

Cloudcroft Elementary School

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

Student Handbook 2025-2026



Administration

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

Board of Education

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

Table of Contents

I.	Vision and Mission Statements	Pages 2-3
	a. Vision Statement	
	b. Mission Statement	
	c. School Song	
	d. Bear Pride	
	e. Staff Directory	
II.	Calendar and Campus Schedules	Pages 4-5
	a. Calendar	
	b. Bell Schedules	
	c. Progress Report/Report Card Schedule	
III.	General Information	Pages 6-17
	a. Health Services	
	b. Health Concerns	
	c. Sick Day Guidelines	
	d. Medications at School	
	e. Immunizations	
	f. Student Diabetes Management	
	g. Medical Cannabis	
	h. School Wellness	
	i. School Breakfast and Lunch Program	
	j. Fees and Fines	
	k. Visitors	
	l. Activity/Field Trips	
	m. Care of School Equipment and Facilities	
	n. Title IX	
	o. Social Functions	
	p. School Sponsors	
	q. Fire Drills, Hazard Drills, Evacuation Drills	
	r. School Closing in Unusual Situation	
	s. Transportation Other Than by School Bus	
	t. School Bus Transportation	
	u. Lost and Found Items	
	v. Fundraising and Selling Items on Campus	
	w. AHERA Notification	
	x. Parents' Right to Know	
	y. Equal Opportunity	
	z. Students Rights Under Section 504	
	aa. FERPA	
	bb. Student Withdrawals and Transfers	
	cc. Search & Seizure	
	dd. Student Concerns, Complaints & Grievances	
IV.	Open/Out of District Enrollment	Pages 18-20
V.	Attendance & Tardy Policy	Pages 21-24
VI.	Discipline Policy	Pages 25-38
	a. Policy	
	b. Teacher Discipline Action Plan	
	c. In School Suspension Rules	
	d. Discipline Matrix and Behavior Contract	
	e. Computer Infractions	
	f. Dress Code	
	g. Public Display of Affection	
	h. Sexual Harassment	
	i. Bullying Prevention Rule	
	j. Cell Phones & Electronic Devices	
	k. Tobacco Use by Students/Smoking	
	l. Vapes/E-Cigarettes/Juuls	
VII.	Guidance Information	Pages 39-40
	a. Guidance Services	
	b. Course Requests	
	c. Schedule Changes	
	d. Grading	
	e. Testing	
APPENDIX		
A	Bullying Policy	Pages 41-52
B	1:1 Chromebook	Pages 53-66
C	Water Safety Policy	Page 67

VISION AND MISSION STATEMENTS

VISION STATEMENT

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

MISSION STATEMENT

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

SCHOOL SONG

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

CLOUDCROFT ELEMENTARY SCHOOL STAFF

Position	Name	Email
Principal	Nolene Adams	nolene.adams@cmsbears.org
Administrative Asst.	LeOrla Wright	leorla.wright@cmsbears.org
Nurse	Mandy Ross	mandy.ross@cmsbears.org
ES/MS Counselor	Pat Ledezma	pat.ledezma@cmsbears.org
Activities Coordinator	Joni Watson	joni.watson@cmsbears.org
Kinder	Sharon Marcinko Paula Paulik	sharon.marcinko@cmsbears.org paula.paulik@cmsbears.org
1st Grade	Ryann Stanbrough Brent Jewell	ryann.stanbrough@cmsbears.org brent.jewell@cmsbears.org
2nd Grade	Debbie Alexander Melani Moore	debbie.alexander@cmsbears.org melani.moore@cmsbears.org
3 rd Grade	Yvonne Barnes Marion Parker	yvonne.barnes@cmsbears.org marion.parker@cmsbears.org
4 th Grade	Michelle Morgan Heidi Twining	michelle.morgan@cmsbears.org heidi.twining@cmsbears.org
5 th Grade	Cathy Gaffney Raini Shelton	cathy.gaffney@cmsbears.org raini.shelton@cmsbears.org
SPED Teacher	Robin Kimble	robin.kimble@cmsbears.org
P.E.	Tami Alexander	tami.alexander@cmsbears.org
P.E.	Randall Lackey	randall.lackey@cmsbears.org
Music/Band	Kathy Draves	kathy.draves@cmsbears.org
Art	Debbie O'Connor	debbie.oconnor@cmsbears.org
EA	Tiffney Stroope	tiffney.stroope@cmsbears.org
Interventionist	Brittney Virden	brittney.virden@cmsbears.org
Health Assistant	Dani McNatt	dani.mcnatt@cmsbears.org
EA/Library	Autumn Stroope	autumn.stroope@cmsbears.org
SPED EA	Karen Cornella	karen.cornella@cmsbears.org
SPED EA	Gwyneth Davis	gwyneth.davis@cmsbears.org
SPED EA	Laryssa Alvarez	laryssa.alvarez@cmsbears.org
SPED EA	Pilar Rubio	pilar.rubio@cmsbears.org
EA/Library	Debbie Carner	debbie.carner@cmsbears.org

CLOUDCROFT

MUNICIPAL SCHOOLS



2025-2026 Cloudcroft Municipal Schools District Calendar

July	
4	Independence day
24-25	HS Registration
25	ES/MS Registration
30-31	Staff PD

July 2025						
Su	M	Tu	W	Th	F	Sa
		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		

January 2026						
Su	M	Tu	W	Th	F	Sa
				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

January	
1	New Year's Day
2;6	Inservice
7	First Day of Classes
15	Report cards
19	Martin Luther King Jr.
26	Snow Day*

August	
1;4	Staff Inservice
5	Staff PD
6	First Day of Classes

August 2025						
Su	M	Tu	W	Th	F	Sa
					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 2026						
Su	M	Tu	W	Th	F	Sa
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

February	
2	Groundhog Day
12	Lincoln's Birthday
14	Valentines Day
16	President's Day
23	Snow Day*

September	
1	Labor Day

September 2025						
Su	M	Tu	W	Th	F	Sa
	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				

March 2026						
Su	M	Tu	W	Th	F	Sa
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				

March	
8	Daylight Saving
13	End 3rd Quarter
17	St. Patrick's Day
16-20	Spring Break
23	Snow Day*
26	Report Cards
30	School Day

October	
10	End 1st Quarter
13	Columbus Day
16	Report Cards
31	Halloween

October 2025						
Su	M	Tu	W	Th	F	Sa
			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 2026						
Su	M	Tu	W	Th	F	Sa
			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		

April	
3	Good Friday
5	Easter Sunday
27	Snow Day*

November	
2	Daylight Saving
4	Election Day - No School
11	Veterans Day
23-29	Thanksgiving

November 2025						
Su	M	Tu	W	Th	F	Sa
						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						

May 2026						
Su	M	Tu	W	Th	F	Sa
					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						

May	
10	Mother's Day
16	Graduation
22	Last Day of School
25	Memorial Day

December	
8	Snow Day*
19	End 1st Semester
25	Christmas Day
20-6	Christmas Break

December 2025						
Su	M	Tu	W	Th	F	Sa
	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			

June 2026						
Su	M	Tu	W	Th	F	Sa
	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				

June	
14	Flag Day
21	Father's Day

75 Days @ 7.42 hr/day
556.5 Instructional Hours

2 Staff Inservice

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

2 Staff Inservice

75 Days @ 7.42 hr/day
556.5 Instructional Hours

REGULAR BELL SCHEDULE

ELEMENTARY SCHOOL

The building will be opened from 7:20 am to 4:00 pm

Entrance for students at the Middle School and Elementary School from 7:20 am - 7:45 am

After 7:45 am Enter through the Elementary School Office

TWO-HOUR DELAY SCHEDULE

ELEMENTARY School

Entrance for students at the Middle School and Elementary School from 9:20 am - 10:00 am

After 10:00 am Enter through the Elementary School Office

REPORT CARD SCHEDULE

1st Nine Weeks Report Card	10/16/25
2nd Nine Weeks Report Card - Semester 1	1/15/26
3rd Nine Weeks Report Card	03/26/26
4th Nine Weeks Report Card - Semester 2	05/22/26

Weekly progress reports will be printed off and given to your student each Thursday. If you have questions or concerns about your student's grades, please contact the teacher.

GENERAL INFORMATION

HEALTH SERVICES

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

If your child becomes ill or has an injury that will need further medical evaluation, you will be called to pick your child up from school. Parents/guardians are expected to promptly make arrangements to pick the student up from school. Please ensure we have current phone numbers for parents, guardians, and emergency contacts. Emergency contact numbers are **very important**. Sometimes, we are unable to contact the child's parent/guardian. Therefore, the office staff needs to have on file at least two other non-parent/guardian telephone numbers of individuals who would be willing to pick up your child if necessary. In the event that the parent/guardian can not be reached, the school will call emergency medical services if deemed necessary.

In case of an emergency, we may call 911 and then call the parent. This will be determined by the severity of the emergency. The parent/guardian will be responsible for the cost of the ambulance call.

HEALTH CONCERNS

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

SICK DAY GUIDELINES

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

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

When to stay home	When to return to school
Fever: temperature greater than 100	Fever free for 24 hours without the use of fever reducing medication
Vomiting within the last 24 hours	Free from vomiting for 24 hours or at least 2 solid meals
Diarrhea within the last 24 hours	Free from diarrhea for at least 24 hours
Rash: body rash with itching or fever	Free from rash, itching, or fever, evaluation from medical provider as needed
Head lice: active head lice, itchy head	Treated with appropriate lice treatment at home and proof is provided to nurse
Eye infection: redness, itching, and/or thick/crusty drainage from eye	Evaluated by medical provider and have note to return to school
Hospital stay and/or ER visit	Released by medical provider to return to school

*Parents/Guardians will provide a doctor's note for illness related absences that persist longer than 3 days.

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

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

The health and well-being of our students and staff is a top priority. As part of our commitment to maintaining a safe and healthy school environment, we remain vigilant and informed about current public health concerns, such as measles, that may affect our community. We will follow the health and safety guidelines provided by the New Mexico Department of Health, along with any recommendations provided by other relevant authorities. Should public health concerns arise or evolve, we are committed to communicating updates and any necessary changes to school procedures as promptly and clearly as possible.

MEDICATIONS AT SCHOOL

Cloudcroft Municipal Schools has neither the authority nor the responsibility to dispense medication at school. When it is necessary for a student to take medication, whether prescription or over the

counter (This includes cough drops, cough syrup, lozenges, ear/eye drops, etc) during school hours, the following is required:

- Written order(s) from the licensed medical provider **annually** per school year
- Written permission from the parent to administer medication(s) at school
- Medication is delivered to the nurse in the original container, with proper labeling
- Medications will be secured in the school health office.. (except those approved by the medical provider to be carried)
- Inhalers to be carried by the student and self administered will be specifically ordered by the licensed medical provider and have the following:
 - Written order(s) from a licensed medical provider specifically authorizing the student to carry his/her medication(s) and self-medicate for the school year.
 - Written consent from the parent permitting the student to carry and self-medicate.
 - Medications must be in the original container, properly labeled, and legible.
 - Clearance by the Health Office allowing the student to carry and self-medicate.

The written orders s must include the name of the medication, the dosage, the time to be administered, and the possible reactions. No medication will be administered until these requirements have been met. All medications, whether prescription; or over the counter, will require a written order by a licensed medical provider. For your convenience, you may call your provider and request that they fax the order to the school, ATTN: School Nurse. Parents are welcome to come to the school and personally administer medications in the health office at their discretion, under the supervision a health office staff member, or if not available another staff member of the school.

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

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

IMMUNIZATIONS

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

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

Parents who claim a medical or a religious exemption regarding immunizations for their child must bring verification of exemption with them at the time of registration. This exemption must be renewed each year **prior to enrollment**. Information regarding immunization exemptions can be found on the [New Mexico Department of Health](#) web page.

VISION AND HEARING SCREENINGS

During the fall of each year, and as necessary, children are given vision and hearing screenings. If your child does not meet the minimum state requirements, you will be notified in writing. Please complete the suggested follow-up by a specialist for vision and hearing screenings. A deficiency in any of these areas can impede the student's learning. If financial concerns prohibit quick response, please contact the school nurse for resources.

STUDENT DIABETES MANAGEMENT

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

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

- Trained staff to perform diabetes care functions when necessary.
- Designated staff will receive annual training from a trained nurse or healthcare practitioner
- A student with diabetes and a diabetes medical management plan can have/do the following:
 - Obtain on the child's person all equipment and supplies necessary to perform diabetes care
 - Blood glucose checks
 - Administer insulin
 - Treat hypoglycemia/hyperglycemia
- Attend to care and management of diabetes in the following areas:
 - In the classroom
 - Anywhere on school grounds
 - During school-related activities
 - Request use of private area

MEDICAL CANNABIS

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

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

SCHOOL WELLNESS POLICY

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

School Snacks: A Guide

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

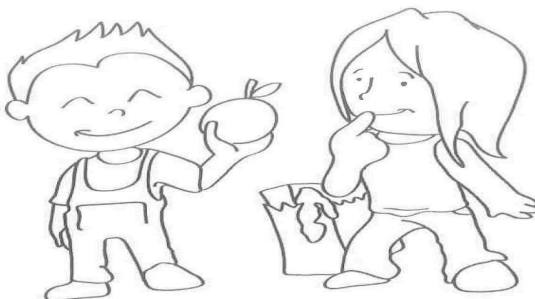
The Guidelines:

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

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

The Guidelines and YOU:

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



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

Make It Yourself Snack Inspiration:

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

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

For More Information:

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

SCHOOL BREAKFAST AND LUNCH PROGRAM

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

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

Breakfast

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

Prices:

K-12 Free	Adult	\$1.60	Milk only	\$0.50
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Lunch

Students may bring lunch from home or eat school lunch at the cafeteria. **NO Outside-fast food delivery lunches will be allowed.**

Prices:

K-12 Free	Adult	\$3.50	Milk only	\$0.50
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To promote proper nutrition and in accordance with federal school lunch program guidelines, we do not allow students to purchase sodas for lunch.

Due to the potential health risks associated with energy drinks that contain high levels of caffeine and/or sugars are prohibited. Examples include, but are not limited to: Monsters, Red Bull, Cowboy Up, Rockstar, 5 Hour Energy, ect.

Lunch will be served in the commons.

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

FEE/FINES

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

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

SCHOOL VISITORS

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

ACTIVITY/FIELD TRIPS

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

CARE OF SCHOOL EQUIPMENT AND FACILITIES

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

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

A locker and lock will be offered to the student upon enrollment. The school-issued lock is the only allowed lock on locker(s). Any personal lock will be destroyed. Any abuse or misuse of the locker will be paid for by the student assigned to the locker. Students are not to use any locker other than the one assigned to them. A \$6.00 replacement fee will be charged for any lost or damaged school lock.

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

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

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

TITLE IX

Overview

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

Point of Contact

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

Definition of Sexual Harassment

The Department of Education Office for Civil Rights (OCR) has defined sexual harassment as: Conduct based on sex that satisfies one or more of the following:

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

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

SOCIAL FUNCTIONS

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

Tribal Regalia

No student who is enrolled, or eligible for enrollment, in a federally recognized Indian nation, tribe or pueblo shall be prohibited from wearing tribal regalia or objects of cultural significance along with or attached to a cap or gown, or from wearing tribally significant footwear or other items of apparel under a gown, at graduation ceremonies or public school events. "Tribal regalia" means a tribe's traditional dress or recognized objects of religious or cultural significance, including tribal symbols, jewelry, beading, and feathers.

Student Water Safety Policy

Purpose:

The purpose of this policy is to promote awareness and encourage safe behaviors among students in, on, and around bodies of water and water-related infrastructure. Recognizing that water safety is a shared responsibility between schools, families, and communities, this policy establishes the District's approach to supporting water safety education and awareness.

Policy Statement:

The Cloudcroft Municipal Schools District is committed to supporting student safety by providing parents and guardians with age-appropriate water safety guidance. This includes information about local swimming lessons, water safety courses, and strategies for preventing accidents near water.

Water Safety Guidance: The Cloudcroft Municipal Schools District's water safety manual will be provided to parents/guardians each year during annual registration and can also be accessed on the CMS website: www.cmsbears.org

Legal Disclaimer:

Guidance provided by the District related to swimming lessons and water safety programs includes options that are not affiliated with the District. The District does not endorse, certify, or monitor any external providers. It is the sole responsibility of parents/guardians to evaluate and select appropriate programs for their children. The District assumes no responsibility or liability for outcomes related to participation in non-District water safety programs.

Parental Role:

Parents and guardians are strongly encouraged to review water safety materials with their children and to take an active role in reinforcing safe behavior around all types of water environments.

FIRE DRILLS, HAZARD DRILLS, EVACUATION DRILLS

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

SCHOOL CLOSING IN UNUSUAL SITUATION

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

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 staff parking areas before and after school. Parents, please use the highway parking areas or Pull through the Drop off Lane for this purpose. At no time before and after school are vehicles to be in the BUS LANE or CROSSWALK areas.

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

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

SCHOOL BUS TRANSPORTATION

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

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

LOST AND FOUND ITEMS

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

FUNDRAISING AND SELLING ITEMS ON CAMPUS

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

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

AHERA NOTIFICATION

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

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

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

*You are welcome to review a copy of the asbestos management plan upon request: Jocelyne Gillespie
575.601.4416

PARENTS RIGHT TO KNOW

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

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

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

EQUAL OPPORTUNITY

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

STUDENT RIGHTS UNDER SECTION 504

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

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

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

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

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

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

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

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

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
Parents or eligible students may ask Cloudcroft Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading.
If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

STUDENT WITHDRAWALS AND TRANSFERS

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

SEARCH AND SEIZURE

Cloudcroft Municipal Schools reserves the right to conduct a "search and seizure" protocol: "School property assigned to a student and a student's person or property while under the authority of the public schools are subject to search, and items found are subject to seizure" (NMAC 6.11.2.10).

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

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

(Reference J-3400 © JIH)

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one (1) or more of the following:

- Denial of an equal opportunity to participate in any program or activity for which the student qualifies that is not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, sex, ethnicity, national origin, religion, age, disability, handicap, sexual orientation, gender identity, or marital status.

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

Provided that:

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

The guidelines to be followed are:

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

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Students should file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian who wishes to complain (other than an elementary student's parent) should do so by completing the forms following policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

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

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

OPEN/OUT OF DISTRICT POLICY

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

RESIDENT STUDENTS

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

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

NONRESIDENT STUDENTS

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

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

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

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

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

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

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

FIRST PRIORITY PLACEMENT: PRIORITY ONE STUDENTS

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

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

PRIORITY RANKING: PRIORITY TWO STUDENTS

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

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

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

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

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

SCHOOL and CLASS CAPACITY

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

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

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

DISENROLLMENT

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

TRANSPORTATION Parents must provide transportation for nonresident students.

EQUAL OPPORTUNITY

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

ATTENDANCE POLICY

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

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

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

I. Absences

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

- C. Pregnant Students: If a student becomes pregnant, a plan will be devised to support the student's educational needs throughout their pregnancy. The recommendations may require a 504 plan and shall be on a case-by-case basis, but would fully support their education through homebound or in-school education. Decisions about excused and unexcused absences would be discussed and agreed upon in the meeting.
- D. Partial Day Absences
 - 1. High School/Middle School: Students will be considered absent from each class period after 20 minutes.
 - 2. Elementary Students: Students Who are **30 minutes or more late**, will be **counted absent for half a day** for the morning absent report. If a student **leaves early 30 minutes or more, they will be counted as absent for the afternoon** report.
- E. Appointments: If a student must leave school early for an appointment, the parent *must* notify the school secretary or principal either by phone or written notice. It is highly recommended that all appointments (doctor/dentist) be made on Mondays to avoid unnecessary absences from school. Students must sign in/out in the school office.
- F. Early Release: Students with early release must sign out in the school office (see policy).
- G. Truancy policy to apply to all grades: Students will be considered truant if they leave school without permission or stay out of class without permission. Students are not to miss a class in order to complete work for another class without written permission from the teacher whose class is being missed. Failure to be in class is considered truancy, even if the student is on campus. Refer to the Discipline Matrix.
- H. "Unexcused Absence:" An absence from a class or school day (half of the student's approved program) for which the student does not have an allowable excuse.
- I. Homework Policy
 - 1. Homework– Excused Absence: Following an **excused** absence, parents or guardians shall arrange make-up work with the student's teacher. A student shall be given a *reasonable* time as set forth by the teacher in their class syllabus to make- up the work the student missed during the absence.
 - 2. Homework-Excused Absence: Following an **unexcused** absence, make-up work is at the discretion of the teacher.

II. Attendance for Success Act

A. Understanding the Law

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

B. Definitions

- 1. "Chronically absent"/"Chronic absenteeism" means a student who has been absent for ten percent or more of classes or school days for any reason, whether excused or not, when enrolled for more than ten days."

2. "Excessively absent" / "Excessive absenteeism"--" means a student needing intensive support and has not responded to intervention efforts implemented by the public school."
3. "Educationally Neglected Child" means a child who is permitted by his or her parents to be chronically truant may be considered a child of educational neglect. State law requires the schools to report children believed to be educationally neglected for the investigation to the Probation Services Office and/or the judicial district in which the student resides.
4. "Whole school prevention" means universal, whole-school prevention strategies for all students, including students who have missed less than five percent of classes or school days for any reason;
5. "Individualized prevention" means targeted prevention strategies for individual students who are missing five percent or more but less than ten percent of classes or school days for any reason;
6. "Early intervention" means interventions for students who are missing ten percent or more but less than twenty percent of classes or school days for any reason, and
7. "Intensive support" means interventions for students who are missing twenty percent or more of classes or school days for any reason.

C. Policy

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

records and information related to chronically absent students or excessively absent students

III. TARDIES

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

IV. TRUANCY

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

References

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

DISCIPLINE

POLICY

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

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

TEACHER DISCIPLINE PLAN OF ACTION

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

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
LEVEL I	<ul style="list-style-type: none"> Teacher Warning 	<ul style="list-style-type: none"> Teacher Student Conference Parent Contact Possible Teacher Consequence/ Intervention 			
LEVEL II			<ul style="list-style-type: none"> Teacher Consequence/ Intervention and Student Conference Parent Contact Documentation in PowerSchool Inform/Notify Principal 	<ul style="list-style-type: none"> Teacher Consequence/Inter vention and Student Conference Parent Contact/Conference -(Principal present) Documentation in PowerSchool Behavior/Academic Contract 	
LEVEL III					<ul style="list-style-type: none"> Referral to Principal with all documentation in PowerSchool

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

DETENTION involves removing the student from the classroom or general population during break time, noon, or at the close of the school day following appropriate minimal due process. Detention outside of school time may be invoked with appropriate consideration given to student transportation, weather, and other

extenuating circumstances. A student shall not be denied eating or the use of the restroom during detention periods.

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

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

IN-SCHOOL SUSPENSION RULES

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

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

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

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

ISS Rubric

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

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

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

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

CLOUDCROFT ELEMENTARY SCHOOL

DISCIPLINE MATRIX

Progressive Discipline

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

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

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

Tribal Regalia:

No student who is enrolled, or eligible for enrollment, in a federally recognized Indian nation, tribe or pueblo shall be prohibited from wearing tribal regalia or objects of cultural significance along with or attached to a cap or gown, or from wearing tribally significant footwear or other items of apparel under a gown, at graduation ceremonies or public school events. "Tribal regalia" means a tribe's traditional dress or recognized objects of religious or cultural significance, including tribal symbols, jewelry, beading, and feathers.

In all cases, administrative discretion will be exercised.

Level I			
Behavior	1st Offense	2nd Offense	3rd Offense
General Disruptive Conduct (aligned to Middle School Matrix (Profanity, rudeness, acting disrespectfully, dishonesty, name-calling, etc.))	Warning/Reteach Teacher Intervention Parent Notification	1-4 days Silent Lunch, Teacher Intervention Parent Notification	Parent Notification Behavior Contract and/or ½ - 2 Day ISS or Monday School
Bus Disruptions	1 Day Removal from Bus	1 Week Removal from Bus	1 Month Removal from Bus
Dress Code Violation	Parent Contact and Warning Change into other clothing may have clothing provided by the school, turn inside out	Parent Notification Change to acceptable clothing, same as 1 st offense	Parent Notification Change to acceptable clothing, same as 1 st offense
Public Display of Affection (PDA)	Reteach/ Parent Notification	1- 2 Silent Lunch/ Parent Notification	3-4 Silent Lunch Parent Meeting Behavior Contract
Behavior	1st Offense	2nd Offense	3rd Offense

Cheating or plagiarism	Redo Assignment/Reteach Parent Notification	Redo Assignment/Reteach Parent Notification	Redo Assignment/Reteach Parent Notification Behavior Contract
Disrupting a school activity (field trip, event, game, etc.) Unsafe Behavior (Previously listed under Level III)	Warning/Reteach Parent Notification SEL Support	Removal from event Parent Notification	Loss of 1-3 events Parent Notification Behavior Contract
Electronic/Cell Phone Devices	Confiscate and the student may pick-up at the end of the day. Parent Notification See cell phone policy	Confiscate and parent must pick-up in the office Parent Notification See cell phone policy	Confiscate and parent must pick-up in the office Parent Notification follow school phone policy matrix See cell phone policy
Inappropriate Touch or Exposure	Warning, Reteach Possible 1-2 day ISS Parent Notification	1 Day OSS, Parent Notification Behavior Contract	1 or more days OSS or Monday School Parent Notification Review/Update Behavior Contract
Inappropriate possession or use of technology (unauthorized access to software, telephones, accounts or files)	Loss of computer privileges for up to twelve (12) weeks Parent Notification	1-2 Days ISS Loss of computer privileges for up to 24 weeks Parent Notification	1 Day OSS Loss of computer privileges up to entire school year Parent Notification
Insubordination, defiance of authority or showing disrespect	1-3 Days Silent Lunch Detention or ISS Reteach Parent Notification	1/2 Day ISS Parent Notification Behavior Contract	1 Day ISS or OSS or Monday School Parent Notification Review/Update Behavior Contract
Minor Theft	1 Day Silent Lunch Restitution of Stolen Item Parent Notification	1 Day ISS Restitution of Stolen Item Parent Notification Behavior Contract	1-3 Days ISS or OSS or Monday School Restitution of Stolen Item Parent Notification Review/Update Behavior Contract
Physical or Aggressive contact towards student	Reteach Silent Lunch Parent Notification	1 Day ISS Parent Notification	1-3 Days ISS Parent Notification Behavior Contract
Possession of inappropriate materials (toys,electronics, explicit materials)	Confiscate and parent may pick-up at the end of the day Reteach	Confiscate and parent must pick up in the office Parent Notification 1-3 Days Silent Lunch	Confiscate and parent must pick up in the office Parent Notification Behavior Contract 1-3 Days ISS

Possession/use of tobacco, rolling papers or incendiary paraphernalia, Vaps) at school or school-sponsored events.	Educate on topic, 3 Days OSS/3 Days ISS Parent Notification Possible Police Contact Behavior Contract Drug/Alcohol treatment in program with R9	5 Days OSS Parent Notification, Counseling, Review Behavior Contract Police Contact	7 Days OSS Parent Notification Review/Update Behavior Contract Police Contact Referral to JPO
Rough Housing	Reteach 1-2 Recess Detentions Parent Notification	3-4 Recess Detentions Parent Notification Behavior Contract	1 Day ISS Parent Notification Review/Update Behavior Contract
Verbal Aggression/Provoking	Reteach/counseling 1-2 Recess Detentions Parent Notification	3-4 Recess Detentions or 1-2 days ISS Parent Notification Behavior Contract	1-4 Day ISS or OSS or Monday School Parent Notification Review/Update Behavior Contract
Additional Consequences after Level I and Level II			
Behavior	4th Offense	5th Offense	6th Offense
Failure to comply with disciplinary consequences includes multiple referrals and not necessarily for the same behavior. Habitual patterns.	Twice the previous consequences Parent Notification Review/Update Behavior Contract	1-6 Days ISS or OSS or Monday School Parent Notification Review/Update Behavior Contract	3-8 Days ISS or OSS or Monday School Parent Notification Review/Update Behavior Contract
Level III			
Behavior	1st Offense	2nd Offense	3rd Offense
Arson	up to 10 Days OSS pending hearing Police Notification Parent Notification	10 Days OSS pending expulsion hearing Referral to JPO Parent Notification	
Assault/Battery of a staff member or student	3-5 Days OSS Police Notification Parent Notification Behavior Contract	5-10 Days OSS pending expulsion hearing Parent Notification	
Bomb Threats/False Alarms/Explosives	10 Days OSS Pending expulsion hearing Police Notification Parent Notification		
Bullying	Reteach ½ -2 Days ISS Parent Notification	1-3 Days ISS or OSS or Monday School Parent Notification Bully Contract Counseling	3-5 Days ISS or OSS or Monday School Parent Notification Review/Update Bully Contract/Counseling
Communicating intent	1-3 Days ISS/OSS	up to 5 days ISS/OSS	up to 10 Days OSS

to harm a staff or student	Threat Assessment Counseling Parent Notification	Threat Assessment Parent Notification Behavior Contract	pending hearing Parent Notification
Communicating intent to harm self	Threat Assessment Counseling Parent Notification Safety Plan	Threat Assessment Counseling Parent Notification Review/Update Safety Plan	Threat Assessment Counseling Parent Notification Review/Update Safety Plan
Fighting	Reteach 2 Days ISS 2 Days OSS Parent Notification	3 Days OSS Parent Notification Behavior Contract Possible Referral to DPS	9 Days OSS Refer to Police Parent Notification Meeting Review & Update Behavior Contract
Harassment (Physical, racial, verbal, electronic, intimidation toward another student, etc.)	1/2-2 Days ISS Parent Notification, Counseling	1-3 Days OSS Parent Notification Behavior Contract	3-5 Days OSS Parent Notification Review Behavior Contract
Making a false 911 call or pulling a fire alarm	1-3 Days ISS or OSS Parent Notification	4-10 Days OSS Possible Hearing Parent Notification	
Personal substance abuse (solicitation, possession, consumption, or being under the influence of alcohol, drugs, look-a-likes, e-cigarettes, vaps, edibles, or other controlled substances including OTC drugs and prescription drugs and/or possession of paraphernalia)	5 Days OSS Parent Notification, Counseling, Behavior Contract Law Enforcement Contacted Drug/alcohol treatment in a certified program initiates by parent/guardian	9 Days OSS Parent Notification Counseling, Updated/Review Behavior Contract Law Enforcement Contacted Drug/alcohol treatment in a certified program or expulsion hearing	9 Days OSS pending Expulsion Hearing Parent Notification Law Enforcement Contacted
Possession of Weapons or Look A likes	1-10 Days OSS pending hearing Parent Notification Police may be contacted		
Selling or distributing alcohol, drugs, look-a-likes, or other controlled substances including OTC drugs and prescription drugs	4-10 Days OSS pending hearing Parent Notification		
Sexual Harassment/Sexual	1-2 Days ISS/OSS Parent Notification	3-5 Days ISS/OSS Parent Meeting	10 Days OSS pending hearing

Misconduct		Behavior Contract Police may be contacted	Parent Meeting Police may be contacted
Theft/Extortion	3 Days ISS Possible Police. Contact Parent Notification Restitution	2-5 Days OSS Parent Notification Restitution Possible Police Contact Behavior Contract	10 Days OSS pending hearing Parent Notification Restitution Police. Contact
Vandalism (involved in altering, defacing or destroying school or private property, including technology)	1-3 Days ISS/OSS Loss of privileges and restitution Parent Notification	up to 5 Days OSS Parent Notification Loss of privileges and restitution	up to 10 Days OSS pending hearing Parent Notification Restitution and loss of privileges
Additional Consequences after Level III			
Behavior	4th Offense	5th Offense	6th Offense
Failure to comply with disciplinary consequences includes multiple referrals and not necessarily for the same behavior. Habitual patterns.	Twice the previous consequences Parent Notification Review/Update Behavior Contract	6-8 days OSS or Monday School Parent Notification Review/Update Behavior Contract	9 days OSS Parent Notification Review/Update Behavior Contract Possible Expulsion Hearing

COMPUTER INFRACTIONS

Behavior	1 st Violation	2 nd Violation	3 rd Violation	4 th 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, inaccurate, abusive, obscene, profane, racially offensive, pornographic/sexually-oriented and/or illegal 	<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 Cyberbullying Contract and Restorative Practice Plan Depending on pornographic, sexual content or illegal activity could result in ISS/OSS/Monday school or detention 	<ul style="list-style-type: none"> Verbal warning to student and documentation in Power School. Parent notification Suspension from technology access for 3 days Cyberbullying Contract and Restorative Practice Plan 	<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 Cyberbullying Contract and Restorative Practice Plan Police Referral 	<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 Cyberbullying Contract and Restorative Practice Plan Police Referral

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

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

DRESS CODE

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

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

STUDENTS MUST ADHERE TO THE FOLLOWING GUIDELINES:

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

- Visible tattoos must be discrete and school-appropriate (phrases, graphics, or slogans that are sexually suggestive or gang-related, promote the use of drugs, violence, or alcohol, or contain vulgar language or ethnic slurs shall not be permitted).
- Students who volunteer for extra-curricular activities, such as athletics, band, chorus, etc., are subject to the standards of the above-mentioned Dress Code and/or more stringent policies as defined by the Activities Coordinator/Director.

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

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

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

PUBLIC DISPLAYS OF AFFECTION (PDA)

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

SEXUAL HARRASSMENT

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

BULLYING PREVENTION RULE

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

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

Reference Bullying Policy-Appendix A (Policy 201)

CELL PHONES AND ELECTRONIC DEVICES

Due to increasing classroom disruptions, invasion of privacy, and improper text messaging, cell phones and all other electronic devices (games, music players, pagers, cameras, etc.) are not to be used in the school building during school hours. ***Students will place their cell phones, smart watches, smart glasses, airpods and other personal electronic devices in their YONDR pouch upon entering the school building.***

Phones and electronic devices (i.e. airpods, smart watches, etc) are not to be used during school. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring his/her Pouch with him/her to school every day and keep it in good working condition.

DAILY PROCESS

As students **Arrive to School**, they will:

- 1) Turn off electronic devices.
- 2) Place electronic devices inside their Pouch and secure it in front of school staff.
- 3) Store their Pouch in their backpack for the day.

At the end of the day, students will open their Pouch, remove their electronic devices and put their Pouch in their backpack. Students must bring their Pouch to school with them each day.

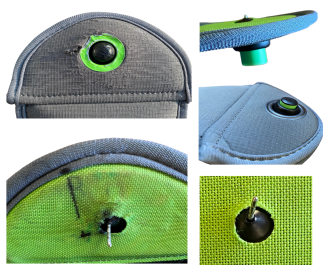
*Students arriving late or leaving early will pouch/unpouch their electronic devices in the school office.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Electronic Devices During School

- If a student damages their Pouch or is caught using their electronic device, the Administration will collect the device/Pouch and contact the parents. Students will be required to replace lost, stolen , or damaged pouches, which is \$35 per pouch.
- Please review the school matrix for violations of the electronic device violations.

Examples of damage:



- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the Pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage

Forgotten Pouch

If a student forgets his/her Pouch, **his/her electronic device (s) will be collected, and the Admin will call the student's parent/guardian to remind the Parent of the policy** . They must pay \$35, regardless of whether they receive a new pouch or not. The phone will be returned to the student at dismissal, or the parent/guardian will pick it up from school.

If a student consistently forgets his/her Pouch, it is considered Lost. **Refer to the Lost Pouch policy.**

Should students not place their phones (electronic device) into their assigned YONDR pouches and are found to be using their cell phones or electronic devices, the following consequences will occur:

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

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

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

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

TOBACCO USE BY STUDENTS / SMOKING

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

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

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

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

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

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

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

VAPES/E-CIGARETTES /JUULS

E-cigarettes/vapes, E-cigarettes/Juuls etc. 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 face disciplinary consequences according to our student Discipline Matrix.

- Vaping materials and equipment are banned from school and all school sponsored functions.
- Students in possession of and/or using drug paraphernalia at school or a school related function will be subject to suspension as defined in the Discipline Matrix.
- Vaping devices will be confiscated and tested for drugs.
- Students who refuse to supply the e-cigarette, vape, Juul, or other vaping tool will be subject to 9 Days OSS.
- Providing the e-cigarette, vape, Juul, or other vaping tool to another student could indicate distribution and will dictate a discipline of 9 days OSS should the e-cigarette, vape, Juul, or other vaping tool test positive for drug content.
- In the event the e-cigarette, vape, Juul, or other vaping tool tests positive for a drug, the student will be referred to JPO and law enforcement will be notified. The student will also be referred to drug and alcohol treatment/counseling treatment.
- Should the student be in a school sponsored sport or extracurricular activity and is tested positive for drugs, the student will be subject to a 39 day suspension from all extracurricular activities.
- Should the student test positive for a drug, the student will be referred to JPO, law enforcement will be notified, and the student will be referred to drug and alcohol treatment/counseling treatment.
- ***Note: “It is not the role of the school health personnel to confirm or disprove that a student is under the influence of a substance” ([SHM 242](#)).**

GUIDANCE INFORMATION

GUIDANCE SERVICES

The Cloudcroft Municipal Schools guidance counselor is available to students and parents in helping with signing up for school, understanding test scores, solving problems, making friends, and learning how to do their best in school. The counselor is also available to talk with parents about how to support their child's learning and success.

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

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

GRADING

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

Students should expect a minimum of two grades per week recorded per class. The grades and quality of student work will be reported as follows:

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.

TESTING

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

INTERIM ASSESSMENTS

Monthly Assessments will be conducted in Reading and Math in grades K-5 using Istation. Our school uses Istation as an interim assessment tool throughout the year. These computer-based tests help teachers see how students are doing in reading and math. The results show the students growth and identify possible deficits which can be used to implement targeted interventions.

Bullying, Cyber Bullying, Intimidation and Harassment

A Handbook for Parents and Students



Table of Contents

Policy Statement.....	Page 3
Definitions.....	Page 4
Licensed School Staff Responsibilities.....	Page 5
Harassment, Bullying, Cyber Bullying, Intimidation Investigation Procedures.....	Page 6
Types of Reporting.....	Page 6
Due Process	Page 7
Right to Appeal.....	Page 7
Student Safety Plan.....	Page 7
Principal's/Designee's Duties.....	Page 8
School Safety Team Responsibilities	Page 9

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

Bullying/Cyberbullying Prevention/Intimidation/Harassment

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

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

Definitions:

- **"Bullying"** by another student means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one (1) or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to hazing, harassment, intimidation, or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age, sexual orientation or gender identity.

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

Licensed School Staff Responsibility

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

- Counseling
- Parent-Student disciplinary conference
- Directed reflective activities
- Verbal Warning
- Written warning
- Written notification
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extracurricular activities
- Suspension of other privileges
- Expulsion from a particular class
- In-School suspension
- Involuntary transfer
- Mediation
- Anger Management
- Participation in skill-building and resolution activities

- Loss of IT privileges at school
- Community Service
- Suspension
- Discipline up to expulsion, in addition to other civil and criminal prosecution

These punishments may be in addition to any customary discipline that the District presently dispenses. Where disciplinary action is necessary, District policies and regulations pertaining to permissible penalties and procedures shall be followed as in policy (see Discipline Matrix).

Types of Reporting

Three Types of reporting:

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

Harassment, Bullying, Cyber Bullying, Intimidation Investigation Procedures

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

- Principal/designee will follow up with alleged victim and alleged aggressor as well as their parents/guardians within ten (10) days of the completed HIB report.

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

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

Right to Appeal

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

Student Safety Plan

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

Principal/Designee Responsibilities

The Principal/Designee shall:

- Initiate the investigation.
- Contact parent(s)/guardian(s) of alleged victim and alleged aggressor to advise them of the incident while maintaining student confidentiality.
- Keep abreast of the situation.
- Keep in close contact with the School Safety Team and update them with current information.

- May appoint others to assist with investigation.
- In conjunction with the School Safety Team, shall determine the “range” of ways to address the incidents of bullying/intimidation/harassment behavior. These may include but are not limited to: training, discipline actions, counseling, or intervention programs.
- Be an active participant of the School Safety Team.
- Provide training on the School Bullying Harassment, and Intimidation Protocol to employees; contact service providers and volunteers who have significant contact with students.
- Annual reevaluation, reassessment, and review of bullying/ Harassment/Intimidation Protocol with input from the School Safety Team.
- Post the names, school phone number, address, and school email addresses of identified school team members in the office.
- Appoint certified school employee as Harassment, Intimidation, and Bullying data collector where all reports will be centrally accounted for and stored.

School Safety Team Responsibilities

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

Provider, Teacher, Family Service Worker for each school)

School Safety Team shall:

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

Harassment, Intimidation, & Bullying Complaint Reporting

Form A

Part 1

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

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

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

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

Name _____ ☐ Staff ☐ Student ☐ Other

Name _____ ☐ Staff ☐ Student ☐ Other

Name _____ ☐ Staff ☐ Student ☐ Other

Harassment, Intimidation and Bullying

Form A

Part 2

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

Additional sheets attached: ☐ Yes ☐ No

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

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

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

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

Signature of Complainant/Witness

Date

Name of person receiving form

Date

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

Date Received: _____

Received By: _____

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

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

School Principal (or designee): _____ Date: _____

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

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

Form B

Part 1

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

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

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

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

Name _____ ☐ Staff ☐ Student ☐ Other

Name _____ ☐ Staff ☐ Student ☐ Other

Name _____ ☐ Staff ☐ Student ☐ Other

Harassment, Intimidation and Bullying

From B

Part 2

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

Additional sheets attached: ☐ Yes ☐ No

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

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

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

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

For School Use Only:

Date Received	
Received By	
Outcome	



Cloudcroft Municipal Schools
Electronic Information Services (EIS)

Procedures
Information Guide
Electronic Information Services User Agreement

Table of Contents

Policies	3
Rules:	3-7
• Use of Technological Resources	
• Use of Email	
• Network Publishing/Copyright/Plagiarism	
• AI	
• Internet Safety	
Rules for Chromebooks	7-9
Chromebook Quick Tips	10
Electronic Information Services (EIS) User Agreement Form	11-13

Policies

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

To use district-issued devices or technology resources, the students and legal guardians must sign the agreement of the electronic information services (EIS) Policy. In signing the EIS User Agreement, students and parents agree they have familiarized themselves with the content and will comply with the EIS Agreement. Disciplinary action and consequences will be enforced, up-to and including the loss of device access privileges or legal action, should the Agreement be violated.

Rules for Use of Technological Resources

1. Any use of technology resources that violates state or federal law is strictly prohibited.
2. Staff and students will follow all contractual terms and federal guidelines for the use of sites, based on age and other terms – seeking parental permissions as needed.
3. School district technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for non-educational purposes is also prohibited.
4. School district technological resources are installed and maintained by the Region IX Education Cooperative technologies staff. Students and employees shall not attempt to perform any installation or maintenance without the permission of the building-level technology coordinator.
5. Under no circumstance may software purchased by the school district be copied for personal use.
6. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.
7. The use of anonymous proxies to circumvent content filtering is prohibited. CMS is not responsible for content accessed by bypassing safeguards that are in place.
8. Users may not install or use any internet-based file sharing program designed to facilitate sharing of copyrighted material.
9. Users of technological resources may not send electronic communication fraudulently (i.e. by misrepresenting the identity of the sender).
10. Users must respect the privacy of others. When using Email, chat rooms, blogs, or other forums of electronic communication, students and staff must not reveal personal identifying information, or information that is

private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students or staff. School employees will follow FERPA guidelines relating to student information and media release.

11. Users may not intentionally or negligently damage technology or other devices, computer systems, accessories, software, computer networks, or data of any user connected to school district technological resources. Users are financially responsible for any intentional or negligent damage to district-issued devices.
12. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
13. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school district electronic device or network without the express permission of the district-level technology coordinator.
14. Student users are prohibited from using another individual's user ID or password for any technological resource.
15. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or "phishing" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
16. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user.
17. Users shall only access data systems or subscriptions that are currently approved by CMS.
18. If a user identifies a security problem on a technological resource, he or she must immediately notify the building level technology contact or designee. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
19. Teachers and other staff shall make reasonable efforts to supervise students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use. The District utilizes GoGuardian to monitor student use of Chromebooks during school hours.
20. Views may be expressed on the internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by school administration or designee.
21. CMS does not back up student files. In the event of computer failure, user data will not be recovered from the device hard drive. Users are responsible for storing and backing up their own data.
22. Those who use District owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.
23. Users will practice Digital Citizenship to support a healthy experience and responsibility while using the Internet.

Rules for Use of Email

1. Emails are used for official business only.
2. Staff and students should not interrupt instructional time sending or receiving Email.
3. Teachers, network and/or site administrators may review any files and communications to maintain system integrity and ensure that students are using the system responsibly. All student Email is archived in accordance with Federal regulation.
4. CMS provides all students with a closed-campus Email account. Users are expected to communicate with the same appropriate, mindful, and courteous conduct online as offline. Email usage may be monitored and archived. There is no expectation of privacy with school Email accounts. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

Rules for Network Publishing/Copyright and Plagiarism

1. All publications must comply with all policies and regulations of the district and all state, federal and international laws concerning copyright, intellectual property and use of devices.
2. All publications must be reviewed and approved by the Superintendent or designee for distribution or posting.
3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records.
4. Plagiarism of internet resources will be treated in the same manner as any other incident of plagiarism (see student handbook)

Rules for AI

1. Any use of AI in the classroom or on class assignments by students must align with the teachers' instructions and use expectations and must align with student-appropriate educational goals. The use of AI tools must be for school-related purposes only. Acceptable uses are limited to responsible, ethical, and legal activities that support teaching and learning.
2. Teachers will follow the Student AI Integration model, regulating the possible use of AI for assignments and projects for classroom assignments.
3. Teachers will guide and monitor student use of AI, ensuring that it aligns with the District's guidelines and policies on the use of technology and this policy. Teachers will clearly state expectations for AI use in each assignment. Students are responsible for seeking clarification from their teacher about whether AI is permitted and to what extent it may be used on an assignment.
4. Plagiarism, whether facilitated by AI tools or any other means, is strictly prohibited and will not be tolerated. Submitting AI-generated content as original work without permission or disclosure is a violation of the Academic Integrity Policy and will be treated as plagiarism.
5. Users may not share confidential information or personally identifiable information with the AI system of themselves, another student, staff member, or other person. Personally identifiable means any information relating to an individual that identifies or can reasonably be used to identify an individual, directly or indirectly (including in combination with other data) by reference to an identifier such as a name, an identification number, address, social security number, phone number, medical information, location data, an online identifier or to one or more factors specific to the identity of an individual.

Rules for Internet Safety

1. In accordance with the Children's Internet Protection Act- [CIPA](#), all devices reside on the district's network. The district maintains an Internet content filter. Student Internet use on district-issued devices will be filtered through the district's Internet content filter regardless of home or school use. Any attempts to bypass the filter or visit unacceptable sites constitute a violation of the EIS. While it is impossible to predict with certainty what information on the internet students may access or obtain, school district personnel shall take every reasonable precaution to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. These procedures comply with board policy and the mandates of EIS. CMS is not responsible for the content accessed by users who connect to the internet via their personal mobile technology.
2. All offenses of misuse or abuse of district-issued electronic devices and Internet violations will be elevated to a school administrator. Potential consequences could include, but are not limited to, verbal warnings, seating assignments, after school detention, suspension of technology use, limited to day-use only, or revoking all device privileges.
3. Users will practice Digital Citizenship to support a healthy experience and responsibility while using the Internet.

4. School district personnel follow strict guidelines to protect student privacy and all students and families should seek approval from school personnel to post video or pictures that include students. No one may utilize school district or individual school names, logos, or trademarks or unapproved pictures or recordings without permission.
5. In accordance with district policy, cyberbullying is unacceptable and will not be tolerated.
6. CMS may use any means available to request the removal of information on personal websites or social media sites that substantially disrupt the school environment.

LEGAL REF.: 20 U.S.C. 9134, The Children's Internet Protection Act
47 FR 54.520 Children's Internet Protection Act certifications
20 USC 1232g Family Educational Rights and Privacy Act
34 CFR Part 99 Family Educational Rights and Privacy Act
15 USC 6501-6506 Children's Online Privacy Protection Act
16 CFR 312.1-312.12 Children's Online Privacy Protection Act
20 USC 7131 Internet Safety
6.29.1.9 NMAC

I-6450 Student Use of Artificial Intelligence (AI)
I-6300 IJND Technology Resources
I-6400 IJNDB use of Technology Resources in Instruction
I-6411 IJNDB-R Use of Technology in Instruction
E-3900 EGAD
I-6431 IJNDB-E – Use of Technology Resources in Instruction Exhibit
J-2300 JIC – Student Conduct
JICD - Student Harassment/Bullying/Cyberbullying Prevention
J-7050 JR - Student Records

Rules for Chromebooks

Chromebook Identification

Each Chromebook is tagged with a sticker identifying the student's name, ID number, and district barcode linked to a serial number. Removal of the ID stickers will result in a student fine. No additional temporary or permanent markings of any kind (stickers, engraving, permanent ink pen, tape, etc.) shall be placed on the Chromebook or its carrying case at any time. Devices are issued for student usage; however, they are district-owned property. Additional markings on the device or its case will be considered vandalism of district property.

Chromebooks Possession

At the beginning of the year, all students and parents will sign the EIS agreement. Each student will be issued a Chromebook and a charging cord. The device and accessories remain the property of Cloudcroft Municipal Schools. The district reserves the right to collect and/or inspect a student's device at any time and to delete any material or applications deemed inappropriate. Required sleeves/cases issued by the district to protect devices follow the device. Replacement for any reason will be at the user's expense.

Individual school sites will determine if Chromebooks can be taken home for school-related use. All students must have an EIS User Agreement signed by themselves and a parent before they are issued a Chromebook.

Chromebook Responsibility and Care

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

Use a soft cloth, not cleaners, to clean Chromebook screens. Keep the device away from potential dangers such as, but not limited to, excessive weight, extreme temperatures, food, liquids, pets, and coverings (such as placing the device on or under blankets). Keep your device in a safe area.

Chromebook Travel

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

Wireless Connection

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

Student Login

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

Inappropriate/Unsafe Websites

Before each Chromebook device connects to the Internet, it must pass through District network firewalls and filters. This filtering happens whether the device is browsing on campus on school-owned networks, or off campus using another WiFi router that is providing the Internet connection. Our web filters are programmed to block inappropriate content as much as possible; however, some websites are not blocked or are able to bypass our filters. Teachers and parents are encouraged to randomly check the browsing history of student Chromebooks on a regular basis. Browsing histories cannot be deleted by the students. The district will also conduct random checks of student browsing histories. If you discover any inappropriate web activity, please contact your child's teacher and/or building principal. Inappropriate web browsing is a violation of the district EIS and may result in disciplinary action.

Damage or Lost Chromebook and Repair Fees

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

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

Printing

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

Available Applications

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

Chromebook Updates (software and applications)

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

Chromebook Connections

A Chromebook can connect to the following:

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

Submitting Homework/Assignments

Google Drive and Canvas have features built into them that allow work to be "shared" between teachers and even classmates. Students can create documents, spreadsheets, drawings, photos, presentations and even videos. Each item can be "shared" with a

teacher prior to its due date. The teacher can then see the work on his or her own computer to review it or grade it for the student. Students will be trained on Canvas, the platform CMS will be using for class work, homework and assignments. Students will also be able to access any textbook materials assigned to them by the teacher via the Canvas platform.

Extended Absences

Assignments, readings, and other resources can be placed online and shared with the student who is absent. The student can do the work online from home and share it with the teacher.

Chromebook Returns

Devices will be turned in at the end of the school year to allow the district to conduct required maintenance. Devices will be re-issued at the start of the new school year. Devices issued to students who leave the district will be reformatted and re-issued to other students.

Web History

The district can track what sites students visit and the amount of time students are on those sites. Students should only visit sites that are approved by the district and those that are not in violation of the EIS Policy. Violations of the policy can result in disciplinary action, including the student being suspended from using the school network and device use.

Parent Usage of Chromebooks

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

Chromebook Viruses

All applications run through the browser and online. Should the Chromebook's software or hardware encounter a virus, the Chromebook will need to be turned in to address the problem immediately.

QUICK TIPS for Device Users

- ❖ Keep the device secure and damage free.
- ❖ Keep the charger in a secure place, free from damage.
- ❖ The Chromebook, charger, and cords are on loan to you; do not loan them to anyone else. They are your responsibility.
- ❖ Store devices safely when they are not in use.
- ❖ Keep your device safe and free from damage. Do not leave your Chromebook
 - Unattended anywhere (such as in a vehicle)
 - Near food or fluids
 - Near pets
 - On the floor where it can be stepped on.
 - Stacked on books
 - Outside, near pools or bathtubs
 - Near water
- ❖ Back up data and other important files regularly. CMS will at times perform maintenance on devices by imaging. All files not backed up to server storage space or other storage devices will be deleted during the process.
- ❖ Ensure devices are fully charged prior to arriving at school each day.
- ❖ Students should not deface, damage, or decorate their device in any way (i.e. marking, drawing, stickers, glitter, popping off keys).
- ❖ Students are responsible for the care and cleaning of their laptop (cleaning screen and keyboard lightly with a damp cloth only and never using chemical cleaners on the laptop).
- ❖ Students should use care when plugging anything into their laptop.
- ❖ The laptop should be completely closed when placed in a backpack and transferring between classes.
- ❖ Devices and power adapters should not be placed on top of or under soft items (like blankets). Doing so can cause these items to overheat (possibly catching fire) and become damaged.
- ❖ Students must transport devices in their assigned sleeves and closed in their backpack, with the backpack completely zipped closed and with both shoulder straps secure on their shoulders.
- ❖ Students should follow all Digital Citizenship guidelines (this includes cyberbullying)

Cloudcroft Municipal Schools

Electronic Information Services (EIS) User Agreement

Purpose

Technology resources made available to students, staff and School Board of Education members of Cloudcroft Municipal Schools are provided to enhance learning and improve communication. The Board of Education has established policies to govern the responsible use of these resources. Access to district technology and the internet is a privilege, not a right, and carries responsibilities for ethical, respectful, and educationally appropriate use.

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

Terms and Conditions

Acceptable Use

- Use EIS resources, including but not limited to approved artificial intelligence (AI) tools, to support educational objectives consistent with district goals.
- Refrain from submitting, publishing, displaying, or retrieving defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by copyright and trademark laws, giving appropriate credit to authors and sources.
- Avoid revealing home addresses, phone numbers, or personally identifiable information without proper authorization.
- Recognize that electronic mail, other communications, AI tool interactions, and all information stored, viewed, uploaded, or otherwise processed by the device are not private and are subject to monitoring by the district and applicable public record laws (IRPA)
- Abstain from disruptive use of the network or interference with the work of others.
- Understand District technology resources, including AI, cannot be used for commercial or for-profit purposes.
- Follow the District's Code of Conduct, all applicable school rules and policies, and the responsible use of AI tools related to academic integrity.
- Attempting to harm, modify, or destroy software, hardware, or system security is prohibited.
- Understand that inappropriate use may result in disciplinary action, loss of access, expulsion, or termination.
- Personal technology devices are not allowed at school; only district-issued devices may be used for academic purposes.

In addition, acceptable use for District employees is extended to include the following requirements:

- Maintain supervision of students using EIS by supervising the account activity during classroom activities.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Device Care and Security

- Treat devices and hardware with care and prevent damage.
- Keep usernames, passwords, and accounts secure.
- Refrain from sharing devices, chargers, or school-issued equipment with others without permission.
- Transport devices using the provided protective sleeve and district-approved procedures.
- Avoid downloading, installing, or removing software/apps without direction from school personnel.
- Maintain district settings and avoid personalizing or altering the device's external appearance.

- Promptly report any security problems or technical issues to staff without demonstrating the problem to others.
- Take precautions to prevent unauthorized access to files, accounts, and systems.

Digital Citizenship and Communication

- Use electronic communication (email, instant messaging, blogs, etc.) solely for educational purposes.
- Use appropriate and respectful language at all times.
- Avoid posting or sharing personal information online.
- Refrain from harassment, bullying, or transmitting harmful, obscene, or offensive content.
- Obtain consent before sharing or posting pictures or recordings of others.
- Follow all district policies on academic honesty and responsible online behavior.

School Email

- Cloudcroft Municipal Schools provides students with a closed-campus email account for educational purposes.
- Email communications may be monitored and archived.
- There is no expectation of privacy when using district email accounts.

Responsibilities and Consequences

- Users are responsible for storing and backing up personal data.
- Loss, theft, or damage caused by deliberate or negligent behavior may result in financial responsibility.
- Misuse of technology resources may result in loss of privileges, disciplinary action, or legal consequences under state and federal law.
- Administration will determine disciplinary and/or financial consequences for violations.

Agreement

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained. Further, the user is solely responsible for the use and content of the device, along with its physical care, and the protection of associated data and accounts.

By signing this agreement, I acknowledge receiving training in appropriate on-line behavior and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated, including those pertaining to the use of AI tools. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

By signing below, students, employees, Board members, and parents/guardians acknowledge receipt of training in appropriate online behavior and agree to comply with the policies and regulations of Cloudcroft Municipal Schools regarding the use of EIS resources.

Student Name: _____

Employee Name: _____

Board Member Name: _____

Signature: _____ Date: _____

School: _____ Grade (if student): _____

Parent/Guardian (if student is a minor):

As the parent or guardian of the above-named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, bullying, hazing, inappropriate language, or other issues described in the agreement.)

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

Parent/Guardian Name (print): _____

Signature: _____ Date: _____

STUDENT HANDBOOK

The CES/CMS student handbook can be found here and a paper copy will be provided upon completion of registration. <https://www.cmsbears.org/elementary-middle>

I have read and understand the information in the Student Handbook provided to me as a parent/guardian and as a student at Cloudcroft High School. I understand the expectations of the following policies:

- Open/Out of District Enrollment
- Attendance
- Cell Phone Policy
- Discipline Matrix
- Dress Code
- Vapes/E-Cigarettes/Juuls
- Ineligibility Criteria
- Bullying Policy
- Chromebook Electronic Information Services/Technology

Students Name: _____

Students Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____