

Clovis Municipal Schools



**Lincoln Jackson Family Center
Student Handbook
2017-2018**

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Clovis Municipal Schools

Student Handbook

MISSION STATEMENT

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

School specific

AM Session	Start: 7:45 AM
	End: 10:45 AM
PM Session	Start: 11:45 AM
	End: 2:45 PM
NOTE:	There is no Preschool on Wednesday.
NOTE:	If the school district is on a 2-hour delay (e.g., for inclement weather), the AM Preschool session will be cancelled.

ARRIVAL/DISMISSAL

Parent Sign-In/Out Procedures:

- You must sign your child in and out each day at the classroom. Please ensure that on the enrollment forms you have listed every adult who might possibly be picking your child up from school. **We CANNOT release a child to anyone who is not on your list. No exceptions.**
- Teachers will open their classroom doors at 7:45 and 11:45 each day for students to enter. Teachers need the time before that to prepare for the day! Please be mindful that we need you to pick up your child promptly each day at 10:45 and 2:45. Teachers need to eat lunch after the AM session and to go home after the PM session. We do not have the ability to provide after school child care.

PARKING

Unfortunately, parking spots are limited at Lincoln Jackson. To alleviate parking congestion and other problems, please follow these guidelines:

- If your child is in Room 3, 4, 5, 7 or 0, please enter through the main (EAST) entrance and proceed to your child's classroom.
- If your child is in Rooms 8, 10, 11, 12, or 16, please park on the WEST side of the school (the back entrance). Enter through the back entrance and proceed to your child's classroom. The back doors will be unlocked until 8:00 for the AM session and until 12:00 for the PM session. After those times the doors will be locked for the safety of children. If you arrive after 8:00 or 12:00, you will need to enter through the EAST (main) entrance. Please do not knock on the back door. The middle doors (from the playground) will always be locked and you cannot enter through those doors.
- Please be considerate of families who live near Lincoln Jackson and do not park in their driveways or block their driveways.
- **Please do not park in the handicapped spots unless you have a handicap decal displayed.**
- Please do not park in the area around the dumpster. The city will not empty the dumpster if it is blocked.
- Please do not park in, next to, or drive in the bus loop.

BACKPACKS

All preschool students should have a regular-sized backpack to bring to and from school each day. Please check your child's backpack each day for information and correspondence from the teacher.

CLASS PARTIES

There may be up to 5 parties throughout the year, at the discretion of the administrator and/or classroom teacher. They include: Fall/October, Christmas/Dec, Valentines/Feb, Easter/April, End of Year/May. Balloons at any party are discouraged as they are difficult to get home and a safety concern on the bus. Balloons sent for birthdays will be delivered to the classroom at the end of the day so they do not create a distraction during class-time. There is no gift exchange at school between students at Christmas. **No colored drinks or colas are permitted; water or non-colored fruit juices are acceptable.**

INVITATIONS

If students bring any party invitations to school, they must bring them for the entire class, all boys, all girls, or not at all.

THURSDAY FOLDERS

Student work, letters, progress reports and other important items will be sent home every Thursday in a folder. Be sure to watch for this folder and send it back on Friday.

STUDENT SAFETY

Board Policy E-0150, E-0400

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:

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

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

Clovis Municipal School District provides resources for teaching and learning, communication services, and business data services by the acquisition of computer equipment and maintaining access to local, regional, national, and international sources of information. The School District permits use of its computer system and information resources by students and staff who must maintain respect for the public trust through which they have been provided, in accordance with policy and procedures established by the School District. These procedures do not attempt to articulate all required or prescribed behavior by its users. Successful operation of the computer system and network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

GUIDELINES:

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

6. Student use shall be supervised and monitored by system operators and authorized staff and shall be related to the School District curriculum.
7. Any defects or suspected abuse in system accounting, security, hardware or software, shall be reported to the system operators.

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

1. Violates such matters as institutional or third party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, distributing quantities of information that overwhelm the system (chain letters, network games, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
4. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand alone or networked computers.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity or personal or private gain.
8. Installs unauthorized software for use on district computers.
9. Uses the network to access inappropriate materials.
10. Uses the School District system to compromise its integrity (hacking software) or accesses, modifies, obtains copies of, or alters restricted or confidential records or files.
11. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
12. Uses the School District system for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Harassment is defined as slurs, comments, jokes, innuendos, unwelcome compliments, cartoons, pranks, and/or other verbal conduct relating to an

individual which: (a) has the purpose or effect of creating an intimidating, hostile or offensive environment; (b) has the purpose or effect of unreasonably interfering with an individual's work or school performance; or (c) interferes with school operations. Vandalism is defined as any attempt to harm or destroy the infrastructure, the operating system, application software or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation of generally-accepted social standards in the community for use of a publicly-owned and operated communication device.

13. Violates the School District Computer and Internet Code of Conduct.

VIOLATIONS/CONSEQUENCES:

Students:

- (a) Students who violate this policy or the Computer and Internet Code of Conduct shall be subject to revocation of district system access up to and including permanent loss of privileges, and discipline up to and including expulsion.
- (b) Violations of law will be reported to law enforcement officials.
- (c) Disciplinary action may be appealed by parents and/or students in accordance with existing district procedures for suspension or revocation of student privileges.

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.

Student absences include but are not limited to:

- Bereavement
- Illness (Doctor note not required)
- Religious Commitment
- Diagnostic Commitment
- Hospital-Homebound
- Alternative Setting
- Juvenile Detention Center
- Behavior-Homebound
- Snow Day
- Special Activity (county fair, state fair, etc)
- Military Vacation - 5 days
- School Activity Student absent due to school activities (field trip, sports event, choir/band, etc.)

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.

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

Any time a student misses 3 ½ or more hours, the student is considered absent a full day.

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

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

Cell phones are discouraged at school. 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 will be sent to the office and a parent must come to school and pick it up. Repeat offenders will be sent to ISS for a minimum of 3 days.

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. Radio/tape/CD players/Ipods/IPads, etc. are not allowed at school.

REPORT CARDS

Board Policy I-6800

Report cards will be issued to students at the end of each nine week grading period. Report cards will contain both academic and conduct grades. Attendance will be reported on the report card. Report cards must be signed by the parents and returned to the classroom teacher. (Elementary)

Academic grades will not be given at the kindergarten level.

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.

End of school report cards will be available on the last day of school. Those students who are unable to pick up their report cards on that day may leave a self-addressed, stamped envelope large enough to hold the report card, and the school will mail the report card to him/her.

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. An expulsion 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
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 be administered.
 - o 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 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.
 - o 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:
 - o The licensed school nurse will verify that a signed consent form exists for the student to be treated.
 - o 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 Officer.

- o OTC topical antibiotic medication will be stored within a locked cabinet in the nurse's office.
- o Contact with the parent/guardian will be attempted prior to application of the OTC topical antibiotic ointment.
- o 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.
 - o 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:
 - o 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.
 - o 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.
 - o The licensed school nurse will verify that a signed consent form exists for the student to be treated.
 - o 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.
 - o 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.**
 - o Contact with the parent/guardian will be attempted prior to administration of the OTC non-prescription analgesic.
 - o 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.
 - o Use of the OTC non-prescription analgesic medication will be documented in the student's 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.
- The Action Plan must be signed by the parent and a licensed health care provider.

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.

District Section 504 Coordinator
Director of Assessment and Accountability
PO Box 19000
Clovis, NM 88102-9000
575-769-4520

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 is committed to a policy of non-discrimination in relation to race, color, religion, national origin, sex, sexual orientation, age or disability 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 nondiscrimination policies:

Executive Director of Human Resources

1009 Municipal Schools

PO Box 19000
Clovis, NM 88102-9000
(575) 769-4322

PARENT CONFERENCES

Board Policy I-6900

Clovis Municipal Schools believes that parent involvement is critical to the success of our students. Removed second sentence here beginning with “In an effort...”

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 animals 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 what you had viewed in your previous time.

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 USER NAME AND PASSWORD CONFIDENTIAL to avoid unauthorized use of your account. Each parent and student will be issued a unique user name 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

User Name and Password

- A user name and password are required to use Family Access. Your user name 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 <https://cmsskyward.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, food service 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.

STUDENT RECORDS/NOTIFICATION OF RIGHTS UNDER FERPA

Board Policy J-7050, J-7061

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
- The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300).

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 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 7:45 a.m. for the Preschools. 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.

**Clovis Municipal Schools
Student Handbook**

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 CHILD'S NAME)

have read and discussed the Student Handbook with my child.

STUDENT SIGNATURE:

_____ Date _____ Grade _____

PARENT/GUARDIAN (PRINT NAME):

PARENT /GUARDIAN SIGNATURE:

_____ Date _____