

Cloudcroft Elementary/Middle School



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

Student Handbook 2019-2020

Administration

| | |
|--------------------------|-------------------|
| Superintendent | Tana Daugherty |
| Principal | Trampus Pierson |
| Administrative Assistant | LeOrla Wright |
| Nurse | Monica Rodriguez |
| Guidance Counselor | Felicity Lynchard |
| Activities Director | Brian Shock |

Board of Education

| | |
|----------------|--------------|
| President | Bill Denney |
| Vice-President | Gerold Green |
| Secretary | Lance Wright |
| Member | Kody Adams |
| Member | Arlan Ponder |

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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.

CLOUDCROFT ELEMENTARY/MIDDLE SCHOOL

| <i>Position</i> | <i>Name</i> | <i>Email</i> | <i>Phone Extension</i> |
|------------------------|--------------------|--------------------------------|-------------------------------|
| Principal | Trampus Pierson | trampus.pierson@cmsbears.org | 301 |
| Secretary | LeOrla Wright | leorla.wright@cmsbears.org | 302 |
| Nurse | Monica Rodriguez | monica.rodriguez@cmsbears.org | 304 |
| Librarian | Paula Paulik | paula.paulik@cmsbears.org | 303 |
| Counselor | Felicity Lynchard | felicity.lynchard@cmsbears.org | 331 |
| Activities Director | Brian Shock | brain.shock@cmsbears.org | 236 |

CLOUDCROFT ELEMENTARY STAFF

| <i>Grade</i> | <i>Name</i> | <i>Email</i> | <i>Phone Extension</i> |
|-----------------------|--------------------|-------------------------------|-------------------------------|
| Kinder | Aleesha Pierce | aleesha.chavez@cmsbears.org | 183 |
| Kinder | Kara McElheny | kara.mcelheny@cmsbears.org | 322 |
| 1st Grade | Ryann Stanbrough | ryann.stanbrough@cmsbears.org | 336 |
| 1 st Grade | Kristi Burt | kristi.burt@cmsbears.org | 324 |
| 2nd Grade | LeAnn Brock | leann.brock@cmsbears.org | 323 |
| 3 rd Grade | Yvonne Barnes | yvonne.barnes@cmsbears.org | 330 |
| 4 th Grade | Sharon Marcinko | sharon.marcinko@cmsbears.org | 320 |
| 5 th Grade | Shannon Cordova | shannon.cordova@cmsbears.org | 332 |
| Music | Stephen Bouma | stephen.bouma@cmsbears.org | 222 |
| P.E. | Chelsea Shock | chelsea.shock@cmsbears.org | 308 |
| SPED | Irene Brabson | irene.brabson@cmsbears.org | 334 |
| SPED | Joe Cuilla | joe.cuilla@cmsbears.org | |
| Aide | Cindy Samford | cindy.samford@cmsbears.org | |
| Aide | Ava Dominguez | ava.dominguez@cmsbears.org | |

CLOUDCROFT MIDDLE STAFF

| <i>Grade</i> | <i>Name</i> | <i>Email</i> | <i>Phone Extension</i> |
|---|--------------------|------------------------------|-----------------------------------|
| Science 6 th - 8 th | Bryan Casinger | bryan.casinger@cmsbears.org | 341 |
| History 6 th - 8 th | Nolene Adams | nolene.adams@cmsbears.org | 326 |
| ELA 6 th - 8 th | Terri Snoddy | terri.snoddy@cmsbears.org | 339 |
| Math 6 th - 8 th | Grecia Aviles | grecia.aviles@cmsbears.org | 349 |
| | | | |
| Computers | Jamie Barnett | jamie.barnett@cmsbears.org | 329 |
| Music | Stephen Bouma | stephen.bouma@cmsbears.org | 222 |
| P.E. | Chelsea Shock | chelsea.shock@cmsbears.org | 308 |
| SPED | Norman Swope | norman.swope@cmsbears.org | 348 |
| Educational Assist. | Tiffney Stroope | tiffney.stroope@cmsbears.org | 305 |

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 Municipal Schools Calendar 2019 - 2020

| AUGUST '19 | | | | | | | |
|---|---------------------|----|----|----|----|----|----|
| 5-6 Inservice 7 Classes begin 6-12 13 Classes begin K-5 | 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 | 20 | 21 | 22 | 23 | 24 |
| | 25 | 26 | 27 | 28 | 28 | 30 | 31 |
| SEPTEMBER '19 | | | | | | | |
| 2 Labor Day | 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 | 20 | 21 |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | 29 | 30 | | | | | |
| OCTOBER '19 | | | | | | | |
| 11 End of 1st Quarter 14 Columbus Day 17 Report Cards 31 Halloween | 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 |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | | |
| NOVEMBER '19 | | | | | | | |
| 11 Veterans Day 25-29 Thanksgiving | 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 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| DECEMBER '19 | | | | | | | |
| 16 School Day K-12 20 Half Day K-12 23-3 Christmas Break 9 Snow Day* | 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 | 20 | 21 |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | | |
| 76 Days (544 hr 40 min) | 2 Staff Development | | | | | | |

| JANUARY '20 | | | | | | | |
|---------------------|----|----|------------------------|----|----|----|--|
| S | M | T | W | T | F | S | 6 Inservice 7 Classes Resume K-12 9 Report Cards 20 MLK |
| | | | 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 | 31 | | |
| FEBRUARY '20 | | | | | | | |
| S | M | T | W | T | F | S | 17 President's 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 | |
| MARCH '20 | | | | | | | |
| S | M | T | W | T | F | S | 6 End 3rd Quarter 12 Report Cards 23-27 Spring Break (same as NMSU) |
| 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 | 31 | | | | | |
| APRIL '20 | | | | | | | |
| S | M | T | W | T | F | S | State Testing TBD 6 School Day K-12 10 Good Friday No School 12 Easter |
| | | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 13 | |
| 12 | 13 | 14 | 15 | 16 | 17 | 20 | |
| 19 | 20 | 21 | 22 | 23 | 24 | 27 | |
| 26 | 27 | 28 | 29 | 30 | | | |
| MAY '20 | | | | | | | |
| S | M | T | W | T | F | S | 16 Graduation 18 School Day K-12 22 Half Day K-12 25 Memorial Day 11 Snow 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 | |
| 31 | | | | | | | |
| 1 Staff Development | | | 77 Days (551 hr 50min) | | | | |

| | | | | | | | |
|--|--|--|--|--|--|--|------------|
| * Snow Day- All missed days will be made up on the next designated Snow Day. | | | | | | | No Classes |
|--|--|--|--|--|--|--|------------|

REPORT CARD SCHEDULE

| <i>Grades Issued on Thursdays</i> | |
|---|-----------------|
| 1st Nine Weeks Report Card | 10/17/19 |
| 2nd Nine Weeks Report Card - Term 1 | 01/9/20 |
| 3rd Nine Weeks Report Card | 03/12/20 |
| 4th Nine Weeks Report Card - Term 2 | 05/21/20 |

Progress Reports will be issued weekly on Thursdays.

REGULAR BELL SCHEDULE

MIDDLE SCHOOL

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

First Bell at 7:50 am

| Period | Tardy Bell | End of Class | Class Length | Minutes Between |
|-----------------------|-------------------|---------------------|---------------------|------------------------|
| 1st | 7:55 | 8:52 | 57 | 4 |
| 2nd | 8:56 | 10:03 | 67 | 4 |
| 3rd | 10:07 | 11:04 | 57 | 4 |
| 4th | 11:08 | 12:05 | 57 | 3 |
| Lunch | 12:08 | 12:38 | 30 | 3 |
| 5th | 12:41 | 1:38 | 57 | 4 |
| 6th | 1:42 | 2:39 | 57 | 4 |
| 7th | 2:43 | 3:40 | 57 | 4 |

TWO HOUR DELAY SCHEDULE

Middle School/High School

| | |
|----------|--------------------|
| 1 | 10:00-10:40 |
| 2 | 10:40-11:25 |
| 3 | 11:25-12:10 |
| L | 12:10-12:40 |
| 4 | 12:40-1:25 |
| 5 | 1:25-2:10 |
| 6 | 2:10-2:55 |
| 7 | 2:55-3:40 |

GENERAL INFORMATION

MEDICATION AT SCHOOL

At times, certain circumstances may make it necessary to administer medications (prescription or over-the-counter) at school. If it is **ABSOLUTELY** necessary to do this, you **MUST** have a medical permission form and doctor's orders on file with the school nurse's office for each medication. This form is available from the school nurse as well as on the district website. Please do not send medications with your child without notifying the nurse. **ANY AND ALL MEDICATION MUST BE IN THE ORIGINAL BOTTLE, LABELED WITH YOUR INDIVIDUAL CHILD'S NAME ON IT.** No multi-use family sized bottles. All information on the bottle must match doctor's orders. **NO MEDICATIONS WILL BE ALLOWED AT SCHOOL OR ADMINISTERED** until the necessary forms are filed. New Mexico School Health Manual 4/2018. (See Policy Manual JLCD)

Over the counter medications will no longer be available to students. If you feel your child may need medicine during the school year, you must first provide a medical permission form signed by both the parent/guardian and the ordering medical provider. All over the counter medication must be provided by the parent/guardian. Over the counter medication must be brought in an unopened package and labeled with your child's name on it. The information on the bottle must match the doctor's order.

If a child requests medication and does not have it in the nurse's office, parents/guardians will be called to bring in the medicine and administer the dose per New Mexico School Health Manual 4/2018. New Mexico School Health Manual 4/2018.

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. **Please be aware if your child is not fully immunized or properly exempted, your child will not be allowed to register for school.** Immunization requirements can be found on our school website or at the school nurse's office NMSA1978, 24-52. Exemption applications can be found in the school nurse's office or at the following website. <https://nmhealth.org/publication/view/form/454/>

NMAC 6.12.2.8 requires that schools start disenrollment proceedings for students who are unable to provide satisfactory evidence of commencement or completion of immunization or a valid exemption from immunizations.

***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).**

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

- Trained staff to perform diabetes care functions when necessary
- Receive annual training from a trained nurse or health care 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 tasks
- 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

The parent/guardian of each student with a medical cannabis card shall submit to the school his/her medical management plan. The school in which the child attends will supply/allow the following for each student with a medical cannabis management plan:

- The medical cannabis has been authorized for use by the qualified student (Lynn and Erin Compassionate Use Act).
- The medical cannabis is in a form that is not an aerosol, cannot be smoked or inhaled (particularly as a vapor or by burning).

The medical cannabis will be stored in a location deemed appropriate by school officials.

- The student possession, use, distribution, sale or being under the influence of a cannabis product in a manner that is inconsistent with the provisions of the law is strictly prohibited.

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

SCHOOL BREAKFAST AND LUNCH PROGRAM

Balanced, nutritious meals are served in the school cafeteria daily. Students are encouraged to take advantage of this service. Forms to complete to determine qualification for the free or reduced priced school meals are available through the main and administrative offices during enrollment and throughout the school year.

Breakfast and lunch may be purchased in the school library before school begins. Lunch monies may not be used to purchase breakfast. Breakfast monies may not be used to purchase lunch.

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

Breakfast

Breakfast may be pre-purchased for the week or month. Students will **NOT** be allowed to make charges for the breakfast program.

Breakfast is served from 7:30 until 7:50 A.M. in the cafeteria at the middle school. Students having breakfast are to go directly to the cafeteria upon entering the building.

Healthy Snacks

Bars



Seeds, Kernels & Nuts



Chips



Fruit Snacks & Fruit



Crackers



Information based on the USDA's
"All Foods Sold in Schools" standards
(as shown on right).

brought to you by



DietsInReview.com

CALORIE ≤ 200 calories
SODIUM ≤ 230mg
SUGAR ≤ 35% of weight, from total sugars in food
FAT ≤ 35% of total calories
Saturated fat ≤ 10% of calories
Trans fat = 0g

Lunch

Students may bring a lunch from home or eat school lunch at the middle school. Outside-fast food delivery lunches will no longer be allowed.

Lunch may be pre-purchased for the week or month. While making charges for lunch is discouraged, we understand students will occasionally forget or lose their lunch money. A student will be allowed **no more than five (5) unpaid charges**. If a student has 3 unpaid lunch charges, they should bring a lunch or lunch money until all charges are paid. A letter will also be sent home to notify parents that the student has accumulated charges.

Those students bringing lunch may purchase milk in the cafeteria for \$0.50 per carton.

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

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 material 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 be disruptive to the learning environment. Lunch time visits will be allowed only with principal's *prior* approval with 24 hour notice.

ACTIVITY/FIELD TRIPS

Field Trips will be based on legitimate 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 prior to the event. Students will be allowed to be released to parents or parent designee after the event if the parent has filled out the travel release form prior to leaving the event. Students that have behavior issues, on the D&F list, or on the ineligibility list may not be permitted to attend trips. Good conduct and appropriate dress is expected while on the entire 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, 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. This school issued lock is the only allowed lock on the locker (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 \$6 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 in grades 3-8 must also pass an Internet Safety course with a passing score of 80% before being allowed access to the computers. Please refer to Discipline Section for consequences for violating the Acceptable Use Policy or not caring for the computers.

ELIGIBILITY OF NMAA ACTIVITIES

NMAA Policy as of May 2018

- 1). Use of Semester Grades Only - Scholastic Eligibility will be determined by semester grades (6/9) week marking period grades will no longer be used).
- 2). NO F's - A student must have a 2.0 GPA and NO F's in order to be eligible to participate in activities/athletics. This is a change from the past where a student was allowed one F.
- 3). Summer Courses - Beginning in the summer of 2018, students may make-up multiple courses to attempt to gain eligibility.

NMAA Standards will be reverted to at each nine week and/or semester grading period. At Cloudcroft, a student participating in an activity can not have a failing grade in any class, eligibility will be determined on a three weeks basis.

Eligibility Process

Purpose: Extra-curricular activities play a vital role in the educational process. Our main priority is to ensure students reach their highest academic potential.

We will use the following process to determine each individual student's eligibility to participate in ANY extracurricular activity. (Extracurricular activities include all NMAA sanctioned activities as well as other school sponsored clubs and organizations.)

In order to keep students and parents well informed concerning their grades Cloudcroft Municipal Schools will provide an online student management system that is available at all times. In addition, each week the building principals will provide a printed copy of each student's current grades.

Eligibility will officially be declared on a weekly basis using the following dates:

Semester I

| | | | |
|------------------------------|--------------|-------------|-------------|
| Tuesday | Tuesday | Tuesday | Tuesday |
| August 20 | September 24 | October 22 | November 19 |
| August 27 | October 1 | October 29 | December 3 |
| September 3 | October 8 | November 5 | December 10 |
| September 10 September 17 | October 15 | November 12 | December 17 |

Semester II

| | | | |
|------------|-------------|----------|----------|
| Tuesday | Tuesday | Tuesday | Tuesday |
| January 7 | February 11 | March 17 | April 21 |
| January 14 | February 18 | March 24 | April 28 |
| January 21 | February 25 | March 31 | May 5 |
| January 28 | March 3 | April 7 | May 12 |
| February 4 | March 10 | April 14 | May 19 |

Once a student is officially declared "ineligible" by the school administration, the student will not be allowed to participate in any extracurricular activities for the next school week period.

Drug Testing

8th-12th grade students involved in extracurricular activities will be subject to random drug testing throughout the entire school year, not just in-season.

First Offense

The student will be suspended from participation in all extracurricular activities for 38 consecutive school days beginning from the date following the day of verification of a positive test. The term will be reduced to 19 consecutive school days if the student completes a drug education program at the expense of the student or his/her parent/ guardian. Students will not be allowed to attend or participate in practices during this time.

Second Offense

The student will be suspended from participation in all extracurricular activities for 77 consecutive school days beginning from the date following the day of verification of a positive

test. The term will be reduced to 38 consecutive school days if the student completes a drug education program at the expense of the student or his/her parent/ guardian. Students will not be allowed to attend or participate in practices during this time.

Third Offense

The student will be suspended from participation in all extracurricular activities for 155 consecutive school days beginning from the date following the day of verification of a positive test. Students will not be allowed to attend or participate in practices during this time.

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 in which the function is being held. No one leaving a function will be allowed to return.

SCHOOL SPONSORS

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

After School Tutoring
Music/Art
Builder's Club/K-Kids
Geography Bee
SAT
Knowledge Bowl
Science Olympiad
Spelling Bee
Student Council
Writing Fair
Activities Director
Football
Volleyball
Boys Basketball
Girls Basketball
Track
Cross Country

Sharon Marcinko/Norman Swope
Stephen Bouma/Debbie O'Connor
Jamie Burnett
Nolene Adams
Chelsea Shock/Kristi Burt
Bryan Casinger/Nolene Adams
Maria Crump/Bryan Casinger
Shannon Cordova/Terri Snoddy
Sharon Marcinko
Shannon Cordova/Terri Snoddy
Brian Shock
David Bradshaw/Joe Cuilla
Nolene Adams
Chelsea Shock
Joni Watson
Nolene Adams
Matt Preslar/Vanessa Hughes

CLASS SPONSORS

6th Grade
7th Grade
8th Grade

Terri Snoddy/Grecia Aviles
Bryan Casinger/Nolene Adams
Chelsea Shock/Norman Swope

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 one active shooter drill, 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.

SCHOOL CLOSING IN UNUSUAL SITUATION

In the event that 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, and School Messenger.

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 Drop off Lane for this purpose. At no time before and after school are vehicles to be in the BUS LANE or CROSS WALK 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. 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 note from a parent giving them permission to do so. This 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 EEAECE)

LOST AND FOUND ITEMS

All items brought to school by a student are the responsibility of that student. The student is also responsible for all school materials assigned. In the interest of aiding the return of lost and found items, **please** put your child's name on everything brought to school. Lost items will be placed in lost and found in the individual schools and put out for viewing on a regular basis. Lost items will be disposed of after several viewings.

FUNDRAISING AND SELLING ITEMS ON CAMPUS

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

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

OPEN/OUT OF DISTRICT ENROLLMENT

The educational responsibility of Cloudcroft Municipal Schools is first and foremost to those students who reside within the Cloudcroft School District. Admission into Cloudcroft Municipal Schools of students who do not live within the District is purely a privilege and not a right and shall not be construed as creating a "property right" to continued attendance for any period.

Out-of-district students enrolling in Cloudcroft Schools must be in good disciplinary standing in his/her own district. These students will be required to sign and adhere to the Cloudcroft Municipal Schools attendance policy/contract. Because of increased enrollment and class size limitations placed on the District by State regulations, it may become necessary to refuse enrollment of out-of-district students or to drop out-of-district students who have already enrolled in order to meet the needs of in-district students. If it becomes necessary to drop already enrolled students, individual cases will be considered such as latest date of enrollment. A student's enrollment in this school district may be terminated at any time and for any reason including, but not limited to, unanticipated demands on the school district's resources by students who are resident in the District; a determination that the non-resident student is placing disproportionate demands on the resources of the school district; a determination that the non-resident student is not significantly benefiting from attendance in the school district. (See Policy Manual JFB)

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)

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, handicap 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/Middle School is Trampus Pierson. He can be reached at 601-4416 Ext. 301. (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 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 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

SEARCH AND SEIZURE

Students, parents, staff, and visitors should not expect a right to privacy with lockers, school buildings, backpacks or any belongings brought into school. Once on school grounds they are subject to search and seizure.

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

Provided that:

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

The guidelines to be followed are:

- The accusation must be made within thirty (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.

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 building were inspected and suspected materials were sampled to be tested and rated according to conditions and potential hazard. Every three years, CMS is required to be re-inspected to determine if any known or suspected asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM.

The law further requires an asbestos management plan 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 inspections of areas of the buildings where known or suspected ACBM are located to assure they remain in good condition.

It is the intention of the 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, and I will share more information about the district's efforts at the first Parent Advisory Council meeting in the fall. I can be reached at the phone number below.

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), have the right to know.

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

- ❖ Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- ❖ Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- ❖ Whether your child is provided service by paraprofessionals and, if so, their qualifications.
- ❖ 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.

Sincerely,

Tana Daugherty
Superintendent
575-601-4416

ATTENDANCE POLICY

STUDENT ATTENDANCE

Regular, uninterrupted classroom instruction, classroom participation, and interaction with classmates are essential to the educational process. Preparation and training for subsequent study or employment includes the development of self-discipline through regular class attendance. For these reasons and others, state *Compulsory School Attendance Law* (based upon ESSA-Every Student Succeeds Act) requires that all children of appropriate age and condition attend classes regularly.

In accordance with the Compulsory Attendance Law § 22-12-9 set forth by the State of New Mexico, the following terms are set forth by the state to clarify student absenteeism:

"Chronically absent"/"Chronic absenteeism"--"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."

"Excessively absent" / "Excessive absenteeism"--"A student needing intensive support and has not responded to intervention efforts implemented by the public school."

A child who is permitted by his or her parents to be chronically truant may also be a "neglected child." This state law requires the schools to report violations of the Compulsory School Attendance Law to the Probation Services Office of the judicial district in which the student resides for investigation.

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.

To ensure students attend regularly, please adhere to the following:

1. Parent shall notify the school *for each day* of a student absence by calling the school or by sending a written explanation to the school upon the student's return. *If notice is not given to the school within 24 hours of the absence, the absence will be considered unexcused.* If a student has been absent for 3 or more consecutive days due to illness, the principal may require written verification from the student's professional health care provider. Parents are encouraged to ensure their student(s) are not chronically absent.
2. In accordance with the Compulsory School Attendance Law, a letter of notification will be sent to parents after the third, sixth, and ninth absence in the current semester. At the seventh day point, a referral to SAT (Student Assistance Team) will also be required, and a meeting held with parent/student/teacher/principal in order to make arrangements to assist in avoiding future absences. If a student misses ten or more days, another meeting will be required and SAT will review each individual case and determine whether credit for the class(es) will be received and/or determine whether student will be retained in the current grade.

3. When a child reaches 5-10% absences in a school year (when enrolled for more than ten days), the child will be referred to the Attendance Team. The Attendance Team will determine "Individualized" interventions.
4. Students who have missed 10-20% of the school year (when enrolled for more than ten days), deemed "Chronically absent," will be referred to the Attendance Team and will receive a SAT referral. A conference with parents/guardians will be held and more intensive support will be provided.
5. Students who have missed over 20% of the school year (when enrolled for more than ten days), deemed "Excessively absent," will have been referred to the Attendance and SAT Teams. A conference with parents/guardians will be held and a representative of law enforcement will be present. Supports will be intensified. Possible credits will be lost.
6. If a student must leave the school campus during the school day, the parent MUST notify the school secretary or principal either by phone or written note. Students may leave school for appointments if they have written/phoned in permission from parents. *However, it is highly encouraged to set all doctor appointments on Monday to avoid any unnecessary absence from school.* A sign-in/out sheet is located in the school office. Students arriving late to school or leaving early must sign this sheet. Seniors on Early Release (leaving school campus) or Late Arrival status must sign-in/out in the office each day.
7. Students will be considered absent $\frac{1}{2}$ day if they miss 2 or more hours within the school day. Students will be considered absent the full day if they miss 3 or more hours within the school day. At the middle and high school, if a student misses more than twenty minutes in a class hour, he/she is considered absent for that period. 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. Truancy will result in a "0" for work missed on the day of truancy and will be counted as an unexcused absence, and may result in disciplinary action by the principal.
8. School Activity Absences: Absences for a school activity are not considered an "absence from school." According to NMAA regulations, a student can only accumulate 15 activity absences per semester. The student will have one day per absence to make-up work. The student is expected to make arrangements with the teacher prior to being gone for the school activity absence concerning any classwork.
9. Make-Up Work: In that learning is progressive, it is important that all class assignments be completed. Teachers will provide the opportunity for a student to make up missed assignments, BUT it is the student's responsibility to get the missed assignments and expected completion date from the teacher. A student has one day for every day missed in order to get make-up work turned in for credit. If the absence was excused, the student can earn full credit. Work missed due to an unexcused absence can not be made up for credit. Work made up for an out of school suspension (OSS) is eligible for up to 60% credit.
10. Discipline: In addition to the other measures to be imposed, students may receive detention, in-school suspension, loss of credit, or other interventions designed to keep the student in school and progressing academically, for each absence, at the discretion of

the Principal. Out-of-school suspension and expulsion *will not* be used as punishment for truancy or unexcused absences.

TARDY POLICY

Tardiness is a disruption to normal classroom procedures and activities and often is the result of carelessness rather than necessity. 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.

Students who are tardy to class or *entering school later than 7:55 A.M.* must report directly to the school office before going to class so an admission slip can be issued and attendance information can be adjusted.

When a student accumulates **three** or more unexcused tardies, teachers are encouraged to assign lunch detention. If tardiness becomes a chronic problem with a student, parents will be notified and more serious consequences will be administered.

Fourth and subsequent tardies in any class per semester will be referred to the Principal's Office (see Discipline Matrix).

Tardies will not be excused unless they are verified doctor/dental appointments or a call-in by parent/guardian within 24 hours of the tardy. *However, tardies will be considered excessive after three parent/guardian call-ins, and will be considered unexcused unless accompanied by a doctor's note.* Parents are encouraged to ensure their student(s) are not chronically tardy.

****Note:** This policy does not apply due to inclement weather and/or hazardous road conditions; nor due to bus situations beyond the school district's control.

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 in which there is a school wide emphasis on the importance of learning and intolerance of conditions which 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 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
Level 1

STEP 2: 1. Teacher Student Conference
Level 1 2. Possible Teacher Consequence/Intervention

STEP 3: 1. Teacher Consequence/intervention and Student Conference
Level 2 2. Parent Contact
3. Documentation in PowerTeacher
4. Inform/Notify Principal

STEP 4: 1. Teacher Consequence/intervention and Student Conference
Level 2 2. Parent Contact/Conference-(Principal present ?)
3. (2nd) Documentation in PowerTeacher
4. Behavior/Academic Contract

STEP 5: Referral to Principal with all documentation in PowerTeacher
Level 3

Teacher may refer student to Student Assistance Team (SAT) for behavior or academic intervention.

DETENTION involves removing the student during break-time, noon, or at the close of the school day is permitted following appropriate minimal due process. Detention outside of the school time may be invoked with appropriate consideration given to student transportation, weather, and other extenuating circumstances. However, a student shall not be denied the privilege of eating or use of 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

Before completing any other assignment, write each of these rules (numbered 1-6) neatly and legibly using your own paper. Skip a line between each rule. Be sure to follow rule #3 for this and all other assignments.

1. Be in your seat and ready to begin class at 7:55. 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 so that I can 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 communication 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 has been picked up, and your chair has been pushed in.

Restroom breaks will be at 9:30 am, after lunch when the halls are clear, and at 1:45pm. Only one person is permitted in the restroom at a time. We 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 this room at 7:55 am and leave immediately when you are excused at 3:40pm. 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, to include combing your hair or applying makeup.
- ISS students are not permitted to attend any Cloudcroft Municipal Schools functions regardless of time or location while assigned to ISS. This includes any sporting event, practice, or extracurricular activity.
The day the student resumes the regular class periods, he/she will be eligible to participate in athletics and extracurricular activities.

**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 the 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 can stay up with the class. The student on out-of-school suspension **may** receive up to 60% of the credit for the class work assigned during the days served on this suspension. 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.

**CLOUDCROFT MUNICIPAL SCHOOLS
2019-2020
DISCIPLINE PLAN OF ACTION**

PUR PURPOSE: This Matrix is a guide for establishing clear and consistent consequences for specified offenses. *Parental notification by the referring teacher or the Principal's Office is required as part of all Office Referrals.* Notification may be accomplished by a personal conference, telephoning the parent, confirmed email contact, or by sending the referral to the student's home by mail.

The building principal or designee has the authority to increase or decrease the actions stated in the Matrix as per state and district laws or policy. *The building principal is the final authority for decisions on building level discipline matters.*

Discipline Matrix

| EXHIBITED UNACCEPTABLE BEHAVIOR | 1ST OCCURRENCE | 2ND OCCURRENCE | 3RD OCCURRENCE | 4TH OCCURRENCE | 5TH OCCURRENCE |
|---|---|---|---|---|--|
| Activating Safety Equipment | 9 Days OSS Refer to Department of Public Safety (DPS) | 9 Days OSS Refer to DPS Recommendation for Expulsion | 9 Days OSS Recommendation for Expulsion Refer to DPS | 9 Days OSS Recommendation for Expulsion Refer to DPS | |
| Arson | 9 Days OSS w/recommendation for expulsion * Law enforcement notified | 9 Days OSS w/recommendation for expulsion * Law enforcement notified | 9 Days OSS w/recommendation for expulsion * Law enforcement notified | 9 Days OSS w/recommendation for expulsion * Law enforcement notified | |
| Assault/Battery Against school/Board employee | 9 Days OSS w/recommendation for expulsion (accidental or intentional) * Law enforcement notified | 9 Days OSS w/recommendation for expulsion (accidental or intentional) * Law enforcement notified | 9 Days OSS w/recommendation for expulsion (accidental or intentional) * Law enforcement notified | 9 Days OSS w/recommendation for expulsion (accidental or intentional) * Law enforcement notified | |
| Behavior disruptive to the learning environment i.e. talking | 1 period ISS Parent Contact | 1 Day Lunch Detention Parent Contact | 3 to 5 Days Lunch Detention Parent Contact | 1 Day ISS Parent Contact | Add consecutive days ISS Parent Contact |
| Bomb Threat | 9 Days OSS File Charges Refer to DPS Recommendation for Expulsion | 9 Days OSS File Charges Refer to DPS Recommendation for Expulsion | 9 Days OSS File Charges Refer to DPS Recommendation for Expulsion | 9 Days OSS File Charges Refer to DPS Recommendation for Expulsion | |

| | | | | | |
|---|---|--|--|--|--|
| Bus Referrals (Initial referrals are made by the bus company.) | Parent Contact; If severe, bus suspension may result | Parent Contact If severe, bus suspension may result | Parent Contact& Bus suspension | Subsequent bus referrals may result in a long-term bus suspension/revocation of bus privileges | Subsequent bus referrals may result in a long-term bus suspension/revocation of bus privileges |
| Cafeteria Etiquette | Assigned Seating | Assigned Seating & Cleaning Tables | Assigned Seating, Cleaning Tables & Cleaning Patio | Assigned Seating, Cleaning Tables & Cleaning Patio | |
| Cheating/Copying assignment/test: using crib notes or any other information source during a test | Zero on assign/test Parent Contact | Zero on assign/test 1-3 Days ISS Parent Contact | Same Add additional ISS Parent Contact | Same 1-3 Days OSS Parent Contact | |
| Damaging Equipment | Restitution Parent Contact 1-3 Days ISS | Restitution Parent Contact 1-3 Days OSS | Restitution Parent Contact 4-8 Days OSS | Restitution Parent Contact 9 Days OSS Recommendation for Expulsion | |

| | | | | | |
|---|---|---|--|---|------------|
| Disrespectful speech/action towards school personnel | 6 Days OSS Parent Contact | 9 Days OSS Parent Contact | 9 Days OSS Parent Contact | | |
| Dangerous Behavior (involves danger/harm to self or others) | 1-3 Days ISS | 1-3 Days OSS | 9 Days OSS Recommendation for Expulsion | 9 Days OSS Recommendation for Expulsion | |
| Dress Code Violation (Inappropriate dress, wearing symbols not adhering to dress code, etc.) | Warning Change of Clothing or cover | Office Referral Change of Clothing or cover 2 days Lunch Detention | Office Referral Change of Clothing or cover 1 day ISS and parent conference or 1 day OSS or parent shadow | Office Referral 1 Day OSS/or parent shadowing | 3 Days OSS |
| Distribution of Drug/Alcohol | 9 Days OSS Refer to DPS Recommend Expulsion Drug/Alcohol Treatment | 9 Days OSS Refer to DPS Recommend Expulsion Drug/Alcohol Treatment | 9 Days OSS Refer to DPS Recommend Expulsion Drug/Alcohol Treatment | 9 Days OSS Refer to DPS Recommend Expulsion Drug/Alcohol Treatment | |
| Drugs and/ or Alcohol | 5 Days OSS: law enforcement | 9 Days OSS | | | |

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| possession, use of /or under the influence | notified: completion of drug and/or alcohol treatment in a certified program initiated by parent. | *Law enforcement notified and Drug/alcohol treatment | | | |
| Electronics/Cell Phone Violation | Warning to the student; the confiscated device will be returned to the student at the end of the day. | Warning to the parent; the parent/guardian will be required to pick up the confiscated device at the office. | Will result in disciplinary action – In-School-Suspension (1 day); and conference held with parent/guardian. | Constitutes insubordination/failure to comply and will result in disciplinary action – In-School-Suspension (2 days) | Device will be confiscated, parent pick up and 1 Day OSS (OSS keeps increasing for additional violations. |
| Excessive Absences | 3 day letter Early Intervention, Referral to Attendance Team | 6 day letter SAT referral, attendance contract | 9 day letter, SAT referral and attendance contract | 10 day or more attendance hearing | |
| Excessive Zeros | At 2 zeros – parent contact | ISS until work is completed for partial credit. | Referral to Intervention Team Intervention Course Monday School | Intervention Course Monday School | |
| Extortion | Office Referral 5 Days OSS Refer to DPS | 7 Days OSS Refer to DPS Recommendation for Expulsion | 9 Days OSS Refer to DPS Recommend Expulsion | | |
| Failure to follow classroom/school rules (excessive) | 1 Day Lunch Detention | 4 Days Lunch Detention | 1 Day ISS | Add consecutive days ISS | |
| Forgery | 3 Days ISS/3 Days OSS | 5 Days OSS | 9 Days OSS | | |
| Gang Activity | 9 Days OSS Refer to JPPO, must have Probationary Enrollment contract | Recommendation for Expulsion Law enforcement notified | | | |
| Gambling | 1 Day ISS | 3 Days ISS | 3 Days OSS | | |
| Harassment, Intimidation/Bullying Student/Student Student/Teacher | Initial conference with guidance counselor and bullying contract signed by both student and parent. | 3 Days OSS | 6 Days OSS Refer to DPS | 9 Days OSS Recommendation for expulsion Refer to DPS | |
| Insubordination (Gross) | 3 Days OSS | 5 Days OSS | 9 Days OSS | | |
| ISS Rule Violations | Additional Day ISS | Remainder of ISS to be OSS 1 Day OSS | Remainder of ISS to be OSS 2 Days OSS | Same 3 Days OSS | |
| Lewd/Lascivious behavior | 3 Days OSS | 6 Days OSS | 9 Days OSS | | |
| Malicious use of electronic device | 3 Days OSS Refer to DPS | 6 Days OSS Refer to DPS | 9 Days OSS Refer to DPS | 9 Days OSS Refer to DPS | |

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|--|--|---|---|---|--|
| (cyberbullying, sexting, video) | | | Recommendation for Expulsion | Recommendation for Expulsion | |
| Misbehavior for a Substitute | Office Referral - 1 Day ISS | Office Referral – 3 Days ISS | Office Referral- 1-3 Days OSS | Office Referral- 3 Days OSS | |
| Physical Contact Horseplay, pushing, running | 1 Days ISS | 3 Days ISS | 1 Days OSS | 3 Days OSS | |
| Physical Contact (Fighting) | 3 Days ISS/3 Days OSS Refer to DPS | 6 Days OSS Refer to DPS | 9 Days OSS Refer to DPS Recommendation for Expulsion | 9 Days OSS Refer to DPS Recommendation for Expulsion | |
| Physical Intimidation of Staff | 3 Days ISS/3 Days OSS Refer to DPS | 6 Days OSS Refer to DPS | 9 Days OSS Refer to DPS Recommendation for Expulsion | 9 Days OSS Refer to DPS Recommendation for Expulsion | |
| Profanity, foul language, obscene materials or inappropriate gestures | 1 Day ISS | 3 Days ISS | 1 Day OSS or parent shadow | 3 Days OSS | 5 Days OSS |
| Public Display of Affection (PDA) | 1 Day Lunch Detention Parent contact | 3 days Lunch Detention Parent contact | 1 day ISS Parent contact | 3 days ISS Parent contact | 1 Day OSS |
| Sexual Harassment | 3 Days OSS | 5 Days OSS | 9 Days OSS with recommendation for expulsion | | |
| Stealing/Theft, Missing Property | Conference, replace item(s) and 3 Days OSS | Replace item(s) and 5 Days OSS | Replace item(s) and 7 Days OSS | Replace item(s) and 9 Days OSS Recommendation for expulsion | |
| Tardiness | 3 unexcused – lunch detention | 4 unexcused – 1 Day ISS | 5 unexcused – 2 Days ISS | 6 unexcused – 3 Days ISS and parent shadow | Excessive Lateness (exceeding 20+ minutes three + times) Monday School |
| Theft | 1-3 Days ISS Refer to DPS | 3-6 Days ISS Refer to DPS | 6 Days OSS Refer to DPS | 9 Days OSS Refer to DPS | |
| Tobacco, Look Alikes or Cessation Materials Use or Possession | 3 Days ISS Refer to DPS | 3 Day OSS Refer to DPS | 6 Days OSS Refer to DPS | 9 Days OSS or Long Term Suspension Refer to DPS | |
| Trespassing | Written Notification Trespass Warning | Refer to DPS | | | |
| Truancy Skipping/Ditching | 0 for work missed(Monday School for make-up work for 50% credit) Student conference | 0 for work missed (Monday School for make-up work for 50% credit) 1-3 days ISS | 0 for work missed (Monday School for make-up work for 50% credit) 3-5 Days ISS | 0 for work missed (Monday School for make-up work for 50% credit) 6-9 Days ISS | |

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| | 1 Day ISS | | | | |
| Unauthorized entry into/use of school facilities, loitering burglary | 9 Days OSS and expulsion may be recommended Law enforcement notified | | | | |
| Vandalism/ Graffiti/Defacing School Property | 3 Days OSS, Compensation | 5 Days OSS, Compensation | 9 Days OSS with recommendation for expulsion | | |
| Violation of Activity Trip Rules | 3 Days OSS | 5 Days OSS | 9 Days OSS | | |
| Violation of any motor vehicle regulations | Lose campus driving and parking privileges for one week | Lose campus driving and parking privileges for three weeks | Lose campus driving and parking privileges for six weeks | Loss of privileges for the remainder of School year. | |
| Weapons/Knives * | 1-9 Days OSS Recommendation for Expulsion Refer to DPS | 1-9 Days OSS Recommendation for Expulsion Refer to DPS | 1-9 Days OSS Recommendation for Expulsion Refer to DPS | 9 Days OSS Recommendation for Expulsion Refer to DPS | |

*Administrative discretion will be used in unusual circumstances.

COMPUTER INFRACTIONS

| Behavior | 1st Violation | 2nd Violation | 3rd Violation | 4th Violation |
|--|--|---|--|---|
| General <ul style="list-style-type: none"> Altering settings Non-school business activity Food/drink infraction Cheating/Plagiarism Horsing around Improper care of equipment | <ul style="list-style-type: none"> Verbal warning to student and documentation in Power School Parent notification Suspension from technology access for the remaining class period | <ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 3 days | <ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 7 days Lunch Detention | <ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 30 days and up to the remaining of the school year Lunch Detention ISS |
| Security <ul style="list-style-type: none"> Inappropriate/unauthorized access to resources Accessing another's account Attempting to add/destroy, modify, or harm software/hardware Interfering with network security | <ul style="list-style-type: none"> Verbal warning to student and documentation in Power School Parent notification Suspension from technology access for the remaining class period | <ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 3 days | <ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 7 days Lunch Detention | <ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 30 days and up to the remaining of the school year Lunch Detention ISS |
| Web Content <ul style="list-style-type: none"> Cyberbullying Social networking Online harassment Attempting to submit, publish, display, or retrieve any materials that are defamatory, | <ul style="list-style-type: none"> Verbal warning to student and documentation in Power School Parent notification Suspension from technology access for the remaining class period | <ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 3 days | <ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 7 days Lunch Detention | <ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 30 days and up to the remaining of the school year Lunch Detention ISS |

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| inaccurate, abusive, obscene, profane, racially offensive, pornographic/sexually orientated, and/or illegal | | | | |
| 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 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 cyber bullying. | | | | |

DRESS CODE

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

To promote the safety of students and a non-disruptive environment for 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. This is to include any accents or highlights. 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.
- Pants/shorts will be worn at the waist as to not be "sagging" and/or revealing; dangling attachments such as chains, etc. are not allowed. Excessively large, baggy, or torn clothes are prohibited. **Belts, ties, or appropriate shirt/pant may be loaned to the student to adjust or correct dress code violation.**
- **Leggings or spandex: a shirt must be worn long enough to reach mid-thigh**
- Jeans/pants must not have excessive holes or tears that reveal skin or undergarments. **Absolutely no holes or tears above mid-thigh.**
- The hemline of dresses, shorts, skirts, or jumpers must fall at mid-thigh.
- 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, bare back, 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 that pose a safety concern for students or others are prohibited. Jewelry for pierced areas must be worn in the ears and nose only. Nose piercings are limited to small studs only.
- 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 is representative of gang affiliation or identification are not allowed.

- Clothes bearing phrases, graphics, or slogans which 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 which 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 extracurricular 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 Director.

NOTE: The principal or the principal's designee is the final authority for interpreting whether student attire conforms to the dress code. If 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 immediately.

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) or faculty member. Unwelcome harassment or advances should be reported to an administrator or school counselor. According to School Board Policy, 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)

CELL PHONES AND ELECTRONIC DEVICES

Due to increasing classroom disruptions, invasion of privacy issues and improper text messaging issues, cell phones and all other electronic devices (games, music players, pagers, cameras, etc.) are not to be used in the building during instructional hours unless granted permission during classroom hours by the instructor. ***Students may use their phones only during lunch time, and before and after school.***

Upon entering the classroom, students are to mute/turn off all electronic devices, placing cell phones into the designated cell phone case located in each classroom. Should students not place their phones (electronic device) into the designated area each day and should the student be caught using his/her cell phone (electronic device) during undesignated times, the following consequences will occur:

1st Offense: Warning to the student

2nd Offense: Warning/Conference with the student; possible teacher consequence/Parent notified /Documentation in PowerTeacher

3rd Offense: Phone/Device confiscated/Parent notified/documentation in PowerTeacher/Student picks up phone/device at the end of the day

4th Offense: Phone/Device confiscated/Parent notified/documentation in PowerTeacher/Parent (Guardian) picks up phone/device at the end of the day

5th Offense: Disciplinary action - In-School-Suspension (1 day); and conference held with parent/guardian.

6th Offense: Constitutes insubordination/failure to comply and will result in disciplinary action - In-School-Suspension (2 days); student will not be permitted to bring device to school.

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 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 is 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 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 /JULES

E-cigarettes/Vapes E-cigarettes 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.

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 the competitiveness 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 self-concept. With open communication, we can assist the student to do his/her best possible work at school and in the community.

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. Default grade for missing assignment due to non-completion will be a zero until made up by student. Default grade for an excused absence will be an AB and will not affect the student's grade until the makeup period has lapsed, then will revert to a zero if not completed. 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:

| Grade | Numerical Score | Interpretation | GPA Points |
|--------------|------------------------|----------------------------|-------------------|
| 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 .

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 careful in your course selection and be aware that schedule change requests will be carefully scrutinized. As Cloudcroft Elementary/Middle School is a small school, numerous classes appear only once on the schedule. Because of this, it is extremely difficult to make schedule changes once the master schedule is determined.

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 permission of the instructors, the counselor, parent/guardian, and the principal. Schedule changes will not be made if the requested change would overload a class.

A student desiring to drop a class after the first 3 weeks of the semester should realize that the grade status (WP or WF) at the time of dropping the class will be indicated on transcripts and the student must be placed into another class for non-credit. A "WP" indicates "withdrew passing". A "WF" indicates "withdrew failing". This indication will not affect overall GPA.

TESTING

State required tests: iStation (Reading) grades K-2nd, State Testing (ELA and Math) grades 3rd-8th, SBA Science grades 4th and 7th, Short Cycle (Star Reading and Math), and End of Course exams (EoC) grades 4th-8th.

INTERIM ASSESSMENTS

Quarterly/Interim Assessments will be conducted in all content areas. For English, math, history, and science the PSAT/SAT/Khan Academy system will be used.

Purpose:

- Builds upon prior knowledge
- Affordable and cost effective—it is free
- A practical format that builds upon the skills taught
- Aligns with Pacing Guides which align with CCSS
- Provides Benchmarks and presents Mastery in Skills
- Allows for re-teaching-remediation- preparing students for mastery
- Demonstrates gaps in skills and re-teaches
- Tracks growth and mastery of skills

As the nation continues to demand high academic standards in education required by the ESSA, Every Student Succeeds Act, and to bridge the gap between disadvantaged and high-needs students, Cloudcroft High School is devoted to providing an education to each of its students that will prepare them for the standards required by difficult colleges and challenging careers.

Committed to building rigor in the classroom and preparing our students to be college and career ready, Cloudcroft High School is dedicated to providing our students with a superior education. Cloudcroft High School is committed to supporting high academic standards through CCSS (Common Core State Standards) and will afford every effort to prepare the student body with an opportunity to be successful.

Students are required to participate in summative testing each year. Participating in the mandated SBA, State Testing, and EoC exams each year, the demands on our students are

extensive. To better prepare each and every student for these exams, Cloudcroft High School will engage in interim assessments given quarterly. These assessments will measure student achievement gaps, identify patterns in their learning, and provide instructors with valuable data to reteach students necessary skills for mastery learning.

Cloudcroft High School will utilize PSAT/SAT for our interim assessments for English, math, history, and science. While many companies offer interim assessments, we have chosen PSAT/SAT because it provides academic opportunities, it is practical, and it is cost efficient. Likewise, PSAT/SAT has partnered with Khan Academy, a computer-based learning format that will build upon students' prior knowledge and allow for recording and maintaining data on each individual student, providing teachers with necessary data to re-teach gaps in student learning and will guide students toward content mastery. Khan Academy's instructional computer-based learning program coupled with PSAT/SAT is a win for Cloudcroft students. Not only will Khan Academy assist students and teachers in developing growth in math, English, history, and science but with interdisciplinary studies as well.

Students will be highly encouraged to take the ACT exam as well. Importantly, the PSAT and the SAT will offer each student much necessary practice in preparing for the ACT. In addition, by offering the PSAT, students will receive the following benefits:

- ACT and SAT scores are predictable measures as to how students will achieve in college (college readiness).
- Practicing with SAT exams and supporting practice through Khan Academy will double academic opportunities, strengthening students' skills.
- SAT/ACT are designed closely; colleges will accept either the SAT or the ACT.
- SAT exams taken the senior year will only be reported to colleges if the students/parents request the information to be reported (PSAT scores are not reported to colleges).
- PSAT and SAT are aligned to CCSS.
- Partnered with Khan Academy, a computer-based re-teaching program, assists students in remedial support.
- Scholarship money is offered through SAT.
- ACT 2018: 1.9 million (20.8 mean score)-a decrease of 18% from 2017
- SAT 2018: 2.1 million (1068 mean score: 536 reading-writing/531 math)-a 25% increase from 2017
- PSAT scores offering the opportunity for students to become Merit Scholars (taken junior year)
- Freshmen, Sophomores, Juniors will take the PSAT; Seniors will take the SAT.
- Cloudcroft will pay for each of these exams for each student thereby not putting any parent or student with out-of-pocket cost.