USE POLICY
I understand Clovis Municipal Schools provide electronic resources, including Internet access for students’ work, as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards. I agree to the following responsibilities and restrictions:
1. I will use technology for purposes related to work in Clovis Municipal Schools.
2. I will not give my password to any other user, nor attempt to learn or to use anyone else’s password.
3. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene.

4. I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature.

5. I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer “viruses,” attempt to gain access to restricted information or networks, or block, intercept or interfere with any electronic communications.

6. I will not use, or create for others, any program to interfere with, change, or interact with programs, security settings, systems, or devices that are the property of the Clovis Municipal Schools and are used for school-related purposes by students, their parents and staff.

7. I will not imply, directly or indirectly, either publicly or privately that any program or “app” I create is associated with, or a product of, the Clovis Municipal Schools, nor will I either directly or indirectly associate any such program with any Clovis Municipal School logos or images.

8. I will report any problems with my device or access to any application or program to the supervising staff member.

9. I understand that my use of the school system’s computers is not private, and that the district reserves the right to monitor use to assure compliance with these guidelines; violations may lead to removal of computer access and/or other disciplinary measures.

10. I understand that the prohibited conduct described above is also prohibited off campus when using private equipment if it has the effect of seriously interfering with the educational process, and that such off-campus violations may lead to disciplinary measures.

Consequences

1. Students who violate this policy or the Computer and Internet Code of Conduct shall have their district system access revoked, including possible loss of privileges, and discipline up to and including expulsion.

2. Violations of law will be reported to law enforcement officials.

ATTENDANCE
Board Policy J-0500, J-0511, J-1550

Regular attendance is a key to school success. Clovis Municipal School students can learn only if they are on time and present in all classes daily. The Federal Every Student Succeeds Act requires that states, school districts and schools be held accountable for ensuring that all students meet high academic standards. On time, daily attendance is a critical component of this educational process.

22-12-9 Requires that class attendance be taken for every instructional day in every class. The Attendance Policy letter must be sent home with all students the first week of school. This letter outlines the policy for parents and must be signed and returned to the school to be kept on file. It is prohibited to suspend or expel any student as punishment for truancy.

Excused Absence- Parent calls school and reports absence.

Unexcused Absence - No Parent contact

Student in Need of Early Intervention
A student who has accumulated five unexcused absences within a school year is in need of early
intervention.

**Habitual Truant**
A student who has accumulated the equivalent of ten or more unexcused absences within a school year is considered a habitual truant. Respect should be given to Native American tribal laws and traditions when considering intervention.

Habitual truants are reported to appropriate authorities such as the CYFD staff, Juvenile Probation & Parole, District Attorney, and the State of New Mexico. It is understood that sometimes families may need support to help their child be successful. School staff can assist with locating possible resources within the school community.

**Absence Notification Procedures**
Please notify the school office before school starts if your student must be absent. Parent(s)/guardian(s) will be notified at the fifth, and tenth unexcused absence of their child, in accordance with the Compulsory School Attendance Law.

School staff will make an attempt to contact the parent/guardian if the school has not received notification of absences by a parent for three consecutive days.

<table>
<thead>
<tr>
<th>Unexcused Full Day Absences</th>
<th>1-4 Days</th>
<th>5 Days</th>
<th>10 Days</th>
<th>10+ Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Call to Parent/Guardian from District</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Written Notice to Parent/Guardian from District</td>
<td>●</td>
<td>●</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Interventions and Strategies</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Referral to CMS Family Service Specialist</td>
<td>●</td>
<td>●</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent &amp; Student Conference with School Staff</td>
<td>●</td>
<td></td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Referral to District Attendance Office</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Referral to DA Office, Juvenile Probation Office, Income Support</td>
<td></td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
</tbody>
</table>

Parents must not leave their children on a school campus longer than fifteen minutes either before or after the school day. If extenuating circumstances prevent a family from picking up a student on time, the school must be notified within fifteen minutes of the end of the school day. If students are repeatedly left on campus outside of the school day hours, an administrator will attempt to contact the family to discuss the problem.

School attendance is required by New Mexico Law, Section 22-12-2 through 8, NMSA 1978, Compulsory School Attendance Responsibility, Section C.

Authorized school-sponsored trips are considered an extension of the school day, and the student is not counted absent. The student, however, must satisfactorily make up all missed work in a timely fashion.

**CARE OF SCHOOL PROPERTY**
Board Policy J-2400, J-6900

*Updated July 2018*
No student shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. A school may withhold the report card, diploma and transcripts of a student responsible for damage or loss of school library or instructional material until the parent, guardian or student has paid for the damage or loss. Students may be subject to discipline for willful damage or destruction of school property.

If any minors engage in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the court order the minors, or their parents, to make full or partial restitution to the District in accordance with law.

**CARE OF TEXTBOOKS/LIBRARY BOOKS, ETC.**

**Board Policy E-1750, I-5250, J-6950**

Students and their parents are responsible for proper care of books and school property. Books must be kept clean and unmarked.

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.

Students shall be assessed the cost for all lost or damaged items, such as textbooks, laboratory equipment, small tools, and appliances, etc., pro-rated on the age of the item. Grades, diplomas and 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).

**CELL PHONES**

If students must have a cell phone to contact a parent after school for safety reasons, the phone must remain in their backpack or in their locker in the off mode. Cell phones taken from students for inappropriate use will be sent to the office and a parent must come to school and pick it up. Repeat offenders will be subject to the Disciplinary Matrix.

**DRUG AND ALCOHOL USE BY STUDENTS**

**Board Policy J-3050**

The nonmedical use, possession, distribution, delivery or sale of drugs or counterfeit substances on school property or at school events is prohibited. *Nonmedical* is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:
• All dangerous controlled substances prohibited by law.
• All alcoholic beverages.
• Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy.
• Hallucinogenic substances.
• Inhalants.

Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution.

**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.

**HONOR ROLL**  
Board Policy I-7150

An academic honor roll will be published in the local newspaper at the end of each nine (9) weeks for elementary and secondary schools. The following guidelines will be utilized when determining which students qualify for the honor roll:

- **Elementary schools:** Two (2) honor rolls will be created in grades three (3) through five (5) and will only include the four (4) core content areas (Math, Science, Social Studies, and Language Arts).
  - The *A* honor roll: The student must have all *As* to qualify at the end of a nine-week period.
  - The *A/B* honor roll: The student must achieve at least two (2) *As* and (2) *Bs* or better to qualify at the end of a nine-week period.

- **Secondary schools:** One (1) honor roll will be created and will reflect an overall G.P.A. of three point five (3.5) or better for the current courses the student is enrolled in during a nine-week period.

**PERSONAL PROPERTY**

Students should limit the items they bring to school to those items that are necessary for school activities. Toys, expensive jewelry, large sums of money, etc. have no place at school. The school is not responsible for items that are lost or stolen.

**REPORT CARDS**  
Board Policy I-6800
Report cards will be issued to students at the end of each nine week grading period. Attendance will be reported on the report card.

The State of New Mexico has mandated a 70% mastery of grade level competencies. Students not mastering 70% will receive additional help, recommendation for summer school or retention. You will be advised throughout the year of your child's progress.

CHS REPORT CARDS ARE NOT AVAILABLE ON THE LAST DAY OF SCHOOL.
REPORT CARDS ARE MAILED HOME.

SCHOOL DISCIPLINE

School disciplinary action will focus on management of inappropriate student behaviors and appropriate consequences. All available resources will be utilized, including preventive and responsive interventions to support students' needs. Conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for suspension and/or other disciplinary action(s), including legal action.

No employee of the district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct.

SEARCH & SEIZURE
Board Policy J-3400, J-6650

School property assigned to a student and a student's person or property, while under the authority of the public schools are subject to search, and items found are subject to seizure.

Seizure of items: Illegal items and legal items that threaten the safety or security of others, and items which are used to disrupt or interfere with the educational process, may be seized by authorized persons.

Seized items shall be released to appropriate authorities, a student's parent or returned to the student when and if the administrative authority deems appropriate.

STUDENT CONDUCT
Board Policy J-3350, J-4600, J-4850, K-1700

All schools will follow the Clovis Municipal School District Policies concerning the discipline, suspension and expulsion of students. This policy is intended to promote an atmosphere within the school that is conducive to learning, as well as ensure the protection of the rights of students. Inherent to a democratic society is the fact that rights entail responsibilities. Students have the right to avail themselves of a free public education; however, students have a responsibility not to interfere with the education of other students.

Students shall not engage in improper behavior, including but not limited to the following:
• Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.

• Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.

• Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.

• Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.

• Unlawful use, possession, distribution, or sale of tobacco, alcohol, drugs or other illegal contraband on District property or at school-sponsored functions.

• Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.

• Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.

• Violation of District rules and regulations.

• Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.

• Carrying or possessing a weapon on school grounds.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

**STUDENT DRESS**

*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. Shirts and tops must have shoulder straps wider than two finger widths (at least one inch). 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.

• Tights, leggings, or other hosiery must be accompanied by a mid-thigh or fingertip length or longer top, dress, shorts or skirt.

• 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 special dress attire.

Exceptions for special activities, religious considerations 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.

TOBACCO FREE POLICY
Board Policy J-2300, J-3000, K-1750

The use, possession and distribution of tobacco products is prohibited by all students, employees, visitors and guests in the following locations: buildings, grounds, parking lots, playing fields, vehicles, off-campus school-sponsored events or on property owned or leased by the Clovis Municipal School District. This includes the use of all tobaccos including cigars, cigarettes, e-cigarettes and nicotine liquid containers, pipes and smokeless tobacco products.

The policy will be in effect 24 hours a day, seven days a week, and will apply to all individuals present on District property.
WEAPONS
Board Policy J-2300, J-3100, J-4611, J-4850, K-2450

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 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. 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. Should a weapon be seized the following steps will be taken:

1. Immediately remove student from school and notify parents.
2. Notify Superintendent.
3. Notify Police Department.
4. A hearing will be convened within ten (10) working days.

STUDENT SUPPORT SERVICES

SCHOOL HEALTH SERVICES
Board Policy G-1400, I-2050, I-2081, J-4950, J-5000, J-5100, J-5450

The primary purpose of the school health services program and the Clovis Municipal Schools Health Services Department is to promote optimal health for the school community to increase opportunities for learning.

ACCIDENTS

If your child is injured at school we will make him/her comfortable and then call a parent immediately. If necessary, 911 will be called. If a parent cannot be reached, we will attempt to contact the emergency number that is listed on the student’s emergency form.

IMMUNIZATIONS OF STUDENTS
Board Policy J-5200

New Mexico law requires that all students be immunized against certain communicable diseases. The NM Department of Health (NMDOH), in collaboration with the NM Vaccine Advisory Committee, determines these requirements using recommendations from the national Advisory Committee on Immunization Practices (ACIP). The State’s official immunization requirements for schools and childcare facilities are released annually and can be accessed at http://www.health.state.nm.us/immunize/Pages/Public/sched/sched.html.

Basic Vaccines needed for public school entry at Kindergarten:
Vaccine # of Doses
DTaP (Tdap) 5
Polio 4
Measles, Mumps & Rubella (MMR) 2
Hepatitis B 3

Updated July 2018
Varicella (Chicken Pox)** 2
** Required proof of Varicella immunity is receipt of vaccine, written proof of immunity by a physician/healthcare provider, or laboratory titer confirmation of diagnosis**

In the school setting, the school nurse is best qualified to determine if students are missing required vaccinations and will subsequently notify parents/guardians. Clovis Municipal Schools will follow the current years New Mexico Childcare/Pre-School/School Entry Immunization Requirements. Students without proof of satisfactory immunization status will not be allowed to attend school.

**Immunization Assessment**
If a student has begun the process of immunization vaccination and the process is being accomplished in accordance with the current NM immunization requirement schedules, that student meets New Mexico immunization standards and may enroll in and attend school.

If a student has no immunization record but was formerly enrolled in a school in the United States, a formal request for immunization records must be made by the school nurse (or designee) to the previous school attended to be considered in process.

If a student was formerly enrolled in a school in another country and has no record or any contact information to acquire records, initiation of required immunizations must begin immediately or have an appointment to do so to be considered in process.

http://www.nmcpr.state.nm.us/nmac/parts/title06/06.012.0002.htm

The student whose immunizations are not up-to-date but who has received all immunizations currently permissible by medical practice is considered in process.

A student who is attempting to reach compliance but is behind on a vaccination series is no longer considered in process. A scheduled appointment to receive required immunizations can be considered in process, allowing the student to register and attend school. If proof of immunization is not presented the first school day after this appointment, disenrollment procedure can begin. When any student is kept out of school longer than five consecutive days for noncompliance, the local Regional Health Officer (RHO) for NMDOH should be notified. (http://www.nmcpr.state.nm.us/nmac/parts/title07/07.005.0002.htm)

Children who are younger than five years of age and who attend childcare or early childhood development programs on school grounds should be in compliance with the NM required immunization schedule for childcare centers.

NEW MEXICO ADMINISTRATIVE CODES (NMAC)
TITLE 7 HEALTH
CHAPTER 5 VACCINATIONS AND IMMUNIZATIONS
PART 2 IMMUNIZATION REQUIREMENTS
http://www.nmcpr.state.nm.us/nmac/parts/title07/07.005.0002.htm
TITLE 6 PRIMARY & SECONDARY EDUCATION
CHAPTER 12 PUBLIC SCHOOL ADMINISTRATION – HEALTH AND SAFETY
PART 2 HEALTH – IMMUNIZATIONS OF SCHOOL CHILDREN
http://www.nmcpr.state.nm.us/nmac/parts/title06/06.012.0002.htm
NEW MEXICO STATUTES ANNOTATED (NMSA)
CHAPTER 24 HEALTH AND SAFETY
ARTICLE 5 IMMUNIZATION
**Disenrollment**

The school administrative authority shall commence disenrollment proceedings if satisfactory evidence of commencement and completion of immunizations or an exemption from immunization in accordance with 6.12.2.9 NMAC is subsequently determined to be invalid for any reason and the student is unable to provide either valid satisfactory evidence of commencement and completion of immunization or a valid exemption from immunization.

**MEDICATION ADMINISTRATION**

*Board Policy J-5350*

While it is the policy of the Clovis Municipal Schools to discourage giving any medication at school, the CMS Board of Education recognizes that some children and adolescents are able to attend school outside of the home because of the effectiveness of medications in the treatment of certain disabilities and illnesses. When it is necessary for a student to take medication, whether prescription or over-the-counter, during school hours, the following is required:

- A dated written permission (GEN 588 or other applicable medication authorization form) from the licensed medical provider is required for every medication every school year. The licensed medical provider’s order shall be valid only for the current school year. School year will include any applicable school-related summer activities the student may be involved in.
- Parent/Guardian authorization section of any medication authorization form must be completed and signed for every medication every school year.
- Medication order(s) must include the name of the student, name of the medication, dosage, route of administration, and time of administration.
- Prescription medication (including samples from physicians) shall be labeled by the physician or by a licensed pharmacist to include the student’s name, name of prescribing physician, name of medication, dosage and time of administration.
- Non-prescription and over-the-counter medications must be in their original containers and must be accompanied by written parental permission and a written order from a licensed health care provider.
- Any change in the dosage or time of administration must be accompanied by written documentation from the health care provider.
- A parent/guardian must deliver the medication to the school and pick up any medication that needs to be sent home with the exception of asthma inhalers or diabetic medication and supplies.
- Medication will be stored within 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.
- It shall be the student’s responsibility to report to the school nurse’s office or other designated area (to be determined by the school nurse and school principal) for his/her medication at the time it is to administered.

> When a student comes to take his/her medication, the following 6 Rights of Medication Administration shall be followed by the nurse or trained designee:

  - Right student;
  - Right medication;
  - Right dosage;
  - Right time;
  - Right route;
  - Right documentation

- A medication administration record shall be available in the nurse’s office for every medication
administered to the student that shall include the name of the student, name of medication, frequency of administration and dosage. This medication administration record shall be filed as a permanent record.

- 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.
- The nurse (or district trained designee) is unable to administer missed home doses of medication at school without a physician’s order. It will be the responsibility of the parent/guardian to come to school to administer missed home medication doses.
- The school district, its employees or agents may confiscate a student’s medication if the student’s self-administration of the medication exceeds the student’s prescribed dosage or if the student endangers others with his/her medication.

**Students may not carry their own medications without appropriate paperwork.**

**Students with Diabetes**
A student who has a medical diagnosis of diabetes and complies with the New Mexico Administrative Code (6.12.8.8) to self-assess, and carry and self-administer prescribed medication(s) under specified conditions, shall be permitted to do so if, in doing so, he/she does not endanger his/her own person or other persons through misuse of the medication.

**Students with Inhaled Bronchodilators, Inhaled Corticosteroids and Auto-Injectable Epinephrine**
A student who has a medical diagnosis of asthma or anaphylaxis associated medical condition and complies with the New Mexico Administrative Code (NMAC 6.12.2.9 and NMAC 11.15.05) to self-assess and carry and self-administer prescribed medication(s) under specified conditions, shall be permitted to do so if, in doing so, he or she does not endanger his or her own person or other persons through misuse of the medication.

**Over-the-Counter Medication – Elementary**
Occasionally a school-aged (K-5) student may sustain a minor injury at school that requires basic first aid – soap, water, ice, and/or a bandage, but also the application of a non-prescription over-the-counter (OTC) topical antibiotic ointment for wound care and infection prevention.

Should such an occasion arise, the Clovis Municipal Schools must have written permission from the parent/guardian prior to application of the ointment and the following procedures will be followed:

- Parents/Guardians of Kindergarten students, or any other elementary grade student who is entering the Clovis Municipal school system for the first time, will be asked to complete a written consent form giving the school nurse consent to apply non-prescription topical antibiotic ointment for treatment of minor wounds involving cuts and scrapes after necessary first-aid procedures have been performed.
  - A completed consent form will include the student’s name, date of birth, grade, list of any medication allergies, and a phone number for parent/guardian contact.
- The initial consent shall remain in effect for the child’s elementary tenure unless revoked, in writing by the parent/guardian.
- Since the nursing function of assessment cannot be delegated to an unlicensed trained designee, the licensed Registered Nurse will perform the determination of the need for the OTC application as well as the actual application to include:
  - The licensed school nurse will verify that a signed consent form exists for the student to be treated.
  - Each licensed school nurse will maintain a supply of unit dose packages of the OTC topical antibiotic ointment that have been purchased by the district’s Chief Procurement

*Updated July 2018*
Officer.
- OTC topical antibiotic medication will be stored within a locked cabinet in the nurse’s office.
- Contact with the parent/guardian will be attempted prior to application of the OTC topical antibiotic ointment.
- Use of the OTC topical antibiotic ointment will be documented in the student’s permanent health record.

**Over-the-Counter Medication—Secondary**
Occasionally a student in grades 6 – 12 may unexpectedly need non-prescription over-the-counter (OTC) analgesic pain medication during the school day in order that he/she may remain at school.

Should such an occasion arise, the Clovis Municipal Schools must have written permission from the parent/guardian prior to the administration of the non-prescription over-the-counter analgesic pain medication and the following procedures will be followed:

- Parents/Guardians of 6th grade, or any other secondary (6-12) grade student who is entering the Clovis Municipal school system for the first time will be asked to complete a written consent form giving the school nurse consent to administer OTC non-prescription analgesic pain medication for minor complaints including, but not limited to headache, minor muscle aches, menstrual cramps, dental pain from orthodontics, sore throat or ear pain in the absence of fever or other obvious sign of infection, etc.
  - A completed consent form will include the student’s name, date of birth, grade, list of any medication allergies, and a phone number for parent/guardian contact.
- The initial consent shall remain in effect for the child’s secondary tenure unless revoked, in writing by the parent/guardian.
- Since the nursing function of assessment cannot be delegated to an unlicensed trained designee, the licensed Registered Nurse will perform the determination of the need for the OTC non-prescription analgesic as well as its administration using the following process:
  - When a student presents with symptoms of minor pain or illness, the use of non-pharmacologic comfort measures such as rest, ice, elevation and/or warm/cold compress will be utilized before considering the use of OTC non-prescription analgesics.
  - After an assessment by the licensed school nurse is made and it is determined that comfort measures are not providing relief from symptoms, use of an OTC will be considered.
  - The licensed school nurse will verify that a signed consent form exists for the student to be treated.
- Each secondary licensed school nurse will maintain a supply of unit dose packages of OTC non-prescription regular strength Acetaminophen and regular strength Ibuprofen that have been purchased by the district’s Chief Procurement Officer.
- OTC non-prescription regular strength (325 mg each) Acetaminophen and regular strength (200 mg each) Ibuprofen will be stored within a locked cabinet in the nurse’s office. **OTC medications will NOT be administered to student’s weighing less than 50 pounds.**
- Contact with the parent/guardian will be attempted prior to administration of the OTC non-prescription analgesic.
- A student requiring OTC non-prescription analgesic medication more than 3 (three) times in one month, or more than 3 (three) days in a row will be referred for a medical evaluation.
- Use of the OTC non-prescription analgesic medication will be documented in the
students permanent health record.

VISION AND HEARING SCREENING

One of the important functions of a school health program is to promote student health through early identification and detection of health problems that may result in disability and/or interfere with learning.

A general vision and hearing screening program is a process that allows designated trained persons to screen large numbers of students in a short period of time for the purpose of identifying vision and/or hearing problems. Screening is not diagnostic.

Clovis Municipal School students will be screened for vision and hearing in grades Pre-K, Kindergarten, 1st and 3rd. If your student has difficulty passing the screening, you will be notified by the School Nurse. If you do not wish for your child to participate in these yearly screenings, please notify the nurse at your child’s school.

EMERGENCY MEDICAL AUTHORIZATION FORM

The purpose of this form is to enable parents/guardians to authorize the provisions of emergency treatment for children who become ill or injured while under school authority when parents cannot be reached. In addition, it lists the adults authorized by you, the parent/guardian, who may take your child from the school.

• This form must be renewed for every student, every school year – please fill it out completely and sign it.
• Contact the school immediately for any change in contact information on the form.
• Ensure all telephone numbers and addresses are accurate and clearly written.

STUDENT HEALTH INFORMATION FORM & ACTION PLANS

The purpose of the Student Health Information Form is to keep the Health Services staff (School Nurses) informed of your child’s health status each school year. Information forms will be shared with appropriate school staff in order to equip staff with the necessary tools to respond to your child’s health needs.

• This form must be renewed for every student, every school year – please fill it out completely and sign it.
• Contact the school nurse immediately for any change in health information on the form.

Action Plans have been developed to address the health needs of students with diseases/conditions such as Asthma, Diabetes, Seizures, Cardiac issues, Food and other severe Allergies. Other Health Care plans will be developed for students requiring an individualized plan be in place to manage their specific health condition.

• These plans must be renewed for your student, every school year – please fill it out completely and sign it.
• The Action Plan must be signed by the parent and a licensed health care provider.
• Contact the school nurse immediately for any change in health information or medical orders on the form.
SICK CHILDREN

Guidelines to assist you to decide if your child should stay at home from school

Deciding when a child is too sick to go to school is not always easy. It’s important for children to attend school consistently, but when a child is truly sick, they need to stay at home in the care of an adult to get well and to prevent spreading illness to others. In order for your child to be available for learning, and to control communicable diseases in school, it is important to keep your child at home for the following reasons:

• Fever of 100°F or more – student should stay at home until he/she has been fever free for at least 24 hours without the aid of fever reducing medication such as Tylenol or Ibuprofen. Please do not give your child medication to treat a fever and then send him or her to school.
• Sore Throat – a child with a mild sore throat, no fever and otherwise feeling well may be fine to attend school. A severe sore throat could be a symptom of a more serious illness. If your child is diagnosed with a throat infection and antibiotics are prescribed, your child may return to school 24 hours after antibiotic treatment has been started if they are fever free.
• Rashes – A rash may be the first sign of a contagious childhood illness. Do not send a child to school with a rash until a medical provider has evaluated it and said it is safe to do so, especially if other symptoms accompany the rash such as itching, fever or other signs of illness. Students who are diagnosed with scabies, ringworm or impetigo can usually return to school after 24 hours of appropriate treatment. The affected area should be covered especially if there is drainage present.
• Cough – a child with a mild cough, no fever, or other symptoms of illness can usually remain at school. A child with a deep uncontrollable or productive cough should stay at home especially if the cough is accompanied by fever or other symptoms of illness.
• Vomiting and/or diarrhea – student may return to school 24 hours after the last episode of vomiting and/or diarrhea if they have no other symptoms of illness and it is not being controlled with medication.
• Eye Inflammation or Discharge – Children whose eye is red with cloudy or yellow/green drainage; matted eyelids after sleep; eye pain; and/or redness should be kept at home and evaluated by a health care provider. If the child is diagnosed with “pink eye” he or she may return to school 24 hours after treatment has begun.
• Head Lice – If you suspect or know that your child has head lice please keep them at home. Students who are identified with nits (Lice eggs) may stay at school until the end of the day, but if your child is found to have live lice you will be asked to pick them up immediately. Any student with lice will need to be kept at home until appropriate treatment has been provided AND all nits have been removed from the child’s hair. Absences for head lice treatment are only excused for a maximum of three school days.

Please keep the school office up to date with current phone numbers so you or an alternate contact can be reached if your child becomes ill or injured at school. This is most easily accomplished by completing and returning the Emergency Medical Authorization Form that will be sent home with every student, every school year.

SCHOOL INSURANCE

Board Policy J-5000

School insurance is available to all students. A packet will be sent home the first week of school. Purchase of the insurance is optional.
SECTION 504
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 administrator or the District Section 504 Coordinator.

District Section 504 Coordinator
Dr. Kerry Parker
Assistant Supt. of Human Resources
1009 Main Street
PO Box 19000
Clovis, NM 88102-9000
575-769-4322
kerry.parker@clovis-schools.org

TRANSPORTATION OF STUDENTS
Board Policy E-1950, E-2050, E-2250, E-2300, E-2450

Student transportation is a privilege, not a right, extended to qualified students who are eligible for transportation pursuant to NMSA 1978, Section 22-16-4 and 6.41.4 NMAC. Students who do not obey the state statute and local regulations governing student transportation may have their transportation privileges revoked by the school district.

School bus transportation, to and from, school is allowed for the following categories:

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

Students are assigned to ride school buses based on their location to the school. Students are not allowed to ride a bus other than their assigned bus unless a written request is received from the parent or guardian stating their permission to do so. Please do not allow students to bring any toys on the bus.

Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus, in a manner consistent with established standards for classroom behavior.

School Bus Expectations
1. Remain seated
2. Keep aisles & exits clear
3. Keep bus clean
4. Roughhousing not permitted
5. Eating or drinking not permitted
6. Profanity or obscene gestures forbidden
7. Hands and objects remain inside bus

School Bus Discipline
1. First Offense Warning
2. Second Offense Minimum 3 day bus suspension
3. Third Offense Minimum 5 day bus suspension
4. Fourth Offense Bus suspension for remainder of the school year

Transportation changes:
Please notify the office in advance if there is to be a change in the transporting of your child. If no notification is received, your child will follow his/her regular method of getting home. This notification must be received prior to 2:30 P.M. on the dismissal day if at all possible.

NUTRITION SERVICES
Board Policy E-3100, E-3300, J-4950

Clovis Municipal Schools takes part in the National School Lunch Program/Breakfast Program/Snack Program. Breakfast and lunch are served daily. Meal prices vary from year to year. Costs are available through the CMS website or by calling your local school. Meals are also available free or at a reduced price. An application for free or reduced meals is available at your child’s school. Students at Community Eligibility Schools (CES) receive their meals at no cost and no application is necessary for these students.

For additional information, such as nutrition information and students with special dietary needs, please contact Food Services at 575-769-4300.

PARENTAL POLICIES

AHERA PUBLIC NOTICE

The Clovis Municipal School District has completed an inspection of all buildings under the school district authority and prepared a Management Plan for all asbestos containing materials, as suspected asbestos containing materials, identified in the inspection process.

All documentation is available for public inspection as required by law. This documentation is available for inspection by appointment during the normal business hours.

Copies of all documentation are available upon five (5) days written notice and a fee of $2.00 per page to cover copying and staff expense.

Contact:
Deputy Superintendent for Operations
P.O. Box 19000
Clovis, NM 88101 Telephone (575) 769-4300
CHILD CUSTODY ISSUES/CUSTODIAL RIGHTS OF PARENTS

Each parent or court-appointed guardian shall be assumed to have all legal rights pertaining to parenthood or guardianship. In those circumstances in which children's parents/guardians are legally separated and the parent/guardian states that he/she is legally responsible for the children, the requesting parent must provide the building administrator with a court order delineating the custodial rights of the parties involved. Parents and the courts will establish the terms and conditions of custody of the children. Custody terms will generally fall into the categories of Joint Custody, Primary Physical Custody, and Sole Custody.

In any of these custody arrangements, unless parental rights have been legally waived, both parents retain full parental rights regarding access to school records, grades, parent-teacher conferences, IEP meetings, and so forth. CMS will remain neutral in custody cases and will rely on parental agreement or court documents in honoring parental requests. Any changes to the status quo must be agreed to by both parents or through a Court Order.

FREE APPROPRIATE PUBLIC EDUCATION (FAPE)
Board Policy I-2350

A free appropriate public education (FAPE) shall be available to all children with disabilities aged three (3) through twenty-one (21) years within the District's jurisdiction, including children advancing from grade to grade, those who have been suspended or expelled from school in accordance with the applicable IDEA rules and regulations, and any child with a disability the District has placed in or referred to a private school or facility. The District may refer to and contract with approved public or private agencies as necessary to ensure the provision of FAPE for children with disabilities.

Educational Programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status, or disability.

NON-DISCRIMINATION/EQUAL OPPORTUNITY
Board Policy A-0250, G-0200

The Clovis Municipal School district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator: Dr. Kerry Parker
Assistant Supt. of Human Resources 1009 Municipal Schools
PO Box 19000
Clovis, NM 88102-9000
(575) 769-4322
kerry.parker@clovis-schools.org

Section 504 Coordinator: Dr. Kerry Parker
Assistant Supt. of Human Resources 1009 Municipal Schools
PO Box 19000
Clovis, NM 88102-9000
(575) 769-4322
kerry.parker@clovis-schools.org
PARENT CONFERENCES
Board Policy I-6900

Clovis Municipal Schools believes that parent involvement is critical to the success of our students. A parent shall be notified no later than the end of the second grading period 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. The Superintendent will establish procedures for such conferences. In addition to scheduled opportunities, parents shall have opportunities to arrange conferences with teachers at other times during the year.

PETS

No pets are allowed to be brought on to CMS properties between the hours of 7 am to 4 pm. This includes parents bringing dogs on leashes to pick up or drop off children. Pets are allowed only for show and tell with prior principal permission.

RELEASE OF STUDENTS DURING THE SCHOOL DAY
Board Policy K-2450

We encourage you to try and schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the office first to check your child out. Should your child become ill or need to be picked up for any reason, you must check in at the office first and the child will be called for you. If someone other than a parent is picking up a student prior to regular dismissal time, the school must have that person's name and his/her signature on your child's emergency form. An ID will be required. Parents are responsible for keeping all contact information current.

SCHOOL ADVISORY COUNCILS
Board Policy C-1350

Clovis Municipal Schools supports the establishment of a school advisory council at each school site. The school advisory 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 school advisory 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.

This shared decision-making shall not supersede Board, Superintendent, or principal decision-making responsibilities unless waived by the Board.

Membership
The school advisory council at each school shall reflect an equitable balance between school employees, 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 school advisory 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 posted in at least three (3) different locations at the school site and in the community and 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. Initially, members will draw lots to determine which half of the members will serve one (1)-year terms and which half will serve two (2)-year terms. Thereafter, 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 accordance with Statutes, Secretary of Public Education regulations and District policy and regulations.

**SCHOOL VOLUNTEERS**
**Board Policy I-6600**

Clovis Municipal Schools welcomes and encourages all parents and citizens of Clovis to volunteer their time in our schools. Volunteers can make many valuable contributions to the students and educational programs of the District. In order to protect our students, volunteers must comply with Clovis Municipal Schools’ policy of requiring volunteers to complete all forms contained in the Volunteer Packet and to attend the volunteer workshop offered by the District.

**SEXUAL HARASSMENT**
**Board Policy A-0300, A-0311, A-0331**

Sexual Harassment has no place in school and will not be welcomed by anyone. No student or employee may engage in any conduct of a sexual nature with another student or employee that is unwanted, unwelcome and uninvited. Any incident involving students should be reported to the parent, teacher, principal, and/or Superintendent. Any incident involving employees should be reported to the principal, supervisor, and/or Superintendent.

**SKYWARD FAMILY ACCESS**

**What is Family Access?**
Family Access is a web-based service that empowers parents/guardians and students to view school-related information anywhere they have access to the Internet.
Information available online includes:

- **Home** Home is the link for the main area of Family Access. You will see that the screen is divided into three sections. The left most column is used for quick links. The middle is where information is displayed when clicking on the quick link. The right column lists upcoming events.
- **Message Center** When you open Family Access the center of the screen will be the message center. Messages from the teacher and principal will be posted here.
- **Calendar** The calendar gives you an option of showing three types of information:
  - Absences/Tardies
  - Message Center Messages
• Gradebook Assignments & Grades Earned

• **Gradebook** The gradebook will show current assignment information in real-time. The information in Family Access is “real time” based on the data in the district’s Skyward Student Information System. Please keep in mind that grades are fluid and can change daily/weekly as the teachers add assignments and grades to the system. Please allow up to 5 days after the due date for most assignments to be posted in the gradebook (larger assignments and projects may take longer).

• **Attendance** The Attendance tab will show each date for which the student was absent/tardy.

• **Student Information** The student information screen will show general demographic and contact information we have on file about you and your student. This information is critical in the event of an emergency involving your child and must be kept updated. Please see information below on updating student information.

• **Food Service** The Food Service tab will show Current Balance, Payments and Purchases.

• **Schedule** The student’s class schedule includes the period, term, meeting time, room location and credits earned. Dropped courses will be marked with a down arrow.

• **Test Scores** This area is used to display assessment results for state and federal tests. You can click the Show Scores link to get the scores from each test that has been uploaded.

• **Activities** The Activities tab item will display a list of activities in which your student is associated.

• **Student Services** Special Education and students with a 504 will display information regarding their Evaluations, IEPs, and 504 information when looking at the Student Services tab.

• **Academic History** This area will display current and past classes with their grades.

• **Login History** Family Access keeps a login history for you as a security measure so you can see who recently logged in and what they looked at. We encourage you to check your login history periodically to make sure the dates of use and types of things looked at are consistent with your previous views.

---

**Information Source and Security**

Family Access is a password protected site intended for use by the specific user to which the account was issued. PLEASE KEEP YOUR USERNAME AND PASSWORD CONFIDENTIAL to avoid unauthorized use of your account. Each parent and student will be issued a unique username and password. Parents have different levels of access and different types of information than what students will have. Other industry standard security measures are in place to ensure that information is handled securely and safely.

---

**Getting Started**

**Username and Password**

A username and password are required to use Family Access. Your username and password will be provided by your student’s main office.

**Logging In**

Follow these steps to log in to the system:

• Open your internet browser (Internet Explorer, Firefox, Safari, etc.)
• Go to the Clovis Municipal Schools web page at [www.clovis-schools.org](http://www.clovis-schools.org)
• Click on Parents
• Click on Skyward Family/Student Access
• Click on Family Access Login
• Enter your unique Login ID (username) and password
• Click the Sign In button

After login, click Open Family Access.
Navigating Family Access
Navigation Fields/Links
The navigation links below will be available to you on any Family Access screen you see. Use these links to quickly navigate through the system. The Family Access display has changed.

1. For families with multiple CMS students, use the Student pull down menu to select the student for whom you wish to view information.
2. Use the General Information links to see more detailed information about the calendar, gradebook, message center, schedule and more.
3. Use the My Account Info button to access information about your login and email.
4. There is a Contact Us option to email an administrator if you need assistance.
5. The Email History link will show a listing of emails that you have sent through Skyward. Please use the Exit link to logout of the system at the end of your session.

NOTE: If you are using a computer in a public place such as the library or some other shared computer, be sure to logout so the next user of the computer is not able to see your Family Access information.

Skylert
Skylert is a phone/email messaging program that Clovis Municipal Schools uses for general announcements throughout the year such as snow day announcements, attendance, student nutrition and for emergency messages. The Skylert page enables you to see the current settings for how you prefer to have CMS contact you. In addition to phone calls, you may receive email copies of the phone messages. While in the Skylert area, you will have the ability to add additional phone numbers for contact messages.

Note: Contact Info (name and phone) is edited from within the Student Info tab.

Updating Student Information (Required)
Student information is critical in the event of an emergency involving your child and must be kept updated.

You will want to pay special attention to the order of the guardians as they display in the student information. The phone numbers that are called in the calling system (and listed on the Skylert tab on the left) are pulled from Family #1 and the guardian in the top position. If the guardian in the second position or someone listed in Family #2, should be the primary guardian, then please contact your student’s main office to have this corrected. To View and Request changes to the Information shown, follow the steps outlined below.

1. Click the “Request Change(s) to ‘child’s name’” link and you will see a drop down list of options.
2. Select the appropriate link, make changes, and click the Save button on each screen where changes were made.

If you need any changes to Address Information, please contact your students’ main office. You will need to provide proof of residency. Once the change request has been approved, it will display the updated information in Family Access. It is important that you keep these items up to date so you will receive communications from district staff.

For more detailed information and instructions go to the For Parents Link on the District Homepage.
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;

- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);

- No Child Left Behind Act of 2001 (NCLB); and


Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include - but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of the District under the supervision of the school administrator and are available only to the teachers and staff members working with the student. Upon request, the School discloses education records, including disciplinary records without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior signed and dated written consent of the parent [34 C.F.R. 99.7]. The signed and dated written consent may be in electronic form under certain conditions [34 C.F.R.99.30].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two (2) years after the date your child was last enrolled in this school district.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children's records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. School personnel will make arrangements for access and notify you of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and

Updated July 2018
review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by you, the School will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7]. You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the School to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**STUDENT WITHDRAWAL**  
Board Policy J-1300

A 24-hour prior notice is required for all student withdrawals. All accounts must be cleared and all textbook/library books accounted for.

**TEACHER/EDUCATOR QUALIFICATIONS**  
Title 1 Regulation

As a parent of a student in Clovis Municipal Schools, you have the right to know the professional qualifications of the classroom teachers, instructional support, and administrators who instruct your child. Federal law allows you to ask for certain information about your child’s educators and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child’s educators:
• Whether the New Mexico Public Education Department has licensed or qualified the teacher for the grades and subjects he or she teaches.

• Whether the New Mexico Public Education Department has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.

• The teacher’s college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.

• Whether any teachers’ aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

**TRAFFIC SAFETY**

• Always observe instructions of the crossing guard on streets and school parking lots and drop-off/pick-up lanes.

• Students should cross the school parking lots and drop-off/pick-up lanes only at designated crosswalks.

• Stepping between cars in the drop-off/pick-up lane is absolutely not allowed, even with an adult. Remember, students learn by watching adults.

• Fire lanes must be observed. Cars parked in fire zones may be ticketed.

• Parent may not drive in the bus drop-off/pick-up areas.

• Traffic in the drop-off/pick-up lane and parking lot is one way. Arrows are painted indicating the direction of traffic flow.

• The speed limit in the drop-off/pick-up lane and parking lot is less than 10 miles per hour. Idle speed is recommended. Accelerating beyond 10 miles per hour in these areas is not permitted.

• Do not drive in reverse in the drop-off/pick-up lane or parking lot (except when backing from parking space).

• Do not park in areas designated for bus and emergency vehicle traffic only.

• Early morning drop-off is discouraged. School begins at 8:00 a.m. A staff member is not on duty until 7:30 a.m. Students who arrive before school hours are expected to report to the office.

• Students riding the bus must obey all rules and regulations of the bus driver. Only buses are allowed in the designated bus loop.

• In order to decrease traffic congestion, students who are eligible to take the bus are encouraged to do so. Students should stand off the road while waiting for buses.

• CHS: the parking lot is limited to students and staff. The parking lot should not be utilized for drop-off and pick-up.
• Parents may NOT leave their cars in the drop-off/pick-up lane. Leaving a car causes unnecessary traffic jams and inconveniences.

WAIVER AND CONSENT NOT TO DISCLOSE STUDENT INFORMATION
Board Policy J-7061

The following activities are beneficial to the educational process of my child identified below, and having the legal authority to do so, I hereby grant permission to the Clovis Municipal Schools to release information about my child in connection with the following education-related activities:

• Inclusion in the Honor Roll and publication of the student’s name as part of the Honor Roll in any print or broadcast medium for the purpose of recognizing the named student’s academic achievements. Such recognition may include publication of criteria for Honor Roll inclusion such as name and grade point average.
• Inclusion in other honors publicly bestowed on the student by the District, School, or School-related organization including any honor related to academic achievement, community service, or extracurricular activity. Public recognition of the student may include dissemination of the criteria for the student’s honor including name, grade point average and like information.
• Public display of student artwork and other school-related material which may bear any award, grade earned and the student’s name.
• At the elementary school level, group-grading exercises in which students may grade other students’ assignments; at all levels, students may participate in cooperative or group projects and receive a group grade. These activities promote peer learning and peer teaching.
• Identification in written or oral recommendations of the student by an employee of the District.
• Identification in visual media, including photographs, videotapes, and digital images, depicting school programs or activities.

I also understand that this grant of permission shall only be revoked by a written letter delivered to the principal of the school in which the student attends. This consent shall remain in effect, unless revoked for the current school year. To revoke this consent, I must complete and submit a Request Not to Release Student Information form within two weeks of enrolling my child in school. If no objection is received within two weeks, information designated above will be classified as Directory Information until the beginning of the next school year.

CHS MISSION STATEMENT
"Clovis High School, in partnership with parents, students, staff members, and community members, will strive to provide a safe environment conducive to learning in an effort to prepare all students for a lifetime of success. To achieve this task, all parties will work together, cooperate, communicate, and collaborate, while promoting student involvement and accountability.

**CHS STUDENT EXPECTATIONS**

**ACADEMIC DISHONESTY**

Definition: Students who cheat on a test or on other class work or who turn in work that is not their own or assist others in cheating. On a first offense the student will be given NO CREDIT for the assignment. A second offense will include NO CREDIT for the assignment and a short-term suspension. A third offense will result in a LOSS OF CREDIT for the course in which it occurs. Certain situations may dictate individual analysis.

**Clovis High School Plagiarism Policy**

Plagiarism—the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work, as by not crediting the author. (dictionary.com)

Rationale

The faculty at Clovis High School is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation, but also to hold our students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by Clovis High School or any other institution of higher learning. It is an expectation that all departments and students adhere to and enforce this policy.

Definition of Plagiarism

Plagiarism is defined as:

- Copying of another person’s ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one’s own.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- In-text documentation that is not reflected in the Works Cited page.

Teacher Responsibilities

Clovis High School teachers are to provide the following at the beginning of an essential paper or project:

- An assignment sheet with detailed instructions.
- A rubric outlining assessment at all points of the process and for the final product.
- Clear guidelines regarding acceptable amounts of help from peers or other adults.

In addition, teachers are responsible for:

- Assisting students who are having difficulty in the location and evaluation of information;
- Assisting students in how to manage time and deadlines throughout the research process;
- Conferencing with students on formatting and composing the project or paper.
If the teacher has sufficient reason to believe that a student has plagiarized, the teacher must determine the level of plagiarism according to the criteria below. If the plagiarism is determined to be a level-three degree violation, the teacher will turn over all documents to the supervising assistant principal/principal, who will convene a review committee in a timely manner.

Level One
A level-one violation may occur due to ignorance or inexperience on the part of the student. An example of plagiarism at this level may involve a student’s using up to a few lines of text without citing the material properly; however, the majority is the student’s own work.

The recommended procedure for level-one violations is:
One full-letter grade reduction.

Level Two
A level-two violation is considered a more serious plagiarism offense. Examples of this violation include use of one or more paragraphs of another’s ideas and/or works without correct citation. It is evident that much of the work has been taken from sources and not referenced, although some of the work is the student’s original work.

The recommended procedures for second-level violations may include the following:
A letter in the student’s academic file.
Two full-letter grade reductions or a zero on the assignment (per administrative approval).
An opportunity to redo the assignment with two full-letter grade reductions.

Level Three
A third-level violation is a severe case of plagiarism and indicates the majority of a student’s work has been taken from another source or sources and not referenced. An example may be the use of a purchased term paper or other materials as one’s own. Also, this violation may involve improperly acquiring information and/or intentionally altering it, i.e. citing sources that are not actually sources. In addition, a level-three violation occurs when a student has been found guilty of plagiarism in a prior instance. In this instance, a committee meeting will be held to discuss what will happen.

The committee will be made up of the teacher, department head or Level III teacher, and administrator.

The procedures for a level-three violation are as follows:
No credit for the original assignment will be given.
A letter in the student’s academic file detailing the offense.
Notification to the National Honor Society advisor, if appropriate.
Disciplinary action taken by administration, including parent notification.
Possible credit loss for the semester.

The committee is responsible for the final determination of plagiarism as well as the consequences.

Adapted with permission from Plymouth Public Schools/Terryville High School, Terryville, CT

Disclaimer:
This policy may not encompass all acts of plagiarism. In the event that a violation occurs that does not clearly fit into levels 1, 2, or 3 as defined in the above policy, teacher discretion per administrative approval may be used. All acts of plagiarism will be addressed on an individual basis.

Updated July 2018
ACTIVITY TRAVEL

Board policy specifies that students who are participating in an activity must go and return on the same bus and will not be permitted to return in a private vehicle, except with parents and only with prior approval by and notification of the sponsor.

ANNOUNCEMENTS

All announcements and posters to be displayed at Clovis High School must have prior approval from the Assistant Principal responsible for Activities. The individual responsible for the poster/announcement is also responsible for removing it. Announcements are the primary method of making students aware of what is going on at CHS. Announcements contain information on scholarships, deadlines, honors, activities, and school policies. Announcements are read over the P.A. system at the beginning of home room.

FOOD & DRINK IN THE CLASSROOM

Food and/or drink, in the classroom during class time are not allowed. Exceptions will be made for academic purposes such as class projects, and incentives. Bottled water is allowed.

GRADUATION PLANS

Students are expected to make reasonable progress toward graduation. Students who do not complete class requirements to receive credit or who attend so sporadically that they cannot keep up will have their graduation plans reviewed. This review may lead to placement in an alternative educational setting. Students who DO NOT meet all state requirements for graduation WILL NOT be permitted to participate in the graduation ceremony.

HALL PASSES/STUDENTS IN THE HALLWAYS

A student should never be in the halls during class time without a proper pass. You must have a completed HALL PASS at all times that you are not in your assigned room or in the company of a staff member.

Students may go to a classroom before 8:20 or during the lunch period to receive academic assistance. Students are not to be in the halls during the lunch period or before 8:20 for social purposes. In the event of inclement weather, students may go to the cafeteria or other properly supervised areas.

IDENTIFICATION CARDS

During the Fall Semester all students will be issued an identification card and lanyard. ONCE THESE CARDS ARE ISSUED, YOU WILL BE REQUIRED TO WEAR IT EVERY DAY. (If you lose the card, you will be charged $5.00 to have a replacement card made.)

INITIATION OR HAZING

No initiation or hazing of students will be permitted.

Updated July 2018
LATE WORK POLICY & MAKE-UP WORK

In an effort to teach students responsibility while giving them opportunity to salvage their grade this late work rule is being implemented at CHS.

Late work is defined as work that is not turned in to the receiving teacher before or on the date it is due.

If a student is absent “excused” the make-up policy will apply (see below). If the student is truant the late work policy will apply.

When a student misses a due date on an assignment they will have an opportunity to turn the work in late with these requirements.

Daily work:
Students are allowed to turn in late work for a maximum of three days beyond the original due date.
Consequences of late work:
Day 1 minus one letter grade
Day 2 minus two letter grades
Day 3 minus three letter grades
After the third day work not turned in will be recorded as a zero.

Projects:
If the assigned work is a project that was assigned more then one week prior to the deadline students have one day to turn it in late for a maximum grade of 75%.

Students that have missed more then five assignments during a nine-week period will be referred to their counselor and AP.

If a student appeals directly to a teacher, the teacher has the option of negotiating with a student dependent on the student’s specific needs or conditions concerning late work.

Make-Up
It is the student’s responsibility to contact the teacher on the day he/she returns to class to determine any course work that needs to be made up. Students will be permitted a two day grace period for the first day of absence and a one day grace period for each consecutive day of absence thereafter to submit work.

If a student was present when a teacher assigned course work it is due on the day of return; however certain projects (i.e. major projects, research papers, etc.) will be due on deadline date unless prior arrangements have been made with the teacher/school. Clovis High School will collect assignments for parents to pick up for any student who will be absent three (3) or more consecutive days of school. Parents/guardians must contact the attendance office to arrange for the pickup of class assignments. A 24-hour turnaround time is needed.

LIBRARY
The CHS library’s mission is to provide materials and services to students to ensure that they become effective users of information and ideas, independent learners and positive contributors to society. In order to fulfill this mission, the library maintains a collection of over 17,000 books, subscribes to 30 magazine titles and 2 newspapers from Clovis & Albuquerque. In addition, the library has access to the Internet and online periodical databases and eReference books. To access the library catalog with links to electronic books and databases type the following address in your favorite web browser: HYPERLINK http://cmsdestiny.clovis-schools.org"http://cmsdestiny.clovis-schools.org

Library Hours And Rules
The library is open from 7:30 a.m. until 3:45 p.m. on school days. In order to maintain a quality learning environment, the library has the following rules:
A quiet atmosphere
No food or drinks
A maximum of four people to a table

Library Passes
If you come to the library during a regular class period, you must bring a pass with you that has been issued to you by your teacher. Please present this pass to a library staff member and sign in on the library’s sign-in sheet.

Checking Out Books
You may have a maximum of two books checked out at any given time. If someone else checks out a book, you place a “Hold” on the book to reserve it.

Overdue Books
Books are checked out for a three-week period. They may be checked out for another three weeks if you need them longer unless another person has placed a “Hold” on the book. The date the book is due back in the library will be stamped on a slip in the front of the book. PLEASE CHECK THE DATE DUE SLIP FOR THE DATE THE BOOK IS DUE BACK AND RETURN IT ON TIME. The library charges 10 cents per day per book for each day a book is overdue. Library privileges are suspended until the book is turned in and the library fine is paid.

Lost Books & Damaged Books
If a book is lost, the student will be responsible for paying the cost of the book plus any overdue fine that has accrued. If a book has been damaged while checked out to a student, a damage fee will be assessed to the student. The library staff will determined the damage fee.

Library Computers
The computers in the library are available for students to use for school-related assignments. Students need to check in with library staff member before using computers in the lab.

OPEN CAMPUS
Clovis High School has an open campus allowing students the privilege of leaving the campus at lunch but not during class exchange. Although leaving is allowed, it is discouraged because of the traffic congestion and the need to be on time to afternoon classes. Students are reminded an “open campus” during lunch is a privilege that can be forfeited. When a student participates in unacceptable behavior, improper conduct, or irresponsible actions while at lunch in the community he/she may lose off campus...
privileges. Students are reminded that they represent Clovis High School when away from campus during the course of the school day and their actions are a reflection of our high school as a whole.

**PARKING**

⇒ Cars will park in marked areas in parking lots.
⇒ Speed is limited to 10 mph within the parking areas. Vehicles are to be operated responsibly and not recklessly.
⇒ NO STUDENT WILL BE ALLOWED TO PARK IN FACULTY OR VISITOR PARKING AREAS. NO PARKING IN THE BUS LOADING ZONE, FIRE LANES, OR DOORWAYS.
⇒ Motorcycles are considered motor vehicles.
⇒ Tickets will be issued for parking and other vehicle violations.
⇒ All vehicles that are parked on the high school campus must have a properly displayed (lower left windshield on drivers side) CHS Parking Sticker. A vehicle registration form is available from the CHS Assistant Principal’s Office. At the time of registration you must provide current driver’s license, proof of insurance & registration, in order to receive a parking sticker. Each year students are provided with a free parking sticker additional stickers will cost $5.00.
⇒ School administrators may legally search student vehicles on school property and seize any illegal or dangerous items, in the presence of a witness.
⇒ The school is NOT responsible for any damage to vehicles that are on school property. The school is not responsible for any personal property that is stolen, lost, or damaged while it is in a vehicle that is on school property.
⇒ The CHS Parking Sticker is an “entrance permit.” By displaying the parking sticker, you are allowed to bring your vehicle on to the campus during school hours. IT DOES NOT GUARANTEE YOU A PARKING PLACE, AND IT DOES NOT GUARANTEE THE SECURITY OF YOUR VEHICLE OR PROPERTY.
⇒ The volume level of car stereos is to be operated responsibly and maintained at appropriate levels both on and off campus. Local noise ordinances will be enforced.
⇒ STUDENTS ARE TO EXIT THEIR VEHICLES IMMEDIATELY UPON ARRIVING AT CAMPUS AND ARE NOT TO RETURN TO THEIR VEHICLES UNLESS LEAVING THE CAMPUS.
⇒ STUDENTS ARE NOT TO REMAIN IN THEIR VEHICLES UPON ARRIVAL TO CAMPUS OR DURING THE LUNCH HOUR.

Violations of parking regulations will result in disciplinary actions including but not limited to revocation of parking privileges and/or towing of the vehicle at the owner’s expense.

**PDA**

Public Displays of Affection are not permitted at school and school activities and can result in disciplinary action. Some examples are but not limited to kissing, hugging, and sitting on a persons lap.

**SUSPENSIONS**
In-School Suspension (ISS)
ISS is an opportunity for students to continue their education on campus in an alternative setting. No grade deduction will result from in-school suspension.

Out Of School Suspension (OSS)
Students are not allowed to participate in extracurricular events while serving out of school suspension (i.e. sports, graduation, prom). A parent conference with the appropriate Assistant Principal prior to re-admittance from suspension is required. A student is responsible for seeking make-up work after suspension.

Please refer to the Discipline Matrix for additional behaviors and consequences.

THEFT
Students should limit the items they bring to school to those items that are necessary for school activities. Toys, electronic equipment, expensive jewelry, large sums of money, etc. have no place at school. The school is not responsible for items that are lost or stolen. Thefts should be reported to security or Assistant Principals.

VALENTINES DAY / SPECIAL OCCASIONS
Clovis High School students are not allowed to receive deliveries for special occasions.

CHS STUDENT SERVICES

COUNSELORS
Counselors will be available to see students on a drop-in basis from 7:30-8:20 a.m., during lunch or after school. Counselors are available for personal, academic, and career counseling. They also will assist students who want to apply for scholarships or college admission. IF YOU HAVE QUESTIONS, PLEASE ASK THEM; IF YOU HAVE PROBLEMS OR CONCERNS, PLEASE SHARE THEM BEFORE THEY GROW LARGER. When a student wants to see a counselor DURING CLASSTIME, he/she must sign up on the “Counselor Appointment Form” in the guidance office-on the counter. A “Request for Student” form will be given to the student. The student will show the request to the teacher at the appropriate period for release from class at the specified time. A student who misses the appointment will have to sign up again on the “Counselor Appointment Form” and will be re-scheduled at a later date-if he/she still wishes to do so.

WITHDRAWAL FROM A CLASS

The Following Policy Governs Students Withdrawal From Any Given Class:
First 10 days of each term:
Students may have their classes changed with the approval of their teacher, counselor, AND parent/guardian for reasons of inappropriate academic placement or required credit deficiencies. Students that withdraw with the approval of their counselor and/or the Head Counselor are responsible for all work missed if transferring to another class, and will receive a “WF” or “WP” (Withdrawn Failing or Withdrawn Passing). The “WF” or “WP” will not count on the grade-point average,
From the 10th day through the 25th school day of each term:
Withdrawing from a class will be shown on the transcript as “WF” or “WP”. Students WILL NOT be allowed to change to a class that maintains receipt of credit.

After the 25th day of each semester, all class withdrawals will be recorded as an “F” on the transcript.

**CHS STUDENT ACTIVITIES & HONORS**

**ACTIVITIES CALENDAR**

The activities calendar is kept in the Assistant Principal’s Office. All school meetings and events should be scheduled through this office in order to keep conflicts to a minimum. For after-school activities, facilities should be scheduled through the Maintenance Office (769-4510). Generally, activities are scheduled by the faculty member who sponsors the activity rather than students.

**ACTIVITY TICKET**

Activity tickets are available to CHS students for $20.00. They are good for all regular-season athletic events throughout the year. They also admit the student to band, choir, drama, and other functions. This is an $80.00 value. Purchasing a yearbook no later than Labor Day, reduces your activity ticket to $10.00.

**CHEERLEADERS**

Varsity and junior varsity candidates for cheerleaders must be in good standing. All students trying out must attend a cheerleading clinic held at CHS in the spring. Possible move-in candidates must submit a video and fulfill all other criteria. A panel of judges and the Coach will choose members.

**CLASS FAVORITES**

Elected by all three grades by individual classes in December. Pick deserving people!

**CLASS OFFICERS AND REPRESENTATIVES**

Each class elects representatives to the Student Council by majority vote of the class. Class officers are elected in the spring election. Any class member in good standing is eligible to run. WATCH FOR ANNOUNCEMENTS IN EARLY APRIL.

**CLUBS AND ORGANIZATIONS**

Clovis High School has a number of organizations that are associated with specific subject areas or specific interest areas.

**DRILL TEAM**
Drill team candidates must be in good standing at CHS. All students trying out must attend a drill team clinic held at CHS in the spring. Possible move-in candidates must submit a video and fulfill all other criteria. A panel of judges will choose members.

**“4.0” STUDENTS**

A student must have a cumulative GPA of at least 4.0 for the first 7 semesters of high school in a regular course of study.

**HARLAN BEASLEY/DANFORTH AWARD**

One male and one female elected by the faculty in the spring from those seniors whose cumulative grade point average is 4.0 and above.

**NATIONAL HONOR SOCIETY**

The National Honor Society recognizes students who are outstanding in academics, leadership, character, and service. Induction occurs during the spring 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.

**PROM**

Participation in the Junior-Senior Prom is to be limited to the regularly enrolled juniors or seniors and their dates. Middle School students (7-8) are not eligible to attend the prom. Admission is by invitation only.

Guests who ARE NOT CHS students must be under the age of 21, pre-approved and must come to the dance with his/her date in order to be admitted. All school policies will be strictly enforced for both students and their guests. Sponsors will consist of faculty, parents, and administration. Police will be on duty at all times during Prom. Students are not permitted to loiter outside the building. NO GUEST OR STUDENT may re-enter once he or she leaves.

**STUDENT COUNCIL OFFICERS**

The election of officers takes place in the Spring. The president must be a junior at the time of election and have at least one year experience on CHS student council. All candidates must be in good standing with at least a 3.0 GPA.

**STUDENT ROTARIANS**

Seniors are selected by the faculty in September. (Watch for announcement and sign up in the Assistant Principal’s Office.)

**SENIOR SPEAKERS**
Seniors will be elected by their classmates and approved by the administration during February from the Senior Standout selections made in January. These students will have the privilege of speaking during commencement.

**SENIOR STANDOUTS**

Elected by the faculty in January on the basis of activities, academics (minimum 3.5 CUM GPA), discipline and attendance (for 1st 7 semesters). Early grads are not eligible. Must have attended CHS for a minimum of 2 complete semesters.

**YEARBOOK**

Yearbooks are available in room F-9. Students who purchase a yearbook early will get a $10.00 discount on a student activity ticket. Seniors may also purchase a senior add for publication in the yearbook.
Please read the student handbook for your student’s school by logging on to www.clovis-schools.org. At the top select Schools then scroll down and select your student’s school. Under the announcements section on the homepage for the school, select View Handbook. After reading the handbook, PLEASE COMPLETE AND RETURN THIS SIGNATURE PAGE TO YOUR CHILD’S SCHOOL.

If you prefer a printed copy of the student handbook, please contact the secretary at your student’s school to receive a hard copy. Again, once you have read the handbook, PLEASE COMPLETE AND RETURN THIS SIGNATURE PAGE TO YOUR CHILD’S SCHOOL.

Student Name__________________________________________

School Name____________________________________________

I, the parent/guardian of______________________________________ (PRINT STUDENT’S NAME) have read and discussed the Student Handbook with my student.

STUDENT SIGNATURE:
_____________________________________________ Date______________ Grade_____

PARENT/GUARDIAN (PRINT NAME):

______________________________________________________________________________

PARENT /GUARDIAN SIGNATURE:
_____________________________________________ Date__________________