

Central Consolidated School District

Student/Parent Handbook All Elementary Schools

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ACCREDITATION STATEMENT

ALL CCSD ELEMENTARY SCHOOLS ARE FULLY ACCREDITED BY THE NEW MEXICO STATE BOARD OF EDUCATION

Central Consolidated School District (CCSD) provides student-centered environments for learning. Administrators, faculty and staff recognize their responsibility to meet the needs of students and families while respecting the dignity and uniqueness of each individual.

MESSAGE TO PARENTS

This handbook contains valuable information for you and your student(s). Please familiarize yourself with its contents. This handbook is written to list and explain procedures, rules and regulations for the operation of the school. The handbook is designed and developed to be used as a reference guide and to help students, parents/guardians and staff to become better acquainted with the school. The handbook does not, nor was it intended to cover all situations that may occur during the course of the school year.

Situations that are not covered by this handbook will be handled at the discretion of the administration and Board Policy.

Parents/guardians and students will be consulted in these determinations. When problems arise, the proper procedure in an elementary school setting is to be sure your student has first had the opportunity to address the issue him/herself. This is an important part of the educational process. If the parent/guardian believes it is appropriate to get personally involved to clarify an issue, or solve a problem, first contact the teacher/sponsor/coach. If that communication does not resolve the situation, contact the assistant principal or the principal.

We hope this handbook will be helpful to clarify processes and procedures.

VOLUNTEERING WITHIN CCSD

Central Consolidated welcomes outside individuals to support student learning within the district. Safety is of the utmost importance and proper steps are taken to ensure individuals who are coming into close contact with students have gone through background checks and completed required paperwork.

Individuals who are interested in the following will be required to complete a Volunteer Packet and background clearance forms:

1. Student Teaching
2. Student Practicum
3. Internship
4. Parent Volunteer
 - a. Regular or routine classroom or school visitation

- b. Chaperoning a school event or field trip
- 5. Other activities where a volunteer may be within close proximity of student

Here's what to do:

- ❖ Apply online at ccsdnm.org and click "Volunteer" and fill out an application for student internship or volunteer.
- ❖ All background checks are \$59 and are payable by debit or credit card.
- ❖ Background forms will be completed at the Human Resources Department. Please call to make an appointment at 505-368-4984, press 1 for the Human Resources Dept.
- ❖ You must show a valid ID.

Questions or need more information? Email Twila Benally (benatw@centralschools.org) or Shayne Tsosie (tsossh@centralschools.org).

Important note: All applicants must first pass a background check in order to proceed with student internship or volunteer/chaperone placement. Volunteer packets should be submitted a minimum of two weeks prior to the intended volunteer date. This timeframe is required to complete the review process, which includes the background check and the issuance of school clearance and an approval email.

PARENT/STAFF COMMUNICATION

The CCSD Board of Education recognizes the need for District staff to involve parents in open dialogue concerning their child's educational experiences.

As per Board Policy, the following minimum guidelines are to be observed:

- A. All visitors are expected to report first to the building office upon arriving at a campus/site, sign in, present state-issued ID, and obtain a visitor's pass.
- B. Conferences are expected to occur during non-instructional time scheduled with mutual agreement.
- C. Parents and staff should not involve children in awkward, embarrassing, or confrontational situations.
- D. When any party feels uncomfortable, either has the right to exit the meeting and schedule a follow-up meeting (example: use of profanity, intimidation, etc.).
- E. District personnel will retain the right to contact the appropriate authorities either as necessary to maintain the safety and security of all parties.
- F. Please reach out to your child's teacher FIRST with any concerns, compliments, or complaints.

TITLE IX

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs or activities, which receive Federal financial assistance. Title IX reads, “No person in the United States shall, on the basis of 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.”

All school districts receiving Federal financial assistance must designate at least one employee to coordinate their efforts to comply with and carry out their responsibilities under Title IX. This person is referred to as the Title IX coordinator.

At CCSD, we take all complaints seriously. Each individual complaint will be handled immediately by our Title IX Investigator Team.

CCSD Title IX Coordinator

Devin Verhulst

Phone: (505) 207-9080

Email: verhd@centralschools.org

PLAN OF INSTRUCTION

All CCSD courses are aligned to New Mexico State Standards and Instructional Scope where applicable, and national standards when state standards are not available.

All students receive high-quality, grade-level instruction, with targeted and intensive interventions provided for students who need such support. All students who need extension or enrichment will also receive such services.

All coursework resources are aligned to the High Quality Instructional Materials standards required by the New Mexico Public Education Department.

Additionally, all schools are required to meet compliance with the Bilingual and Multicultural Education Act in service to English Learners.

Students requiring services under the Individuals with Disabilities Education Act will receive support and accommodations in accordance with their Individualized Educational Plan Goals.

GENERAL STUDENT INFORMATION: NON-DISCRIMINATION (A-0250)

The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS FOR DISABLED STUDENTS

The district will identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services or programs in order that such students may receive the required free appropriate public education. A student who may need special services or programs within the intent of Section 504 is one who:

- Has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
- Has a record of such impairment; or
- Is regarded as having such impairment.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities in Education Act (IDEA). Students who are identified as individuals with exceptional needs, according to IDEA criteria, are not addressed here.

SECTION 504 PLAN

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education (ED). Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance"

The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

Families that are seeking assistance under Section 504 are asked to reach out to their school for assistance. The school will work to set up a meeting and develop a plan for the student to be successful while needing this support.

ATTENDANCE PROCEDURES

The New Mexico Attendance for Success Act requires that accurate class attendance be taken for every instructional class or school program (Section 6.A.5.), and as such, schools must take attendance when students are participating in educational activities at school. School attendance has a direct impact on academic achievement. In order to make the most of educational opportunities, students must have consistent, punctual daily attendance.

- ❖ Definitions:
 - Present: Students are physically in the classroom or students are attending a school sponsored event/activity.
 - Absent: Neither of the above conditions is met.
- ❖ Layer I - School Level Prevention Process:
 - Counselors and/or attendance secretaries run weekly attendance reports.
 - (3) Absences=letter from Attendance Secretary
 - (5) Absences=letter from Counselor/Social worker + Parent Meeting
 - (7) Absences=letter from Principal + Parent Meeting
 - Three (3) Tardies has the same impact as one day of being absent.
- ❖ Layer II - School Level Intervention Process:
 - Using absenteeism data to activate targeted supports (SSW, liaison, behavioral health, etc)
 - Family meeting or home visit when absences add-up with individual attendance plan developed with families and students.
 - (8) Absences = Plan with interventions and progress monitoring (with parents) -involve project safety net.
 - (12) Absences = Plan Review (with parents)
 - (16) Absences =Referral to Layer 3
- ❖ Layer III - District Level Intervention Process:
 - Same as Layer Two, but with Greater Intensity and District Liaison/Behavioral Health
 - Coordinated response with Behavioral Health providers.
 - Referral to Cultural Specialist and or Social Work Team/SAT Team for followup and support;
 - Review of Attendance Plan on a more intensive frequency
- ❖ Layer IV -State/ County/ Tribal Level Intervention Process:
 - Referral to Navajo Nation Social Services, Referral to San Juan County Department of Children, Youth, and Families. Continued interventions and supports.

Parents/Guardians, and school officials share a responsibility to make earnest and persistent efforts to resolve attendance and participation problems. Parents or guardians are always welcome and are encouraged to call or email the school for current attendance information concerning their students.

[webnew.ped.state.nm.us/bureau/safe-healthy-schools/attendance for success/](http://webnew.ped.state.nm.us/bureau/safe-healthy-schools/attendance%20for%20success/)

**New Mexico Public Education Attendance for Success Act
House Bill 236 54th Legislature
(see Addendum, 2019-20)**

**Also - Central Consolidated Schools Board Policy Manual
Section J: Students
School Attendance J-0500 & J-0511**

WHAT TO DO WHEN MY CHILD IS ABSENT

Religious Holidays and Traditional Ceremonies. A letter must be presented to the Principal and teacher the day before an absence for these types of events.

Tardiness and Request to Leave During School Hours. A parent's written request for an early dismissal of a child must be submitted to the Principal's office for advanced approval prior to taking time off school. To minimize distractions and maximize instructional time we strongly encourage students not to be tardy to class or to be checked out during the school day. Although medical and dental appointments are an exception, this causes classroom disruption and lost classroom time and instruction. It is suggested that these appointments, when possible, be scheduled outside the regular school day.

No child will be permitted to leave campus prior to the regular hour of dismissal unless accompanied by a parent; a person over the age of 18 designated by the parent, in verifiable written form; or a school official. Phone calls to dismiss students are not acceptable. Schools WILL NOT release a child to relatives, friends and other adults without proper arrangements being made by the child's parents or guardian. Student safety is our first priority.

See Board Policy: J-1910 – Release of Students

OUT OF ATTENDANCE AREA BOUNDARY WAIVER

Students in the Central Consolidated School District normally attend the school in the attendance zone where the parent or legal guardian resides. The administration and Board of Education have established the following conditions and priorities for students who wish to attend a school outside the established attendance zone (pursuant to NMSA 22-1-4).

The Open Enrollment Act requires that a free public school education be available to any school-age person who is a resident of New Mexico and who has not received a high school diploma or its equivalent. The Superintendent retains the discretion to determine whether the school district has sufficient accommodations to offer enrollment to students who are not New Mexico residents.

Requests for returning students to attend a school outside the student's attendance zone must be completed between March 1 and June 1 for the subsequent school year. Kindergarten applications will not be reviewed until two weeks after school begins. These requests must be completed annually. There is no guarantee the student may be re-enrolled each year. Program and space availability are reviewed annually, which determines the number of outside attendance zone waivers a school may approve. The District Waiver Committee will meet to review all requests after the submission period and act upon requests in a timely manner. Students will be put on a waiting list until the parents/legal guardians are notified, by the receiving school, on whether the student's waiver has or has not been approved. NO waivers will be approved for schools that have reached the 95% capacity in classes, grade levels or total enrollment.

GRADES

GRADING SCALE

A - 100-90%

B - 89-80%

C - 79-70%

D - 69-60%

F - Below 60%

GRADING CRITERIA

The grading system is as follows:

A	Outstanding in thoroughness, accuracy, and performance
B	Above average in performance
C	Average in performance
D	Below average in performance, but acceptable for graduation credit
F	Failing work, not acceptable for graduation credit
I	Incomplete work

(an "I" grade must be removed within two weeks by the classroom teacher or by administrator discretion).

P Pass/Fail (not calculated in GPA)

S Satisfactory

U Unsatisfactory

- /+ Minus (-) and plus (+) may be given with A's, B's, C's, and D's;

LACK OF ADEQUATE PROGRESS NOTICE

If your child is having difficulty at any point in the year, please contact your child's teacher or school counselor.

If your child is having trouble learning, or having trouble meeting behavior expectations, your child's teacher will inform you of the problem and provide your child with research-based interventions via an MLSS layered intervention plan. Your child's teacher will keep you updated on your child's progress.

A referral may be made to the Student Assistance Team (SAT) to address your child's academic and/or behavior needs. The SAT teams will schedule a meeting with you to discuss your child's needs and determine what additional interventions might help your child be successful.

RETENTION

January, or mid-term, your child's teacher(s) will communicate in writing, if your child may be "at risk" for retention. Retention is a process of repeating a grade level under the recommendation of the professional staff, in discussion with the parents/guardians, determining it to be in the best interest of the student. We will implement the SAT process to aid the student in progressing towards better academic performance.

See Board Policy: SECTION I – Instructional Program, PROMOTION AND RETENTION OF STUDENTS

ADMISSION FROM HOME SCHOOLING OR NON-ACCREDITED PROGRAMS

Students from non-accredited schools, including those educated at home, will be assigned to a grade level and credit granted by administration. Date of birth of the student will be considered in the determination of their grade level enrollment.

HEALTH SERVICES

One of the important functions of a school health program is to promote student health through early identification and detection of health problems that may result in disability and/or interfere with learning. Therefore a positive and safe learning environment includes students, parents, teachers, and school staff. A health assistant or school nurse is available throughout the week to see students. If the health staff is absent, then the office staff will assist the child. Health service staff is available Monday thru Friday from 7:30 AM to 3:30 PM to see students. Students feeling ill should report to the Health office for proper care.

IMMUNIZATIONS REQUIREMENTS

New Mexico law requires that all students be immunized against certain communicable diseases. These requirements are determined by New Mexico Department of Health (NMDOH) in collaboration with the New Mexico Vaccine Advisory Committee using recommendations from the National Advisory Committee on Immunization Practices (ACIP). The state's official immunization requirements for schools and childcare facilities are released annually and can be accessed at <http://immunizenm.org/schoolreq.html>

Subject to the exemptions as provided by law, no student shall be enrolled unless the student can present satisfactory evidence of commencement and completion of immunization in accordance with the immunization schedule and rules and regulations of the public health division, except that a homeless student shall not be prevented from attendance until the fifth calendar day after enrollment.

The student is exempt from immunization pursuant to Section 6.12.2.8 upon filing with the governing authority:

- A statement or certificate signed by a licensed physician or certified nurse practitioner stating that the physical condition of the person seeking enrollment is such that immunization would seriously endanger the life or health of the person;
- An exemption granted by the public health division on the basis of:
 - notarized affidavits or written affirmation from an officer of a recognized religious denomination that such child's parents or guardians are bona fide members of a denomination whose religious teaching requires reliance upon prayer or spiritual means alone for healing; or

- o notarized affidavits or written affirmation from his parent or legal guardian that his religious beliefs, held either individually or jointly with others, do not permit the administration of vaccine or other immunizing agent.

Exemption from obtaining the required immunizations is valid for a period not to exceed nine (9) months and will not extend beyond the end of the school year in which the child is currently enrolled.

Any student with serologic confirmation of the presence of specific antibodies against a vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending school. The District will cooperate with health departments in programs of immunization. Parents' permission must be secured before a student may participate in such immunization projects. Further information about immunization requirements is available from the school nurse.

MEDICATIONS

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the district will cooperate with the family physician and the parents and if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parents to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or if it is over-the-counter medication, in the original container with all warnings and directions intact.

The district reserves the right, in accordance with procedures established by the superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

Staff Administration: The New Mexico School Health Manual states that optimally all medications should be administered by a Public Education Department-licensed school nurse. However, in situations where a licensed nurse is not available, the New Mexico Board of Nursing Practice Act allows nurses to delegate, or assigning the task of medication administration to a licensed practical nurse, certified medication aide or a qualified unlicensed person.

EMERGENCIES

In cases of serious accidents or sudden illness, parents/guardians will be notified. The school will give immediate first aid. First aid is the immediate and temporary care given in case of accident or sudden illness. School personnel will not assume responsibility for any treatment beyond first aid. All accidents that occur while at school must be reported immediately to the office of the health staff.

IN THE CASE OF A SERIOUS ACCIDENT OR OTHER EMERGENCY, THE SCHOOL MUST HAVE CURRENT TELEPHONE NUMBERS WHERE PARENTS/GUARDIANS OR ANOTHER DESIGNATED ADULT CAN BE REACHED AT ANY TIME DURING THE SCHOOL DAY.

UNDER NO CIRCUMSTANCES SHOULD A SICK OR INJURED STUDENT BE SENT HOME WITHOUT THE KNOWLEDGE AND PERMISSION OF THE PARENT/LEGAL GUARDIAN.

STUDENTS WITH ILLNESS

Students with communicable illness, temperature of 100.0 degrees or higher, head lice, pink eye, ringworm, etc. may be sent home. Parents/guardians should watch for symptoms such as sore throats, colds, fever, diarrhea, vomiting and other signs of illness.

For the protection of all students and staff, a child displaying any of the above symptoms should remain at home, under the care of the parent/guardian and/or physician. In the event your child displays symptoms that will not allow him/her to continue attending school, a parent/guardian will be notified and arrangements will be made for the child to go home. If your child will be gone for additional days, please follow the attendance procedures above. Absences are to be communicated to the school OFFICE rather than the school nurse.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students (age 18) have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students (18) have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520**

GENERAL INFORMATION

TELEPHONES

The elementary school's attendance office, administration offices, guidance offices, library, and classroom telephones are to be used for school business only. Students will not be called from class for personal telephone calls. Emergency telephone calls will be screened and the student will be notified as necessary. Parents may leave emergency and other necessary messages at the attendance office.

Periodic pest management will be performed during the school year for control of insects such as cockroaches, ants, spiders, and other pests. If you want to know when such treatments are performed, please contact the school. (Appendix I)

LOST, STOLEN, OR DAMAGED TEXTBOOKS AND TECHNOLOGY

Provides for the recovery of lost, stolen, or damaged books or district technology devices. Fees will be levied for missing or damaged books or district technology devices. Students should make every effort to protect their books. The use of book covers and computer cases is advised. District-purchased technology will be considered under this rule. Please see attached document in Appendix.

CLOSED CAMPUS

All schools have a closed campus. Students will eat all meals on campus.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be recited daily by the students in each public school at the beginning of the school day. Students will have the right to refrain from participation in this recitation due to sectarian, denominational, or conscientious views; however, the exercise of this right may not interfere with the rights of others.

STUDENT PERSONAL PROPERTY

Students should NOT bring large sums of money, or personal valuables to school. There is always a chance of theft or loss (especially with cell phones and earbuds and headphones), and the school personnel will not be held responsible, nor will school personnel investigate theft complaints of such items.

At the end of the school year students are required to clear their personal belongings. All items left behind will be donated.

DELIVERIES

When a delivery is accepted in the office, the student will be notified at a time that will not disturb or interrupt class time. Deliveries may be refused if it is deemed to interfere with the educational process. The front office is not responsible for any items left for students, to include food items, money, etc.

MAKE-UP WORK

Students/Parents may request make-up work per board policy including out-of-school suspension. It is the responsibility of the student/parent to collect and

return work. All make-up work must be completed within a reasonable amount of time determined by administration.

ADVERTIZING

The elementary school will not be an advertising agent for outside groups. Carrying signs at school and/or school activities and using the public address system for purposes of advertising functions not connected with school programs will not be permitted. Bulletin boards are to be used for items of student interest; however, all signs and announcements must be cleared and approved by the principal or principal designee(s). The elementary school may advertise for non-profit educational organizations upon approval from the district.

PETITIONS AND PUBLICATIONS

All petitions must be approved by the principal or principal designee(s).

Policy Statement for Publication (J-2750 CCSD)

The board recognizes the value of and encourages official school publications in teaching journalism, English, writing, and other skills. An official school publication is made up of materials produced by students in regularly scheduled classes and intended for distribution to the student body.

Students shall be required to submit publications to the superintendent or his designee for approval prior to distribution.

STUDENT WIRELESS COMMUNICATION DEVICE USE (J-3150)

Policy Statement

This policy is adopted by the Central Consolidated School District in compliance with the New Mexico Anti-Distracted Law (Section 1. A new section of the Public School Code) and informed by comprehensive survey results from our dedicated educators. Recognizing the critical importance of an optimal learning environment, student focus, and mental well-being, this policy aims to minimize distractions from wireless communication devices during instructional time while allowing for necessary and authorized uses.

I. Definitions

As used in this policy, "wireless communication device" means a portable electronic device capable of transmitting voice, text, or data, including a: (1) cellular phone, smartphone, or smartwatch; (2) tablet computer; (3) laptop computer; or (4) gaming device.

II. General Prohibition During Instructional Hours

To foster an environment conducive to learning and minimize disruptions, students are generally prohibited from using wireless communication devices during instructional hours. This includes, but is not limited to, classrooms, laboratories, and any other designated learning spaces during scheduled class time.

III. Permissible Uses

Notwithstanding the general prohibition, a student may use a wireless communication device during instructional hours only under the following circumstances:

1. **Educational Purposes:** A teacher may explicitly authorize a student to use a wireless communication device for specific, planned educational purposes directly related to the lesson. Such use must be integrated into the lesson plan and supervised by the teacher.
2. **Emergencies:** In the event of a genuine emergency, a student may use a wireless communication device to contact a parent or guardian. All non-emergency communication with parents/guardians during school hours should be facilitated through the school office.
3. **Health Care Management:** A student may use a wireless communication device to manage their health care needs, as required.
4. **Accessibility and Assistive Technologies:** Use of wireless communication devices for accessibility purposes, including text-to-speech, speech-to-text, or other assistive technologies that aid in communication, navigation, or learning, is permitted.
5. **Medical Necessity or IEP Accommodation:** Use of a wireless communication device is permitted if it is a medical necessity, an accommodation for a student with a disability, or explicitly included in a student's individualized education program (IEP).

IV. Use During Non-Instructional Hours

Students are permitted to use wireless communication devices during designated non-instructional hours, such as lunch breaks and before/after school, in appropriate areas. The school administration reserves the right to define and communicate these designated times and areas.

V. School-Provided Storage Solutions

To support this policy and minimize distractions, the school district will implement school-provided phone storage solutions (e.g., pouches, lockers) for students during instructional time. Students will be required to store their wireless communication devices in these designated solutions upon

entering the classroom or school building, as per school-specific procedures, and may retrieve them at the end of instructional time or the school day. Students are solely responsible for their devices, and the district is not liable for lost, stolen, or damaged devices. The district will not search for, replace, or reimburse students for any lost or stolen device.

VI. Enforcement and Consequences

1. **Consistent Enforcement:** All school staff, including teachers, administrators, and support personnel, are required to consistently enforce this wireless communication device policy across all classrooms and school premises. Inconsistency in enforcement undermines the policy's effectiveness and will be addressed through appropriate professional development and accountability measures.
2. **Consequences for Violation:** Violations of this policy will result in clear and immediate consequences, which may include, but are not limited to:
 - Initial warning and device confiscation for the remainder of the class period or school day.
 - Parental notification and required pick-up of the device.
 - Detention or other disciplinary actions.
 - Repeated violations may lead to escalated disciplinary measures as outlined in the student code of conduct.
3. **Protections for Student Privacy:** This policy includes protections for student privacy and confidentiality related to the permissible use of a wireless communication device at school.

VII. Parental Involvement and Communication

The school district will actively engage parents and guardians in discussions about this policy, emphasizing the benefits for student learning, focus, and mental health. Parents will be informed about the policy's details, emergency communication protocols (contacting the school office directly), and encouraged to reinforce responsible device usage at home.

VIII. Staff Wireless Communication Device Use

School staff are expected to model appropriate wireless communication device use. During instructional time and student supervision, staff should refrain from personal device use unless it is for an emergency, a medical necessity, or directly related to instructional or supervisory duties.

IX. Publication and Review

Upon adoption, this wireless communication device policy will be published on the Central Consolidated School District's official website. This policy will be reviewed annually by the school board, in consultation with educators,

parents, and students, to ensure its continued effectiveness and relevance to the evolving educational landscape.

The school/district is not responsible for lost or stolen devices.

FIELD TRIPS

A “field trip” means a school-sponsored trip for students, which is a first-hand educational experience to supplement curriculum and instructional goals away from the campus. Field trips are opportunities for students to participate in activities and gain experiences that cannot be duplicated in the classrooms or on the school site. A “day student field trip” means a one day trip which requires no overnight stay and from which students return to campus immediately following the event. The attendance or participation of a student on a field trip or excursion authorized by the district shall be considered attendance for the purpose of crediting attendance for apportionment from the average daily attendance counts in the fiscal year.

Student Travel Definitions:

- a. School sponsored means any activity that has a staff member assigned as an agent of the school and has been approved by the principal and/or superintendent.
- b. Field Trip is a school-sponsored activity that is directly related to the instructional program and must be aligned with NM Content Standards, Benchmarks and Performance Standards, district curriculum, and the schools Educational Plan for Student Success.

School personnel making the request is responsible for:

- A. Providing appropriate supervision throughout the duration of the trip.
- B. Providing parents with specific written information about the instructional goals and learning objectives of the trip, as well as costs, food arrangements, and an itinerary of the trip.
- C. Setting behavior expectations for both participation in the trip and the behavior expected on the trip, as well as communicating these expectations and the consequences for failure to meet them to students and parents prior to the trip.
- D. If parents plan to pick up their student at an alternative location (field trip site), the parent must sign and return the Alternative Transportation form prior to the day of the field trip.

INTERNET AND COMPUTER USE

Student Contract for Internet Use

We are pleased to offer elementary school students access to the CCSd computer network for the Internet on school devices. To gain access to the Internet, all students must obtain parent/guardian permission. A copy of the Technology (Internet) Agreement Form is for your information and review. The original Internet

Agreement Form was signed by the student and parent during the annual and/or new student registration and enrollment process.

Access to the Internet enables students to explore thousands of libraries and databases. Be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards that are followed when using media and information sources (this includes personal electronic devices). To that end, the elementary school supports and respects each family's right to decide whether or not to apply for access to the Internet.

INTERNET RULES

The Internet is filtered and is provided for users to conduct academic research.

Users are responsible for appropriate behavior while using the Internet.

Communications on the Internet are often public in nature; therefore, general school rules for behavior and communications apply. Access and use of the Internet is a privilege - NOT a right and requires responsibility and consideration.

Beyond the clarification of such standards, CCSO is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the Internet. The elementary school and CCSO will not be liable for the actions of student users connecting to the Internet. All users shall assume full liability, legal, financial, or otherwise for their actions. In addition, CCSO accepts no responsibility for any information or materials that are transferred through the Internet.

Internet storage areas will be treated like school lockers. Administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

Freedom of speech and access to information will be honored within reason.

Teachers will guide students toward appropriate materials.

As outlined in CCSO Board Policy and in the Elementary School Student/Parent Handbook, the following are NOT PERMITTED:

- A. Individual e-mail or other Internet communication without principal's approval;
- B. Sending or displaying offensive messages or pictures;
- C. Harassing or insulting others (cyberbullying);
- D. Using others' passwords;
- E. Trespassing in others' folders, work, or files;
- F. Hacking;

- G. Intentionally wasting limited resources;
- H. Downloading to disk or hard drive or printing without teacher permission;
- I. Employing the network for commercial purposes.

Violations may result in the following consequences:

- A. Loss of network access;
- B. Additional disciplinary action will be administered according to the existing Internet Use Agreement, CCSD Board Policy and the Elementary School Student Handbook procedures regarding inappropriate material, language, or behavior;
- C. When applicable, law enforcement agencies will be involved.

Notice: Printing supplies and paper are limited.

- A. Print only the necessary information.
- B. Copy and paste needed text into programs such as Notepad or a word processing program.
- C. View and edit the text.
- D. Use the Word Processing tools:
 - 1. Spell Check
 - 2. Grammar Check
 - 3. Print Preview
- E. Print only essential information.

EMERGENCY AND OTHER EVACUATION DRILLS

Evacuation and fire drills, including lock down are for practicing orderly conduct in case of an emergency or disaster. Students, visitors and staff must follow directions of the teacher(s) in charge and remain quiet and orderly during the drills.

Each school has a School-Level Safety Committee who are teachers and staff members who are involved in the planning efforts of a school incident and the Incident Commander is the school principal.

The Goals for Safe Schools in New Mexico include:

- A. All students in New Mexico will be able to have access to public educational services in a safe, secure, healthful, caring and respectful learning environment.
- B. All school personnel in New Mexico will be able to carry out their duties in a safe, secure, healthful, caring and respectful work environment.
- C. Students, school staff, parents and communities will understand that safe schools are everyone's responsibility.

Emergency drills are conducted each month. Emergency drills are: fire drills, lockdowns, evacuation drills and one obstructed fire drill. The beginning of each school year in August each school is required to conduct one fire drill, one lockdown

and one evacuation drill. Each school will complete: eight fire drills, two lockdowns, one evacuation and one obstructed fire drill for a total of twelve emergency practice drills.

Definition of Emergency Practice Drills:

- Fire drill: an exercise/practice to train people of their duties and escape procedures in case of a fire.
- Shelter-In-Place: means staying indoors and is a temporary shelter for students and staff. There are no individuals from the outside of the building admitted inside unless they are students/staff.
- Lockdown: designed to prepare students to clear the halls and report to the nearest classroom where they are to hide and stay silent to protect them from an internal or external threat.
- Evacuation: designed to prepare students, teachers and school staff to leave the building quickly in an organized fashion such as a bomb threat, when conditions outside the building are safer than inside the building.
- In the event of any of these drills or events, no one is allowed to enter the building or the campus.

COUNSELING SERVICES

Guidance services play an integral part in the development of the individual student. Guidance services may include individual and/or group counseling sessions. Students and parents should feel free to arrange an appointment with the school counselor whenever they encounter a school-related or personal problem. Scheduled appointments will be brought to the attention of the student's teacher. Every effort will be made to schedule appointments to minimize interruption of classroom instructional time.

PERMANENT WITHDRAWAL PROCEDURES

- A. Bring parent, or legal guardian to approve the withdrawal from school and receive a checkout form.
- B. Pay all fines and fees owed to the library, attendance, activities, nurse, principal, and registrar, etc.
- C. Report to the guidance office at the completion of checkout with the completed form; the guidance office will keep the original and return the duplicate to you.

LIBRARY MEDIA CENTER

General Library Information

The elementary school library is to be used by students for study and research. It is open during school hours each day. Students are expected to use the center quietly and not cause a disturbance. The library has books, including fiction, reference, non-fiction, and a professional collection. The library subscribes to numerous magazines and newspapers including online research databases.

Library Use

The checkout periods are as follows:

- A. Regular books: Twenty school days--limited to three books.
(Books may be renewed if not reserved for another student or teacher.)
- B. Magazines--Overnight

Library Fees

The following fines will be charged for neglecting to return materials on time:

- A. Books/Magazines--\$.10 per school day per book up to a limit of \$3.00 per item. This includes a five day grace period for books and two days for magazines.
- B. Damaged/lost books, equipment, etc.: replacement cost

Fine notices may be sent out through core/homeroom teachers. The student is responsible regardless of whether or not he/she receives a notice. A student, who has a fine or overdue materials, may not check out additional materials until fines are cleared and books are returned. If there is an error on the notice a student should see the library staff immediately.

Students are responsible for books and materials checked out in their name. (It is recommended that students not check out materials for another student). If a book checked out to a student is loaned to another student, it remains the responsibility of the student who borrowed the book from the library to return the book, pay the fine and /or pay for the book(s). Students are strongly encouraged to keep books they've checked out in their possession.

Library Computer and Internet Use

Computers are available for Internet, Database research, Web publishing, PowerPoint, word processing, etc.

- A. Students must have a Technology Use Agreement on file before using the library computers.
- B. Students are required to present their hall pass.
- C. Students should save material to a jump drive or document folder.
- D. Printing resources are limited. You must clear all printing with the librarian.

Students who do not comply with the above rules or the technology use policy as stated in the Handbook may lose their library computer use privilege.

STUDENT ACTIVITIES

We encourage students to fully participate in the extensive interscholastic education curriculum. Programs require considerable expenditures of time and high levels of commitment beyond the regular academic day. Several organizations partner with CCSD for elementary extracurricular programs. See your child's elementary school for more information.

STUDENT RIGHTS AND RESPONSIBILITIES (J-2000)

The Board of Education values and will insure that students' rights are protected and will hold students responsible for their actions. The superintendent shall develop procedures to implement this policy.

A primary responsibility of the District and its professional staff shall be to instill in students an appreciation of the representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought about.

The school is a community and the rules and regulations of a school are the laws of that community. All persons enjoying the rights of citizenship are subject to the laws of their community. Each right carries with it a corresponding obligation.

The right to attend public school is not absolute. It is conditional on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through established processes.

Teachers, administrators, and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public schools. In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their lawful requests and instructions followed by students.

The schools have both the authority and responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established.

RIGHT TO PROCEDURAL DUE PROCESS OF LAW

Students have the right to the protection of procedural due process of law. Students are not subjected to indiscriminate disciplinary laws which are arbitrary and capricious in nature.

Students are given the opportunity to describe the events leading up to the possible disciplinary action from their point of view. In extreme cases where it is deemed necessary to bring the student to a hearing for possible long term suspension or expulsion, CCSD Board Policy will be used.

The following policy and procedure govern recommendations for suspension of a student for the remainder of a semester and for student expulsion. The position of District hearing officer is established by the Board to implement these procedures.

1. The principal notifies the hearing officer, in writing, of the charges against the individual.
2. The hearing officer schedules a hearing no sooner than five school days but no later than ten days after notification of charges.
3. Written notification of charges against a student is supplied to the student and his parent or guardian by the Principal. This notice states the student's right to a fair hearing, specific charges lodged.
4. Parents or guardians are requested to be present at the hearing.
5. The student or parent/guardian may be represented by legal counsel.
6. The student is given an opportunity to give his/her version of the facts and their implications. He/she is allowed to offer the testimony of other witnesses and other evidence.
7. The student is allowed to be present when evidence is offered against him/her. In addition, he/she is allowed to question any witness.
8. The hearing is conducted by the hearing officer, who makes the determination solely upon the evidence presented at the hearing.
9. The student's past record is not consulted until there has been a determination of guilt for the misconduct or offense charged. Once the determination of guilt has been made, any current year school records may be used in determining an appropriate penalty.
10. A taped record is made of the hearing.
11. The hearing officer, within five days after the hearing, will report:
 - a. The findings as to whether or not the student charged is found to be guilty of the conduct as charged.
 - b. The decision as to the disciplinary action.
 - c. Inform the student and the parent/ guardian of their right to appeal the decision through the Superintendent Designee.
12. The findings and decision of the hearing officer are reduced to writing and sent to the student, his parents/guardian, and the school principal.
13. The student and his parent/guardian have five school days after the decision rendered by the hearing officer to appeal the decision through the Superintendent to the Board.
 - a. The appeal shall be submitted in writing.
 - b. If an appeal is not taken, the sanction decided upon shall take effect at the end of the five-day period.
 - c. If an appeal is requested, the imposition of the sanction shall be delayed until such an appeal is decided upon by the Board.
 - d. The Board shall hear the case de novo within the fair hearing provisions set forth above.
 - e. The Board shall hear the appeal in an executive session.

SEARCHES AND SEIZURE (J-3400)

Students who are suspected of committing a crime or violation of school rules are subject to interrogation and arrest or discipline. The superintendent shall develop procedures to implement this policy.

District personnel shall cooperate with law enforcement agencies and/or child abuse investigators who are seeking to interview students at the school site. Principals shall immediately notify the Superintendent's Office of any situation of outside law enforcement agencies attempting to interview a student at a school site. Individual students shall not be interrogated on campus without permission of the principal and the Superintendent's Office.

There is no requirement to notify the parents/legal guardians of the student prior to the questioning. The District shall immediately make a good faith effort to notify the parents/legal guardians of the student if the student is being interrogated for any reason or has been removed from campus by law enforcement authorities unless that notification violates a confidentiality agreement or it endangers the safety of the student.

The student shall be made aware of his/her legal rights by the law enforcement officials. A commissioned law enforcement officer shall be required to place a student under arrest, or protective custody, before the student may be removed from the campus for either further questioning or to be held at a detention facility.

Interviews/Interrogations

A parent may be present during an interview except when interviews are conducted pursuant to a report of child abuse and the interview is by a Children, Youth, and Family Department worker, Navajo Nation Department of Social Services worker, or a peace officer.

Except in child abuse and abandonment situations, should a peace officer appear on campus requesting to interview a student attending the school, the school administrator shall be notified and the school office shall contact the student's parent(s) unless directed not to by that authority. The authority will be asked to sign the "Authorized Agent" form. The parent(s) will be asked if they wish the student to be interviewed and, if so, will be requested to be present or to authorize the interview in their absence.

If the parent(s) cannot be reached, the peace officer should be requested to contact the parent(s) and make arrangements to question the student at another time and place unless the peace officer has directed a "do not contact parent".

If a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. School personnel shall make every

reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of the District shall cooperate fully with the police. 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, in accordance with the requirements below. Strip searches are not permitted.

Notice of Search Policy

Students shall be given reasonable notice, through distribution of written policies or otherwise, of each school's policy on searches at the beginning of each school year or upon admission for students entering during the school year.

Who May Search

Certified school personnel, school security personnel, and school bus drivers are the authorized persons to conduct searches when a search is permissible as set forth below. An authorized person who is conducting a search may request the assistance of some other person, who upon consent becomes an authorized person for the purpose of that search only.

When is Search Permissible

An authorized person may conduct a search when the authorized person has a reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions and also when he or she has reasonable cause to believe that a search is necessary to help maintain school discipline.

Conduct of Searches

The following requirements govern the conduct of permissible searches by authorized persons:

- A. School property, including lockers and school buses, may be searched with or without students present. When students are not present for locker searches, another authorized person shall serve as a witness whenever possible. Locks furnished by students should not be destroyed unless a student refuses to open the lock or circumstances otherwise render such action necessary in the judgment of the administrative authority.
- B. Student vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches.

Seizure of Items

Illegal items, legal items which threaten the safety or security of others and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items shall be released to appropriate authorities or a

student's parent or returned to the student when and if the administrative authority deems appropriate.

Notification of Law Enforcement Authorities

An administrative authority shall have discretion to notify law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

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. Items provided by the District for storage (e.g., lockers, desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

Arrest

When a peace officer enters a campus and indicates an intent to take a student into custody or arrest a student the office staff shall request the peace officer to establish proper identification. The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental inquiries about the arrest or may contact the parents, if necessary, to explain.

SECRET SOCIETIES/GANG ACTIVITY: POLICY (J-2900)

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process and should be prohibited. The superintendent shall develop procedures to implement this policy.

The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

Any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or

participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

For the purpose of District policy, a gang is a group of three or more people who:

- Interact together to the exclusion of others;
- Claim a territory or area;
- Have a name;
- Have rivals/enemies; and
- Exhibit antisocial behavior - often associated with crime or a threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff members, or other employees;
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person. If the student's dress is in violation of this regulation or a District policy, the principal will ask the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction.

The principal will coordinate with law enforcement regarding the latest gang signs, symbols and actions to maintain consideration for constitutionally permitted activities and speech.

DISCIPLINE POLICY

This school strives to provide the safest environment for students to learn.

Engaging in behaviors that are disruptive to learning or compromises the safety of students, such as intentionally causing public inconvenience, annoyance, alarm or recklessly creating a risk will result in disciplinary action.

ALL THREATS TO STUDENT AND STAFF SAFETY WILL BE TAKEN SERIOUSLY AND WILL RESULT IN DISCIPLINARY ACTION IN ACCORDANCE WITH SCHOOL BOARD POLICY.

The following actions/behaviors are defined as unacceptable.

- physical assaults (touching in an angry way)
- threats (for example, “better watch your back”, “I’m ‘gonna’ hurt you”, “We’ll get you”, etc.)
- harassment (always bothering someone)
- name-calling
- racial slurs
- intimidation (making someone feel weak and powerless through words or gestures)
- sexual harassment – physical or verbal
- spreading rumors
- extortion (making someone give you something of theirs)
- foul language
- taunting (making fun of someone; their appearance, their intelligence, their name)
- making insulting remarks about another student’s family members
- use of the computer, cell phone or any other electronic devices to participate in any of the above actions

The criteria used for defining unacceptable behavior are whether or not it has the potential to disrupt the educational process.

This policy was developed by a committee of parents, students, teachers and administrators. The steps outlined in this discipline policy are considered to be the normal response to an infraction.

ADMINISTRATORS RESERVE THE RIGHT TO HAVE REGULAR PENALTY STEPS IN THIS POLICY ALTERED WHEN CIRCUMSTANCES DICTATE A DIFFERENT COURSE OF ACTION.

Law enforcement may be contacted for any infraction of this policy.

STUDENT DISCIPLINARY PROCEEDINGS

Any teacher, administrator, Board Member, parents or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings.

This information for the maintenance of public order on school property will be publicized and explained to all students and provided in writing to parents as requested. In order to promote effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

INVOLVING STAFF MEMBERS

The Principal is responsible for involving staff members of the school in the development of a positive plan for student discipline. All staff members are

responsible for implementing the plan of student discipline for the school. Students are expected to follow reasonable classroom expectations set forth by the beginning of the year.

Violations against Property

- Arson: Malicious, willful, and/or negligent starting, by any means, a fire or causing an explosion on school property or at any school related activity. Law enforcement will be notified. Deliberately or with reckless disregard, starting a fire resulting in serious damage to person(s) or property.
- Trespassing: Unauthorized Presence or entering, being on school grounds, or in a school building without authorization. All visitors must sign in at the front office and show state-issued ID before entrance is allowed.
- Vandalism/Littering: Deliberately or maliciously destroying, damaging, and/or defacing school property, or the property of another individual. This includes littering. The student and/or parent/guardian are responsible for cost, or replacement of damaged property.
- Locker Damage: A fee will be assessed for damaged and/or defaced lockers. (Appendix J)
- Computer Vandalism: May include misuse of computer.

Violation against Public Health/Safety

- Bomb Threat: Falsely and maliciously stating to another that a bomb or other explosive has been placed in such a position that persons or property are likely to be injured or destroyed.
- False Alarm: Interfering with the proper functioning of a fire alarm system or giving a false alarm, whether by means of a fire alarm or otherwise. Proper civil authorities will be notified.
- Fireworks: Possession of fireworks or the lighting of fireworks on campus, or in any school vehicle, or at any school sponsored activity. The proper civil authorities will be notified. See also "Explosive Devices", 1.5.
- Projectile: Examples are snowballs, water balloons, rocks, etc. The use or abuse of these items is not allowed on campus.
- Controlled Substance, Possession and/or Use

Section 22-5-4.4 NMSA 1978:

- A. A school employee, who knows or in good faith suspects any student of using or abusing alcohol or drugs, including vaping, shall report such use or abuse pursuant to procedures established by the Board.
- B. No school employee who in good faith reports any known or suspected instances of alcohol or drug use or abuse shall be held liable for any civil damages as a result of such report or his efforts to enforce any school policies or regulations regarding drug or alcohol use or abuse.

- **Controlled Substance or Use:** The possession of controlled substances is illegal; and their use is harmful. Absorbing a substance capable of producing a change in behavior, or altering a state of mind, or feeling, including "look-alike", or items used as a controlled substance, (this includes use of prescription drugs by persons other than patient of prescribed medication by licensed prescriber) is illegal. A student shall not use such substances on campus, in any school vehicle, at any school-sponsored activity or enter any of these under the influence of such substances. The smell of alcohol, the smell of a controlled substance on the student, possession of paraphernalia, or students who are under the influence of mood altering chemicals on school property or at a school-sponsored event will constitute a violation of this policy. See Wellness Policy

In addition to measures outlined in this policy, senior students determined to have violated the substance use policy prior to the end of school may be excluded from taking part in school sponsored graduation related exercises.

- **Controlled Substance, Sale or Distribution:** The possession of controlled substances is illegal (with the exception of drugs prescribed to students by licensed prescriber) and their use is harmful. Selling or distributing for gain, on campus or in any school vehicle or at any school sponsored activity, a substance capable of producing a change in behavior or altering a state of mind or feeling, including "look-alike" or items sold as a controlled substance is illegal.

In addition to the criminal statutes that make it a felony for any individual to possess, use, or distribute a controlled substance, New Mexico Statutes Chapter 30, Article 31 - Controlled Substances delineates a "DRUG FREE ZONE" around any public school. The statute defines the "DRUG FREE SCHOOL ZONE" as any public school or property that is used for public school purposes and the area within 1000 feet of the school property line. Any person who knowingly violates the "DRUG FREE SCHOOL ZONE", excluding private property residentially zoned or used primarily as a residence, through trafficking controlled substances is guilty of a first degree felony.

Refer to the CCSD Athletic and Activity Handbook for a violation of this policy.

- **Use or Possession of Tobacco or Vaping Devices:** Use or possession of tobacco or Vaping devices is prohibited in any form, on campus, or in any school vehicle, or at any school sponsored activity.
- **Energy Drinks** will not be allowed on school campuses and will be confiscated.

Violation against Traffic Regulations

- **Reckless Driving:** Reckless driving is defined as anyone driving on school property in such a manner that the act places others in danger. This includes putting property in harm's way including cars, bicycles, motorcycles, or other human or motor-powered vehicles.

- **Parking Violation:** Parking in an unauthorized area on school property or parking a vehicle which has not been registered. Students may not park in a faculty section. Parking fines will be up to \$15.00 PER offense. Repeat offenders are subject to driving privileges being revoked.

Violations against School Administrative Procedures

- **Bus Disruption:** Deliberately or inadvertently interfering with the safe operation of a school bus which is stopped or moving; behaving in a manner adversely affecting an individual or any property on, or near the bus itself, at bus stops, or at pick-up areas. (READ THE SCHOOL BUS RULES DISTRIBUTED TO YOU BY THE BUS DRIVER.)
- **Insubordination:** Refusing to comply with any reasonable request or demand by any school official, or sponsor at places, or times where school personnel have jurisdiction.

REMINDER: ADMINISTRATORS RESERVE THE RIGHT TO HAVE REGULAR PENALTY STEPS IN THIS POLICY ALTERED WHEN CIRCUMSTANCES DICTATE A DIFFERENT COURSE OF ACTION themselves or others and report to a trusted adult to get the help needed. See Something Say Something has a self-reporting app.

The student must report any type of harassment or bullying to a teacher, counselor, nurse, building administrator or other school adult employee.

Behavior or actions may include:

- physical assaults (touching in an angry way)
- threats (for example, “better watch your back”, “I’m ‘gonna’ hurt you”, “We’ll get you”, etc.)
- harassment (always bothering someone)
- name-calling
- racial slurs
- intimidation (making someone feel weak and powerless through words or gestures)
- sexual harassment – physical or verbal
- spreading rumors
- extortion (making someone give you something of theirs)
- foul language
- taunting (making fun of someone; their appearance, their intelligence, their name)
- making insulting remarks about another student’s family members
- use of the computer, cell phone or any other electronic devices to participate in any of the above actions

Use or Possession of Weapons (J-3100)

It is against the CCSO policy for any student to have any weapon in his possession at school (on his/her person or under his/her control; locker, desk, car, etc.).

The definition of weapon includes any firearm, (as delineated below) whether loaded or unloaded, or any weapon which is capable of producing death or great bodily harm including but not restricted to any types of daggers, brass knuckles, knives, and all weapons with which dangerous thrusts can be inflicted, including sling shots, bludgeons, or any other weapons with which dangerous wounds can be inflicted.

The definition of weapons also includes firecrackers, fireworks, sparklers, stink bombs, or any other type of explosive materials.

Weapons on School Property (J-3100)

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District. The superintendent shall develop procedures to implement this policy.

The following principles apply:

A. Definitions

1. For the purposes of this policy, a “weapon” shall mean any device, instrument, material, or substance (animated or inanimate) that is used for or is readily capable of causing death or serious bodily injury. The term “weapon” shall also include, but is not limited to, the following:
 - a. Any firearm that is designed to, may readily be converted to, or will expel a projectile by the action of an explosion. A “firearm” is further defined as any weapon, including a starter gun, which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. This definition also includes the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.
 - b. Any destructive device that is an explosive or incendiary device, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter-ounce, mine or similar device is considered a weapon.
 - c. BB guns, pellet guns, and other devices that expel projectiles through various means of projection are also included in the definition of “weapon”.
 - d. Any other item or device which may be used as a weapon, including all pocket knives or other knives regardless of length of blade, or other objects, even if manufactured for a nonviolent purpose, that have a potentially violent use/or any "look-a-like" objects that resemble objects which have a potentially violent use (if, under the surrounding circumstances, the purpose of keeping or carrying the objects is for use, or threat of use) may be considered a weapon.

Special Rule as to Students with Disabilities

For purposes of this special rule as applied to students with disabilities who may be placed in an interim alternative educational setting for bringing a weapon to a school or school function, the definitions of a weapon set forth above shall include all pocket knives or other knives regardless of length of blade. The procedures of paragraph F below shall apply to students with disabilities.

Prohibitions

It is the policy of the Board that no student shall bring a weapon to a school, carry, or keep any weapon on school property, or while attending, or participating in any school activity, including during transportation to or from such activity. School property is defined as buildings, grounds, playgrounds, parking areas, playing fields, and school buses/vehicles.

Enforcement

This policy shall be enforced according to the Board's Student Search and Seizure Policy. Disciplinary actions pursuant to this policy shall follow the procedures prescribed by State Board of Education Regulations on Student Rights and Responsibilities and the policies of CCSD.

Penalties for Violations

Any student found to be in violation of this policy shall be subject to discipline, including a long-term suspension of up to one year.

1. In compliance with the Federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a weapon as defined in (A.1. a., or A.1.b.) this policy, shall be expelled from school for a minimum of not less than one year.

Procedures Applicable to Students with Disabilities

As it applies to students with disabilities, this policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1401 et seq. As amended.

In accordance with the provisions of 20 U.S.C. §1415(k) of the IDEA, a student with a disability who is determined to have brought a weapon (as limited by the special rule above) to a school or school function under the jurisdiction of the District may be placed in an appropriate interim alternative educational setting, as specified by the IEP team or a hearing officer, for a period of not more than 45 calendar days.

The procedural requirements of 20 U.S.C. §1415(k) and State Educational Standards shall be met when imposing disciplinary penalties upon a student with a disability.

Nothing in this policy shall deny rights to students covered under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of

1973. Violators of this policy will be referred to law enforcement or appropriate juvenile offenders.

Any weapons, as defined herein, may be immediately confiscated by school personnel.

NOTE: The first step may be eliminated in situations which are severe infractions of this policy. Possession of certain weapons or explosives at school (including possession in vehicles) may result in arrest and/or a District expulsion hearing.

- Extortion: Extortion is using intimidation, or threat of violence to obtain money, information, or anything else of value from another person.
- Theft: Unauthorized possession and/or sale of property of another without consent of the owner.
- Sexual Harassment: CCSD forbids discrimination against any student on the basis of sex. Sexual harassment activity by adults or students will not be tolerated.

Every effort will be made to assure that students have full enjoyment of educational benefits, climate, or opportunity. Sexual harassment/discrimination is against the law.

It is illegal in the workplace under the Civil Rights Act, Title VII and in the schools under the Civil Rights Act, Title IX. Adults or students engaging in sexual harassment/discrimination will be subject to appropriate disciplinary action.

Sexual harassment/discrimination is any **UNWELCOME** sexual advance, request for sexual favor and other verbal or physical conduct of a sexual nature when it is made a condition of a person's work/school performance or environment.

Definition: It is generally accepted that any type of UNWELCOME conduct directed toward a student because of his/her gender may constitute sexual harassment. This behavior may include (examples of sexually harassing behaviors):

- A. Touching - unwelcome touching of a sexual nature;
- B. Verbal comments - about parts of person's body, sexual preference, or performance, or the person's clothing, or looks;
- C. Name calling - that accentuates gender or is of a sexual connotation;
- D. Spreading sexual rumors - about a person, through such devices as graffiti or, "slam books, or social media."
- E. Suggestive Gestures - such as touching oneself sexually in front of others, making suggestive gestures, or sounds.
- F. Pressure for sexual activity - through physical actions, verbal actions, or written material. Stunts - pulling on a person's clothing, or underwear in a manner to cause exposure of the body, or affect the fit of clothing in a sexual manner.
- G. Sexual Assault - from groping to rape.
- H. Use of electronic media and devices for sexual harassment.

Reporting, investigation, and sanctions:

It is the policy of the CCSO to encourage victims of sexual harassment/discrimination to report an incidence without fear of reprisal.

Students who feel that they have been sexually harassed or discriminated against by adults or other students are encouraged to report these conditions to the appropriate principal or the next higher level of administration.

Confidentiality will be maintained and no reprisals or retaliation will be tolerated as a result of good faith reporting of charges of sexual harassment/discrimination.

A comprehensive review of the circumstances including the nature of the alleged conduct, the context in which the alleged conduct occurred and other pertinent factors will determine if the alleged conduct constitutes sexual discrimination/harassment or not. Any adult, or student found to have engaged in sexual harassment/discrimination shall be subject to disciplinary action deemed appropriate to the offense and consistent with District and school disciplinary policies. Any student engaging in sexually explicit conduct (exhibited or verbal) directed toward other students or staff will be suspended for a length of time to be determined by the building administration but not to exceed ten days. Subsequent violations will result in a suspension pending a disciplinary hearing for possible expulsion.

The administrator shall report the findings and resolution of the review to the complainant in a timely fashion not to exceed 60 school days, unless mutually agreed upon. In the event the complainant is not satisfied with the school's efforts to correct the situation, a grievance may be filed with the State EEOC Agency and with the Federal EEOC agency.

**Human Rights Division
New Mexico Department of Labor
Aspen Plaza
1596 Pacheco Street
Santa Fe, New Mexico 87102**

Insubordination: Refusing to comply with any reasonable request or demand by any school official, or sponsor at places, or times where school personnel have jurisdiction.

**REMINDER: ADMINISTRATORS RESERVE THE RIGHT TO HAVE
REGULAR PENALTY STEPS IN THIS POLICY ALTERED WHEN
CIRCUMSTANCES DICTATE A DIFFERENT COURSE OF ACTION.**

STUDENT DRESS CODE (J2350)

Board Regulation (J2361):

Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities.

The school administration has the right to regulate any student's dress that creates a disruption, is a distraction to learning, is of questionable decency and/or creates a health or safety hazard. Students are responsible for complying with the school dress code.

Parents/guardians are responsible for monitoring their student's attire. Absences due to dress code violations will be identified as an unexcused absence. Students who attend CCSD schools must adhere to the following:

- A. A proper fitting shirt, a pair of appropriate fitting blue jeans, and tennis shoes that meet the regulations below would be an example of correct dress. Shoes must be worn at all times. Skirts/dresses/shorts must have a hemline that is no shorter than standard apparel worn for various sports, such as track, cheerleading, volleyball, etc.

The following are prohibited:

- A. Tube tops, halter tops/blouses, mesh shirts, spaghetti strap clothing, tank tops and crop tops for all students.
- B. Hair length or a hairstyle that obstructs vision, causes a safety hazard, or disrupts the educational process.
- C. Distasteful patches, decals, buttons, or other insulting or demeaning items. Attire that makes reference to death, violence, sex, gang membership, drugs or alcohol. Bandanas, "doo rags", bandanas as headbands or hair nets. Except for specific course needs such as welding, culinary, etc. Hoods cannot be worn on students' heads inside of the buildings. Hats of any type may not be worn unless it has been approved by administration or for spirit week.
- D. Attire that makes reference to death, violence, sex, gang membership, Satanism/occult, tobacco, alcohol, or drugs, and jewelry with spikes, chains, or other metal objects considered a safety hazard.
- E. Trench coats.
- F. No under garments may be worn visibly. Makeup which changes a student's appearance that could cause a disruption to the educational process.
- G. Sunglasses worn inside buildings except for transitional prescription lenses.
- H. Political speech is protected as long as profanity or obscenity is not included in the message.

All dress code issues are subject to administrative review and discretion. Exceptions for specific situations may be allowed by building administrators. Accommodations for students with disabilities or religious requirements will be made on an individual basis. Students with special needs conditions or requirements shall contact the building administrator for individual consideration. Students who volunteer for extra-curricular activities, such as athletics, band, chorus, etc. are subject to the standards of dress as defined by board policy.

REMINDER: ADMINISTRATORS RESERVE THE RIGHT TO HAVE REGULAR PENALTY STEPS IN THIS POLICY ALTERED WHEN CIRCUMSTANCES DICTATE A DIFFERENT COURSE OF ACTION.

DISRUPTIVE CONDUCT

Any conduct which disrupts the educational process, constitutes a health or safety hazard in violation of state, or tribal law, or is in violation of specific school rules. This includes, but is not limited to, public displays of affection (i.e. kissing and inappropriate touching), and gambling.

OBSCENE MATERIALS

Displaying or possessing pornographic or material which is indecent and has the potential of being disruptive, the offensive material will be removed.

CLASSROOM DISCIPLINE PROBLEM WITH A SUBSTITUTE

Students who are sent to the office by a substitute for disciplinary problems can expect a more severe consequence than they might if they were sent by their regular classroom teacher. This includes taking advantage of a substitute's lack of knowledge regarding regular school and classroom procedures.

VIOLATION OF SUSPENSION

A student suspended from school for violation of a District/building disciplinary policy is restrained from all CCSD campuses functions for the duration of the suspension. This includes all curricular, extra-curricular activities, athletics, and other events. Arrangements to attend counseling sessions may be made through the principal.

FORGERY

Falsifying records, notes or other official documents from parent or teachers, this may include, but are not limited to: signatures, dates, hall passes, medical excuses, student request or forms.

FALSE IDENTIFICATION

Refusal to give identification or giving false identification when requested by any staff member including security guards, custodians, substitute teachers, etc.

As required by New Mexico statute, referrals will be made to the appropriate authorities.

FALSE STATEMENTS

Any person found guilty of making a false statement under oath or affirmation, material to the issue, or matter involved in the course of any official school hearing, or proceeding, knowing such statement to be untrue, may be subject to disciplinary action, possibly resulting in probation, expulsion, or suspension. The person may also be subject to investigation for violation of criminal codes.

STUDENTS IN HALLWAYS/BUILDINGS OR ON CAMPUS

Students should not loiter in the hallways, buildings, or on the school grounds during scheduled class time. Unsupervised students must have their HALL PASS signed by the teacher. IT IS THE RESPONSIBILITY OF THE STUDENT TO OBTAIN A PASS FROM THE TEACHER BEFORE LEAVING A CLASSROOM.

COPYRIGHT LAWS, COMPUTER PROGRAMS

The elementary school will adhere to the provisions of Public Law 96-517, Section 7 (b) which allows for the making of a back-up copy of a computer program. This states that "... it is not an infringement for the owner of a copy of a computer program to make, or authorize the making of another copy, or adaptation of the computer program provided:

- A. That such a new copy of adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner.
- B. That such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be right.

DISCIPLINARY CONSEQUENCES TO BE DETERMINED BY AN ADMINISTRATOR should a violation of above provisions occur.

CHEATING

Cheating of any nature will not be tolerated. A student who willfully allows another to copy is as guilty of cheating as the student doing the copying. Disciplinary action will be determined by an administrator. Cheating during testing will be disciplined more severely.

PLAGIARISM

Plagiarism: "to use as one's own the ideas or writings of another"

*Webster's II New Riverside Dictionary, 1984, page 534.

Plagiarism shows disregard and/or contempt for original inquiry and it CANNOT be excused. Credit is not allowed for work done by those who plagiarize. Additional penalties may be imposed by an administrator.

DISTRICT SCHOOL BUS RULES AND REGULATIONS

The driver is in full charge of students when they are riding the bus. The students should obey the driver cheerfully and promptly. The driver has the same authority as the classroom teacher. Students who disobey the rules may be reported to school officials and may be refused transportation privileges.

- A. Using obscene language on the bus will not be permitted or tolerated.
- B. Students should never stand in the road while they are waiting for the bus.
- C. Students who are compelled to walk some distance to meet a bus should walk on the side of the road to their left, facing the traffic.
- D. Students are not to carry on unnecessary conversation with the driver while the bus is in motion.
- E. The use of tobacco or other controlled substances will not be permitted in any form.
- F. Students shall remain seated at all times unless getting on or off the bus, and shall not get on, or off the bus, or move about while the bus is in motion.
- G. Students must occupy the seats assigned to them by school officials or the bus driver.
- H. Students must not extend their hands, arms, heads, or bodies through bus windows.
- I. Students will not be permitted to throw, or snatch caps, hats, books, lunches, etc. while riding the bus.
- J. Rough or boisterous conduct will not be permitted in the bus.
- K. Any damage to the bus from any cause shall be reported to the driver, and the driver will in turn report to the principal.
- L. Students who must cross the road after departing the bus shall pass ten (10) feet in front of the bus. Students shall cross the road only when the driver signals that all is clear.
- M. Items not allowed on bus: ANIMALS, INSECTS, GLASS OR OBJECTS THAT CAN NOT BE HELD IN STUDENTS LAP. FOOD & DRINK ARE NOT TO BE CONSUMED ON THE SCHOOL BUS.
- N. Students should remember that being careless and taking chances not only endangers their own safety, but also endangers the safety of others.
- O. It is important that students refrain from handling the emergency door except when an emergency exists.
- P. Students must remain a safe distance from buses in loading zones when the buses are entering the area for loading. Pushing and crowding toward buses as they enter loading zones will not be tolerated. (The last school bus death in New Mexico was caused by a violation of the rules.)
- Q. After a student is on the bus, the student must keep his/her feet out of the aisle.

- R. If a student is not getting off at the regular stop, the student is required to give a note from the parent(s) to the bus driver. It must be signed and dated by the school principal before the student gets on the bus for the afternoon run.
- S. Students who leave campus at the end of a school day will not be allowed to return to board a school bus.

BULLYING/HARASSMENT

Bullying/harassment have no place at the elementary school

Bullying/Harassment means more than beating up or pushing people around.

Bullying includes, but is not limited to:

- A. Physical assaults (touching in angry ways)
- B. Threats (“better watch your back”, “I’m gonna hurt you”, “we’re gonna get you”, etc.)
- C. Harassment (always bothering someone, “dogging” them)
- D. Name-calling
- E. Racial slurs
- F. Intimidation (making someone feel weak and powerless through words or gestures)
- G. Sexual harassment – physical or verbal
- H. Spreading rumors
- I. Extortion (making someone give you something of theirs)
- J. Foul language
- K. Taunting (making fun of someone; their appearance, their intelligence, their name)
- L. Making insulting remarks about another student’s family members
- M. Cyber bullying

Bullying will not be tolerated at any CCSD Elementary School. That includes at bus stops, walking to and from school, as well as on campus. Review of this appendix serves as your WARNING.

*If you are sent to the office and found to be in violation of the bullying policy you may be suspended for up to nine (9) days. Your parents will receive an additional copy of this policy indicating that you know what bullying is, that bullying is not okay, and what the consequences will be.

*On the second offense for bullying, you may be suspended for up to nine (9) days with possible long term suspension.

*On the third offense for bullying, you will be suspended for 10 days and given notice of a hearing where long term suspension will be recommended to remove you from CCSD schools.

PARENT-TEACHER-STUDENT CONTRACT

Parent Agreement

It is important to have my child reach his/her full academic potential. Therefore, I will encourage him/her by doing the following:

- ☐ See that my child attends school regularly and is punctual.
- ☐ Establish a time and place for homework and check it regularly.
- ☐ Support the school staff and respect the cultural differences of others.
- ☐ Have on-going and open communication with my child's school and teacher.
- ☐ Monitor television and movie viewing.

Student Agreement

It is important that I do the best that I can. Therefore, I will do the following:

- ☐ Always try to work to the best of my ability.
- ☐ Come to school each day on time, with my homework completed and have the supplies that I need.
- ☐ Show respect for myself, my school, and other students and have considerations for cultural differences.
- ☐ Conform to the rules and conduct at my school.
- ☐ Believe that I can learn and I will learn.

Teacher Agreement

Students must be given the opportunity to succeed. Therefore, I will do the following:

- ☐ Provide an environment conducive to learning.
- ☐ Have high expectations for myself, my students and the school.
- ☐ Maintain open lines of effective communication with my students and their parents in order to support student learning.
- ☐ Seek ways to involve parents in the classroom for observation or participation in classroom activities.
- ☐ Respect the students, their parents and the diverse cultures of the school.

Annual Notification to Parents Regarding Confidentiality of Student Education Records [34 C.F.R. 300.56 and 300.572]

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. The Board has established written policies regarding the collection, storage, retrieval, release, use and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents’ and students’ rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);

No Child Left Behind Act of 2001 (NCLB);

The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and

New Mexico Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs and for legitimate educational research. The students’ records maintained by the District may include - but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of the District under the supervision of the building administrator and are available only to the teachers and staff members working with the student. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent [34 C.F.R.99.7].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two (2) years after the date your child was last enrolled in this District.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children's records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. School personnel will make arrangements for access and notify you of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by you, the School will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7(a)(5) and 99.7(b)]. You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the School to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the Office that administers FERPA are:

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

Dear Parent:

Re: Student Directory Information

CCSD designates the following personally identifiable information contained in a student's education record as "directory information" and may disclose that information without prior written consent [1232g (a) (5) (A)]:

- The student's name
- The student's address
- The student's telephone listing
- The student's date and place of birth
- The student's electronic mailing address
- The student's photograph
- The student's grade level
- The student's major field of study
- The student's date of attendance
- The student's enrollment status (e.g., part-time or full-time)
- The student's participation in officially recognized activities and sports
- The student's weight and height if a member of an athletic team
- The student's honors and awards received
- The student's most recently attended educational agency or institution

If you wish to see CCSD's entire Student Record policy regarding the provisions of the Family Educational Rights and Privacy Act (FERPA) [CCSD Board Policy J-7061] you may go to: [www.centralschools.org](http://www centralschools.org) or ask to view a copy at your school's front office.

If you do not want any or all of the Directory Information shared, or would like to indicate an organization that may not receive directory information on your student, please ask the front office at your child's school to provide you with the necessary form to complete and sign.

Sincerely,

Elementary School Principals
Central Consolidated School District

Dear Parent:

RE: Student Injuries and Insurance

Your child's School District does not provide medical insurance coverage for school accidents. This means that you are responsible for the medical bills if your child gets hurt during school activities. The accompanying student accident / health insurance plans are offered to help you pay those bills.

Many coverage options are available. The Student Health Care and High Option 24-hour accident plans are especially recommended for those students with no other insurance because they provide the most help when injuries occur. Student Health Care covers illness as well as injury, 24 hours a day. We strongly recommend the high option plans for students participating in interscholastic sports.

If your child does not have other health coverage, student insurance may also be used to help pay those eligible charges not covered by other insurance (i.e., deductibles and copayments). Also, the student insurance plans allow you to take your child to any doctor or hospital you choose.

Please read your brochure carefully. If you have any questions, please call the plan administrator, Myers-Stevens & Toohey & Co., Inc., at (800) 827-4695, or (949) 348-0656. Bilingual representatives are available for parents who need assistance in Spanish.

In order to document you're having been notified of this opportunity, please sign the signature page enclosed.

Respectfully,

Elementary School Principals
Central Consolidated School District

Dear Parent:

RE: Pesticide Applications

Pesticide applications are scheduled at this site as part of a pest management system. Only those pesticides that are currently registered for legal use by the New Mexico Department of Agriculture will be used. All applications will be done by a certified and licensed professional no sooner than six hours before staff or students will be present.

All scheduled applications occur during extended breaks, such as Spring Break, winter and summer breaks, unless an emergency application is required.

As a parent/guardian, if you wish to receive written notification of pesticide applications during the school year, please contact the Maintenance Department Supervisor at 368-5150 or 598-4500.

Respectfully,

Elementary School Principals
Central Consolidated School District