

# Cloudcroft Elementary School

800 James Canyon Hwy, Cloudcroft, NM 88317  
575-601-4416

## **Student Handbook 2024-2025**



### **Administration**

Superintendent	Jocelyne Driscoll-Gillespie
Principal K-8	Nolene Adams
Administrative Assistant	LeOrla Wright
Nurse	Mandy Ross
Health Assistant	Dani McNatt
ES/MS Counselor	Pat Ledezma
Activities Coordinator	Joni Watson

### **Board of Education**

President	Lance Wright
Vice-President	Dan Hughes
Secretary	Jeff Eigenmann
	Danny Ward
	Cassandra Saffle

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# VISION AND MISSION STATEMENTS

## **VISION STATEMENT**

**The vision of the Cloudcroft Municipal Schools is to create a positive, productive school climate.**

## **MISSION STATEMENT**

All members of the learning community will develop a spirit of generosity, a sense of belonging, the satisfaction of mastery, and a license for independence in order to prepare students to be good citizens and contributing members of a democratic society.

## **SCHOOL SONG**

**Fight on You Bears for Old Cloudcroft High.  
Our songs of praise will reach to the sky.  
Bare our banners far and wide.  
Ever to be our pride.  
Fearless champions we'll always be.  
Stand heights of victory.  
Strive for honor ever more.  
Long live the Cloudcroft Bears!**

## **BEAR LEADERS:**

1. Bear in mind to be proactive
2. Bear in mind to begin with the end in mind
3. Bear in mind to put first things first
4. Bear in mind to think win-win
5. Bear in mind to first understand, then be understood
6. Bear in mind to synergize
7. Bear in mind to sharpen the saw

## **CLOUDCROFT ELEMENTARY SCHOOL STAFF**

<b>Position</b>	<b>Name</b>	<b>Email</b>
Principal	Nolene Adams	nolene.adams@cmsbears.org
Administrative Asst.	LeOrla Wright	leorla.wright@cmsbears.org
Nurse	Mandy Ross	mandy.ross@cmsbears.org
ES/MS Counselor	Pat Ledezma	pat.ledezma@cmsbears.org
Activities Coordinator	Joni Watson	joni.watson@cmsbears.org
Kinder	Sharon Marcinko Paula Paulik	sharon.marcinko@cmsbears.org paula.paulik@cmsbears.org
1st Grade	Ryann Stanbrough Brent Jewell	ryann.stanbrough@cmsbears.org brent.jewell@cmsbears.org
2nd Grade	Debbie Alexander	debbie.alexander@cmsbears.org
3 <sup>rd</sup> Grade	Yvonne Barnes Marion Parker	yvonne.barnes@cmsbears.org marion.parker@cmsbears.org
4 <sup>th</sup> Grade	Michelle Morgan Daniella Whelchel	michelle.morgan@cmsbears.org daniella.whelchel@cmsbears.org
5 <sup>th</sup> Grade	Cathy Gaffney Heidi Twining	cathy.gaffney@cmsbears.org heidi.twining@cmsbears.org
SPED Teacher	Robin Kimble	robin.kimble@cmsbears.org
P.E.	Tami Alexander	tami.alexander@cmsbears.org
P.E.	Randall Lackey	randall.lackey@cmsbears.org
Music/Band		
Art	Debbie O'Connor	debbie.oconnor@cmsbears.org
EA	Tiffney Stroope	tiffney.stroope@cmsbears.org
Intervention/ Librarian	Brittney Virden	brittney.virden@cmsbears.org
Health Assistant	Dani McNatt	dani.mcnatt@cmsbears.org
Intervention/ Librarian	Melani Moore	melani.moore@cmsbears.org
SPED EA	Karen Cornella	karen.cornella@cmsbears.org
SPED EA	Jessica Ham	jessica.ham@cmsbears.org
SPED EA	Sidni Comino	sidni.comino@cmsbears.org
EA	Debbie Carner	debbie.carner@cmsbears.org

# Cloudcroft Municipal Schools Calendar 2024-2025

AUGUST '24							
	S	M	T	W	T	F	S
1-2 Inservice					1	2	3
6 First Day of Classes	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
September '24							
	S	M	T	W	T	F	S
2 Labor Day	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
OCTOBER '24							
	S	M	T	W	T	F	S
4 End 1st Quarter			1	2	3	4	5
10 Report Cards	6	7	8	9	10	11	12
14 Columbus Day	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
31 Halloween	27	28	29	30	31		
NOVEMBER '24							
	S	M	T	W	T	F	S
						1	2
5 Election Day - No School	3	4	5	6	7	8	9
11 Veteran's Day	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
28 Thanksgiving Day	24	25	26	27	28	29	30
DECEMBER '24							
	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
9 Snow Day*	8	9	10	11	12	13	14
19 End 2nd Quarter	15	16	17	18	19	20	21
25 Christmas Day	22	23	24	25	26	27	28
20-7 Christmas Break	29	30	31				
75 Days @ 7.42 hr/day	2 Staff Inservice						
556.5 Instructional Hrs							

JANUARY '25							
	S	M	T	W	T	F	S
				1	2	3	4
6-7 Staff Inservice	5	6	7	8	9	10	11
8 Classes Resume	12	13	14	15	16	17	18
16 Report Cards	19	20	21	22	23	24	25
20 MLK Jr day	26	27	28	29	30	31	
27 Snow Day*							
FEBRUARY '25							
	S	M	T	W	T	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
14 Valentine's Day	16	17	18	19	20	21	22
17 President's Day	23	24	25	26	27	28	
24 Snow Day*							
MARCH '25							
	S	M	T	W	T	F	S
							1
	2	3	4	5	6	7	8
7 End 3rd Quarter	9	10	11	12	13	14	15
10-14 Spring Break	16	17	18	19	20	21	22
20 Report Cards	23	24	25	26	27	28	29
	30	31					
31 Snow Day*							
APRIL '25							
	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
18 Good Friday	20	21	22	23	24	25	26
20 Easter Sunday	27	28	29	30			
28 Snow Day*							
MAY '25							
	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
17 Graduation	18	19	20	21	22	23	24
22 Last Day of School	25	26	27	28	29	30	31
75 Days @ 7.42 hr/day	2 Staff Inservice						
556.5 Instructional Hrs							

\*Snow Day - All missed days will be made up on the designated Snow Day

## **REGULAR BELL SCHEDULE**

### **ELEMENTARY SCHOOL**

*The building will be opened from 7:30 am to 4:00 pm*

*Entrance for students at the Middle School and Elementary School from 7:30 am - 7:45 am*

*After 7:45 am Enter through the Elementary School Office*

## **TWO-HOUR DELAY SCHEDULE**

### **ELEMENTARY School**

*Entrance for students at the Middle School and Elementary School from 9:30 am - 10:00 am*

*After 10:00 am Enter through the Elementary School Office*

## **REPORT CARD SCHEDULE**

<i>Grades Issued on Thursdays</i>	
<b>1<sup>st</sup> Nine Weeks Report Card</b>	<b>10/10/24</b>
<b>2<sup>nd</sup> Nine Weeks Report Card - Semester 1</b>	<b>1/16/25</b>
<b>3<sup>rd</sup> Nine Weeks Report Card</b>	<b>03/20/25</b>
<b>4<sup>th</sup> Nine Weeks Report Card - Semester 2</b>	<b>05/22/25</b>

**For grade information login to your childs PowerSchool account.**

# GENERAL INFORMATION

## HEALTH SERVICES

The Cloudcroft Municipal School District is staffed with a school nurse and a health assistant to provide medical services while at school. The health office staff is available if the student becomes ill, has an injury, or requires other medical services. If the illness or injury is minor, the health office visit should wait until the last 10 minutes of class to minimize disruption of the learning period.

If your child becomes ill or has an injury that will need further medical evaluation, you will be called to pick your child up from school. Parents/guardians are expected to promptly make arrangements to pick the student up from school. Please ensure we have current phone numbers for parents, guardians, and emergency contacts. In the event that the parent/guardian can not be reached, the school will call emergency medical services if deemed necessary.

## HEALTH CONCERNS

You will be asked to complete a health concerns questionnaire for your child. This information will be used to plan the health care needs of your child during school. We must have an accurate record of any medical problems, allergies, previous illnesses, or any health concerns. A physical exam before starting school is a good idea, but not required. When registering your child for school, there is a section to check on your child's health concerns. The school nurse will review their concerns and may send a follow-up letter to get more information as needed to develop a health care plan. It is imperative that you give us the most updated information in order for us to provide the best services possible for your child. If your child has a potentially life-threatening condition, we encourage you to speak directly to the health office personnel at registration.

## SICK DAY GUIDELINES

If your student becomes ill and doesn't feel well enough to participate in school, parents/guardians should keep your student home until the symptoms improve. This will help prevent the spread of the illness and infection to others at school.

Unsure if your student should stay home? Please refer to the Sick Day Guidelines below and keep your student at home if they exhibit any of the following symptoms. These are only some of the examples of when your child should be kept home, if not sure- please consult your healthcare provider:

When to stay home	When to return to school
Fever: temperature greater than 100	Fever free for 24 hours without the use of fever reducing medication
Vomiting within the last 24 hours	Free from vomiting for 24 hours or at least 2 solid meals
Diarrhea within the last 24 hours	Free from diarrhea for at least 24 hours

Rash: body rash with itching or fever	Free from rash, itching, or fever, evaluation from medical provider as needed
Head lice: active head lice, itchy head	Treated with appropriate lice treatment at home and proof is provided to nurse
Eye infection: redness, itching, and/or thick/crusty drainage from eye	Evaluated by medical provider and have note to return to school
Hospital stay and/or ER visit	Released by medical provider to return to school

\*Parents/Guardians will provide a doctor's note for illness that persists longer than 3 days.

For those who have symptoms of a respiratory illness such as COVID-19, influenza, and RSV (respiratory syncytial virus) it is recommended to stay home and away from others. The individual may return to normal activities when the symptoms overall are improving and, if a fever was present, it has been gone without the use of fever-reducing medication for 24 hours. Symptoms of these illnesses include but are not limited to fever, cough, shortness of breath, fatigue, headache, muscle and/or body aches.

If antibiotic treatment is needed, your student should remain home for the first full 24 hours of medication (e.g., if your student has three doses per day ordered, then three doses must be given before the child returns to school). If any symptoms change, worsen, or don't get better please call your healthcare provider. If medication administration will be required at school, please follow the guidelines below.

### **MEDICATIONS AT SCHOOL**

Cloudcroft Municipal Schools has neither the authority nor the responsibility to dispense medication at school. When it is necessary for a student to take medication, whether prescription or over the counter (This includes cough drops, cough syrup, lozenges, ear/eye drops, etc) during school hours, the following is required:

- Written instruction from the licensed medical provider **annually** per school year
- Written permission from the parent to administer medication(s) at school
- Medication is delivered to the nurse in the original container, which has proper labeling
- Medications will be secured in the nurses's office at school. Exception: those who carry their medication per doctor's order.
- Any medication to be carried by the student will be specifically ordered by the licensed medical provider

The written instructions must include the name of the medication, the dosage, the time to be administered, and the possible reactions. No medication will be administered until these requirements have been met. All medications, whether prescription; or over the counter, will require a written order by a licensed medical provider. For your convenience, you may call your provider and request that they fax the order to the school, ATTN: School Nurse. Parents are welcome to come to the school and personally administer medications in the health office.



Students are not permitted to leave the school building to retrieve or self-administer medication from their vehicles. (New Mexico Health Manual 2022, See policy Manual JLCD). Please do not send medications in backpacks, pockets, etc. Student medication/inhalers are for individual use only. Sharing or lending to others will result in disciplinary action. The sharing of medication is a dangerous practice that could potentially cause harm to the student ingesting medication not intended for them.

Same-day field trips will require a separate single-dose field trip supply of medications, in an originally-labeled pharmacy container that matches their current medication orders. Medications should be prepared by a pharmacist and brought to the school by the parent/guardian for the scheduled field trip. Many of the pharmacists are willing to label another bottle for this purpose.

### **IMMUNIZATIONS**

New Mexico Immunization Law requires that all students be immunized against certain vaccine preventable diseases. These requirements are determined by the New Mexico Department of Health in collaboration with the New Mexico Vaccine Advisory Committee using recommendations from the National Advisory Committee on Immunization Practices. Therefore, it is a State requirement that the school has an up to date and complete immunization record for all students. Up to date immunization requirements can be found on our school website [Cludcroft Municipal Schools](#) or on [New Mexico Department of Health](#) website.

Students shall not be enrolled in school unless satisfactory evidence of their completed immunizations, or proper exemption, can be presented. It is unlawful for any parent to refuse or neglect to have his/her child immunized, as required by state law, unless the child is properly exempted. NMAC 6.12.2.8 requires that schools start the disenrollment proceedings for students who are unable to provide satisfactory evidence of commencement or completion of immunization or a valid and current Certificate of Exemption Form. Information regarding immunization exemptions can be found on the [New Mexico Department of Health](#) web page.

### **STUDENT DIABETES MANAGEMENT**

The parent/guardian of each student with diabetes who seeks diabetes care while the student is in attendance at school shall submit to the school a diabetes medical management plan. Any students diagnosed with diabetes, and who supply the school with a provider-completed medical management plan, shall receive appropriate and necessary diabetes care as specified in the student's diabetes medical management plan.

The school in which each child attends will allow for and comply with the following for each student with a diabetes management plan:

- Trained staff to perform diabetes care functions when necessary.
- Designated staff will receive annual training from a trained nurse or healthcare practitioner
- A student with diabetes and a diabetes medical management plan can have/do the following:

- Obtain on the child's person all equipment and supplies necessary to perform diabetes care
- Blood glucose checks
- Administer insulin
- Treat hypoglycemia/hyperglycemia
- Attend to care and management of diabetes in the following areas:
  - In the classroom
  - Anywhere on school grounds
  - During school-related activities
  - Request use of private area

### **MEDICAL CANNABIS**

It is recommended that the student with a medical cannabis card be administered the prescribed medical cannabis at home. In the instance that the qualified student requests administration of this complementary alternative medicine during school hours, the school will strictly follow the requirements outlined in the Cloudcroft Municipal Schools Administration of Medical Cannabis Contact in accordance with Section 22-33-5 NMSA 1978, 6.12.10 NMAC, the Lynn and Erin Compassionate Use Act.

Any student requiring administration of medical cannabis during the school day **MUST** schedule a meeting with the building principal, nurse and counselor to be approved. Simply carrying a medical cannabis card does not allow the student to have medical cannabis on school grounds or school sponsored events. Students with approved medical cannabis must comply with all rules and stipulations put forth by the Lynn and Erin Compassionate Use act and Cloudcroft Municipal Schools.

### **SCHOOL WELLNESS POLICY**

The School Wellness policy and State Law 6.12.5 NMAC and 6.12.6 NMAC that the district will strive to make significant contributions to the general well-being, mental and physical capacity, and learning ability of each student while affording them the opportunity to fully participate in the educational process. Food that is brought into the school for snacks or parties must follow the following guidelines (also listed are items that do fit within state law requirements as "Healthy Snacks"):

## School Snacks: A Guide

The face of school snacks is changing. With the new USDA regulations, healthful foods are replacing cookies and candy as the snacks available to kids. But how will this impact your school event? Let's take a look...

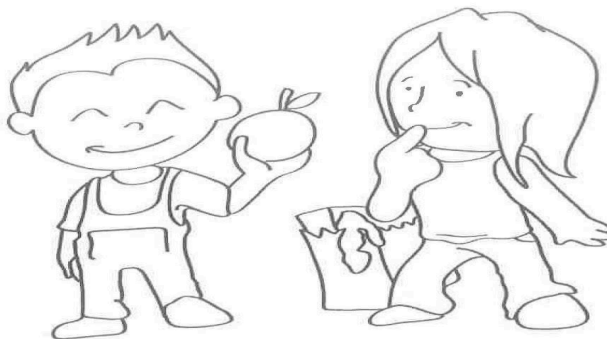
### The Guidelines:

School snacks must conform to the USDA guidelines, which include calorie limits, sugar caps, and nutrient requirements.

- **Calorie Limits:** All snacks, including accompaniments like butter and cream cheese, must have no more than 200 calories per serving.
- **Fat Ceilings:** Fat must make up no more than 35% of the total calorie count, with saturated fat content at less than 10% and trans fat content at 0. Shoot for less than 35 calories of fat per 100 calories of food.
- **Sugar Caps:** Only 35% (or less) of the weight in any snack food may come from sugar.
- **Nutrient Requirements:** In order to meet the USDA's guidelines, snacks must either be rich in whole grains, contain at least a quarter cup of fruit and/or vegetables, have a fruit, vegetable, protein food, or dairy product as the first ingredient, or contain 10% or more of the percent daily value of potassium, dietary fiber, vitamin D, or calcium.

### The Guidelines and YOU:

Technically these guidelines are only required for food items sold at the school. They do not apply to off-site fundraisers or events that take place during non-



school hours. However, we encourage everyone to follow the guidelines above.

### Make It Yourself Snack Inspiration:

Looking for great ideas that conform to the new requirements? Try some of these snacks...

- **Grapes, apples and pears** are the perfect portable fruit treat.
- **Popcorn trail mix:** 5 cups lowfat popcorn, 1/4 cup peanuts, 1 cup raisins - put in 6 bags.
- **Strawberry crunchies** are always a hit. Have kids dip whole strawberries into yogurt, then roll the dipped berries in whole grain cereal.
- **Yogurt** - "lite" yogurt is low in sugar. Or top plain yogurt with fresh fruit.
- You can't go wrong with an assortment of sliced **veggies** and a flavorful plain yogurt dip mixed with a little chopped onion or herbs!

### For More Information:

For more details and inspiration, visit <http://foodandhealth.com/usda-snack-foods-schools/>.

(c) Food and Health Communications, Inc [www.foodandhealth.com](http://www.foodandhealth.com)

## SCHOOL BREAKFAST AND LUNCH PROGRAM

Balanced, nutritious meals are served in the school cafeteria daily. Senate Bill 4 (SB 4) has been signed into law, providing all students with free meals. Students are encouraged to take advantage of this service.

We have a closed campus for lunch. Unless arrangements have been made with the principal, students are NOT to leave the school campus during lunchtime.

### Breakfast

Breakfast is served from 7:30 until 7:40 A.M. in the cafeteria. Students having breakfast are to go directly to the cafeteria upon entering the building.

Prices:

K-12 Free

Adult \$1.60

Milk only

\$0.50

### Lunch

Students may bring lunch from home or eat school lunch at the cafeteria. **Outside-fast food delivery lunches will not be allowed.**

Prices:

K-12 Free

Adult

\$3.50

Milk only

\$0.50

To promote proper nutrition and in accordance with federal school lunch program guidelines, we do not allow students to purchase sodas for lunch.

Lunch will be served in the commons.

"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity."

## **FEE/FINES**

Any fees, library fines, payment for lost or damaged books, breakfast/lunch charges, lost uniform payments, equipment damage, or other monies owed to the school must be cleared before any transcripts will be released. Diplomas will also be held if a graduating student owes any fees or fines.

Due to the increasing cost of materials and supplies, some elective courses require that a fee be paid to cover the cost of these materials. Students may choose to pay half the fee each semester. This fee is non-refundable should a course be dropped after the 2 weeks of the semester. Fees should be paid at the beginning of the semester in the high school office.

## **SCHOOL VISITORS**

We are always happy to have parents visit our classrooms, but we do ask that arrangements for these visits be made with the principal. In the interest of safety for ALL students and to keep interruptions to a minimum, ALL visitors to our school must sign in at the school office to pick up a visitor pass. Cloudcroft Municipal Schools does not allow students from other schools to attend classes when visiting the Cloudcroft area, as this can disrupt the learning environment. **Lunchtime visits will be allowed only with the Principal's prior approval with 24-hour notice.**

## **ACTIVITY/FIELD TRIPS**

Field Trips will be based on educational objectives and will ensure that the care, welfare, and safety of students are in place. Students are required to travel to and from the activities with the team or club they represent unless a travel release form has been submitted and approved by the principal 24 hours before the event. Students with behavior issues who are on the D&F list or the ineligibility list may not be permitted to attend trips. Good conduct and appropriate dress is expected while on the trip and should reflect the values of Cloudcroft Schools.

## **CARE OF SCHOOL EQUIPMENT AND FACILITIES**

Respect our school facilities by taking care of them. Students are to demonstrate respect for the school facilities and equipment through proper treatment of all school property. The school is public property for which each of us is responsible. Anyone who intentionally damages, misuses, or defaces school property will be responsible for the cost of repair or replacement and will face disciplinary action (See Policy Manual JICB and Discipline Matrix).

All basic textbooks, library books, *Chromebooks/case*, and supplemental materials are loaned to students during the school year. All assigned texts and related materials are the responsibility of the student. Lost or damaged textbooks and other assigned materials are to be paid for by the student at replacement cost. (See Policy Manual JICB)

A locker and lock will be assigned to the student upon enrollment. The school-issued lock is the only allowed lock on locker(s). Any personal lock will be destroyed. Any abuse or misuse of the locker will be paid for by the student assigned to the locker. Students are not to use any locker other than the one assigned to them. A \$5.00 replacement fee will be charged for any lost or damaged school lock.

School property assigned to a student and a student's person or property, while under the authority of the public schools, is subject to search. Items found are subject to seizure in accordance with New Mexico state law.

To access computers at the school, students and parents must have an acceptable use policy signed and on file. Students and parents in grades K-5 must also read and sign the Cloudcroft Municipal Schools 1:1 Chromebook Electronic Information Services, Procedures, and Information Guide before being issued a Chromebook. Please refer to the Discipline Section regarding consequences for violating the Acceptable Use Policy or not caring for the computers.

Please read the policy on 1:1 Chromebook Electronic Information Services found-Appendix B.

## **TITLE IX**

### **Overview**

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states: "No person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

### **Point of Contact**

Lisa Royer  
(575) 601-4416, ext. 161

### **Definition of Sexual Harassment**

The Department of Education Office for Civil Rights (OCR) has defined sexual harassment as:

Conduct based on sex that satisfies one or more of the following:

- An employee conditioning the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education programs or activity; or
- Sexual assault, dating violence, domestic violence, or stalking as defined by the Violence Against Women Act. (VAWA)

**Documentation:** <https://www.cmsbears.org/Title-IX>

## **SOCIAL FUNCTIONS**

Students are to demonstrate respect for each other and school policy by observing the same rules that apply during the school day at all school functions. Students attending parties and dances must remain in the building where the function is being held. No one leaving a function will be allowed to return. No out-of-school guests are allowed for our social functions.

## **SCHOOL SPONSORS**

The dedication of Cloudcroft School teachers is shown by the many hours they spend sponsoring activities.

SAT/504	Terri Snoddy
Monday School	Gwen Davis/Amanda Brewer
Music/Band	
Activities Coordinator	Joni Watson
Football	Daniel Pollard
Volleyball	Jessica Ham
Boys Basketball	Chase Shelton
Girls Basketball	
Track	Amy Coor
Cross Country	Chase Shelton
Quiz Bowl	Bryan Casinger/Noel Romero
Science Olympiad	Bryan Casinger
Student Council	Heather Engle
Builder's Club/K-Kids	Noel Romero
TSA	Noel Romero

## **FIRE DRILLS, HAZARD DRILLS, EVACUATION DRILLS**

Due to legislation, emergency drills are conducted eight times throughout the school year. During the first four weeks of the school year, each school will be required to conduct a shelter-in-place drill that includes preparation to respond to an active shooter, one evacuation drill, and two fire drills. During the remainder of the school year, each school will conduct at least four additional emergency drills, including two fire drills. CMS District reserves the right to offer more than eight drills during the school year to ensure all staff, faculty, and students are prepared for a crisis situation.

## **SCHOOL CLOSING IN UNUSUAL SITUATION**

In the event that the school has to be closed because of an unusual circumstance, the official announcement of school closing will be given over the area radio and television stations, local cable channel, school Facebook and School Messenger.

Should Cloudcroft District need to close schools due to in-climate weather or unusual situations, such as in the case of the COVID-19 pandemic, Cloudcroft District will utilize the online platform, Canvas, for educational instruction.

## **TRANSPORTATION OTHER THAN BY SCHOOL BUS**

In the interest of safety for ALL students, no cars will be allowed to drop off or pick up students in ANY of the paved parking areas before and after school. Parents, please use the highway parking areas or Pull through the Drop off Lane for this purpose. At no time before and after school are vehicles to be in the BUS LANE or CROSSWALK areas.

If a bicycle is ridden to school, it must be placed in the bicycle rack immediately upon arrival at school and remain there until dismissal. Students riding bicycles to school should observe all traffic regulations. They should WALK bikes when on the sidewalks, in the parking lots, and when crossing the highway. In the interest of safety for students riding bicycles to school, if the highway is to be crossed on the way to or from school, please cross the highway at the crosswalk.

Students walking to school should observe safety regulations at all times and be alert to traffic. If the highway has to be crossed, this should be done at the designated crosswalks. Assistance is provided before and after school at the crosswalk in front of the middle school.

## **SCHOOL BUS TRANSPORTATION**

Safety of all students riding a school bus is a must. Students who ride a school bus are under the authority of the school bus driver. The behavior of students on a school bus must be exemplary. All rules and regulations of the driver must be followed. State of New Mexico "Standards for School Bus Operation," State Board of Education Regulation No. 83-3, states (section 6.1.1), "Students transportation is a PRIVILEGE extended to students who qualify for transportation pursuant to statutes 22-16-2 and 22-16-4, N.M.S.A., 1978 compilation. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district." Section 6.1.5 states, "The driver is in full charge of students when they are riding on the bus. The student must obey the driver promptly." All involved parties working together will help make the transportation of our students safer and more enjoyable. (See Discipline Matrix)

If your student will be riding a bus other than their regularly scheduled bus, they will have to have a written parent/guardian note permitting them to do so. This permission note will also need to be signed in the office before permission can be given to the student to ride the bus. It is helpful if these arrangements are made with the bus driver in advance. (See Policy Manual EEAEC)

## **LOST AND FOUND ITEMS**

All items brought to school by a student are the student's responsibility. The student is also responsible for all assigned school materials. In the interest of aiding the return of lost and found items, **please** put your student's name on everything brought to school. Lost items will be placed in lost and found in the individual schools. "Lost and Found" is at the entrance of the Elementary School. Lost items will be disposed of at the end of each semester.

## **FUNDRAISING AND SELLING ITEMS ON CAMPUS**

Any club or organization affiliated with the school must get approval from the principal and superintendent at least 2 weeks before engaging in any collecting or raising of money.

Students are prohibited from bringing products on campus to sell to other students without the express permission of the principal.

## **AHERA NOTIFICATION**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This required schools to be inspected to identify any asbestos-containing building materials. All Cloudcroft Municipal School buildings were inspected, and suspected materials were sampled to be tested and rated according to conditions and potential hazards. Every three years, CMS is required to be re-inspected to determine if any known or suspected asbestos-containing building materials (ACBM) have changed and to make recommendations on managing or removing the ACBM.

The law further requires an asbestos management plan to be developed to monitor any known or suspected ACBM. The plan has several ongoing requirements: This notification letter announcing the availability of the management plans for anyone to review upon request, training of the support staff about asbestos and how to deal with it, notifying short-term workers such as subcontractors of the locations of any known or suspected ACBM. The designated asbestos coordinator conducts a six-month inspection of areas of the buildings where known or suspected ACBM are located to ensure they remain in good condition.

It is the intention of Cloudcroft Municipal Schools to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work.

\*You are welcome to review a copy of the asbestos management plan upon request: Tana Daugherty  
575.601.4416

## **PARENTS RIGHT TO KNOW**

Our district is required to inform you of certain information that, according to the No Child Left Behind Act of 2001 (Public Law 107-110), you have the right to know.

Upon your request, our district is required to provide to you, in a timely manner, the following information:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or another provisional status through which state qualification or licensing criteria have been waived.
3. Whether your child is provided service by paraprofessionals and, if so, their qualifications.
4. What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

## **EQUAL OPPORTUNITY**

It is the express policy and purpose of the Cloudcroft Municipal Schools to provide educational opportunities, without regard to race, color, sex, ethnicity, national origin, religion, age, disability, handicap, sexual orientation, gender identity, or marital status, or any other prohibited basis, in conformity with the laws of the United States and the State of New Mexico. (See Policy Manual JB).

## **STUDENT RIGHTS UNDER SECTION 504**

It is the policy of the Cloudcroft School District to provide a free and appropriate public education to all students with disabilities/handicaps within its jurisdiction, regardless of the type of disability/handicap or its severity.

Students who are disabled/handicapped consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973 will be identified, evaluated, and provided with appropriate instruction and educational services. Persons who are thought to be handicapped shall have the following rights in accordance with Section 504:

1. Right to file a grievance with the District concerning allegations of violations of Section 504 regulations;
2. Right to an evaluation drawing upon different sources;
3. Right to be informed of any actions pertaining to eligibility and any proposed service plans;
4. Right to review any personal information in an understandable mode;
5. Right to periodic evaluations;
6. Right to evaluation prior to any significant change in services;
7. Right to contest the District's proposed actions through an impartial hearing;
8. Right to be represented by counsel in the impartial hearing; and
9. Right to appeal the decision from any hearing.

The Section 504 coordinator for the elementary and middle school is Pat Ledezma. She can be reached at 575-601-4416 Ext. 331. (See Policy Manual JII)

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FOR THE CLOUDCROFT MUNICIPAL SCHOOLS**

The Family Educational Right and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are: (See Policy Manual JR)

- (1) The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access.  
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for



access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.  
Parents or eligible students may ask Cloudcroft Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading.  
If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's educational 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 District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or a 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.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## **STUDENT WITHDRAWALS AND TRANSFERS**

Withdrawal and transfer forms should be picked up from the school office. Only a parent or guardian can complete a student withdrawal or transfer form. (See Policy Manual JFC)

## **SEARCH AND SEIZURE**

Cloudcroft Municipal Schools reserves the right to conduct a "search and seizure" protocol: "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" (NMAC 6.11.2.10).

"The administration has the right to search and seize property, including school property temporarily assigned to students when there is reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred." Lockers, desks, school buses, et cetera, are subject to inspection at any time or without reason or notice by school personnel.

Before all school-sponsored trips, students will be subject to their belongings being searched.

(Reference J-3400 © JIH)

## **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

Students may present a complaint or grievance regarding one (1) 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, sex, ethnicity, national origin, religion, age, disability, handicap, sexual orientation, gender identity, or marital status.

- 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, age, disability, handicap, sexual orientation, gender identity, or marital status.
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board is without authority to act.

The guidelines to be followed are:

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

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 following policy KE 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 (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

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

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

## OPEN/OUT OF DISTRICT POLICY

While any school-age person who is a resident of New Mexico is entitled to a free public school education as set forth in state law, the educational responsibility of Cloudcroft Municipal Schools is first and foremost to those students who reside within the boundaries of the Cloudcroft Municipal School district. Therefore, priorities for the enrollment of students are set forth below.

### RESIDENT STUDENTS

Resident students are those whose parent/legal guardian provides acceptable evidence of residency within the Cloudcroft School District. A residence of a person is that place in which his or her habitation is fixed and to which, whenever that person is absent, he or she has the intention to return. A parent/guardian can have only one residence for the purposes of District residency. Each school year, a parent/legal guardian or student shall provide evidence of residency within the Cloudcroft Municipal Schools District.

Students who must relocate outside the District's geographical boundaries for custodial care due to a parent/legal guardian's active duty in the armed forces or national guard shall be enrolled in accordance with applicable law, or are otherwise eligible for in District enrollment under federal or state law, shall be considered resident students for purposes of enrollment.

### NONRESIDENT STUDENTS

Where the maximum allowable class size, as established by law or the District, will not be exceeded, the Cloudcroft School District will enroll nonresident students, as prioritized below.

Like resident students, non-resident students and their parent/legal guardian shall sign and adhere to the Cloudcroft Municipal Schools behavior policy/contract and the Cloudcroft Municipal Schools attendance policy/contract. Failure to comply with those policies and contracts, or any other policies of the District, shall subject the student to disciplinary consequences, as set forth in state law.

The Superintendent shall annually prepare and make available the District's application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment of nonresident students. The packet will be made available to everyone who requests it.

For non-Title, I schools, the notice provided to parents must incorporate the open enrollment provision that students from schools identified for improvement are considered to have high priority when considering transfer requests. If funding from non-federal (state or local sources) is not available, parents should also be notified that funding for transportation is not possible.

Any eligible New Mexico resident may seek open enrollment by completing and submitting an enrollment application form as set forth above. Nonresident applicants may be selected or may receive notice of early placement on the waiting list for enrollment if their applications are received between March 1 and April 30 prior to the beginning of each school year. Those applications received after this period will be added to a waiting list in the order that they are received and may be considered following the placement of students already on waiting lists by grade and enrollment priority categories. All pupils seeking enrollment must reapply yearly.

Nothing in this open enrollment policy shall prevent the District from placing a pupil at any time in a school based on the best interest of the student, and school-provided capacity is available.

Applications will be considered in the priority ranking order of the date and time they are received. Parents will be notified by their preferred method of contact (e.g., phone, email, or text) if their child is accepted to attend Cloudcroft Municipal Schools.

## **FIRST PRIORITY PLACEMENT: PRIORITY ONE STUDENTS**

The Superintendent shall annually estimate excess capacity in order to accept transfer students. The estimate of excess capacity shall be made for each school and grade level and shall take into consideration the enrollment of Priority One students. Such Priority One students shall be:

- Resident pupils in assigned school attendance areas
- Pupils who are enrolled in the school the previous year but relocated outside the attendance area for custodial care because their parent/guardian was deployed as an active duty member of the US armed forces or national guard
- Homeless pupils who were enrolled in the District as the school of origin (A school of origin means the school that the student attended when permanently housed or the school in which the student was last enrolled.)
- Pupils who qualify for enrollment under any other federal or state law.
- Eligible children of employees on a space-available basis.

## **PRIORITY RANKING: PRIORITY TWO STUDENTS**

If the Superintendent has determined excess capacity to enroll additional nonresident pupils, such pupils shall be selected for enrollment on the basis of designated priority categories, by grade, from the pool of pupils who have completed and submitted proper applications and meet admission standards:

1. A request of transfer from a school ranked as a school in need of improvement or one subject to corrective action.
2. A request from a pupil who previously attended CMS.
3. A request from all other applicants.
4. A student who falls in enrollment priorities of previously attended the public school or any other applicant as found above may be given additional enrollment preference within that enrollment priority by the Superintendent upon request by the applicant and in consideration of each of the following circumstances subject to the capacity available:
  - a. After school child care for students;
  - b. Child care for siblings of students attending the public school;
  - c. Extreme hardship;
  - d. Location of student's previous school;
  - e. Siblings attending the school/District; and
  - f. Student safety

Out of District applications will be added to a waiting list in the order that they are received and may be considered following the placement of students already on waiting lists by grade and enrollment priority ranking. All school attendance area nonresident transfer pupils enrolled and pupils seeking enrollment must reapply yearly.

A student who has been expelled during the last twelve (12) months by any district or private school in the United States or who has exhibited behavior detrimental to the welfare or safety of other students or school employees in another school or school district in the United States within the last twelve (12) months shall not be admitted. Acceptance for enrollment may be revoked or re-enrollment denied upon finding the existence of any of these conditions.

The estimate of capacity shall be made for each school and grade level and shall be based upon 22-10A-20 NMSA 1978.

## SCHOOL and CLASS CAPACITY

The Superintendent shall annually estimate how much excess capacity may exist to accept nonresident pupils. The Superintendent shall determine the class size based upon enrollment projections, student learning needs, and within limits established in state law. If capacity is available, the school district may enroll other students according to priority ranking and applicants on the waiting list (22-10A-20 NMSA 1978).

The impact of First Priority Placement on the school-level **special education programs** will be considered before a determination of space availability is made.

GRADE LEVEL	STATE STATUTE (NMSA 22-10A-20)	DISTRICT GUIDELINES
Kindergarten	Kindergarten = 20 students per class Class load of 15-20 students will have an Instructional Assistant (IA)	Accept Open Enrollment students until approaching 17 students per class.
Grade 1, 2, 3	Gr 1-3 = Average of 22 students (i.e., number of total students/#teachers in those grades) Class load of 21 or more students in grade one will have an IA.	Accept Open Enrollment students until approaching 19 students per class.
Grades 4, 5, 6	Gr 4-6 = Average of 24 students	Accept Open Enrollment until approaching 22 students per class.
Grades 7, 8	Teacher Load = 160 students English 7th 8th =135 students (maximum of 27 per class)	Accept Open Enrollment students until approaching 25 students per English class; Open Enrollment students will have a full schedule.
Grades 9-12	Teacher Load = 160 students English 9th 12th =150 students (maximum of 30 per class)	Accept Open Enrollment students until approaching 28 students per English class; Open Enrollment students will have a full schedule.

## DISENROLLMENT

If a nonresident student voluntarily disenrolls or is lawfully disenrolled for any reason (e.g., expulsion, withdrawal for nonattendance as permitted by NMSA 1978, § 22-8-2 (B) (2009), enrollment in another district, private school, or homeschool, the student must reapply for transfer. The student's status as a Priority Two student shall be determined at the time the student seeks to re-enroll.

**TRANSPORTATION** Parents must provide transportation for nonresident students.

## EQUAL OPPORTUNITY

Cloudcroft Municipal Schools will not discriminate against any student on the basis of race, ethnicity, color, national origin, sexual orientation, gender identity, religion, age, marital status, disability, or handicap in the provision of or access to services and programs.

# ATTENDANCE POLICY

The regular school attendance of a child of school age is required by state law. Regular, uninterrupted classroom instruction, classroom participation, and interaction with classmates are essential to the educational process and are integral to the learning process. Preparation and training for subsequent study or employment include the development of self-discipline through regular class attendance.

The presence or absence of each student must be recorded each school day. Teachers follow CMS directives and state requirements in coding unexcused/excused absences and tardiness.

The New Mexico Attendance for Success Act requires that all school-age children attend school until the age of eighteen or until they graduate from high school or receive a GED certificate. Maintaining regular school attendance is the joint responsibility of parents and educators. In keeping with that obligation, the following rules for school attendance shall be observed and enforced for all students.

## I. Absences

- A. "Absence" – A child not at school for a class or school day, whether excused or not.
  - 1. Interscholastic extracurricular activity absences are exempt as they are not considered an absence from school. NMAA regulations allow for a student to accumulate 15 activity absences per semester. The student is expected to make arrangements with the teacher prior to being gone for the school activity concerning any missed classwork and/or homework.
- B. "Excused Absence"--An absence from a class or school day (half of the students approved program) for which the student has an allowable excuse, one for necessary and important reasons only.
  - 1. Types of allowable excused absences: illness (including appointments with mental health care providers), injury, bereavement of a family member, other family emergencies, and observance of major religious holidays of the family's faith or religious instruction and tribal obligations.
  - 2. At CMS's discretion, written confirmation may be required by the school when the student returns to school. The letter must be provided by a medical practitioner, a funeral service provider, a provider of religious education, or a tribal official.
    - a) Excused Absence due to Religious Instruction: A student may, subject to prior written notice from parents/guardians and the prior approval of the Principal, be absent from school to participate in religious instruction for not more than **one** class period of the school day with the written consent of the parent/guardian, at a time that is not in conflict with the academic program of the school. CMS does not assume responsibility for the religious instruction for any student, nor does it permit religious instruction to be conducted on school property. The student is expected to make arrangements with the teacher prior to being gone for the school activity concerning any missed classwork and/or homework.
    - b) Excused Absence due to Tribal Obligations: A student will, subject to prior written notice from parents/guardians and the prior approval of the Principal, be absent from school to participate in tribal obligations with the written consent of the parent/guardian. CMS shall provide time for the student to make up the school work missed during the absence.
  - 3. Special family situations may be considered appropriate for an excused absence when subject to **prior** written notice from the parents/guardians and **prior** approval is received from the Principal. The Principal's decision on the request shall be considered final.
- C. Pregnant Students: If a student becomes pregnant, a plan will be devised to support the student's educational needs throughout their pregnancy. The recommendations may require a 504 plan and shall be on a case-by-case basis, but would fully support their

education through homebound or in-school education. Decisions about excused and unexcused absences would be discussed and agreed upon in the meeting.

D. Partial Day Absences

1. High School/Middle School: Students will be considered absent from each class period after 20 minutes.
2. Elementary Students: Students Who are **30 minutes or more late**, they will be **counted absent for half a day** for the morning absent report. If a student **leaves early 30 minutes or more, they will be counted as absent for the afternoon** report.

E. Appointments: If a student must leave school early for an appointment, the parent *must* notify the school secretary or principal either by phone or written notice. It is highly recommended that all appointments (doctor/dentist) be made on Mondays to avoid unnecessary absences from school. Students must sign in/out in the school office.

F. Early Release: Students with early release must sign out in the school office (see policy).

G. Truancy policy to apply to all grades: Students will be considered truant if they leave school without permission or stay out of class without permission. Students are not to miss a class in order to complete work for another class without written permission from the teacher whose class is being missed. Failure to be in class is considered truancy, even if the student is on campus. Refer to the Discipline Matrix.

H. "Unexcused Absence:" An absence from a class or school day (half of the student's approved program) for which the student does not have an allowable excuse.

I. Homework Policy

1. Homework– Excused Absence: Following an **excused** absence, parents or guardians shall arrange make-up work with the student's teacher. A student shall be given a *reasonable* time as set forth by the teacher in their class syllabus to make-up the work the student missed during the absence.
2. Homework-Excused Absence: Following an **unexcused** absence, make-up work is at the discretion of the teacher.

## II. Attendance for Success Act

### A. Understanding the Law

1. The New Mexico Attendance for Success Act requires that all persons between the ages of five and eighteen attend a public, private, or home school, or a state institution unless that person has graduated from high school or has received a general education development certificate, or that person's parent or guardian provides written, signed permission for that person to leave school for health reasons or in case of hardship, and that permission is approved by the Principal.
2. Parents are expected to notify the school for **each** day of a student's absence by calling the school or by sending a written explanation to the school upon the student's return. In the case of an emergency, the parent may send a note or call the school upon the student's return.
3. Students enrolled in CMS shall attend school for the length of time of the school year as established by the school district.
4. Students are expected to have no more than a 5% absentee rate per school year, which includes both excused and unexcused absences.
5. Students are expected to arrive on time to school each day and to remain in school until the scheduled dismissal.

### B. Definitions

1. "Chronically absent"/"Chronic absenteeism" means a student who 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."
2. "Excessively absent" / "Excessive absenteeism"--" means a student needing intensive support and has not responded to intervention efforts implemented by the public school."
3. "Educationally Neglected Child" means a child who is permitted by his or her parents to be chronically truant may be considered a child of educational neglect. State law requires the schools to report children believed to be educationally neglected for the investigation to the Probation Services Office and/or the judicial district in which the student resides.

4. "Whole school prevention" means universal, whole-school prevention strategies for all students, including students who have missed less than five percent of classes or school days for any reason;
5. "Individualized prevention" means targeted prevention strategies for individual students who are missing five percent or more but less than ten percent of classes or school days for any reason;
6. "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, and
7. "Intensive support" means interventions for students who are missing twenty percent or more of classes or school days for any reason.

### C. Policy

1. Whole-school interventions will be provided to all students with less than 5% absences.
2. An **Individualized Attendance Plan** will be provided to students who have 5%-10% (when enrolled for more than ten days). A school designate shall talk to the parent/guardian (either in writing or in person) and inform them of the student's attendance history, the impact of student absenteeism on student academic outcomes, the intervention or services available to the family, and the consequences of further absences which may include referral to the Children, Youth, and Families Department (CYFD) for chronic absenteeism.
3. An **Early Intervention Plan** for Chronically Absent Students will be put into place for those students who have 10% – 20% absenteeism (when enrolled for more than ten days). The Attendance Administrator shall notify the parent/guardian of a child found to be chronically absent in writing and include the date, time, and location for the parent/guardian to meet to establish an Early Intervention Plan. This plan will include an Attendance Contract and weekly monitoring and reporting of student attendance to the parent/guardian. Parents of students with any further unexcused absence after meeting with the Principal to develop an Early Intervention Plan and to discuss further consequences such as a CYFD referral.
4. A student reported to have 20% or more absences (when enrolled for more than ten days) is a child deemed "**Excessively absent.**" The Attendance Administrator shall notify the parent/guardian of a child found to be chronically absent in writing and include the date, time, and location for the parent/guardian and student to meet with the Principal, school counselor, Attendance and SAT Team, PSO, CYFD and/or JPO. An attendance contract will be signed detailing consequences for future absences, such as making up time missed through Monday school. Non-Punitive (OSS or Expulsion) consequences will be discussed and put into place.
5. After explicit notification to the parent/guardian concerning excessive absences despite the signing of the attendance contract and the exhaustion of all intervention efforts, the school may consider the loss of school credit and a voluntary withdrawal from the school constituted by the student's excessive absences.
6. The Public Education Department's truancy prevention coordinator (or designate) or Children Youth and Families Department representative, or representative of the Probation Services Office shall be permitted access to any records and information related to chronically absent students or excessively absent students

## III. TARDIES

- A. Tardiness is a disruption of normal classroom procedures and activities. A student is considered tardy if he/she is not in the classroom after the tardy bell has completed ringing without a written excuse from a teacher, principal, or secretary.
  1. Excused Tardy – A tardy for excused reasons.



- a) Verified doctor or dental appointment (note required)
  - b) Call-in by a parent or guardian within 24 hours (not to extend 3 excused tardies).
    - (1) Excessive tardies – *tardies will be considered excessive after three parent/guardian call-ins or requests for early dismissal and will be considered unexcused unless accompanied by a doctor's note.* Parents are encouraged to ensure their student(s) are not chronically tardy.
2. Unexcused Tardy – A tardy for unexcused reasons.
- a) Entering the school after **7:45 am.**
  - b) Late to classes after passing periods without a written or verbal excuse from a teacher, principal, or secretary.
  - c) Tardies are subject to disciplinary action per semester
    - (1) Third unexcused tardy-lunch detention
    - (2) Fourth and subsequent tardies will be considered a chronic problem. Parents will be notified, and more serious consequences will apply (Reference the student discipline matrix).
- B. When entering school after the tardy bell, all students must enter at the Elementary office and then report directly to the school office before going to class. An admission slip will be issued, and attendance information will be adjusted accordingly.

#### IV. TRUANCY

- A. Students are considered truant if they leave school during the school day or stay out of class without permission. Students are not to voluntarily miss a class to work on missed homework unless prior permission has been provided by school administration or teachers.

#### References

- **22-References NMSA 22-12A-1.**
- **J-0500 © JE-STUDENT ATTENDANCE**
- **I-7261 © IKEA-R –MAKE UP OPPORTUNITIES**

# DISCIPLINE

## POLICY

Cloudcroft Municipal Schools (CMS) administration, faculty, and staff are committed to establishing and maintaining appropriate student behavior and recognize that a safe environment which fosters respect is an essential precondition of learning. CMS will strive to be a well-disciplined school with a school-wide emphasis on the importance of learning and intolerance of conditions that inhibit learning. High behavioral expectations will be shared and communicated with students while in attendance at schools in both curricular and extracurricular activities.

All discipline referrals will include a student conference and parent contact by phone and/or written correspondence. Extenuating circumstances may cause deviation from the written procedure.

## TEACHER DISCIPLINE PLAN OF ACTION

The plan must include the following steps for dealing with misbehavior but may be individualized by adding additional steps. Teacher consequence/intervention may increase in severity as steps increase.

**STEP 1:** 1. Teacher Warning

**STEP 2:** 1. Teacher Student Conference  
2. Parent Contact  
3. Possible Teacher Consequence/Intervention

**STEP 3:** 1. Teacher Consequence/intervention and Student Conference  
2. Parent Contact  
3. Documentation in PowerSchool or SWIS  
4. Inform/Notify Principal

**STEP 4:** 1. Teacher Consequence/intervention and Student Conference  
2. Parent Contact/Conference-(Principal present)  
3. (2nd) Documentation in PowerSchool or SWIS  
4. Behavior/Academic Contract

**STEP 5:** 1. Referral to Principal with all documentation in PowerSchool or SWIS

*Teachers may refer students to Student Assistance Team (SAT) for behavior or academic intervention.*

**DETENTION** involves removing the student from the classroom or general population during break time, noon, or at the close of the school day following appropriate minimal due process. Detention outside of school time may be invoked with appropriate consideration given to student transportation, weather, and other extenuating circumstances. A student shall not be denied eating or the use of the restroom during detention periods.

**COMMUNITY SERVICE** students will participate in civic enhancement projects (per-student basis) before school, during school, and/or after school.

**IN-SCHOOL SUSPENSION** involves removing the student from the regular classroom for a designated number of school days. The student's classwork is expected to be completed and submitted. Teachers will monitor student progress to evaluate understanding and collect completed work. Work will be counted toward classroom grading requirements. Parents will be notified if this disciplinary measure is implemented.

## **IN-SCHOOL SUSPENSION RULES**

At the start of ISS, students will be expected to write each of the rules below (numbered 1–6) neatly and legibly. Instruction will be provided by the ISS monitor:

1. Be in your seat and ready to begin class at **7:45**. Remain in your seat at all times sitting up straight, keeping feet and chair on the floor, and facing forward with your hands to yourself.
2. You must be working on an assignment at all times and WILL follow the posted schedule of subjects for the day. Once your assignments have been completed, or if you have no assignments, raise your hand to allow the ISS monitor to provide you with work to complete. If all work is finished, you may read a book or magazine. You may not sleep under any circumstances.
3. All assignments require a complete heading. This includes your name, date, teacher's name, subject, and class period. All assignments must be completed by following the directions given. You will complete all assignments to the best of your ability.
4. Raise your hand to ask a question, get help with an assignment, or when an assignment has been completed. Talking, making noises, and/or communicating with other students or teachers is strictly forbidden.
5. Instructions and/or directions from the ISS teacher will be followed at all times.
6. You will be dismissed from school after the teacher has inspected your area for cleanliness, all trash and debris have been picked up, and your chair has been pushed in.
7. Breaks-
  - Restroom breaks will be at 9:30 am, after lunch when the halls are clear, and at 1:45 pm. Only one person is permitted in the restroom at a time. Students in ISS and the ISS monitor will all leave the classroom and walk quietly, single file down the hall.
  - Lunch will be eaten at your desk. You will remain facing forward and there will be no talking. When you have finished your lunch, raise your hand to clear your area.
  - While assigned to ISS, you may not go to any other area of campus. You will come straight to the ISS room at **7:40 am** and leave immediately when you are excused at 3:30 pm. If you need to talk with a teacher before or after school, the ISS teacher will issue a pass to you, which must be returned with a signature from that teacher.
  - The study area will not be moved, written on, or damaged in any way.
  - Personal grooming is not allowed in the ISS classroom, including combing your hair or applying makeup.
  - ISS students are not permitted to attend any Clondcroft Municipal Schools function during the school day. Students serving ISS may attend athletic or extracurricular practices at the end of the school day. The day the student resumes regular class periods, the student will be eligible to participate in athletics and extracurricular games and events.

### **STUDENTS WHO CHOOSE NOT TO FOLLOW ISS RULES ARE SUBJECT TO FURTHER DISCIPLINARY ACTIONS.**

For students to have successfully completed a day of ISS they must obtain 70 points for a full day with a maximum of 105 points possible or 35 points for a half day. Students will earn points each class period using the following rubric. If a student fails to earn the required points, they will get the opportunity the next day to successfully complete their day in ISS.

## ISS Rubric

	Outstanding 3 pts.	Meets 2 pts.	Unsatisfactory 1pt.	Fail 0 pts
Completion of Assignments	Completes assignment independently	Completes assignment with only a reminder.	Warning to be on task and complete assignment.	Refusal to be on-task and complete assignment.
Disruptive Behavior	Works quietly	Reminded to work quietly.	Second reminder to remain quiet.	Refusal to follow directive, insubordinate, defiant
Rules	Follow rules.	Reminded to follow rules.	Second reminder to follow rules.	Sleeping, passing notes, profanity, out of seating, fighting.
Talking	No talking.	First time talking	Second time talking	Third time talking
Books and Materials	Has all books and materials	Reminder to have books out and in use.	No books or writing utensils	Use of cell phone or electronic devices

**OUT-OF-SCHOOL SUSPENSION** involves temporarily removing the student from the school campus for a designated number of days. The student's classwork is expected to be completed and submitted so that the student does not fall behind in each of their classes. The student on out-of-school suspension must make up all missed assignments. A student on OSS may not visit any of the school campuses unless accompanied by a parent/guardian to attend a conference with the building administrator. Parents will be notified if this disciplinary measure is implemented. (See Policy Manual JK)

**EXPULSION** the removal of a student from school for the remainder of the school year. Any student that is expelled will lose all remaining credit for the year. Students who are expelled may not visit during school hours or be present at any school activities outside the regular school day.

Racialized aggression defined as any aggressive act which can be characterized, categorized or which appears as such to be racial in nature is prohibited. A link to a statewide hotline for reporting such incidents is provided on the District Website: <https://www.cmsbears.org/>.

# CLOUDCROFT ELEMENTARY SCHOOL

## DISCIPLINE MATRIX

### Progressive Discipline

School administrators and teachers will follow a progressive discipline process when it is necessary to impose discipline. The degree of discipline to be imposed by school officials will be in proportion to the severity of the behavior of a particular student. It will take into account the student's discipline history, the age of the student, and other relevant factors.

The following elementary school code of conduct has been adopted to protect and foster respect for the rights of CMS elementary students and staff. Infractions of this Code of Conduct are grouped into three levels based on the severity of the infraction, and each violation of the code may have from one to three levels of consequences. Additional violations of 4 or more will be addressed according to the guidelines set below in the Additional Consequences after the Level I and Level II matrix area.

These represent the recommended guidelines for the elementary school's disposition of discipline situations. Therefore, depending on the circumstances of the behavior or education status of the student, responses may vary from situation to situation.

***In all cases, administrative discretion will be exercised.***

<b>Level I</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>General Disruptive Conduct (aligned to Middle School Matrix (Profanity, rudeness, acting disrespectfully, dishonesty, name-calling, etc.))</b>	Warning/Reteach Teacher Intervention Parent Notification	1-4 days Recess Detention Teacher Intervention Parent Notification	Parent Notification Behavior Contract and/or ½ - 1 Day ISS or Monday School
<b>Bus Disruptions</b>	1 Day Removal from Bus	1 Week Removal from Bus	1 Month Removal from Bus
<b>Dress Code Violation</b>	Parent Contact and Warning Change into other clothing may have clothing provided by the school, turn inside out	Parent Notification  Change to acceptable clothing, same as 1 <sup>st</sup> offense	Parent Notification  Change to acceptable clothing, same as 1 <sup>st</sup> offense
<b>Public Display of Affection (PDA)</b>	Reteach/ Parent Notification	1- 2 Recess Detentions Parent Notification	3-4 Recess Detentions Parent Meeting Behavior Contract
<b>Level II</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Cheating or plagiarism</b>	Redo Assignment/Reteach Parent Notification	Redo Assignment/Reteach Parent Notification	Redo Assignment/Reteach Parent Notification Behavior Contract
<b>Disrupting a school activity (field trip, event, game, etc.) Unsafe</b>	Warning/Reteach Parent Notification SEL Support	Removal from event Parent Notification	Loss of 1-3 events Parent Notification Behavior Contract

<b>Behavior (Previously listed under Level III)</b>			
<b>Electronic Devices</b>	Confiscate and the student may pick-up at the end of the day. Parent Notification	Confiscate and parent must pick-up in the office Parent Notification	Confiscate and parent must pick-up in the office Parent Notification
<b>Inappropriate Touch or Exposure</b>	Warning, Reteach Parent Notification	1 Day ISS, Parent Notification Behavior Contract	1 or more days OSS or Monday School Parent Notification Review/Update Behavior Contract
<b>Inappropriate possession or use of technology (unauthorized access to software, telephones, accounts or files)</b>	Loss of computer privileges for up to twelve (12) weeks Parent Notification	1-2 Days ISS Loss of computer privileges for up to 24 weeks Parent Notification	1 Day OSS Loss of computer privileges up to entire school year Parent Notification
<b>Insubordination, defiance of authority or showing disrespect</b>	1-3 Days Recess Detention Reteach Parent Notification	1/2 Day ISS Parent Notification Behavior Contract	1 Day ISS or OSS or Monday School Parent Notification Review/Update Behavior Contract
<b>Minor Theft</b>	1 Day Recess Detention Restitution of Stolen Item Parent Notification	1 Day ISS Restitution of Stolen Item Parent Notification Behavior Contract	1-3 Days ISS or OSS or Monday School Restitution of Stolen Item Parent Notification Review/Update Behavior Contract
<b>Physical or Aggressive contact towards student</b>	Reteach 1/2-1 day ISS Parent Notification	1-3 Days ISS Parent Notification Behavior Contract	1-3 Day(s) ISS or OSS or Monday School Parent Notification/Meeting Review/Update Behavior Contract
<b>Possession of inappropriate materials (toys,electronics, explicit materials)</b>	Confiscate and parent may pick-up at the end of the day Reteach	Confiscate and parent must pick up in the office Parent Notification	Confiscate and parent must pick up in the office Parent Notification Behavior Contract
<b>Possession/use of tobacco, rolling papers or incendiary paraphernalia, Vaps) at school or school-sponsored events.</b>	Educate on topic, 1/2-1 day ISS Parent Notification	1-3 Day ISS Parent Notification, Counseling, Behavior Contract	1 or more Days ISS or OSS or Monday School Parent Notification Review/Update Behavior Contract

<b>Rough Housing</b>	Reteach 1-2 Recess Detentions Parent Notification	3-4 Recess Detentions Parent Notification Behavior Contract	1 Day ISS Parent Notification Review/Update Behavior Contract
<b>Verbal Aggression/Provoking</b>	Reteach/counseling 1-2 Recess Detentions Parent Notification	3-4 Recess Detentions or 1-2 days ISS Parent Notification Behavior Contract	1-4 Day ISS or OSS or Monday School Parent Notification Review/Update Behavior Contract
<b>Additional Consequences after Level I and Level II</b>			
<b>Behavior</b>	<b>4th Offense</b>	<b>5th Offense</b>	<b>6th Offense</b>
<b>Failure to comply with disciplinary consequences includes multiple referrals and not necessarily for the same behavior. Habitual patterns.</b>	Twice the previous consequences Parent Notification Review/Update Behavior Contract	1 -3 Days ISS or OSS or Monday School Parent Notification Review/Update Behavior Contract	3-5 Days ISS or OSS or Monday School Parent Notification Review/Update Behavior Contract
<b>Level III</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Arson</b>	up to 10 Days OSS pending hearing Parent Notification	10 Days OSS pending hearing Parent Notification	
<b>Assault/Battery of a staff member or student</b>	3-5 Days OSS Parent Notification Behavior Contract	5-10 Days OSS pending hearing Parent Notification	
<b>Bomb Threats/False Alarms/Explosives</b>	10 Days OSS Pending hearing Parent Notification		
<b>Bullying</b>	Reteach 1/2-2 Days ISS Parent Notification	1-3 Days ISS or OSS or Monday School Parent Notification Behavior Contract Counseling	3-5 Days ISS or OSS or Monday School Parent Notification Review/Update Behavior Contract/Counseling
<b>Communicating intent to harm a staff or student</b>	1-3 Days ISS/OSS Threat Assessment Counseling Parent Notification	up to 5 days ISS/OSS Threat Assessment Parent Notification Behavior Contract	up to 10 Days OSS pending hearing Parent Notification
<b>Communicating intent to harm self</b>	Threat Assessment Counseling Parent Notification Safety Plan	Threat Assessment Counseling Parent Notification Review/Update Safety Plan	Threat Assessment Counseling Parent Notification Review/Update Safety Plan

<b>Harassment (Physical, racial, verbal, electronic, intimidation toward another student, etc.)</b>	1/2-2 Days ISS Parent Notification, counseling	1-3 Days OSS Parent Notification	3-5 Days OSS Parent Notification
<b>Making a false 911 call or pulling a fire alarm</b>	1-3 Days ISS or OSS Parent Notification	4-10 Days OSS Possible Hearing Parent Notification	
<b>Personal substance abuse (solicitation, possession, consumption, or being under the influence of alcohol, drugs, look-a-likes, e-cigarettes, vaps, edibles, or other controlled substances including OTC drugs and prescription drugs and/or possession of paraphernalia)</b>	5 Days OSS Parent Notification, Counseling, Behavior Contract Law Enforcement Contacted Drug/alcohol treatment in a certified program initiates by parent/guardian	9 Days OSS Parent Notification Counseling, Updated/Review Behavior Contract Law Enforcement Contacted Drug/alcohol treatment in a certified program or expulsion hearing	9 Days OSS pending Expulsion Hearing Parent Notification Law Enforcement Contacted
<b>Possession of Weapons or Look A likes</b>	1-10 Days OSS pending hearing Parent Notification Police may be contacted		
<b>Selling or distributing alcohol, drugs, look-a-likes, or other controlled substances including OTC drugs and prescription drugs</b>	4-10 Days OSS pending hearing Parent Notification		
<b>Sexual Harassment/Sexual Misconduct</b>	1-2 Days ISS/OSS Parent Notification	3-5 Days ISS/OSS Parent Meeting Behavior Contract Police may be contacted	10 Days OSS pending hearing Parent Meeting Police may be contacted
<b>Theft/Extortion</b>	3 Days ISS Police. Contact Parent Notification Restitution Behavior Contract	2-5 Days OSS Parent Notification Restitution Police. Contact	10 Days OSS pending hearing Parent Notification Restitution Police. Contact
<b>Vandalism (involved in altering, defacing or destroying school or private property, including technology)</b>	1-3 Days ISS/OSS Loss of privileges and restitution Parent Notification	up to 5 Days OSS Parent Notification Loss of privileges and restitution	up to 10 Days OSS pending hearing Parent Notification Restitution and loss of privileges



Additional Consequences after Level III			
Behavior	4th Offense	5th Offense	6th Offense
<b>Failure to comply with disciplinary consequences includes multiple referrals and not necessarily for the same behavior. Habitual patterns.</b>	Twice the previous consequences Parent Notification Review/Update Behavior Contract	6-8 days OSS or Monday School Parent Notification Review/Update Behavior Contract	9 days OSS Parent Notification Review/Update Behavior Contract Possible Expulsion Hearing



# BEHAVIOR/ ACADEMIC CONTRACT



Name: \_\_\_\_\_

Date: \_\_\_\_\_

What is the behavior that is not acceptable:

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---

What behavior is expected:

---

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Goals for expected behavior:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Rewards/positive consequences if goals are reached:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Consequences if goals are not reached:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Teacher or Principal Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Teacher or Principal Signature

### COMPUTER INFRACTIONS

Behavior	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation	4 <sup>th</sup> Violation
<b>General</b> <ul style="list-style-type: none"> <li>Altering settings</li> <li>Non-school business activity</li> <li>Food/drink infraction</li> <li>Cheating/Plagiarism</li> <li>Horsing around</li> <li>Improper care of equipment</li> </ul>	<ul style="list-style-type: none"> <li>Verbal warning to student and documentation in Power School</li> <li>Parent notification</li> <li>Suspension from technology access for the remaining class period</li> </ul>	<ul style="list-style-type: none"> <li>Verbal warning to student and documentation in Power School.</li> <li>Parent notification</li> <li>Suspension from technology access for 3 days</li> </ul>	<ul style="list-style-type: none"> <li>Verbal warning to student and documentation in Power School.</li> <li>Parent notification</li> <li>Suspension from technology access for 7 days</li> <li>Lunch Detention</li> </ul>	<ul style="list-style-type: none"> <li>Verbal warning to student and documentation in Power School.</li> <li>Parent notification</li> <li>Suspension from technology access for 30 days and up to the remaining of the school year</li> <li>Lunch Detention</li> <li>ISS</li> </ul>
<b>Security</b> <ul style="list-style-type: none"> <li>Inappropriate/unauthorized access to resources</li> <li>Accessing another's account</li> <li>Attempting to add/destroy, modify, or harm software/hardware</li> <li>Interfering with network security</li> </ul>	<ul style="list-style-type: none"> <li>Verbal warning to student and documentation in Power School</li> <li>Parent notification</li> <li>Suspension from technology access for the remaining class period</li> </ul>	<ul style="list-style-type: none"> <li>Verbal warning to student and documentation in Power School.</li> <li>Parent notification</li> <li>Suspension from technology access for 3 days</li> </ul>	<ul style="list-style-type: none"> <li>Verbal warning to student and documentation in Power School.</li> <li>Parent notification</li> <li>Suspension from technology access for 7 days</li> <li>Lunch Detention</li> </ul>	<ul style="list-style-type: none"> <li>Verbal warning to student and documentation in Power School.</li> <li>Parent notification</li> <li>Suspension from technology access for 30 days and up to the remaining of the school year</li> <li>Lunch Detention</li> <li>ISS</li> </ul>
<b>Web Content</b> <ul style="list-style-type: none"> <li>Cyberbullying</li> <li>Social networking</li> <li>Online harassment</li> <li>Attempting to submit, publish, display, or retrieve any materials that are defamatory, inaccurate, abusive, obscene, profane, racially offensive, pornographic/sexually-oriented and/or illegal</li> </ul>	<ul style="list-style-type: none"> <li>Verbal warning to student and documentation in Power School</li> <li>Parent notification</li> <li>Suspension from technology access for the remaining class period</li> <li>Cyberbullying Contract and Restorative Practice Plan</li> <li>Depending on pornographic, sexual content or illegal activity could result in ISS/OSS/Monday school or detention</li> </ul>	<ul style="list-style-type: none"> <li>Verbal warning to student and documentation in Power School.</li> <li>Parent notification</li> <li>Suspension from technology access for 3 days</li> <li>Cyberbullying Contract and Restorative Practice Plan</li> </ul>	<ul style="list-style-type: none"> <li>Verbal warning to student and documentation in Power School.</li> <li>Parent notification</li> <li>Suspension from technology access for 7 days</li> <li>Lunch Detention</li> <li>Cyberbullying Contract and Restorative Practice Plan</li> <li>Police Referral</li> </ul>	<ul style="list-style-type: none"> <li>Verbal warning to student and documentation in Power School.</li> <li>Parent notification</li> <li>Suspension from technology access for 30 days and up to the remaining of the school year</li> <li>Lunch Detention</li> <li>ISS</li> <li>Cyberbullying Contract and Restorative Practice Plan</li> <li>Police Referral</li> </ul>

Penalties may change due to the severity of the infraction and at the discretion of the Administration.

Infractions include Unauthorized/Inappropriate use of school communication systems, Internet/Program/Computer game access without approval, altering the desktop/icons, negligent care of equipment, horsing around, food/drink in the computer lab, using another person's username and password, cheating, plagiarizing, downloading/creating/using unauthorized files, videos, photos, apps or programs, spamming (sending inappropriate/unwanted emails), downloading or distributing any offensive, profane, threatening, abusive, obscene, and/or pornographic/sexually explicit materials, any activity that voids an equipment service warranty, unauthorized entry to program files (hacking), and cyberbullying.

## **DRESS CODE**

Students should dress in a manner that, in addition to the following guidelines, considers the educational environment, safety, health, and welfare of self and others. Appropriate dress for school is respectful and in good taste, with modesty being the prevailing model. Personal attire should reflect pride and respect for who you are as a student at Cloudcroft High School.

To promote the safety of students and a non-disruptive environment for the orderly operation of the school, a student's appearance or mode of dress and/or cleanliness shall not disrupt the educational process nor constitute a threat to school safety.

### **STUDENTS MUST ADHERE TO THE FOLLOWING GUIDELINES:**

- Students' hair color shall be of a natural-born color. Unnatural contrasts in color (including highlights, extensions, unnatural shading of hair, and unnatural colors) are not allowed. Extreme hairstyles or hair colors that are distracting or disruptive to the learning environment are **NOT** permitted. The hair must be neatly groomed. \*During Spirit Week or an approved special event, with approval from school administration, special exceptions may be allowed for the event - not to exceed one week.
- Any clothing or aspect of personal appearance (e.g., makeup must be worn neatly -no teardrops, gang-related symbols, or designs on the face or body that demonstrates self-harm) that is determined to be disruptive or gang-related by the building administration is not allowed.
- Pants/shorts will be worn at the waist as not to be "sagging" and/or revealing; dangling attachments such as chains, etc., are not allowed. Excessively large or baggy clothing is prohibited. **Belts, ties, or appropriate shirts/pants may be loaned to the student to adjust or correct the dress code violation.**
- Leggings or spandex: A shirt must be worn long enough to reach mid-thigh.
- Jeans/pants **Absolutely no holes or tears revealing skin above mid-thigh.**
- The hemline of dresses, shorts, skirts, or jumpers must fall within a dollar bill's length from the kneecap.
- All tops (shirts or blouses) must cover the top of the shoulder with the top layer of clothing at least two (2) inches wide (to cover spaghetti/bra straps) and completely cover the stomach, chest, bareback, and to armpits. Bare midriffs are not allowed, and the display of cleavage is unacceptable.
- Footwear must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, etc.
- Jewelry and other accessories, such as dog collars, wallet chains/straps, spiked necklaces/bracelets, chains, etc. that cause a safety hazard or could be used as weapons are not permitted.
- Jewelry for pierced areas must be worn in the ears or nose (left or right nostril) only. Nose piercings are limited to small studs/hoops only. Septum piercings are prohibited. No bullrings due to safety issues. Studs must be rounded.
- Headwear, including sunglasses, is NOT to be worn indoors except for proper occupational safety headgear required for special classes.
- Gang-related materials such as rags, bandannas, or any clothing displaying gang colors, signs, symbols, or coded designs on clothing, notebooks, etc., that are representative of gang affiliation or identification are not allowed.
- Clothes bearing phrases, graphics, or slogans that are sexually suggestive, promote the use of drugs, violence, or alcohol, or contain vulgar language or ethnic slurs will not be worn.
- No sleepwear or house slippers allowed. Exceptions for special activities or health considerations may be pre-approved by the administrator.
- Visible tattoos must be discrete and school-appropriate (phrases, graphics, or slogans that are sexually suggestive or gang-related, promote the use of drugs, violence, or alcohol, or contain vulgar language or ethnic slurs shall not be permitted).

- Students who volunteer for extra-curricular activities, such as athletics, band, chorus, etc., are subject to the standards of the above-mentioned Dress Code and/or more stringent policies as defined by the Activities Coordinator/Director.

NOTE: The principal or the principal's designee is the final authority for interpreting whether student attire conforms to the dress code. If the dress is inappropriate, the student will be advised by the principal to change dress or appearance, and the parents will be notified. In extreme cases, the parent/guardian may be asked to bring an appropriate change of clothes to school.

The District does not discipline students or discriminate against students based on race, religion, or culture or because of the use of protective hairstyles or cultural or religious headdresses, as defined below:

- **Race:** Includes traits historically associated with race, including hair texture, length of hair, protective hairstyles, or cultural or religious headdresses.
- **Cultural or religious headdresses:** hijabs, head wraps, or other headdresses used as part of an individual's personal cultural or religious beliefs
- **Protective hairstyles:** braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

## **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Students are to demonstrate respect for each other by only showing affection through holding hands during school hours and at school-sponsored activities. As a representative of the Cloudcroft School District and in support of Bear Pride, students should maintain a high standard of mutual respect and integrity for one another.

## **SEXUAL HARRASSMENT**

Students are to refrain from displays of unwelcome advances or harassment towards another student (same-sex or opposite sex), faculty, or staff member. Unwelcome harassment or advances should be reported to an administrator or school counselor. According to School Board Policy, the conduct of a sexual nature may include, but is not limited to, verbal or physical advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against another person; comments regarding physical or personality characteristics of a sexual nature; sexually-oriented "kidding" or "teasing"; and double entendres or jokes.

## **BULLYING PREVENTION RULE**

It is the policy of the Board of Education to prohibit violence, threats, name-calling, bullying, intimidation, assault, battery, extortion, robbery, vandalism, and other victim-based misconduct that creates an intimidating, hostile, or offensive environment. It is the express policy of the Board to encourage students who are victims of such physical or verbal misconduct to report such claims to an administrator, teacher, or school counselor.

Any student found to engage in misconduct involving violence, threats, name-calling, bullying, intimidation, assault, battery, extortion, robbery, vandalism, etc., shall be subject to sanctions including, but not limited to, suspension or expulsion. (See Discipline Matrix)

Reference Bullying Policy-Appendix A (Policy 201)

## **CELL PHONES AND ELECTRONIC DEVICES**

Due to increasing classroom disruptions, invasion of privacy, and improper text messaging, cell phones and all other electronic devices (games, music players, pagers, cameras, etc.) are not to be used in the building during school hours.

- 1<sup>st</sup> Offense: Warning to the student
- 2<sup>nd</sup> Offense: Warning/Conference with the student; Device confiscated/Parent notified/documentation in PowerTeacher/Student picks up phone/device at the end of the day
- 3<sup>rd</sup> Offense: Phone/Device confiscated/Parent notified/documentation in PowerTeacher/Parent (Guardian) picks up phone/device at the end of the day
- 4<sup>th</sup> Offense: Phone/Device confiscated/Parent notified/documentation in PowerTeacher/Parent (Guardian) picks up phone/device at the end of the day
- 5<sup>th</sup> Offense: Phone/Device confiscated/Parent notified/documentation in PowerTeacher/Parent (Guardian) picks up phone/device at the end of the day
- 6<sup>th</sup> Offense: Phone/Device confiscated/Parent notified/documentation in PowerTeacher/Parent (Guardian) picks up phone/device at the end of the day

The phones in the office and in classrooms are available for students to use should they need to contact a parent. Parents needing to reach students should call the office at 601-4416 ext. 302. We will get the student from the classroom or see that messages are delivered.

NOTE: The school is not responsible for lost or stolen electronic devices.

## **TOBACCO USE BY STUDENTS / SMOKING**

The use, possession, and distribution of tobacco products, e-cigarettes and nicotine liquid containers, alcoholic beverages, mood-altering substances, and illicit drugs are prohibited in the following locations:

- School grounds
- School buildings
- School parking lots
- School playing fields
- School buses and other District vehicles
- Transportation pick-up areas.
- Off-campus school-sponsored events.

The meaning of the terms included herein shall be as provided in New Mexico Administrative Code 6.12.4.1 through 6.12.4.9. Notice of this policy shall be made a part of the student handbook and a listing of prohibited items will be included in a Tobacco, Drug, and Alcohol-Free School notice posted at the entrance to school buildings and athletic events.

The Superintendent may establish procedures necessary to implement this policy. Disciplinary penalties may include but are not limited to, suspension of the student from school or a recommendation for expulsion when there is evidence of a repeated and continuous violation of this policy.

All District employees are expected to cooperate in the enforcement of this policy. Student violations shall be reported to administrative personnel.

No school employee who, in good faith, reports any known or suspected use, possession, or distribution of alcoholic beverages, mood-altering substances, or illicit drugs shall be held liable for any civil damages as a result of such report or efforts to enforce this policy.

EXCEPTION: Lawful possession or use by a minor of a tobacco-cessation product approved by the United States Food and Drug Administration shall be permitted by students following district policies for student self-administration of medications.

## **VAPES/E-CIGARETTES /JUULS**

E-cigarettes/vapes E-cigarettes/Juuls and/or vapes may be used to smoke a variety of substances, including controlled dangerous substances (CDS). Therefore, for the safety and well-being of the school and its environment, a student found in possession of and/or using an E-cigarette and/or a Vape will be sent out immediately for drug testing at the students'/parents' expense.

- Vaping materials and equipment are banned from school and all school-sponsored functions.
- Vaping equipment is classified as drug paraphernalia.
- Students in possession of and/or using drug paraphernalia (including vaping/e-cigarette devices and equipment) at school or a school-related function will be subject to suspension as defined in the Discipline Matrix.
- Students in possession of and/or using drug paraphernalia are sent for drug screening and the substance abuse policy is followed.
- Students who are in possession of an e-cigarette, vape, Juul, or other vaping tools on the school campus or at a school-sponsored event will be subject to an immediate 5 Days OSS.
  - The apparatus will be confiscated and tested for drugs.
  - The student will be subject to drug testing.
    - Parents will take the student to White Sands Drug and Alcohol Compliance in Alamogordo immediately for a drug test.
- Students who refuse to supply the e-cigarette, vape, Juul, or other vaping tools will be subject to 9 Days OSS.
- Students who refuse an immediate drug test due to using an e-cigarette, vape, Juul, or other vaping tools will be subject to 9 Days OSS.
- Providing the e-cigarette, vape, Juul, or other vaping tools to another student could indicate distribution and will dictate a discipline of 9 days OSS should the e-cigarette, vape, Juul, or other vaping tool tests positive for drug content.
- In the event the e-cigarette, vape, Juul, or other vaping tool tests positive for a drug, the student will be referred to JPO, and law enforcement will be notified. The student will also be referred to drug and alcohol treatment/counseling treatment.
- Should the student be in a school-sponsored sport or extracurricular activity and is tested positive for drugs, the student will be subject to a 39-day suspension from all extracurricular activities.
- Should the student test positive for a drug, the student will be referred to JPO, law enforcement will be notified, and the student will be referred to drug and alcohol treatment/counseling treatment.
- **\*Note: "It is not the role of the school health personnel to confirm or disprove that a student is under the influence of a substance" ([SHM 242](#)).**

# GUIDANCE INFORMATION

## GUIDANCE SERVICES

The Cloudcroft Municipal Schools guidance counselor is available to students and parents in helping with enrollment plans, interpreting test results, college admissions requirements, financial aid, scholarships, college entrance exams, and career-vocational information. The counselor can also assist with the Next Step Plan.

Students are encouraged to take advantage of the opportunities at Cloudcroft Municipal Schools. It is recommended that students challenge themselves to the best of their ability to better prepare for success in our global society.

It is the goal of Cloudcroft Municipal Schools for every student to experience success. All students are encouraged to see the counselor to discuss personal concerns, for help in self-expression, for help in decision-making, and to improve their overall social/emotional well-being. With open communication, we can assist the student to do his/her best possible work at school and in the community.

## COURSE REQUESTS

Courses are included in the master schedule on the basis of enrollment requests. Because the master schedule is determined by course requests, be very mindful in your course selection and be aware that schedule change requests will be carefully scrutinized. As Cloudcroft Middle School is a small school, most classes appear only once on the schedule; because of this, it is extremely difficult to make schedule changes. **Students failing a course required for promotion must pass the course through a correspondence course or other alternative program.**

## SCHEDULE CHANGES (DROPPING OR ADDING CLASSES)

Schedule change requests must be made during the first two (2) weeks of a semester in order to earn credit in the course being added. The student is responsible for making up any work already assigned in the new class and has one (1) week from the time of entering the class to have the work turned in to the instructor. A schedule change requires the permission of the instructors, the counselor, the parent/guardian, and the principal. Schedule changes will not be made if the requested change overloads a class.

## GRADING

If at any time you have a question or concern about any area of your child's educational program, please arrange a conference with the teacher(s) as soon as possible. The default grade for a missing assignment due to non-completion will be a zero until made up by the student (teachers have the discretion to take points off for make-up work that does not follow an allowable absence; please review the teacher syllabus for make-up work policies). The default grade for an allowable excused absence will be "missing" and will not affect the student's grade until the makeup period has lapsed, then, a zero will replace "missing." An EX signifies that the assignment need not be made up.

Students should expect a minimum of two grades per week recorded per class.



The grades and quality of student work will be reported as follows:

<b>Grade</b>	<b>Numerical Score</b>	<b>Interpretation</b>	<b>GPA Points</b>
A	90-100	Excellent achievement	4
B	80-89	Above average achievement	3
C	70-79	Average achievement	2
D	60-69	Below average achievement	1
F	0-59	Unsatisfactory achievement	0

A standard 4.0 grading scale will be utilized for determining activity and academic eligibility.

### **TESTING**

State required tests: iStation (Reading) grades K-3rd, NM-MSSA State Testing (ELA and Math) grades 3rd-5th, and NMASS Science grades 5th. Formative assessments to monitor student growth: Star Reading and Math 2nd-5th, and iMSSA Reading, Language Usage, and Math 3rd-5th.

### **INTERIM ASSESSMENTS**

Quarterly/Interim Assessments will be conducted in all content areas. For English, Math, History, and Science, the Cognia and iStations systems will be used.

# **Bullying, Cyber Bullying, Intimidation and Harassment**

## **A Handbook for Parents and Students**



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Form A/Part 1 & 2                      Complaint/Witness Reporting Form for HIB

Form B/Part 1 & 2                      Anonymous Report Form for HIB

## **Bullying/Cyberbullying Prevention/Intimidation/Harassment**

Cyberbullying, as defined below, is prohibited when such bullying creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities, or performance.

Bullying and harassment is prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Anti-bullying shall be included as a part of the health education curriculum as set forth in 6.29.6.8 NMAC

### Definitions:

- **"Bullying"** by another student 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 (1) 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, sexual orientation or gender identity.
- **"Cyberbullying"** means electronic communication that targets a specific student; is published with the intention that the communication be seen or disclosed to the targeted student; is in fact seen by or disclosed to the targeted student; and creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance.
- **"Harassment"** means knowingly pursuing a pattern of conduct that is intended to annoy, alarm, or terrorize another person.
- **"Intimidation"** to make timid or fearful; frighten; to compel or deter by or as if by threats

## **Licensed School Staff Responsibility**

Licensed school employees shall complete training on how to recognize signs that a person is being harassed, bullied, or cyberbullied and shall be responsible for reading and understanding this policy. A licensed school employee who has information about or a reasonable suspicion that a person is being harassed, bullied, or cyberbullied shall report immediately to the school principal, an administrator, the superintendent, or any of these school officers. Any school administrator who receives a report of harassment, bullying, or cyberbullying shall take immediate steps to ensure a prompt investigation of the report and shall take prompt disciplinary action in response to these acts upon confirmation of the occurrence through such investigation. Such action may include the least restrictive means necessary to address a hostile environment on the school campus resulting from confirmed harassment, bullying or cyberbullying that include, but are not limited to,

- Counseling
- Parent-Student disciplinary conference
- Directed reflective activities
- Verbal Warning
- Written warning
- Written notification
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extracurricular activities
- Suspension of other privileges
- Expulsion from a particular class
- In-School suspension
- Involuntary transfer
- Mediation
- Anger Management
- Participation in skill-building and resolution activities
- Loss of IT privileges at school
- Community Service
- Suspension
- 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. Where disciplinary action is necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed as in policy (see Discipline Matrix).

## **Types of Reporting**

### **Three Types of reporting:**

1. Verbal
2. Written
  - a. See form A
3. Anonymous
  - a. See form B

## **Harassment, Bullying, Cyber Bullying, Intimidation Investigation Procedures**

- Detailed and specific times
- Verbal reports must be made to the Principal by the involved staff member (if there is one) on the same day the incident occurs
- Involved staff member (if there is one) must complete follow-up written report within two (2) school days of the verbal report (Form A/B).
- Principal/designee must initiate an investigation within one (1) school day of receiving the verbal report
- Principal/designee must contact parents/guardians of alleged victim and alleged aggressor to inform them about the incident within one (1) school day of receiving the verbal report
- Principal/designee may appoint others to assist in investigation
- Investigation must be completed as soon as possible but no later than five (5) school days from the date the written report was received
- If Principal/designee concurs with findings, parent(s)/guardian(s) of alleged victim and alleged aggressor will be notified with the findings while maintaining student confidentiality.
- Principal/designee must give completed report to identified school site individual responsible for collection of Harassment, Intimidation, Bullying (HIB) data.
- Principal/designee will follow up with alleged victim and alleged aggressor as well as their parents/guardians within ten (10) days of the completed HIB report.

## **Due Process Rights for Alleged Accused and Alleged Victim(s)**

Parents of all parties, including the alleged victim(s) and alleged bully, involved have the right to receive verbal information regarding the allegations and findings. Principal/Designee must provide information to both parties within five (5) school days after the results of the investigation were submitted to the identified school site individual responsible for collection of HIB data.

## **Right to Appeal**

Upon conclusion of the investigation should either the student accused of bullying or the target of the bullying take exception to the outcome of the investigation, an appeal may be made to the Superintendent of schools in writing. The Superintendent will review the actions taken based upon the application of appropriate school policy and procedure. The Superintendent will review the report and procedures and may refer the actions for further consideration, affirm the action or make such changes as may be in accord with current policy and procedure. The determination of the Superintendent is final.

## **Student Safety Plan**

Development of a student safety support plan for students who are targets of bullying will be completed on a case by case basis. This plan will address safety measures the school will take to protect targeted students against further acts of bullying.

## **Principal/Designee Responsibilities**

The Principal/Designee shall:

- Initiate the investigation.
- Contact parent(s)/guardian(s) of alleged victim and alleged aggressor to advise them of the incident while maintaining student confidentiality.
- Keep abreast of the situation.
- Keep in close contact with the School Safety Team and update them with current information.
- May appoint others to assist with investigation.
- In conjunction with the School Safety Team, shall determine the “range” of ways to address the incidents of bullying/intimidation/harassment behavior. These may include but are not limited to: training, discipline actions, counseling, or intervention programs.
- Be an active participant of the School Safety Team.
- Provide training on the School Bullying Harassment, and Intimidation Protocol to employees; contact service providers and volunteers who have significant contact with students.
- Annual reevaluation, reassessment, and review of bullying/ Harassment/Intimidation Protocol with input from the School Safety Team.

- Post the names, school phone number, address, and school email addresses of identified school team members in the office.
- Appoint certified school employee as Harassment, Intimidation, and Bullying data collector where all reports will be centrally accounted for and stored.

### **School Safety Team Responsibilities**

**(Principal, Assistant Principal/Designee, Guidance Counselor, Mental Health**

**Provider, Teacher, Family Service Worker for each school)**

School Safety Team shall:

- Receive any complaints of harassment, intimidation, or bullying of students that have been reported to the Principal/Designee.
- Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying.
- Identify and address patterns of harassment, intimidation, or bullying of students in their school.
- Review and strengthen school climate and the policies of the school to prevent and address harassment, intimidation, and bullying of students.



# Harassment, Intimidation, & Bullying Complaint Reporting

## Form A

### Part 1

This form **MUST** be completed to file a complaint relating to an incident of alleged harassment, intimidation, and/or bullying. It must be turned into the school Principal/Designee.

<b>Name (last, first, middle)</b>	
<b>I am:</b> <input type="checkbox"/> <b>Complainant</b> <input type="checkbox"/> <b>Witness</b>	<div style="text-align: right;">Witness Title:</div> <input type="checkbox"/> Teacher <input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Other
<b>Target Name (last, first, middle)</b>	Gender _____ Age _____
<b>Accused Name (last, first, middle)</b>	Gender _____ Age _____
<b>School Site/Location (where incident occurred)</b>	Interview Date _____
<b>Principal/Administrator</b>	Incident Date _____

Describe the location where the incident took place and if there were any adults present:

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List any person who you know or have reason to believe may have relevant information regarding the harassment, intimidation, and/or bullying:

Name \_\_\_\_\_ ☐ Staff   ☐ Student   ☐ Other

Name \_\_\_\_\_ ☐ Staff   ☐ Student   ☐ Other

Name \_\_\_\_\_ ☐ Staff   ☐ Student   ☐ Other

## Harassment, Intimidation and Bullying

### Form A

### Part 2

Describe the nature of the harassment, intimidation, or bullying. Include any gesture, written, verbal, or physical act(s), or any electronic communication. (Attach additional sheets if necessary.):

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Additional sheets attached: ☐ Yes ☐ No

List any evidence of bullying (i.e. letters, photos, etc – attach if possible):

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Identify what harm you believe was or may have been caused by the alleged incident. Check all that apply:

- ☐ Substantial disruption or interference with the orderly operation of school or rights of others.
- ☐ Physical or emotional harm
- ☐ Insulting or demeaning
- ☐ Creates a hostile educational environment
- ☐ Interferes with education
- ☐ Other:

**I agree that all the information on this form is true and accurate to the best of my knowledge.**

**Signature of Complainant/Witness**

---

**Date**

---

**Name of person receiving form**

---

**Date**

---

**For Office Use Only (To be completed at the end of the investigation)**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Action	Aggressor Agrees to Informal Resolution(s) and/or Discipline (e.g. Changing aggressor's class schedule)	Formal Resolution (Administrative Action)	Formal Resolution (Administrative Action)
Date			
Outcome (attach additional sheets if necessary)			

I have reviewed this HIB report and concur with the investigation, findings, and outcome.

School Principal (or designee): \_\_\_\_\_ Date: \_\_\_\_\_

*Safety Team for Review (Signature of Designee for Safety Team)*

Date:	Signature:
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## Harassment, Intimidation, & Bullying Complaint Reporting

### Form B

#### Part 1

*If you have information regarding harassment, intimidation, and/or bullying and would like to report this information anonymously, please fill out this form to the best of your knowledge.*

<b>Target Name (last, first, middle)</b>	Gender _____ Age _____
<b>Accused Name (last, first, middle)</b>	Gender _____ Age _____
<b>School Site/Location (where incident occurred)</b>	Interview Date _____
<b>Principal/Administrator</b>	Incident Date _____

Describe the location where the incident took place and if there were any adults present:

\_\_\_\_\_

\_\_\_\_\_

List any person who you know or have reason to believe may have relevant information regarding the harassment, intimidation, and/or bullying:

Name \_\_\_\_\_ ☐ Staff ☐ Student ☐ Other

Name \_\_\_\_\_ ☐ Staff ☐ Student ☐ Other

Name \_\_\_\_\_ ☐ Staff ☐ Student ☐ Other

## Harassment, Intimidation and Bullying

### From B

### Part 2

Describe the nature of the harassment, intimidation, or bullying. Include any gesture, written, verbal, or physical act(s), or any electronic communication. (Attach additional sheets if necessary.):

---

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Additional sheets attached: ☐ Yes ☐ No

List any evidence of bullying (i.e. letters, photos, etc – attach if possible):

---

---

Identify what harm you believe was or may have been caused by the alleged incident. Check all that apply:

- ☐ Substantial disruption or interference with the orderly operation of school or rights of others.
- ☐ Physical or emotional harm
- ☐ Insulting or demeaning
- ☐ Creates a hostile educational environment
- ☐ Interferes with education
- ☐ Other:

*Thank you. This report will be reviewed within 2 school/work days. If you fear a student is in immediate danger, contact their home school, the Cloudcroft Police Department, or the Otero County Sheriff's Department.*

#### For School Use Only:

Date Received	
Received By	
Outcome	



## Cloudcroft Municipal Schools 1:1 Chromebook Electronic Information Services, Procedures and Information Guide

### **Cloudcroft Municipal Schools 1:1 Laptop Program**

Cloudcroft Municipal Schools is committed to providing innovative ways for students to learn and is working hard to improve the quality and access to technology tools and resources. Essential to this effort is not just a computer device but a partnership between the District Curriculum Department and the schools that includes teachers utilizing technology to teach.

The policies, procedures and information within this document apply to all devices used in Cloudcroft Municipal Schools. **Teachers may add requirements in their classrooms as they see fit.**

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# Policies

Technology made available to students and staff in the Cloudcroft Municipal Schools are provided to enhance learning and improve communication. The Board of Education has established policy to govern student and employee use of these resources. The use of school district technological resources on district-owned devices or personal devices, including access to the internet, is a privilege, not a right. Individual users of the school district's technological resources are responsible for their behavior and communications when using those resources. Responsible use of technological resources includes behaviors that are ethical, respectful, academically honest, and supportive of student learning. Students and staff are expected to learn and apply all applicable policies. All students and employees will be informed annually of the requirements of said policies and the ways to access or acquire a copy of the same. Students and staff will annually sign a statement indicating they understand and will strictly comply with these requirements.

Copies of all these documents are available to parents and staff on the district website.

To use district-issued devices or technology resources, the students and legal guardians must sign the agreement of the electronic information services (EIS) Policy. In signing the electronic information services (EIS) Policy, students and parents have agreed they have familiarized themselves with the content. If the Responsible Use Policy is not followed, disciplinary action and consequences will be enforced, up to and including the loss of device access privileges or legal action.

## Rules for Use of Technological Resources

1. School district technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for non-educational purposes is also prohibited. The board permits infrequent and brief personal use by employees during personal time, provided that it does not interfere with school district business and is not otherwise prohibited by board policy or procedure.
2. School district technological resources are installed and maintained by the R9 technologies staff. Students and employees shall not attempt to perform any installation or maintenance without the permission of the building-level technology coordinator.
3. Under no circumstance may software purchased by the school district be copied for personal use.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of internet resources will be treated in the same manner as any other incidents of plagiarism.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors. All users must comply with policy I-6400 (IJNDB) (Student Discrimination, Harassment, Intimidation, Bullying, and Cyberbullying) when using school district technology.
6. The use of anonymous proxies to circumvent content filtering is prohibited. CMS is not responsible for content accessed by bypassing safeguards that are in place.
7. Users may not install or use any internet-based file-sharing program designed to facilitate sharing of copyrighted material.



8. Users of technological resources may not send electronic communication fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using Email, chat rooms, blogs, or other forums of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. School employees will follow FERPA guidelines relating to student information and media release.
10. Users may not intentionally or negligently damage computers or other devices, computer systems, accessories, software, computer networks, or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
11. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school district electronic device or network without the express permission of the district-level technology coordinator.
12. Student users are prohibited from using another individual's user ID or password for any technological resource.
13. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
14. Student users may not read, alter, change, block, execute, or delete files or communications belonging to another user.
15. Users shall only access data systems or subscriptions that are currently approved by CMS.
16. If a user identifies a security problem on a technological resource, he or she must immediately notify the building-level technology contact or designee. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
17. Teachers and other staff shall make reasonable efforts to supervise students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.
18. Views may be expressed on the internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by school administration or designee.
19. CMS does not back up student files. In the event of computer failure, user data will not be recovered from the device hard drive. Users are responsible for storing and backing up their own data.
20. Those who use district-owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.
21. Users will practice Digital Citizenship to support a healthy experience and responsibility while using the Internet.
22. CMS may provide students with a closed-campus Email account. Users are expected to communicate with the same appropriate, mindful, and courteous conduct online as offline. Email usage may be monitored and archived. There is no expectation of privacy with school Email accounts. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

### **Rules for Use of Email**

1. Use for official business only.
2. Do not interrupt instructional time sending or receiving Email.

3. Teachers, network, and/or site administrators may review any files and communications to maintain system integrity and ensure that students are using the system responsibly. All student Email is archived in accordance with Federal regulation.

### **Rules Network Publishing**

1. All publications must comply with all policies and regulations of the district and all state, federal and international laws concerning copyright, intellectual property, and use of devices.
2. All CMS publications should reside on the district's network. Any exceptions must be approved by school administration or designee.
3. All publications must provide a link to the Cloudcroft Municipal Schools home page.
4. All district websites must include the statement, "Cloudcroft Municipal Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex, sexual orientation, gender identity, or age."
5. All publications must be reviewed and approved by the school district for distribution or posting.
6. Design of the district website is the responsibility of the Director of Schools or his/her designee. Other publications intended for the public may be designed and developed by individuals or groups of employees with permission of appropriate management staff.

### **Rules Web Applications**

1. Staff and students will follow all contractual terms and federal guidelines for the use of sites, based on age and other terms – seeking parental permissions as needed.

## **CHROMEBOOK FAQs**

### **Chromebook Identification**

All the Chromebooks appear similar. However, each Chromebook is tagged with a sticker with the student's name and student ID number. Additionally, district asset tags with barcodes are on each device and each device has a serial number. The district keeps all that data; if a Chromebook is misplaced, we can determine to whom it belongs. Removal of the ID stickers will result in a student fine. No additional permanent markings of any kind (stickers, engraving, permanent ink pen, tape, etc.) shall be placed on the Chromebook or its carrying case. Devices are issued for student usage; however, they are district-owned property. Additional permanent markings on the device or its case will be considered vandalism.

### **Chromebooks Possession**

Students will be allowed to take the Chromebooks home for school-related use. All students must have a Chromebook Policy, Internet Acceptable Use Policy, and Media Release signed by themselves and a parent before they are issued a Chromebook.

### **Chromebook Responsibility**

Students are expected to charge their Chromebooks nightly at home and bring them to school fully charged. If one is available, students who do not bring a charged Chromebook back to school may be issued a loaner device for the day, which cannot be taken home. Loaners may not be available and your student may be without the Chromebook for the day. Students may charge the Chromebook in various locations in the school throughout the day.

### **Chromebook Travel**

Chromebooks should never be transported while open as even gentle handling can damage the screen. Chromebooks should be safely closed and placed in their travel case before they are taken from classroom to classroom, or to and from school.

### **Wireless Connection**

The devices will only connect to the web wirelessly. If the district's WiFi network is down during school, the Chromebooks will not have connectivity to the web. However, some features, such as access to the student's Google Drive, off-line. The work that is done offline will be backed up when a wireless Internet connection is restored.

### **Student Login**

Students will each have an Email address that is their primary login and username. Students can change their password, but they cannot change their username. The district cannot recover passwords and students should remember them to ensure successful logins. Students and staff cannot access a district-owned Chromebook with any other login other than their district-assigned Email. For example, students will not be able log in to their personal Gmail account on a district-provided Chromebook. However, if a student logs into another device with their school username (a PC laptop, a school lab computer, a loaner Chromebook, etc.) all of their information (bookmarks, emails, documents, applications, etc.) will be available to them on that device when using a Chrome browser.

### **Inappropriate/Unsafe Websites**

Before each Chromebook device connects to the Internet, it must pass through district network firewalls and filters. This happens whether the device is browsing on campus on school-owned networks, or off-campus using another WiFi router that is providing the Internet connection. Our web filters are programmed to block inappropriate content as much as possible.

### **Inappropriate Websites**

Some websites are not blocked or are able to bypass our filters. Teachers and parents are encouraged to randomly check the browsing history of student Chromebooks on a regular basis. Browsing histories cannot be deleted by the students. The district will also conduct random checks of student browsing histories. If you discover any inappropriate web activity, please contact your child's teacher and/or building principal. Inappropriate web browsing is a violation of the district EIS and may result in disciplinary action.

### **Damage or Lost Chromebook**

Students and parents will be responsible for district-owned technology property that is issued to them, just as they are for other district-owned items such as textbooks, calculators, cameras, athletic equipment or library books. The student must take care of his/her Chromebook (this means not loaning the Chromebook to another student; each student is responsible for his/her Chromebook). The district will repair or replace the device, but students and parents will be responsible for the cost of those repairs or replaced devices. Should it be reported that another student damaged or vandalized the students' Chromebook, an investigation will ensue.

### **Printing**

Digital online file sharing between staff and students is one of the great advantages of the Chromebooks and is an easy and efficient way to distribute and turn in assignments without printing. It also saves on paper, ink, and toner use, thereby saving the district money. Students can print assignments to the Library.

### **Chromebook Repair**

Damaged or non-functioning devices should be turned in immediately for repair. District technology staff can repair many problems in-house, which may take a day or two. Other problems may require the devices being sent out for repair, which can take several days or perhaps longer. Students who are without their device due to repairs will be issued a loaner to use during school only. Loaner devices must be returned at the end of the school day.

### **Repair Fees**

If it has been determined the Chromebook has been damaged due to student mishandling or neglect, the student is responsible for paying for the damages.

### **Available Applications**

There are thousands of apps available for Chromebooks covering a wide variety of topics. The apps, which run in the Chrome browser, are downloadable through the Chrome Web Store; student access to the webstore is limited.

### **Chromebook Updates (software and applications)**

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks. Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. By logging in with their school email account Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.

### **Chromebook Connections**

A Chromebook can connect to the following:

- USB storage devices, mice and keyboards
- SIMS and SD cards
- External monitors and projectors, Headphones, earbuds, and microphones

### **Submitting Homework/Assignments**

Google Drive and Canvas have features built into it that allow work to be “shared” between teachers and even classmates. Students can create documents, spreadsheets, drawings, photos, presentations, and even videos. Each item can be “shared” with a teacher prior to its due date. The teacher can then see the work on his or her own computer to review it or grade it for the student. Students will also be trained on Canvas, the platform CMS will be using for class work, homework, and assignments. Students will also be able to access any textbook materials assigned to them by the teacher via the Canvas platform.

### **Extended Absences**

With the devices, it will become even easier for students to receive work from their teacher. Assignments, readings, and other resources can be placed online and shared with the student who is absent. The student can do the work online from home and share it back with the teacher.

### **Chromebook Returns**

Devices will be turned in at the end of the school year to allow the district to conduct required maintenance. Devices will be re-issued at the start of the school year to continuing students. Devices issued to students who leave the district (move, etc.) will be reformatted and re-issued to other students on an as-needed basis.

### **Web History**

The district can track what sites students visited and the amount of time students were on those sites. Students should only visit sites that are approved by the district and those that are not in violation of the electronic information services (EIS) Policy. Violations of the policy can result in disciplinary action, including student suspension from the use of the school network and device.

### **Parent Usage of Chromebooks**

When a student is logged into the Chromebook, parents can use them to check on student work, view their browsing history, or connect with teachers through our Powerschool parent portal or via the student's email. The Chromebooks are not intended for personal use for the student or their parents.

### **Opting out of Chromebooks**

Chromebooks are expected to be an integral part of the education all students receive at Cloudcroft Municipal Schools, and we want our students to take advantage of the powerful learning resources available with it.

### **Chromebook Viruses**

Since the applications run through the browser and online, there is little worry about having viruses infect the Chromebook's software or hardware.

## **Distribution/Return Plan**

### **Distribution process**

At the beginning of each school year, days are set aside for families (each enrolled student, with a parent or legal guardian) to attend a Chromebook Agreement session.

What you can expect at the Chromebook Agreement session:

- Students must attend with a parent or legal guardian.
- In addition to a device, students will receive a power cord and protective sleeve.
- Parents and students will have an opportunity to learn more about the device and their responsibilities by viewing a presentation and reading the electronic information services (EIS) Policy.
- Staff will be available to answer any questions.
- All documents must be signed, and all steps in the process checked off in order for the device to be released to the student.

### **Return**

Students will return their fully functional device at the end of each school year. The Chromebook, power cord, and protective sleeve must be returned. Upon transfer or termination, any device not returned within 7 days will be reported as stolen and a police report will be filed.

Devices go through standard maintenance over the summer, but when possible the same device is reissued to the same student the following school year. The device and accessories remain the property of Cloudcroft Municipal Schools. The district reserves the right to collect and/or inspect a student's device at any time and to delete any material or applications deemed inappropriate. Sleeves issued by the district to protect devices follow the device. Use of a device sleeve is required. Replacement for any reason will be at the user's expense.

Report cards, diplomas, and/or transcripts can be withheld from students who do not return devices at the end of the school year. Continued failure to return a device will result in the district filing a theft report. The student will be responsible for intentional damage to the laptop and accessories – in which case payment for repair or replacement will be required.

## Home and School Use

Devices are purchased and equipped specifically for use at school and home. In addition to software, any device connected to the internet is filtered through the district purchased cloud server – offering additional protection against landing on an inappropriate or undesirable site. We are constantly working to improve the filtering integrity of our network but rely on users (teachers, parents, and students) to guide these improvements. Parents and students are asked to report concerns about any site to the tech coordinator or administrator at their school.

As always, adult supervision and parental guidelines are the best internet filtering available. District-issued devices are maintained by district personnel, and all devices are updated with the latest available software when available. Instructionally, teachers can easily give assignments for completion at home or school when all students are using the same device and operational platform. Students without “at-home” privileges are required to arrive to school early enough to check out a device for class before school begins. Likewise, students must take the time to return devices before departing for home each afternoon. Each school will establish detailed procedures for day-users.

In the event of a school closure, students who have been granted day use of a device will be required to return the device when school resumes.

## Device Replacement

Students will be assigned a device and when possible will use that same device, year after year, until the device is upgraded or replaced by the district. Should a device fail during the school year and require repairs, a loaner device may be issued to a student for the time it takes to repair the original device. As part of this process, it is important to remind students to regularly save all personal files to an external source or cloud storage. Some insurance companies offer coverage against theft – check with your insurance agent for details.

Families will be responsible for full replacement value of any device lost or stolen.

## Wi-Fi Options

Accessibility to Wi-Fi is an important success factor for students at school and home. Our survey results from families indicate that a large majority of families have access to consistent and high-speed internet at home. However, there are about 10-20% of our families who do not have reliable access to the internet at their residence. To serve these students in the early stages of 1:1, we are partnering throughout the community with business and industry, in the service and government sectors, and other groups and individuals to provide access close to the home or in the home of every student.

## Student Use of Technology

**Charging the battery:** Students must arrive each day with a fully charged device and a charger. As is the case with many electronic devices, including cellular phones, computer devices need to be fully charged. Students should not expect to charge devices at school. Being prepared for class includes having a fully charged device. If the Chromebook requires charging throughout the day due to use, students have multiple places in which to charge their devices.

**Backing-Up Files and Data:** Students supplied with a district-issued device are required to back up any files or data. It is the responsibility of each student to back up his or her own data. In the event a device is being serviced or swapped out with a loaner, it is critical to have access to all important files.

**Probationary Student Privileges:** To protect the assets of the CMS, students who have violated any Use Policy will be required to turn in their Chromebooks at the end of each day for a period to be determined unless otherwise specified in the electronic information services (EIS) Policy. The student will be allowed to check it back out on a daily basis. The check-in/check-out location is in the school Library.

**Chromebooks left at home:** If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school prior to 8:00 A.M. If unable to contact parents, the student will have the opportunity to use a replacement Chromebook if one is available. Repeat violations of this policy will result in disciplinary action.

**Sound:** Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used at the discretion of the teacher.

**General Care of Equipment:** As with any school property, students are fiscally responsible for damage to devices. Student devices will be periodically checked for physical condition and acceptable use. Device identification tags shall not be removed for any reason. Clean the Chromebook screen with a soft cloth; do not use cleaners. Keep the device away from potential dangers such as, but not limited to, excessive weight, food, liquids, pets, and coverings (such as placing the device on or under blankets). Keep your device in a safe area.

**Accidental Damage/Loss:** Loss or damage due to negligence will be the responsibility of the parent/guardian. When damage occurs, a replacement machine will be issued until all repairs are complete. Parents/guardians are not authorized to attempt repair or secure the services of a technician for repairs – as this may void the manufacturer's warranty.

**Personal Devices:** Students will have their issued Chromebooks; **students are not to bring personal devices to school unless approved by school personnel.** Cloudfcroft Municipal Schools is not responsible for content viewed through personal devices or the damage, loss, or theft of personal devices.

**Code of Conduct:** CMS behavior plans and consequences related to proper use of technology electronic information services (EIS) will be followed. School handbooks and student discipline codes direct actions. Accidental damage, loss, or theft are the responsibility of the parent/guardian. Further, no right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created, or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals designated by the Director of Schools may review files, monitor all communication, and intercept Email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations.

**Internet Safety:** In accordance with the Children's Internet Protection Act- [CIPA](#), all devices reside on the district's network. The district maintains an Internet content filter. Student Internet use on district-issued devices will be filtered through the district's Internet content filter regardless of home or school use. There should be no expectation of privacy when using devices and curriculum resources. When students are either on campus or at home using

school-provided devices, the filter kicks content back to our server. As needed, the filter can be programmed to add or remove blocks or allow additional content for educational purposes. Any attempts to bypass the filter or visit unacceptable sites constitute a violation of the electronic information services (EIS). While it is impossible to predict with certainty what information on the internet students may access or obtain, school district personnel shall take every reasonable precaution to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. These procedures comply with board policy and the mandates of CIPA. CMS is not responsible for the content accessed by users who connect to the internet via their personal mobile technology. All offenses of misuse or abuse of the device will be elevated to a school administrator. Potential consequences could include but are not limited to, verbal warnings, seating assignments, after-school detention, suspension of technology use, limited to day-use only, or revoking all device privileges.

When using school or district-provided software or programs, special permission is required to post pictures or video that includes images of students. School district personnel follow strict guidelines to protect student privacy and all students and families should seek approval from school personnel to post video or pictures that include students. Student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools; the students may be disciplined in accordance with board and school policy.

In accordance with district policy, cyberbullying is unacceptable and will not be tolerated. Students must not share their login information and passwords with other students, and students should not loan out a device or log in as someone else.

CMS may use any means available to request the removal of information on personal websites or social media sites that substantially disrupt the school environment. No one may utilize school district or individual school names, logos, or trademarks, or unapproved pictures or recordings without permission. CMS recognizes and communicates that it is unlawful to publicly post or share pictures or media of other individuals without the consent of parents for minors.

## **QUICK TIPS for Device Users**

- ❖ Keep the device secure and damage-free.
- ❖ Keep the charger in a secure place, free from damage.
- ❖ The Chromebook, charger, and protective case are on loan to you. Do not loan them to anyone else; they are your responsibility.
- ❖ Store devices safely when they are not in use.
- ❖ Keep your device safe and free from damage; do not leave your Chromebook:
  - Unattended anywhere (such as in a vehicle)
  - Near food or fluids
  - Near pets
  - On the floor where it can be stepped on.
  - Stacked on books
  - Outside, near pools or bathtubs
  - Near water



- ❖ Back up data and other important files regularly. CMS will at times perform maintenance on devices by imaging. All files not backed up to server storage space or other storage devices will be deleted during the process.
- ❖ Ensure devices are fully charged prior to arriving at school each day.
- ❖ Students should not deface, damage, or decorate their device in any way (i.e. marking, drawing, stickers, glitter, popping off keys).
- ❖ Students are responsible for the care and cleaning of their laptop (cleaning screen and keyboard lightly with a damp cloth only and never using chemical cleaners on the laptop).
- ❖ Students should use care when plugging things into their laptop.
- ❖ The laptop should be completely closed when placed in a backpack and transferring between classes.
- ❖ Devices and power adapters should not be placed on top of or under soft items (like blankets). Doing so can cause these items to overheat (possibly catching fire) and become damaged.
- ❖ Students must transport devices closed in their backpack, with the backpack completely zipped closed and with both shoulder straps secure on their shoulders.
- ❖ Students should follow all Digital Citizenship guidelines (this includes cyber bullying)

## Responsible Use Policy

**Internet access\* is available for all students as an educational resource.**

- I will not go to websites that are not appropriate for learning.
- I will inform a teacher immediately if any inappropriate sites are accessed while I am online.
- I will not attempt to bypass the Internet filter to access a blocked website.
- I will not remotely access computers outside the system's network.

*\*Internet access is provided on-campus (and off-campus for those in need during the COVID-19 virus) for all students. All policies also apply when using district-issued devices off-campus through other public or private networks.*

**The Chromebook and related devices serve students' educational needs. In complying to the Responsible Use Policy, students agree to the following:**

- I will treat the computers, all devices, and hardware with respect and not cause damage to them.
- I will not share my usernames and passwords with anyone nor will I use another student's username and password.
- I will not share my device, charger, or other school-issued equipment with others.
- I will transport my device using my school-issued sleeve and handle my device using communicated procedures.
- I will not access, alter, or delete another person's information/files on any computer or device.
- I will follow copyright and trademark laws and give credit to my resources (authors and/or websites).
- I understand that teachers and administrators may monitor all student activities on the network and devices on and off-campus.
- I will not use the device to illegally distribute, install, or reproduce copyrighted materials.
- I will not use the device to facilitate any illegal activity or use it for commercial or for-profit use.
- I will not use the computer network to attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
- I will not utilize school district or individual school names, logos, or trademarks without permission.
- I understand that students are responsible for storing and backing up their own data.

**School-issued devices are set up and the software programs are selected for all students as an education resource.**

- I will not download, install, or remove software/apps or media without permission and direction from a teacher.
- I will not use the network in any way that would disrupt the use of the network for others.
- I will not personalize the external appearance of my school-issued device.
- I will not change the district settings on my device.
- I will immediately notify my teacher, the building level technology coordinator, or designee if I identify a security problem or other issue on a technological resource, and I will not demonstrate the problem to others.

**Good Digital Citizenship should be practiced on and off-campus.**

- I will only use online communication (Email, instant messaging, blogs, wikis, etc.) for educational purposes on school-issued devices.
- I understand that all school-issued Email communications are stored and may be accessed and examined by teachers and administrators at any time.
- I will always use proper and appropriate language.
- I will follow the district's code of conduct.
- I will never give or post personal information (my name, address, telephone number, etc.) to someone online.
- I will never use online communication to harass or bully anyone.
- I will not engage in creating, intentionally viewing, accessing, downloading, storing, printing, publishing or transmitting content that is obscene, defamatory, inaccurate, threatening profane, pornographic, harassing, racially offensive, abusive, illegal, or considered harmful to minors.
- I understand that I should not share or post pictures or recordings of other individuals without their consent (or parental consent for minors).

### **School Email**

- Cloudcroft Municipal Schools will provide students with a closed-campus Email account.
- Email usage may be monitored and archived. There is no expectation of privacy with school Email accounts.

**Responsibility Usage Policy Neglect Will Result in the Following:**

- I may lose the privilege of using computers, personal devices, and/or the Internet at school.
- I may lose the privilege of taking a device off-campus.
- I understand that I may be held financially responsible for any deliberate or negligent damage to equipment and for loss or theft of the equipment while in my possession or when I am charged with its care.
- I understand that the administration will determine disciplinary and/or financial consequences for electronic information services (EIS) violations.
- I understand that certain willful misuse may result in criminal prosecution under applicable state and federal law.

## Electronic Information Services Agreement

The Electronic Information Services Agreement: Cloudcroft Municipal Schools specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services (EIS) is used and bears the risk of reliance on the information obtained.

Legal ownership of the Chromebook belongs to Cloudcroft Municipal Schools (CMS). The student's right to use and possess the device is terminated upon withdrawal from Cloudcroft Municipal Schools. The failure to timely return the property and the continued use of it for non-school purposes without the school system's consent will be considered unlawful appropriation or theft of the school system's property.

If the device is intentionally or negligently damaged, lost, or stolen, the student/parent is responsible for the cost of repair, current replacement cost of the device, or its fair market value. Loss or theft of the device must be reported the next school day. Payment for broken, lost or stolen devices shall be under terms reasonably agreed upon between CMS and the parents. In the event CMS has to resort to legal action to recover an electronic device or payment for damage, destruction, loss or theft of such a device from parent(s) or guardian(s) of a student, the undersigned parent or guardian agrees to pay the reasonable attorney's fees and costs of CMS incurred in such effort.

As the parent/guardian, my signature indicates I agree to abide by the conditions listed in the CMS electronic information services. Failure to honor the terms of this Policy may result in the denial of Internet and other electronic media accessibility. Furthermore, the student may be subject to disciplinary action, and, if applicable, the device may be recalled. I give my permission for my child to have access to the described electronic resources and have access to the Internet, including an Email account. I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a school district administrator.

I accept full responsibility for supervision if, and when, my child's use of the electronic information services is not in a school setting. I hereby give my permission to have my child use electronic information services.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

As the student, my signature indicates that I have received, read, and agree to follow the CMS EIS policy and have been made aware of CMS policy and regulations inappropriate use of the electronic information system. I agree to the terms and conditions outlined and in return will have conditional access to the described electronic resources, including an Email account.

Student Name (please print): \_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CMS Chromebook Assignment

Student Name: \_\_\_\_\_

Student Grade: \_\_\_\_\_

Chromebook Asset # \_\_\_\_\_

Charger Asset # \_\_\_\_\_

Carrying Case Asset # \_\_\_\_\_