

ADMINISTRATION

Superintendent: Jocelyne Driscoll-Gillespie
HS Principal: Cody Skinner
ES/MS Principal: Nolene Adams
Special Education Coordinator: Lori Garcia
HS Counselor: Melissa Adkins
K-8 Counselor: Pat Ledezma
Business Manager: Lisa Royer



BOARD OF EDUCATION

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CLOUDCROFT MUNICIPAL SCHOOLS

PO Box 198
Cloudcroft, NM 88317
575-601-4416

August 8, 2025

Dear Parents and Guardians,

At **Cloudcroft Municipal Schools**, the safety and well-being of our students and staff remain our highest priority. Each school year, we are required to notify families of the possible emergency situations that may occur while students are on campus and the specific protocols we follow to ensure everyone's safety.

Emergency Preparedness and Response

Our comprehensive emergency plan includes specific procedures for a variety of situations, such as:

- **Active Shooter or Intruder Response:** Staff and students receive age-appropriate guidance on how to respond safely and effectively in the event of an armed intruder or other violent threat.
- **Shelter-in-Place:** Used when conditions outside the school (such as severe weather or nearby hazards) or inside the school make it safer for students and staff to remain indoors.
- **Evacuation:** In the event the school becomes unsafe, students and staff will be evacuated to a designated secondary location.
- **Fire and Safety Drills:** Conducted regularly to ensure everyone knows how to exit the building quickly and calmly.
Family Reunification: Following certain emergencies, students may be transported to a reunification site, where parents and guardians can safely pick up their children once conditions are secure.

Communication During Emergencies

In the event of an actual emergency, **parents/guardians will be notified through the district's communication system via phone and/or email.** Information will also be posted on the **district website** to provide timely updates.

Training, Drills, and Inspections

To maintain readiness, **Cloudcroft Municipal Schools conducts regular safety drills** throughout the school year. Four drills will take place during the first month of school, followed by ongoing drills to ensure all systems and procedures function effectively.

These drills are designed to familiarize students and staff with our emergency procedures, reduce anxiety during real events, and ensure a swift, coordinated response if an actual emergency occurs. Staff guide students through each step of the process, emphasizing that the goal is **safety and preparedness**.

We appreciate your partnership in reinforcing the importance of these procedures at home. By working together, we can ensure that our students feel confident and prepared to respond safely in any situation. If you have any questions about our safety procedures or communication systems, please contact your child's school administrator.

Sincerely,

Jocelyne Driscoll-Gillespie