

# Clovis Municipal Schools



## Mesa Elementary School Student Handbook

2019-2020

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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.

## VISION STATEMENT

Inspire. Innovate. Educate.

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**

7:45	Students Report to Classrooms
8:00	Tardy Bell/Morning Announcements/Pledges/School Song
11:00-11:45	K-1 <sup>st</sup> Lunch & Recess
11:30-12:15	2 <sup>nd</sup> -3 <sup>rd</sup> Lunch & Recess
12:00-12:45	4 <sup>th</sup> -5 <sup>th</sup> Lunch & Recess
2:55	Bus, Pre-K & Kindergarten Dismissal
3:05	Pick up/Walkers Dismissal

## **ARRIVAL**

Students are to report to the gym when they arrive at school each morning. They have the opportunity to eat a free breakfast at school or wait on the bleachers to go to their classrooms. They will line up to go to classrooms at the 7:45 bell.

Classes will begin at 8:00 a.m. For those students who ride with parents or walk, they may not arrive at school before 7:00 a.m. Adult supervision will begin at 7:00 a.m.

## **DISMISSAL**

Students will be dismissed at 3:05 p.m. If you are picking your child up, please do so at the designated area. Please do not park in the crosswalk or block other cars from moving. Students remaining on school grounds after school will be sent to the office to call parents. 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**

All Mesa students are encouraged to bring a backpack with them to school each day. Due to locker size and availability of space, backpacks on rollers are not permitted.

## **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. Colored drinks are not 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.

# **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 bicycles 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 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. Visitors shall comply with the schools and school district's rules regarding identification and safety.

### **Parent Sign-in Procedures**

1. **Parking:** Please ensure that vehicles are parked in designated visitor spaces. Do not leave vehicles parked or standing in fire lanes (designated by red curbing), bus lanes, or spaces not designated for parking.
2. **Entrance:** Upon arrival at the school building, enter through the designated visitor/main entrance and report to the greeter window. For the safety of all students, employees, and visitors, all exterior doors will be locked (all doors can still be used as exits).
3. **Identify yourself:** You will be asked who you are here to visit and the nature of your visit prior to gaining entrance to the building. If you are requesting to see or remove a student from a school building, you must be an authorized parent or guardian or have authorization from a parent or guardian. The district reserves the right to deny an individual entry to any school building when there is reason to believe that such individual's presence would be detrimental to the operation of the school and the learning environment.

4. **Photo ID:** Present your valid photo identification to a staff member. All visitors will be asked to verify their identity by showing district staff a form of photo identification with date of birth, such as a driver's license or government issued ID card. We will not check you in as a visitor or release a student to your care without your photo ID.
5. **Visitor management software/badge:** You will be asked to sign into the building and you will be issued a visitor badge. Your ID may be scanned for visitor management purposes only. This system will create a photo visitor badge.
6. **Wear your visitor badge at all times:** The visitor badge must be displayed and visible at all times during your visit. For the safety of students, employees, and other visitors, please be aware that our staff have been trained to approach and question visitors who are in the building and not wearing an ID badge.
7. **Leaving the building:** At the completion of your visit, you will be required to check back in at the greeter station to return your visitor badge and sign out as a visitor.
8. **Video surveillance:** Please note that school entrances and numerous locations in our buildings are under video surveillance.

**Note:** If any school employee becomes aware that an individual is in a school without having received permission, the employee must escort the individual to the office.

## 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.

## **ASSESSMENTS**

### Purpose and Rationale

NMAC 6.21.1 As stated in 22-2-8.13 NMSA 1978, students' knowledge and skills are assessed and evaluated through the New Mexico content standards with benchmarks and performance standards, the New Mexico standards-based assessments (SBA) and local measures. All public schools, state educational institutions and educational programs conducted in state institutions other than New Mexico military institute, as noted in the scope of this rule, shall participate in the statewide student assessment system. Full text of this requirement can be found at (<http://164.64.110.134/parts/title06/06.029.0001.html>) in Section M-Statewide Assessment System.

Assessment data serves multiple purposes for multiple users. In addition to being used for accountability purposes, assessment is expected to be used to support teaching and learning. Assessments measure different skills or growth in various areas specific to the students participating. A balanced assessment system should include both formative/instructional supports and interim and summative assessments. This document is meant to outline the assessments used by CMS, as well explain their content and purpose.

## **STATE REQUIRED ASSESSMENTS**

### **Assessment for Math/ELA (formerly PARCC)**

Assesses: Language Arts and Math

Purpose: Summative

Grade Levels: 3-11 (12<sup>th</sup> grade retakes for graduation)

Frequency: Once per year in Spring (Fall window for graduation retakes and compressed courses)

Time: ELA – 2.5 hours for students in grades 3-8, 3 hours for students in grades 9-11

Math – 3 hours

The ELA assessments at each grade level include one of three tasks: a research simulation, a literary analysis, and a narrative task. For each task, students are asked to read one or more texts, answer several short comprehension and vocabulary questions, and write an essay that requires them to draw evidence from the texts. The ELA assessment takes 2.5 hours for students in grades 3-8 and 3 hours for students in grades 9-11. The Math assessment is comprised of short-answer and extended-response questions focused on conceptual knowledge, skills and understandings, as well as the mathematical

practices of reasoning and modeling. Accommodations are available for students based upon their Individualized Education Plan (IEP) or their English Learner (EL) status. Each test is timed. The ELA 11, Algebra II, and Geometry assessments are used as the primary demonstration of competency for graduation requirements. Reports are generally made available in July and are disseminated upon students' return to school in August.

### **NMASR – New Mexico Assessment of Science Readiness**

Assesses: Science

Purpose: Summative

Grade Levels: 5, 8, 11

Frequency: Once per year in the spring (2020 will serve as state-wide field test)

Time: 3 hours

The NMASR is an online assessment that measures student proficiency in NM STEM Ready! science standards. NMASR assesses students in an item cluster structure which addresses content, science and engineering practices, and cross cutting concepts. Students receive accommodations documented on an IEP or EL plan. At 11<sup>th</sup> grade, NMASR is used as the primary demonstration of competency for graduation requirements. Reports are generally made available in June and are disseminated upon students' return to school in August.

### **DLM - Dynamic Learning Maps**

Assesses: Language Arts, Math, Science, and Social Studies

Purpose: Summative

Grade Levels: 3-11 (only students with significant cognitive disabilities who do not participate in Assessment for Math and ELA and NMASR)

Frequency: Once per year in the spring

Time: 3 hours

DLP is used as an alternative accountability assessment to measure student mastery of Expanded Grade Band Expectations (EGBE) for those students with significant cognitive disabilities participating in an alternative curriculum of study on an individualized education plan (IEP). Reports are generally made available in June and are disseminated upon students' return to school in August.

### **WIDA ACCESS – Placement Test (K) and Online Screener (1-12)**

Assesses: English Language Proficiency

Purpose: Screener

Grade Levels: K-12

Frequency: New students or students referred due to language concern

Time: 45 minutes

The placement test and Online Screener are used to measure the English language proficiency of students who have recently arrived in the US or to the district and indicate a language other than English used in the home or with the student. This assessment indicates whether a student is in need of English language instructional services and, if so, at what level. Screener is scored immediately by the test administrator and results communicated to teacher and parents within 2 weeks.

### **WIDA ACCESS 2.0**

Assesses: English Language Proficiency

Purpose: Formative and Summative

Grade Levels: K-12

Frequency: Once per year in late winter

Time: 2.5 hours

WIDA ACCESS assesses English Language Proficiency in Listening, Speaking, Reading and Writing. Kindergarten students receive a one-on-one paper administration. Grades 1-12 are assessed online in a group setting. Students receive an individual score for each domain, as well as an overall proficiency level. Reports are generally made available in June and are disseminated upon students' return to school in August.

### **WIDA Alternate ACCESS for EL's**

Assesses: English Language Proficiency

Purpose: Formative and Summative

Grade Levels: 1-12

Frequency: Once per year in late winter (only for EL's with significant cognitive disabilities)

Time: 1.5 hours

The Alternate ACCESS is a paper and pencil test developed specifically for English Learners who have significant cognitive disabilities. The assessment is administered in one of four grade level clusters (Grades 1-2, 3-5, 6-8, and 9-12) with a single form at each grade cluster. This test allows students to demonstrate their English language proficiency in all four language domains (listening, speaking, reading, and writing) and in four of the five English Language Development Standards (Social and Instructional language, and the language of LA, Math, and Science). Reports are generally made available in June and are disseminated upon students' return to school in August.

### **EoC - End of Course Exams**

Assesses: LA, Math, Social Studies, Science and Elective courses

Purpose: Summative

Grade Levels: 5<sup>th</sup> Music only, 6-12 all (with the exception of 6-8 LA and Math, as well as 8<sup>th</sup> Science, since those are assessed with other summative measures)

Frequency: At the conclusion of the course, fall and spring windows (retake window in March for seniors needing Alternative Demonstration of Competency for graduation purposes)

Time: 5<sup>th</sup> grade - 40 minutes per course, 6<sup>th</sup>-8<sup>th</sup> grades - 60 minutes per course, 9<sup>th</sup>-12<sup>th</sup> grades - 90 minutes per course

End of Course Exams are used to assess mastery of content in a given course. Passing scores on New Mexico EoCs are indicative of a student being minimally proficient as described in the performance level descriptors and course alignment to curricular standards. Educators use EoC results to make curricular decisions that improve achievement outcomes for students. EoC results are also used to establish a measure of teacher effectiveness, to create common measures for course content and as an alternate demonstration of competency for graduation requirements for students. Results are available immediately and are communicated to parents via report cards within 2 weeks of completion.

### **Istation**

Assesses: Language Arts

Purpose: Progress Monitor and measure growth

Grade Levels: K-2

Frequency: Three times per year (September-January-May)

Time: 30 minutes

Istation's Indicators of Progress (ISIP) Early Reading and ISIP Lectura Temprana are web-delivered computer-adaptive testing (CAT) systems that provide continuous progress monitoring (CPM) by frequently assessing and reporting student ability in critical domains of reading and Spanish early reading, respectively, throughout the academic year. Istation provides reliable data with frequent, age

appropriate measurements in the areas of: phonological awareness, phonics, vocabulary, comprehension, and fluency. Results are available immediately. Reports are reviewed by teachers at weekly data/planning meetings. Beginning of the year reports are provided to parents within one month of completion at Parent/Teacher conferences and provided as needed for conferences, SAT meetings, IEP meetings, etc.

### **ECOT – Early Childhood Observation Tool**

Assesses/Observes: Physical Development, Health and Well-Being, Literacy, Math, Self, Family and Community, Approaches to Learning, and Scientific Conceptual Understanding,

Purpose: To obtain a well-rounded view of the whole child

Grade Levels: PreK and Kindergarten

Frequency: PreK – three times per year (September – January – May)

Kindergarten – First thirty days of school only

Time: Ongoing observations during classroom time

The Early Childhood Observation Tool measures student readiness in a variety of domains to determine best instructional practices for the classroom as a whole and necessary supports for each child. The intent is also to provide families with information about their child’s learning and development and inform prior educational and care stakeholders. “Reports” are in the form of completed rubrics that are available immediately upon the close of each window and they are shared with parents during parent/teacher conferences (within a week of the close of the window).

### **FEDERALLY REQUIRED ASSESSMENTS**

#### **LAS LINKS Español (K-1)**

#### **Avant STAMP 4Se (Gr. 2-6)**

#### **Avant STAMP 4S (Gr. 7-12)**

Assesses: Spanish Language Proficiency

Purpose: Formative and Summative

Frequency: Once per year (only for students in Bilingual/Dual Language Program)

Time: 2 hours

LAS Links is paper assessment that measures Spanish language proficiency in Listening, Speaking, Reading and Writing. Avant STAMP 4S and 4Se are web-based and computer-adaptive, with real-world questions on topics selected to be level-appropriate based on research into topics taught at each level. The questions engage learners, and because they are adaptive, students are able to demonstrate their own actual proficiency level without any pre-set upper limits. Avant STAMP was originally developed by the Center for Applied Second Language Studies, a National Foreign Language Resource Center at the University of Oregon and funded by the US Department of Education. Both have been validated by field testing and expert panels. Both are secure tests that requires a proctor during administration. Reports are available immediately (online) and are printed and sent to parents within 2 weeks.

#### **NAEP – National Assessment of Educational Progress**

Assesses: Language Arts and Math

Purpose: Compare

Grade Levels: 4, 8, 12 (school sample selected by NAEP)

Frequency: Upon selection – administered in winter/spring

Time: 2 hours

The National Assessment of Educational Progress (NAEP) is the largest nationally representative and continuing assessment of what America's students know and can do in various subject areas.

Assessments are conducted periodically in [mathematics](#), [reading](#), [science](#), [writing](#), [the arts](#), [civics](#), [economics](#), [geography](#), [U.S. history](#), and in [Technology and Engineering Literacy \(TEL\)](#).

Since NAEP assessments are administered uniformly using the same sets of test booklets across the nation, NAEP results serve as a common metric for all states and selected urban districts. The assessment stays essentially the same from year to year, with only carefully documented changes. This permits NAEP to provide a clear picture of student academic progress over time.

## **CMS District Assessments**

### **Istation**

Assesses: Language Arts and Math

Purpose: Progress Monitor and measure growth

Grade Levels: K-5

Frequency: Monthly

Time: 30 minutes

In addition to the state-required Istation ELA for grades K-2 three times per year, the district administers the monthly benchmark in both ELA and Math in grades K-5. K-5 utilizes this information as a progress monitoring tool to measure both classroom interventions and Istation instruction component, which students complete daily or weekly. In the past, we have found a significant correlation between Istation scores and performance on state assessments in both ELA and Math, grades 3-5. Beginning of the year reports are provided to parents within one month of completion at Parent/Teacher conferences and provided as needed for conferences, SAT meetings, IEP meetings, etc.

### **Common Formative Assessments (Pivot and Skyward platforms)**

Assesses: LA, Math, Social Studies, Science and Elective courses

Purpose: Formative and Summative

Grade Levels: K-12

Frequency: Quarterly

Time: 60- 90 minutes per course

Assessments determine mastery of course content for each 9 weeks, as well as the effectiveness of instruction and the need for re-teaching or intervention. Assessments are administered on an online platform and are untimed, and accommodations are provided for students on an IEP or EL plan.

Assessments are developed by content area teachers as part of a backwards planning process that aligns instruction to assessments (secondary level) or from a purchased item bank that is aligned to CCSS Standards (elementary level). Most items on these assessments are scored by the computer and include MC, Inline Text, Graphic, and Hot Spot item types. Some assessments include constructed response or essay questions that require teacher scoring. Results are available immediately and are communicated to parents via report cards within 2 weeks of completion.

### **Common Interim Assessments (Pivot and Skyward platforms)**

Assesses: LA, Math, Social Studies, Science and Elective courses

Purpose: Formative

Grade Levels: 6-12

Frequency: at 4 weeks

Time: 60 minutes

Assessments determine of content taught within previous weeks to determine effectiveness of instruction and the need for re-teaching or intervention. Assessments are administered on an online platform and are untimed, and accommodations are provided for students on an IEP or EL plan. Assessments are developed by content area teachers as part of a backwards planning process that aligns instruction to

assessments. (Assignments built on Pivot draw items from an item bank. Assignments built on Skyward contain items written by teachers or drawn from adoption materials aligned to state standards). Results are available immediately and are communicated to parents via e-mailed progress reports within one week.

## **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

Chronic Absenteeism:

Chronic Absenteeism means that a student has been absent for ten percent or more of classes or school days for any reason, whether excused or not, when enrolled for more than ten days.

Student in Need of Early Intervention

Early intervention means interventions for students who are missing ten percent or more but less than twenty percent of classes or school days for any reason.

Student in Need of Intensive Support

Intensive support means interventions for students who are missing twenty percent or more of classes or school days for any reason

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 absence 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			●	●

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. The parent of a school-age person subject to the provisions of the Attendance for Success Act is responsible for the school attendance of that school-age person (HB236).

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 will 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) and Music.
  - 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 posted in Skyward Family Access at the end of each nine week grading period. Attendance will be reported on the report card.

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. Parents will be advised throughout the year of their child's progress.

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

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

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

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

## **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 tobacco 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 the 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 contact list.

### **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 <https://nmhealth.org/about/phd/idb/imp/publications/>.

Basic Vaccines needed for public school entry at Kindergarten:

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\*\*

(Hepatitis A: 2 doses are required for entry into Pre-School, as well as 0-4 doses of Pneumococcal

vaccine, and 1-3 doses of Haemophilus Influenzae type B depending on the student's age)

Additional Immunizations are required for 7th-12th graders, including Tdap boosters and Meningococcal Meningitis vaccines. Please contact your school nurse, or refer to the link above for more information.

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 year's New Mexico Childcare/Pre-School/School Entry Immunization Requirements. Students without proof of satisfactory immunization status will not be allowed to attend school. It is the responsibility of the parent/guardian to provide vaccination records upon enrollment.

### **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 registrar (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.

Students will be disenrolled on the 30th day of enrollment if they have not provided a complete and up-to-date record or exemption, or have not been deemed in-process by the school nurse or Director of Health Services.

### **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. The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medication may pose a risk of harm to a member or members of the student population. When it is necessary for a student to take medication, whether prescription or over-the-counter, during school hours, the following is required:

#### **All Medications:**

- 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.
- 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 their medication.
- The parent/guardian will be called by the nurse before any PRN (as needed) medication is administered to their child.
- A parent/guardian must deliver the medication to the school and pick up any medication that needs to be sent home.
- If medication is not picked up by 1 week after the last day of school, medications will be properly disposed of.
- A signed physician's statement indicating the necessity must accompany any request for self-administration of medicine, whether it is prescription or over-the-counter medicine.

#### **Prescription Medications:**

- A valid 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.
- 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 in a locked cabinet or locked medication-cart stored 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 their medication at the time it is to administered.

• When a student comes to take their medication, the following 7 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
  - Expiration date
- In the event the school nurse is unavailable to administer medication, a trained designee as delegated by the school nurse may administer the medication as ordered, 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.
- A student should not self-carry medication unless authorized by an authorized health care professional to self-administer medication.

### **School Dispensation of Over-the-Counter Medications:**

There must be a Medication Authorization form completed by the physician and parent in order for the nurse to administer OTC medications to students. Medication Authorization forms can be found on the CMS website, on the Health Services Department page.

All medications, including over-the-counter medications must be provided by parents/guardians in the original packaging with all warnings and directions intact.

### **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, they do not endanger themselves 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, they do not endanger themselves or other persons through misuse of the medication.

### **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. In collaboration with New Mexico Lions Operation KidSight, Inc., the school nurses will screen Clovis Municipal School students in Preschool, Kindergarten, 1st, and 3rd grade.

A general hearing screening, for the purpose of identifying hearing problems, will be performed for Clovis Municipal School students in Preschool, Kindergarten, 1st, 3rd, and 8th grade by the school nurses.

Screenings are not diagnostic. If your student has difficulty passing either the vision or the hearing screening, you will be notified by the School Nurse, and a referral will be sent home.

If you do not wish for your child to participate in these yearly screenings, please notify the nurse at your child's school that you will be 'opting-out' of the vision screening.

### **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, on a need to know basis, 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 – this form is to be completed online upon enrollment.
- 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 principal or the District Section 504 Coordinator.

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

## **TRANSPORTATION OF STUDENTS**

### **Board Policy E-1950, E-2000, E-2031, E-2050, E-2100, E-2250, E-2261, E-2300, E-2400, E-2450, E-2650, E-2661, E-2690, E-2700, E-2711**

The school district recognizes that transportation is an essential part of the school district services to students and parents, but the district further recognizes that transportation by school bus is a privilege and not a right for most students. All persons who ride school buses to and from school, for extra class or co-curricular purpose or provide these services are to be aware and practice the established procedures indicated.

A Clovis Municipal Schools' (CMS) student will be provided transportation from his/her permanent residence to his/her assigned school under the following criteria:

1. ONE MILE, one-way for students in grades K through 6.
2. ONE AND ONE-HALF MILES, one-way for students in grades 7-9.
3. TWO MILES, one-way for students in grades 10 -12.

A student will not be afforded transportation if attending a school outside of his/her attendance center unless specified by an Individual Education Plan (IEP). Transportation for attendance at another school will be the responsibility of the parents/guardians unless specified by an IEP.

Walking' distances also apply for students from their permanent residence to the bus stop per State Statute.

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**

- Remain seated
- Keep aisles & exits clear
- Keep bus clean
- Roughhousing not permitted
- Eating or drinking not permitted
- Profanity or obscene gestures forbidden
- Hands and objects remain inside bus

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.

## **STUDENT TRANSPORTATION**

### **Student bus transportation procedures**

Arriving at pickup point:

- Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.

Board the bus:

- Line up in single file parallel to the roadway, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

#### Conduct on the bus:

- Follow driver's instructions.
- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head, or feet out of the windows of the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not discard refuse in the bus.
- Eat at home or school, but not on the bus.
- Obey promptly the directions and instructions of the school bus driver.
- Consequences for school bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's eligibility to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

#### Prohibited items:

- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried onto a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus with the exception of Service Animals.
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

#### Exit from the bus:

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.
- No fighting, harassment, intimidation or horseplay.
- After getting off the bus, move away from the bus.

#### Crossing the highway:

- If you must cross the road, walk to a point about ten (10) feet in front of bus but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles to the highway. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

#### Accident or other emergency:

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.
- Medical needs for students with disabilities are to be handled in accord with the individualized educational program (IEP).
- All medications required by disabled students will be carried and administered by the person and means designated by the IEP.
- All medication transportation shall be prearranged and be subject to a prior health management plan being prepared if for purposes of possible use on the transportation.

### **Consequences for misconduct:**

Emergency removal of a student from the bus may occur if the student endangers or reasonably appears to endanger the health, welfare, or safety of themselves, any other person, student, teacher, or employee. The bus contractor must contact the school administration for approval of any emergency removal and file a written behavioral report within twenty four (24) hours with a copy sent to the parents of the removed child.

Consequences for bus misconduct are to be handled by the Principal of the school of attendance in accord with the minimal due process procedure including an opportunity to be heard. Exception: Students with individual educational programs or 504 accommodation plans including transportation will be referred to the team responsible for preparing the program. Such plans or programs shall include procedures for discipline and emergency removal for violation of bus conduct rules. A student may use policy JII Student Concerns, Complaints, and Grievances to make a complaint regarding transportation.

Procedures followed upon student misbehavior on school bus:

- When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good behavior.
- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and the action taken by the principal.
- Upon receiving the complaint, the principal will then call the student to the office and warn the student that the parents must be notified that the student may be put off the bus or suffer other consequences if misbehavior reoccurs.

### **1<sup>st</sup> Offense –Warning- Parent notification**

- If poor conduct continues, the driver will again report the incident to the principal. After discussion with the child the following consequences will be administered:

### **2<sup>nd</sup> Offense- Minimum 3 day bus suspension**

### **3<sup>rd</sup> Offense- Minimum 5 day bus suspension**

### **4<sup>th</sup> Offense- Bus suspension for the remainder of the school year**

- When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely.

- A student who is put off one (1) bus will be refused transportation by all drivers for the specified period of time.

*Other Discipline:*

Depending on the nature and number of the offenses, consequences such as loss of transportation privilege, suspension or expulsion from school also may result from school bus stop misconduct.

*Records:*

Records of school bus stop misconduct will be forwarded to the individual school building, recorded in the student management system and retained in the same manner as other student discipline records.

Reports of serious misconduct may be provided to law enforcement.

*Vandalism/Bus Damage:*

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) may result in the loss of bus privileges or other disciplinary sanctions until damages are paid.

*Notice:*

Students will be given a copy of school bus rules and the responsibilities and behavior standards for bus riders before the end of the first full week of school or when a child enrolls, if this occurs during the school year. The rules will also be posted on each bus.

*Criminal Conduct:*

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety may be informed.

**Parent/Guardian Responsibilities for Transportation Safety**

- Provide the school office with proper student information including the home address, the home telephone number, and the telephone number at which the parent/guardian may be reached in the event of an emergency.
- Provide the school office and the transportation office with accurate information regarding student name, address, phone number, emergency information and day care information. Remember to immediately notify the school office of any changes.
- Instruct children to be at the school bus stop at least 5 minutes before the scheduled pick-up time and not to arrive at the bus stop substantially more than 10 minutes prior to the scheduled pick-up time.
- Remain alert to impending weather patterns and have your child properly clothed for the current weather conditions.
- Consider in advance how long your child should wait at pick-up locations during conditions of extreme cold or extreme wind- chill conditions.
- Both parents and students should know the school name and the route number of the bus. Students in K-2 should have a "bus tag" fastened to their book bag or backpack containing the route, stop and child's name and contact information.
- Provide the child with a book bag or backpack for books and loose papers, pencils, etc.

**Parent and Guardian Notification**

A copy of the school district school bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

## **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 Student Nutrition 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 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 Director of 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:  
Mr. Joe Strickland  
Deputy Superintendent of Employee Services  
1009 Municipal Schools  
PO Box 19000  
Clovis, NM 88102-9000  
(575) 769-4322  
joe.strickland@clovis-schools.org

Section 504 Coordinator:  
Mr. Joe Strickland  
Deputy Supt. of Employee Services  
1009 Municipal Schools  
PO Box 19000  
Clovis, NM 88102-9000  
(575) 769-4322  
joe.strickland@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 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 via email.

#### 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.

## **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 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.

Clovis Municipal Schools  
Student Handbook

Please read the student handbook for your student's school by logging on to [www.clovis-schools.org](http://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 \_\_\_\_\_