

CLAYTON JUNIOR HIGH

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Welcome to Clayton Junior High for the 2011-2012 school year.

The key to success of each student and to our school as a whole is the concern and involvement of parents/guardians. We encourage each of you to become actively involved in your child's education by staying in close contact with your child's teachers and taking advantage of opportunities by joining our Parent Advisory Committee (PAC) or volunteering or serving as a resource person in your child's classroom. By working together, parents/guardians and staff can ensure a successful, happy, and enriching experience for students during their elementary school years.

It is your responsibility to know the policies, rules and procedures at CJHS. Please take the time to read this document and familiarize yourself with its contents. It has been prepared to provide parents/guardians and students with essential information; however, we can not anticipate every question. Please feel free to call or visit school any time. We are looking forward to a successful and rewarding school year!

Please complete all of the colored forms at the back of the handbook and return them to school with your child.

School Staff

Principal - Mrs. Stacy Diller (stacy.diller@claytonschools.us)

Secretary - Mrs. Tracy Keezer (tracy.keezer@claytonschools.us)

Custodian - Ms. Annie Sisneros

Technology - Mrs. Sherry Lambert

Nurse - Mrs. Shelly Trujillo (shelly.trujillo@claytonschools.us)

Cafeteria Manager - Mrs. Joy Montoya (joy.montoya@claytonschools.us)

Librarian - Mrs. Rebecca Arrington (rebecca.arrington@claytonschools.us)

Math - Mrs. Sheila Harris (sheila.harris@claytonschools.us)

Science 8th - Mr. Jason Henderson (jason.henderson@claytonschools.us)

Special Education - Mrs. Betty Joe Vigil (bettyjoe.vigil@claytonschools.us)

Language Arts - Mr. Kent Thomas (kent.thomas@claytonschools.us)

History - Mrs. Gail Holland (gail.holland@claytonschools.us)

8th Grade Health - Mr. Gabe Chapa (gabe.chapa@claytonschools.us)

Tech - Mr. Bill McDowell (william.mcdowell@claytonschools.us)

Ag - Mr. Mike Barnes (mike.barnes@claytonschools.us)

Band - Ms. Donna O'Bryant (u2bnband@gmail.com)

Boys Athletics - Mr. Kirk Mann (richy.hidalgo@claytonschools.us)

Girls Athletics - Mr. Jason Henderson (jason.henderson@claytonschools.us)

Have a great year!

Stacy Diller/Principal

OUR MISSION

To teach knowledge, skills, and character necessary to adapt to a changing world.

OUR MOTTO

THINK, DREAM, BELIEVE, ACHIEVE

Our colors and mascot-

Orange and Black- THE YELLOWJACKET



Notice of Non-Discrimination

It is the policy of the Clayton Municipal Schools to not discriminate on the basis of race, sex, religion, national origin, or handicap in any of its educational programs or employment practices. Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, or Section 501 of the Rehabilitation Act of 1973 may be directed to the office of the superintendent.

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Accreditation

Clayton Jr. High is accredited by the New Mexico Public Education Department.

Alcohol, Tobacco and Drug Abuse

Alcohol and drug dependency is an illness and a hazard that can interfere with a student’s ability to learn and function responsibly in the school setting. When it becomes apparent that a student is using alcohol or illicit drugs, the school has the responsibility to:

1. Document the data that indicates the student’s performance, attendance or behavior is inappropriate.
2. Share that information with the student and parents.
3. Outline school and community resources available to the student and parents for diagnosis and treatment of the illness.

Since the possession/distribution of illegal substances is a criminal act, school officials must report the violation to the parents, to the police, and work with the courts and community agencies to ensure that a student who commits such a violation is afforded rehabilitative services.

To safeguard the health, character, citizenship and personality development of students in the school, the Clayton Public School will:

1. Provide curriculum addressing the effects of controlled substances.
2. Establish and maintain procedures for dealing with the use of controlled substances within the school system that adhere to the requirement of the law.
3. Provide rehabilitative assistance to students who use controlled substances through school counselors and through cooperation with governmental and private agencies that offer aid to such students.
4. Provide a continuing in-service education program for all teachers with specific emphasis in the recognition of behavior brought on by drug use and the immediate steps that should be taken to bring problems to the attention of school authorities.
5. The schools shall endeavor to educate and counsel students and employees concerning abuse of alcohol, illegal drugs, and/or controlled substances. Every reasonable effort shall be made to provide for students and employees an environment that is free of alcohol, illegal drugs, and/or controlled substances.

ATTENDANCE POLICY – *NOTE: Authorized school trips are NOT absences.*

New Mexico State law provides that all students must attend school as long as school remains in session. It is important that parents/guardians and students be aware of the New Mexico “Compulsory Attendance Law.” Relevant portions follow: “A person subject to the provisions of the Compulsory School Attendance Law (22-12-1 to 22-12-7, NMSA, 1978) shall attend school for at least the length of time of the school year that is established in the school district in which the person is a resident. Any parent, guardian or person having custody and control of a person subject to provisions of the Compulsory Attendance Law is responsible for the attendance of that person.”

The school recognizes that unavoidable circumstances may result in absences due to illness or injury and these situations will be dealt with on a case by case basis. However, as these circumstances are unpredictable it is imperative that students are at school on a regular basis.

Parental Notification of Absence

A parent or guardian shall notify the school each day his or her child will be absent from any class and the reason for the absence. This assures the school that the child is in a safe place. If a parent is unable to contact the school by phone, the first day the student returns from the absence a signed note with the date and reason for the absence must be presented to the office. If a student has been absent for 3 or more consecutive days due to illness, the principal may require a written note from the student's doctor.

Excused Absence

- Illness or personal injury
- Death in the family
- Medical appointments that cannot be scheduled apart from the school day
- Family emergencies (with administrative discretion)
- Educational experience (previously approved by administration)
- Religious holidays (prior notice given to principal)
- Unsafe travel conditions

Prolonged Illnesses

In cases of chronic or prolonged illnesses that last 10 days or more, if the student is able to do school work as shown by a note from the doctor, the student may be placed on homebound study until he or she can return to school.

Make-Up-Work

Teachers are happy to assist a student with make-up work for excused absences; however, it is the student's responsibility to initiate make-up work with each teacher. Students will have the number of absent days plus one to make up missed work. In the case of tests, quizzes, and labs special arrangements will be made to afford the student enough time to make up work in all of his/her classes.

Unexcused Absence

Unexcused absences are absences for which no appropriate excuse has been provided by the student's parent or legal guardian, within 24 hours. Unexcused absences may result in disciplinary action to encourage attendance. Classroom work for which a grade was taken for that class or day of unexcused absence may be counted as a zero at the discretion of the classroom teacher. Out of school suspension is also an unexcused absence caused by student conduct. Out-of-school suspension and expulsion will not be used as punishment for an unexcused absence.

Compulsory School Attendance and the Coalition Against School Truancy

- A. **Three Day Unexcused Absence** - The school will notify the parents, by certified mail, of a student's third (3rd) unexcused absence. The school will schedule a meeting in order to develop an intervention contract for both the student and his/her parent(s).
- B. **Five Day Unexcused Absence** - The school will notify parents, by regular mail, of a student's fifth (5th) unexcused absence. The student is considered "truant" in the eyes of the law.
- C. **10 Day Unexcused Absence** - The school will notify parents, by certified mail, of a student with ten (10) unexcused absences. The student is considered "habitual truant" in the eyes of the law.

Tardy and Early Policy

Students must be in the classroom and ready for class when the bell rings otherwise they will be considered tardy. Students are expected to be in class until the last bell dismisses them for the day, otherwise they may have an "early" counted against them. Every three tardies or earlies may be counted as one absence. These absences shall be applied to the 20 Day Rule Policy.

20 Day Rule

Any student absent twenty (20) days in one semester (***excused or unexcused***) may be retained. A student who reaches twenty (20) absences will be required to continue attending school. Students who do not attend class will be referred to the Juvenile Probation Officer for failing to follow the Compulsory School Attendance Policy. Parents/Guardians, and the student will be notified by return receipt mail of the twenty absences and the loss of credit. Within 10

days following the receipt of the notification parents/guardians, and the student shall have an opportunity to request a hearing to the Attendance Appeals Committee, 323 South Fifth Street, Clayton, NM 88415.

20 Day Rule Procedures:

- All students with ten (10) ***excused or unexcused*** absences shall be sent an Initial Letter of Notification warning the student and parents that the student is in jeopardy of retention.
- All students with fifteen (15) ***excused or unexcused*** absences shall be sent a Second Letter of Notification warning the student and parents that the student is in jeopardy of retention. A mandatory meeting will be held with the student and his/her parents/guardians. They will meet with the Attendance Committee; the student and parent/guardian will be offered a contract to address the issues of tardies, earlies, absences or a combination of all three.
- All students with twenty (20) ***excused or unexcused*** absences shall be sent a Final Letter of Notification outlining the possibility of retention or a remedial program. This letter will be sent as certified mail. The Juvenile Probation Officer will also be notified in order to investigate whether the child should be considered a neglected child or a child in need of services because of habitual truancy.
- Within 10 days upon receipt of a request for a hearing, the Appeals Committee will determine the date of the hearing. The classroom teacher shall be present at the hearing.
- At the 20 Day Appeals Hearing it will be determined by the committee if the student shall be retained or placed in a remedial program.

Appeal Process for 20 Day Rule

When a student has reached the 20 day limit because of tardies, earlies, absence or a combination of all three, the school will send a letter to the parent(s) of the student notifying them of the possibility of retention or remediation for the current school year. If the parents and the student wish to appeal this ruling they will have to do the following:

- Contact the Appeals Committee within 10 days of notification to set up a meeting with the committee.
- When the student and his/her parents/guardians meet with the committee, the student and parent/guardian will be offered a contract to address the issues of tardies, earlies, absences or a combination of all three.
- If the student fails to adhere to the contract the student will automatically be retained in their current grade level or be placed in a remedial program.

Absence Due to Travel Conditions

Clayton Municipal School District resides within a very broad area making it difficult for safe travel decisions to be made for all areas. It can be snowing heavy south of Amistad or closer to Des Moines with nice weather conditions in Clayton. If ever you are concerned about the safety of travel conditions please keep you child home. Your child will not be penalized for you decision regarding safe travel. Please make your child's sponsor/teacher/administrator aware of your decision ahead of time if possible.

ASSEMBLY AND GAME BEHAVIOR

- ✓ Assemblies, pep rallies, games, and other events will be held throughout the year. These functions are treated the same as a class period and attendance is compulsory unless the student is a member of a religious group whose doctrine forbids such activities. A student who cannot attend will be given an alternate supervised activity.
- ✓ The NMAA "Six Pillars of Character" are the guidelines for behavior and will be enforced at all assemblies and games.
 1. Trustworthiness- doesn't engage in or tolerate dishonesty, cheating, or dishonorable conduct.
 2. Respect- doesn't engage in or tolerate disrespectful conduct, including verbal abuse of opponents and officials, profane or belligerent "trash talking" taunting or unseemly celebrations.
 3. Responsibility- is a positive role model, both in the stands and in the arena, with regards to the game rules, etiquette, first aid, and safety.
 4. Fairness- adheres to high standards of fair play, never taking advantage and being open-minded.

5. Caring- makes sure that academic, emotional, physical and moral well-being is always placed above the pressure to win.
6. Citizenship- safeguards the health of athletes and the integrity of the sport by honoring the rules and goals. Prohibits the use of alcohol, tobacco, drugs, and gambling.

BICYCLES AND MOTORCYCLES

These two modes of transportation must be used only for coming to and from school. They must be parked in their designated places.

The riding of these vehicles during the lunch hour is forbidden unless used for transportation to and from school when a student eats at home. Junior high students will not be allowed to drive or park vehicles (cars/trucks) on school property.

BULLYING

Bullying behavior by any student in the **Clayton School District** is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- **Placing a student in reasonable fear of physical harm or damage to the student's property; or**
- **Physically harming a student or damaging a student's property; or**
- **Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.**

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and/or expulsion.

CAFETERIA

- Breakfast and lunch are served each day for junior high students.
- Students must observe rules of conduct such that the cafeteria remains reasonably clean and pleasant with a noise level at a minimum.
- Books and other personal belongings should be placed in lockers before coming to the cafeteria.
- Students who bring sack lunches must eat in the cafeteria.
- Students will remain in the cafeteria until dismissed (weather and behavior permitting) by the person on duty.
- ***Payments for meals should be made in advance.*** CJHS may refuse to serve a student whose cafeteria bill is unpaid.
- Application forms for free or reduced meals will be given to parents upon enrollment. Parents will be notified as soon as possible after forms have been submitted if qualifications for the program have been met.

CELL PHONES AND ELECTRONIC DEVICES

The Clayton Board of Education believes that students need a safe, positive and productive learning environment free from disruptions, distractions, and threats. The Board has determined that Personal Electronic Devices have created a disruption to the learning environment, distracted students from the primary purpose of education and have been used to threaten other students. Accordingly, it is the policy of the Board to forbid possession, custody and use of Personal Electronic Devices during school activities and school trips.

Personal Electronic Device - an electronic device that emits an audible or visual signal, displays a message, or otherwise summons the possessor, including, but not limited to, cellular

telephones, paging devices, electronic emailing devices, radios, tape players, laptop computers, personal digital assistants (PDA), cameras, and any device that provides a wireless connection to the Internet.

Prohibition – It is the policy of the Board that no student shall bring Personal Electronic Devices to school, nor carry or keep any Personal Electronic Device on school property or while attending or participating in any school activity, including transportation to or from such activity.

Students who discover they have inadvertently brought a Personal Electronic Device to school shall have the option to self-report the incident to the building administrator to have the Personal Electronic Device held in the office until the end of the school day. A student who inadvertently brings a Personal Electronic Device to school and fails to self-report the incident, shall be subject to discipline pursuant to the policy.

Loss of and Damage to Personal Electronic Devices: The District shall not be liable or responsible for the loss or damage to any Personal Electronic Device at school or at school-sponsored activities.

Penalties for Violations: School employees with student supervisory responsibilities are authorized to confiscate Personal Electronic Devices.

First Offense: The Personal Electronic Device will be confiscated and the parent will be given a choice of having the PED held for two weeks by administration or the remainder of the day plus one additional day of suspension. The Personal Electronic Device will be returned to a parent or guardian of the offending student at a meeting with the designated building administrator.

Second Offense: The Personal Electronic Device will be confiscated and the parent will be given a choice of having the PED held for three weeks by administration or the remainder of the day plus two additional days of suspension. The Personal Electronic Device will be returned to a parent or guardian of the offending student at a meeting with the designated building administrator.

Third Offense: The Personal Electronic Device will be confiscated and the parent will be given a choice of having the PED held for four weeks by administration or the remainder of the day plus three additional days of suspension. The Personal Electronic Device will be returned to a parent or guardian of the offending student at a meeting with the designated building administrator.

Subsequent Offenses: The Personal Electronic Device will be confiscated and the student will be recommended for long term suspension in accordance with the Board Policy on long-term suspension. The Personal Electronic Device will be returned to a parent or guardian of the offending student at a meeting with the designated building administrator.

School Sponsored Trips – Students who wish to bring a cell phone on a school sponsored trip may do so if the appropriate sponsor approves. The cell phone will be turned in to the office at the beginning of the day and packed in a bag for the sponsor. The sponsor will distribute the phones at the point in the trip they feel is appropriate. *Clayton Municipal Schools is not responsible for lost or damaged cell phones.*

CHAIN-OF-COMMAND

In the event a problem arises it is vital that it be solved at the lowest level possible. This helps our school to function in a more productive manner, which in turn allows our children to have a positive and productive education. If you have a school related concern of any kind, please follow these steps to resolve you problem. 1) Talk to the teacher. (No resolution...) 2) Talk to the principal. (Still no resolution...) 3) Talk to the superintendent. (If the problem continues to not be resolved then...) 4) Get on the agenda and address the school board.

CHANGE OF ADDRESS

Whenever there is a change of address or telephone number, parents/guardians should notify the junior high office immediately. ***In the event of an emergency it is necessary to be able to contact parents quickly*** and this cannot be accomplished without correct contact numbers.

CLOSED CAMPUS

Clayton Junior High School is a closed campus. If a student must leave campus during the day, a parent or guardian **must** sign them out in the office.

- All students being picked up for lunch must be signed out in the office.
- Students who eat at home will be released to the parent and arrangements must be made with the office. Students who wish to eat off campus other than at home must be accompanied by a parent/guardian, or another student's parent/guardian and arrangements must be made through the office.
- If a parent/guardian wants to transport several students to lunch (such as for a birthday party), they must bring a signed and dated note from each parent to the Clayton Junior High Office **prior** to the trip.
- Students are not permitted in the hallways during classes, before or after school, or at lunchtime unless the office or a teacher has granted permission.
- Students returning late from off-campus lunch will be given an **unexcused** tardy.

COLLECTION OF DEBTS

Any debt incurred by a student will be recorded as the debt is incurred. Debts may be incurred by the following descriptions: lost or damaged textbooks, instructional materials or equipment; lost or damaged library materials; lost or damaged athletic equipment; lost or damaged organization or club material; fund-raising merchandise or money not turned in; damages to school property, building or any other debt deemed to be legitimate by the administration. All money is to be turned in to the school bookkeeper where it will be receipted. All debts must be cleared prior to obtaining a course schedule.

CONCERNS, COMPLAINTS, AND GRIEVANCES

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

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

Provided that:

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

The guidelines to be followed are:

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

- *The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.*

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

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

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

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

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

DISCIPLINE POLICY

The primary goal of the Clayton Municipal School District student behavior policies is to provide an atmosphere that promotes learning by establishing order and avoiding disruption. The aim of disciplinary measures is to assist each student in the development of self-control, social responsibility and acceptance of appropriate consequences for certain actions. All students are urged to help create a positive educational atmosphere by maintaining proper respect for themselves, for others and for their school.

Discipline Rubric	Consequence	Additional
Minor Offenses	Minor Offenses	Minor Offenses
<ul style="list-style-type: none"> • Dress Code Violations • Casual Profanity • Tardies (3) • Disruptive/Defiant behavior • Missing Assignments after (3) • Horseplay- pushing and shoving without Anger 	<p>1st Offense - Parent contacted, conference with principal, behavior logged in JMAC, loss of a privilege</p> <p>2nd Offense - Parent contacted, conference with principal, behavior logged in JMAC, 1 day BSD, additional loss of privileges</p> <p>3rd Offense - Parent contacted, conference with principal, behavior logged in JMAC, 2 days BSD,</p>	<ul style="list-style-type: none"> • Behavioral contract with student • Community Service/restitution • In School Suspension (ISS) • Out of School Suspension (OSS) • Parent Shadow • Placement in Alternative

	additional loss of privileges 4th Offense - Parent contacted, 4 days BSD, additional loss of privileges, and Referral to SAT for BIP/BMS	School <ul style="list-style-type: none"> Referred to SAT for consideration of an assigned Behavior Management Specialist (BMS) Vandalism/graffiti may result in a bill for damages to parents
Major Offenses	Major Offenses	Major Offenses
<ul style="list-style-type: none"> Profanity Aimed at Staff Member Fighting-angry aggressive behavior, punching, hitting, throwing rocks Blatant Disrespect Cheating Defiance of school personnel/rules Gang Related Activity Misuse/vandalism of Materials, Books, Furniture, Computers Theft Tobacco Use Vandalism/Graffiti Verbal/Physical Harassment of another student (bullying) 	1st Offense - Call to parent, one or more days BSD, JMAC Log 2nd Offense - Call to parent, two or more days BSD, JMAC Log, BIP 3rd Offense - Call to parent, three or more days BSD, JMAC Log, BIP 4th Offense - Call to parent, 4 days BSD, Referral to SAT for BIP/BMS, Consideration of Alternative School.	<ul style="list-style-type: none"> Behavioral contract with student Community Service/restitution In School Suspension (ISS) Out of School Suspension (OSS) Parent Shadow Placement in Alternative School Referred to SAT for consideration of an assigned Behavior Management Specialist (BMS) Vandalism/graffiti may result in a bill for damages to parents
Zero Tolerance	Zero Tolerance	Zero Tolerance
<ul style="list-style-type: none"> Weapons Real or Fake Assault/Threats/Bullying Sexual Harassment Controlled Substances 	Parent Contact, OSS for up to 10 days, Referral to Outside Agency, JMAC Log	<ul style="list-style-type: none"> Referred to SAT for consideration of an assigned Behavior Management Specialist (BMS) Placement in Alternative School Refer to Law Enforcement Expulsion

BSD - Before School Detention **BMS** - Behavior Modification Specialist **ISS**- In School Suspension

OSS- Out of School Suspension **SAT** - Student Assistants Team **BIP** - Behavior Intervention Plan **JMAC Log** - District Discipline Log

Note: Extra- curricular activities are privileges and may be removed due to poor choices.

Note: For criminal offences where outside authorities are called, the student is still subject to school discipline procedures and penalties.

DISTRIBUTION OF THIS POLICY AND ACKNOWLEDGMENT OF RECEIPT

A copy of this form will be issued to each student during registration and the acknowledgement form signed and returned within the first week.

DRESS CODE POLICY

A student's appearance will be governed by standards that are compatible with decency, cleanliness, safety and an atmosphere of learning. Dress, which disrupts the educational process, will not be allowed. The school has the right and responsibility to intervene anytime it feels that the appearance of a student does not meet these standards. Appropriate dress for school is respectful, in good taste, and with modesty being the prevailing model. Personal

attire should reflect pride and respect in who you are as a student at Clayton Junior High School. The principal may decide the appropriateness of dress or hairstyle.

GENERAL

1. Chains including wallet chains are not allowed.
2. Clothing that displays tobacco, alcohol, drug, ethnic slurs, gang related, or sexual symbols or messages, or other socially unacceptable remarks or innuendos will not be tolerated.
3. Earrings and other body piercing should be small in size and not attract undue attention.
4. Hair length, colors, and styles that are such extreme deviations from the norm that they attract attention to an individual are considered inappropriate.
5. Head coverings may be worn outside the school. Hats are not to be worn backwards or sideways on school property, or school sponsored events.
6. Mesh shirts, tank shirts, and crop shirts shorter than waist level are not permitted. No straps less than 2" wide allowed.
7. Perfumes and other strongly scented products should be kept to a minimum. These may cause allergic reactions and/or migraine headaches.
8. Ripped, holey, written on, or torn clothing will not be allowed.
9. Shoes or Sandals should be worn during the school day.
10. No cutoffs, skin fitting biker, or spandex shorts.
11. Tattoos may not be visible.
12. Waistbands of all dresses, skirts, shorts and pants shall be secured at the waistline. These items, when worn as the outer garment, shall extend at least to the tip of the fingers when the arms are held straight at the side.

ELGIBILITY POLICY

- ✓ Students shall have a 2.0 GPA with no more than one (1) F, based on a 4.0 grading scale, or its equivalent. (New Mexico Activities Assn. Rule)
- ✓ If a student quits one sport they cannot participate in the next one unless by mutual consent of coach, athletic director and principal.
- ✓ At Clayton Junior High teachers turn in deficiency reports will go out on Tuesday afternoon and become effective each Wednesday after the 3rd week of the 9 weeks. If a student is failing more than one class or has a Behavior Deficiency, he/she will not participate in any extra-curricular activity until the next week's deficiency notices are posted and the student is not failing more than one class or their behavior has improved.
- ✓ A student must be eligible at the end of the 1st and 3rd 9-weeks to participate in the following 9-weeks activities. Students who finish the fall semester ineligible cannot participate in 3rd 9 weeks activities.
- ✓ Coaches/sponsors are responsible to check the eligibility of their students. The use of an ineligible student is a violation of NMAA rules and could result in disciplinary action.
- ✓ 7th graders who finish the year on the Spring Semester Ineligible List are NOT eligible for activities the first 9 weeks of their 8th grade year unless they have completed a previously approved alternative school program.
- ✓ Retained 8th graders are NOT eligible for extra curricular activities.
- ✓ If a student is on the Weekly ineligible list for 3 or more times during a sport season, they are ineligible for the rest of the sport.
- ✓ At the end of the grading period, a student has three (3) days to make up assignments if they have an incomplete grade. If they don't make up their assignments, that grade becomes an "F" for eligibility purposes.

FEES

- ✓ All students will be charged a \$2.00 book fee upon registration. At checkout, if they do not owe any fees and their books are returned in good condition, they will receive a refund of \$2.00.
- ✓ If a book is lost or damaged, the student will be charged for the replacement of the book.

- ✓ Library books checked in after the due date will carry a fine. The student must pay for any library book lost or damaged. Fines of \$.05/day will be charged, including weekends. Books will not become due during weekends or holidays.
- ✓ No grades will be issued nor will any transfer forms be sent until all books are returned and fees are paid in full. This includes cafeteria bills.

FIRE DRILLS

As per state law, Clayton Junior High School will have a minimum of one fire drill per week during the first month of school and one every month thereafter. Evacuation routes are posted in each room. When the fire alarm sounds students must evacuate to the area designated for that particular class. Teachers are to review evacuation procedures with each class. Evacuation of students should be orderly, quiet, and taken seriously. Students will return to class after a bell rings and the teacher directs them to do so.

FUND RAISERS

All monies collected through fund raisers must be turned in to the office and receipted within 24 hours. All fund raiser monies will be used to provide incentives or materials for students.

GRADING POLICY

The following grading scales will be used at Clayton Junior High:

- A = 90 - 100 ("A" has the point equivalent of 4.0)
- B = 80 - 89 ("B" has the point equivalent of 3.0)
- C = 72 - 79 ("C" has the point equivalent of 2.0)
- D = 65 - 71 ("D" has the point equivalent of 1.0)
- F = 64 or below ("F" has the point equivalent of 0)

- ✓ ***"Principal's" Honor Roll - all grades are As with a 4.0 GPA***
- ✓ ***"A & B" Honor Roll - all grades are As and Bs with a 3.5 GPA***
- ✓ ***"B" Honor Roll - all grades are Bs with a 3.0 GPA***
- ✓ ***Students who fail any classes are not eligible for Honor Roll***
- ✓ ***Students are ineligible with GPA of \leq (less or equal to) 2.0, (See Eligibility)***

If there is a question about grades, the parent should first contact the teacher to resolve the question. If there is still disagreement, a conference with the teacher and principal will be scheduled. Progress reports will be sent to parents on approximately the end of the third week and the end of the sixth week each nine weeks. Report cards are given out each nine weeks. The first and third report cards are given at Parent/Teacher conferences. The other second and fourth report cards will be mailed to the student's parent or guardian.

HOMEWORK

Homework is designed to help students develop study skills and self-discipline. It should also encourage them to develop responsibility for actively pursuing knowledge and developing skills on an independent basis. Seventh Grade students should have approximately 70 minutes and Eighth Grade students should have approximately 80 minutes of homework each evening. Students are responsible for arriving at school each morning with completed homework assignments. Students not arriving at school with all needed materials will be required to call their parents and stay after school until 4:00. Students needing assistance with homework may stay each day until 4:00.

INSURANCE

Each year the school provides students with the opportunity to purchase insurance which will cover them in case of an accident while under school supervision. This is attributed to the fact that the school cannot be held liable for an accident on school property. All students taking part in extra-curricular activities must carry school insurance or present a signed affidavit by parent(s) that the student is covered by the family's insurance. ***Students will not be able to attend school sponsored trips or participate in school sponsored athletics without proof of insurance.***

INTERNET SAFETY TIPS FOR PARENTS (MIDDLE SCHOOL)

If you have a profile on a social networking site:

- ❖ Set up profile to Private or Friends Only - otherwise you are giving cyber predators permission to view it.
- ❖ Only add people to your friends list that you already know.
- ❖ Protect your personal information as well as personal information about your friends.
- ❖ If you are too young to be on a site, don't lie about your age to join.
- ❖ Delete mean or embarrassing comments.
- ❖ Beware of invitations through comments or bulletins to view videos or click on links; they may be attempts to capture your password and introduce a virus.

Remember that anyone can lie online. A stranger could be a cyber predator if:

- ❖ The stranger asks for your picture.
- ❖ The stranger invites you to view his web cam.
- ❖ The stranger asks if you are alone.
- ❖ The stranger talks about sexual matters.
- ❖ The stranger wants to meet you in person.



If you are thinking about posting your pictures on a public site, think about this:

- ❖ Once you have placed your picture on a public Internet site, it's out there forever and there is no taking it back.
- ❖ Software manipulation of photographs makes it possible for that photo to be altered and put back on the Internet or traded among child pornographers.
- ❖ Be anonymous: Don't give away personal information in your user name or screen name. Don't use passwords that are easy to guess (i.e., the name of your pet).
- ❖ Social networking sites include: MySpace, FaceBook, Bebo, etc.

Is Your Computer Protected?

What do you do with email from unknown sources? Opening an email from an unknown source, particularly if there is an attachment, may introduce a virus that could permanently damage your computer.

Do you post your email on public sites? Spammers can find your email on the Internet and use it to send you junk email.

Does it have anti-virus software installed? Protect your files and computer from virus attacks that can prove disastrous.

Do you have a firewall? One of the best ways to protect your computer from the ravages of hackers is to install a firewall.

Do you know the dangers of file sharing? Someone could infect your computer with a virus or access information from your hard drive. This could be particularly devastating if financial information is stored on the computer.

Do you forward emails from unknown sources? You may think you are being helpful but by forwarding the email, you have just provided your friend's email address to an unknown source. And, if there is an attachment, you may have forwarded a virus.

Do you disconnect the Internet when it's not in use? This is the best way to prevent anyone from using the Internet's "two-way street" to get into your computer.

LIBRARY

- ❖ Students may use the library if a staff member is present.
- ❖ General reference works (dictionaries, encyclopedias, magazines, etc.) will not be checked out of the library.
- ❖ Other books may be checked out for a period of two weeks with the privilege of renewal for one week.
- ❖ Library books checked in after the due date will carry a fine. Fines of 5 cents each day will be charged, including weekends. Books will not become due during weekends or holidays.
- ❖ The student must pay for any library book lost or damaged including shipping.
- ❖ The library is a place of serious study. As such students are expected to be quiet and considerate of others.

LOCKS/LOCKERS

- ❖ Locks are not allowed on hallway student lockers. Students are not to share lockers or locker numbers.

- ❖ Locker room lockers should be kept locked using a combination lock. The combination should be recorded in the coach's office.
- ❖ Students are responsible for the content of their assigned locker.
- ❖ The school reserves the right to inspect lockers.
- ❖ The school is **NOT** responsible for lost items. Students are encouraged to NOT bring expensive items or cash to school.
- ❖ Inoperative lockers should be reported to the front office immediately.
- ❖ Lockers in the hallway will be used for books and school supplies only. Jackets and Backpacks will be kept in student cubbies.

LOST ITEMS

Any unidentified item found by anyone should be turned in to the office, unless it is a suspicious object such as a package or unidentified substance. In that case, the principal will determine the proper course of events. On a monthly basis lost and found items will be viewed by students, any unclaimed items will be disposed of at the principal's discretion.

MEDICINE

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 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 parent 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 office may not give out over-the-counter medication such as aspirin without parental consent.
- Only the principal, school nurse, or principal's designee may give out medicines including prescription drugs to students.
- All medicines must be dispensed from the office. The student may NOT self medicate during the day.

Notification of Law Enforcement

Administrative authority shall have the discretion to notify the local children's court attorney, district attorney, or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

Law enforcement will not be allowed to question a student without the principal's permission. If possible, the parent will be notified and present for the interview unless there is a question of child abuse by the parent. The principal or parent should be present for the questioning. This in no way precludes presentations by law enforcement officials for educational purposes.

ORGANIZATIONS

- ✓ CJHS encourages students to become involved in co-curricular and extra-curricular organizations. We have an active Student Council, which helps plan student activities and stimulate student spirit including Red Ribbon Week and Homecoming activities, as well as numerous dances.
- ✓ Student council officers will be 8th graders and will be nominated and elected as soon as possible after school starts in the fall. Representatives to student council will come from both 7th and 8th grades. **All student council members must maintain a 75 average or above in each class.**
- ✓ No student shall be president of more than one organization or club or class, and shall not hold more than two elected offices.
- ✓ Student leaders are expected to maintain passing grades and be a positive role model at all times for other students.
- ✓ A student that participates in any extra-curricular activity is representing the school and is therefore expected to exhibit exemplary behavior. A student caught engaging in illegal activities by a school official or law enforcement officer will be subject to the rules set forth in the Student Activity Handbook and Athletic Code.

PARENT-TEACHER CONFERENCES

Parents who wish to have a conference with a teacher may schedule the conference through the principal's office or the classroom teacher. These conferences shall be scheduled during the teacher's preparation period or before or after school.

PARENTAL GRIEVANCE PROCEDURE

Should a parent be aggrieved by a disciplinary action, they must follow the chain of command in the board policy. The following complaint procedure will be followed:

1. Parent to teacher/sponsor- the aggrieved has 5 school days in which to respond in writing to the incident requiring disciplinary action. If the incident was such that notice was sent in writing, the aggrieved has 5 school days in which to respond upon receipt of notice. A conference time will be arranged.
2. Parent to principal- the aggrieved has 5 school days in which to respond in writing to the parent/teacher or sponsor requesting a conference. The principal will arrange a conference time.
3. Parent to superintendent- the aggrieved has 5 school days in which to respond in writing to the principal/parent conference the superintendent will arrange a conference time.
4. Parent to school board- the aggrieved has 5 school days to respond in writing to the superintendent/parent conference. The superintendent will put the aggrieved on the agenda for the next regularly held school board meeting.
5. These guidelines apply only to major disciplinary infractions such as out of school suspension.

PHONE USE BY STUDENTS

The office phone may only be used for emergencies. Forgotten homework, lunches, band instruments, athletic clothing, and proper seasonal clothing are **not** emergencies. Phone passes will be distributed by the classroom teacher.

PROMOTION POLICY

A parent will be notified at the end of the second 9-weeks if their child is failing to make adequate yearly progress (AYP). A Student Assistance Team (SAT) conference consisting of the parent, one or more teachers, and principal will be held to discuss possible remediation. A written plan will be developed containing timelines, academic expectations and the measurements to be used to verify that a student has overcome their difficulties. Parents will be notified upon the completion of the first semester if retention is being considered.

Retention may also occur if a student misses 20 or more days of school per semester.

Promotion at grades 5th, 6th, and 7th the following shall apply:

- ✓ The student is academically proficient and shall enter the next higher grade;
- ✓ The student is not academically proficient and shall participate in the required level of remediation. Upon certification by the School District that the student is academically proficient, he shall enter the next higher grade; or
- ✓ The student is not academically proficient after completion of the prescribed remediation program and upon the recommendation of the teacher and school principal shall either be:
 - o Retained in the same grade for no more than one (1) school year with an academic improvement plan developed by the student assistance team in order to become academically proficient, at which time the student shall enter the next higher grade; or
 - o Promoted to the next grade if the parent refuses to allow the child to be retained. In this case, the parent shall sign a waiver indicating a desire that the student be promoted to the next higher grade with an academic improvement plan designed to address specific academic deficiencies. The academic improvement plan shall be developed by the student assistance team outlining timelines and monitoring activities to ensure progress toward overcoming those academic deficiencies. Students failing to become academically proficient at the end of that year as measured by grades, performance on School District assessments and other measures identified by the School District shall then be retained in the same grade for no more than one (1) year in order to have additional time to achieve academic proficiency.
- ✓ **At the end of the eighth (8th) grade**, a student who is not academically proficient shall be retained in the eighth (8th) grade for no more than one (1) school year to

become academically proficient or if the student assistance team determines that retention of the student in the eighth (8th) grade will not assist the student to become academically proficient, the team shall design a high school graduation plan to meet the student's needs for entry into the work force or a post-secondary educational institution. If a student is retained in the eighth (8th) grade, the student assistance team shall develop a specific academic improvement plan that clearly delineates the student's academic deficiencies and prescribes a specific remediation plan to address those academic deficiencies.

- ✓ A student who does not demonstrate academic proficiency for two (2) successive school years shall be referred to the student assistance team for placement in an alternative program designed by the School District. Alternative program plans shall be filed with the department.

By New Mexico state law, parents may only waive their student into the next higher grade level one time between grades K-8.

SEARCH OF STUDENTS

Administrators or his/her designee are authorized to conduct searches when a search is permissible. 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. Female students will be searched by a female authority and male students will be searched by a male authority. An authorized person may conduct a search when he/she has 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 maintain school discipline. Students vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched.

SEX OFFENDER NOTIFICATION

In compliance with the Sex Offender Registration and Notification Act parents may gain access to public information regarding the presence of registered sex offenders residing within the Clayton School District by visiting the following website: www.nmsexoffender.com. This website should be used to identify sex offenders within the county, city, and School District. If you do not have Internet access available you may visit the public library or request assistance from school personnel.

SEXUAL HARASSMENT

Sexual harassment is a violation of the policies of the Clayton Schools, and it is against the law. As a student, you do not have to tolerate sexual harassment of any kind. A copy of the Clayton Schools' Policy on Sexual Harassment of Students is available for your review in the school office or in the Central Administration office.

- If you feel another student or other students are sexually harassing you, please report the matter to the principal.
- If you feel any employee or official of the Clayton Schools is sexually harassing you, please report the matter to the principal or the superintendent.
- If you have any questions about sexual harassment issues, please discuss them with a school counselor or the principal.

SKATEBOARDS

- ✓ Any student who rides a skateboard on school property must have a signed permission slip on file in the office.
- ✓ Skateboarding shall only occur in specified areas and only occur before school and/or at noon.
- ✓ The skateboards will be stored in a designated area during the day.

SPECIAL EDUCATION STUDENTS

Special Education services are provided to students found eligible under the Individuals with Disabilities Education Act. Each Special Education student will have an Individualized Education Plan (IEP) which will be implemented as designed.

TEXTBOOKS

Textbooks, which are issued by title and number, are provided for students from the annual allotment made from the state textbook fund. Each student is responsible for seeing that each book checked out to him/her is well cared for. If your books show excessive damage when you check them in, you will be charged accordingly. Due to greatly increased textbook costs, it is absolutely necessary students pay for the lost books before new books are issued. Withdrawals, report cards and transcripts will not be issued until damaged or lost textbooks are paid for.

VENDING MACHINE

- ✓ Clayton Junior High is compliant with guidelines set forth by the NM Health Dept. with regards to school snacks and drinks. We have a bottled water machine in the lobby for the enjoyment of the students.
- ✓ Drink containers must be disposed of in the waste receptacles. Failure to do so will result in loss of use of the privilege of buying a drink.
- ✓ Students may purchase drinks before school, after lunch and at the end of the day. Students wishing to purchase a drink after lunch must bring money to lunch as they will not be allowed to return to their locker.

VISITORS

ALL VISITORS ARE TO CHECK IN AT THE PRINCIPAL'S OFFICE. Clayton students **may not** bring relatives or friends to visit.

VOLUNTEERS

The Board of Education recognizes that the development of good schools is promoted when community members, parents, and educators, work together. Community/parent volunteerism and direct involvement in the schools is a principle means of promoting cooperation and understanding between community members, parents, and educator. It is accordingly, the policy of the Board to promote community member and parent volunteerism in the district.

Community/parent volunteers are encouraged to contribute their services to the schools on an equal and uniform basis and in compliance with the following:

1. The community member/parent agrees to provide volunteer services, subject to state law, district policy, and according to building procedures.
2. Community members/parents who wish to provide a list of proposed donations to the building principal. The building principal shall review and forward the list to the maintenance department and district office for review. After this process, a meeting will be set up with maintenance personnel to provide for implementation.

WITHDRAWAL

A parent or guardian must accompany a student to withdraw from Clayton Junior High School. The parent/guardian will sign a withdrawal form, issued by the front office, which will be taken to each of the student's teachers. Teachers will check in all books and clear the student of all fees or fines prior to assignment of withdrawal grades. When all grades are obtained, the student will acquire the remainder of the checkout signatures and check out in the front office.

CLAYTON MUNICIPAL SCHOOLS 2011-2012

July-11						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August-11						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September-11						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October-11						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November-11						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December-11						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August
 11-13 Union County Fair
 9-10 Teacher In-Service
 15 First day of school

September
 5 Labor Day No School

October
 21 Parent Teacher Conferences

November
 23-25 Thanksgiving Break

December
 2 no school Orange and Black
 20 Dismiss reg time for Christmas

January
 2 In-Service
 3 Classes resume
 16 MLK no school

February
 20 President's Day no school

March
 2, 9, 23 Activity Day

16 Parent Teacher Conf

April
 6-9 Easter Break
 27 Activity Day

May
 3-5 State Track and Baseball
 25 Last Day of School

January-12						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February-12						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March-12						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April-12						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May-12						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June-12						
S	M	T	W	T	F	S
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

CONFIDENTIALITY OF STUDENT RECORDS

Dear Parent:

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); and

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

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 school administrator and are available only to the teachers and staff members working with the student. Upon request, the School discloses education records, including disciplinary 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 signed and dated written consent of the parent [34 C.F.R. 99.7]. The signed and dated written consent may be in electronic form under certain conditions [34 C.F.R.99.30].

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 school 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); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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]. 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**

Sincerely,

Jack Wiley
Superintendent

Clayton Junior High School Student/Parent Handbook Acknowledgement Form

We, _____ and _____
Student's Name *Parent/Guardian*

have received a written copy of the Clayton Junior High Student/Parent Handbook and understand its content. We acknowledge that the student named above will agree to abide by these rules and regulations and that disciplinary action will take place if these rules and regulations are broken.

(Student's Name)

(Date)

(Parent/Guardian Signature)

(Date)

Confidentiality of Student Records

I have received and read the School Handbook statement titled "Confidentiality of Students Records". I understand my rights as a parent to review my child's records, to request a copy upon paying the copying charge, and to challenge the content if I believe it is inaccurate or misleading.

I do _____, or do not _____ wish to have directory information concerning _____ released without my prior written consent. *(Student's Name)*

(Parent/Guardian Signature)

Clayton Junior High School Registration Form 2011 – 2012

Student's Full Name: _____

Grade: _____

Does Student Ride A Bus Or Are They Eligible To Ride A Bus? Y N

What Bus #? _____ Don't Ride _____

Mailing Address: _____ Home Phone: _____

Physical Address: _____ Student SS#: _____

Birth Place: _____ Birth Date: _____

Father's Name: _____ Cell Phone: _____

Father's Employer: _____ Work Phone: _____

Father's E-mail Address: _____

Mother's Name: _____ Cell Phone: _____

Mother's Employer: _____ Work Phone: _____

Mother's E-mail Address: _____

Emergency Contact: (Please list two contacts.)

Name: _____ Phone: _____

Address: _____ Cell: _____

Relationship: _____

Name: _____ Phone: _____

Address: _____ Cell: _____

Relationship: _____

Cell Phone Release of Responsibility

Student Name

Student Cell Number

My child has permission to bring their cell phone to school each day. In accordance with Junior High Policy all phones will be turned into the Jr. High Office. Clayton Municipal School will hold the phone in good faith but is not responsible for lost or damaged cell phones.

Parent Signature

Date

**Waiver and Consent to Disclose
Student Information**

The following activities are beneficial to the educational process of my child, identified below, and having the legal authority to do so, I hereby grant permission to the Clayton School District to release information about my child in connection with the following education related activities. **(I have checked all boxes that apply.)**

- Inclusion in the Honor Roll and publication of the student's name as part of the Honor Roll in any print or broadcast medium for the of purpose of recognizing the named student's academic achievements. Such recognition may include publication of criteria for Honor Roll inclusion such as name and grade point average.
- Inclusion in other honors publicly bestowed on the student by the District, School, or school-related organization including any honor related to academic achievement, community service, or extracurricular activity. Public recognition of the student may include dissemination of the criteria for the student's honor including name, grade point average, and like information.
- Public display of student artwork and other school-related material which may bear award, grade earned, and the student's name.
- At the elementary school level (grade Pre K-8), group grading exercises in which students may grade other students' assignments; at all levels, students may participate in cooperative or group projects and receive a group grade. These activities promote peer learning and peer teaching.
- Identification in written or oral recommendations of the student by an employee of the district.

I also understand that this grant of permission shall only be revoked by written instrument delivered to the Principal of the school which the student attends. This consent shall remain in effect, unless revoked, for the 2010-2011 school year.

Name of Student

Name of Parent/legal Guardian

Signature of student if over 18

Signature of Parent/Legal Guardian

Date

Date

**Clayton Junior High School
Medical Release Form**

2011-2012

Student Name: _____ Birthdate _____
Last First MI

Parent/Guardian _____

Address: _____

Phone Number: Work _____ Home _____ Cell _____

Students Social Security Number _____

Name of Family Physician _____

Name of Insurance Company _____

A copy of your child's current health insurance card must be on file.

Policy Number _____

No, we do not have insurance _____

Your child must have health insurance to participate in school sponsored activities and field trips.

ALTERNATE EMERGENCY CONTACT: Local people to contact if parents cannot be reached.

Name _____ Phone _____ Cell _____

Name _____ Phone _____ Cell _____

TO GRANT CONSENT

Permission is granted for the above student to be transported by, Clayton Municipal School District #1 to various activities during the 2011-2012 school year. I fully understand that Clayton Municipal School District # 1 is not liable for bodily injury, property damage, or personal injury sustained by said student on these trips.

Permission is hereby granted in case of emergency involving my child and I cannot be reached, I hereby give consent to transport my child to the following medical care providers, hospital and to the attending physician and authorize these providers and hospital to give any reasonable and customary medical and health care deemed necessary. This includes proceeding with any medical or minor surgical treatment, x-ray, examinations and necessary medication for the above named student. In the event of serious illness, the need for major surgery, or significant accidental injury, I understand that every attempt will be made by the attending physician to contact me in the fastest way possible. If said physician is not able to communicate with me, the treatment necessary for the best interest of my child will be given.

Nothing in this section shall be construed to impose liability on any school official or school employee, who, in good faith, attempts to comply with this section. It is understood that I will be financially responsible for all emergency care.

Doctor _____ Phone() _____

Dentist _____ Phone() _____

Hospital _____ Phone() _____

PHYSICIAN SHOULD BE ALERTED

Please indicate if student has had or is currently under treatment for any of the following conditions:

Give year or age when problem occurred.

<input type="checkbox"/> ASTHMA	<input type="checkbox"/> MININGTS
<input type="checkbox"/> DIABETES	<input type="checkbox"/> MIGRANE HEADACHES
<input type="checkbox"/> EAR/HEARING PROBLEMS: (type)	<input type="checkbox"/> MUSCULAR WEAKNESS OR PARALYSIS
<input type="checkbox"/> EMOTIONAL PROBLEMS: (type)	<input type="checkbox"/> BLEEDING DISORDERS: (type) _____
<input type="checkbox"/> SEIZURES	<input type="checkbox"/> HIGH BLOOD PRESSURE
<input type="checkbox"/> HEART PROBLEMS: (type) _____	<input type="checkbox"/> INFECTIOUS DISEASES: (type) _____
<input type="checkbox"/> OTHER _____	<input type="checkbox"/> TETANUS SHOT: (date) _____
<input type="checkbox"/> ALLERGIES: (type) _____	
<input type="checkbox"/> REACTION TO MEDICINE OR INJECTIONS _____	
<input type="checkbox"/> HOSPITALIZED FOR SERIOUS ILLNESS, SURGERY, OR ACCIDENT _____	
<input type="checkbox"/> USE OF CONTACT LENSES:	<input type="checkbox"/> USE OF GLASSES
<input type="checkbox"/> LONG TERM MEDICATIONS _____	

HAVE YOU EVER BEEN INFORMED OF THE NEED TO BE ON ANTIBIOTIC THERAPY PRIOR TO DENTAL TREATMENT: IF YES IDENTIFY REQUIRED THERAPY _____

PLEASE ADD ANY PROBLEM NOT LISTED _____

Signature of Parent/Guardian _____ Date _____

STATE OF NEW MEXICO

COUNTY OF _____

Acknowledged before me this _____ day of _____, 20____

My commission expires: _____

Notary Public

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

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

TERMS and CONDITIONS

ACCEPTABLE USE: Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Agree not to use a computer to annoy others, including, but not limited to, sending offensive messages or intentionally cause a computer system or network to crash.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.
- In addition, acceptable use for District employees is extended to include requirements to:
 - Maintain supervision of students using the EIS.
 - Agree to directly log on and supervise the account activity when allowing others to use District accounts.
 - Take responsibility for assigned personal and District accounts, including password protection.
 - Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

PERSONAL RESPONSIBILITY I will report any misuse of the EIS to the administration or system administrator, as is appropriate. I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

NETWORK ETIQUETTE I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses or phone numbers or personally identifiable information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
- *Observe the following considerations:* Be brief, strive to use correct spelling and make messages easy to understand, use short and descriptive titles for articles, post only to known groups or persons.

SERVICES

- The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.
- I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name _____

Signature _____ Date _____

School _____ Grade/Position _____

Note that this agreement applies to both students and employees.

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

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

suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

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

Parent or Guardian Name

(print) _____

Signature _____ **Date** _____

Parental Trip Permission

I _____ give permission for _____ to be transported by Clayton Municipal School District #1 to various activities during the 2011-2012 school year.

I fully understand that the Clayton Municipal School District #1 is not liable for bodily injury, property damage, or personal injury sustained by students on these trips.

Signature of Parent or Guardian

Date

Clayton Junior High School PAWPARENT

INSTRUCTIONS FOR USING PAWPARENT ON THE WEB

1. Go to www.claytonschools.us on the Internet.
2. Click on Links
3. Click on Parent Aide connected to the campus your student attends.
4. Log in using your username and password

Student Name _____

Parent Name _____

Username _____ (parent's last name first initial)
(ie: dillers)

Password _____

DIET PRESCRIPTION FOR SPECIAL MEALS IN THE CHILD NUTRITION PROGRAM

(Breakfast, Lunch, Snacks)

Date _____

Student's Name _____ Age _____

Parent/Guardian _____ Telephone _____

Describe the student's (check one):

Disability **Medical Condition** **Diagnosed Food Allergy**

that requires the student to have a **special diet** and the major life activity affected by the student's disability:

Does the disability or medical condition restrict the student's diet?

YES NO

If yes, list the food(s) to be omitted from the diet and/or foods that may be substituted (diet plan may be attached) and/or describe any adjustments that need to be made in the amount or texture of foods:

Is special eating equipment necessary? If so, describe: _____

A Dietitian, Licensed Nutritionist, or Physician must sign this form.
This form must be updated yearly.

Licensed Healthcare Official Signature
Number

Telephone

Licensed Healthcare Official (Printed)

License Number

(continued on back)

MEALTIME GUIDE

Student: _____ **Date:** _____

Diet Order: _____

Precautions: Choking
Food Allergies: _____
Food Intolerances: _____

Adaptive Equipment (Please Specify): _____

Assistance Required (Please Specify): _____

Food Texture (Please Specify): _____

Liquid Texture (Please Specify): _____

Additional comments: _____

This mealtime guide prepared by: _____

Authorization for
OVER THE COUNTER MEDICATION

This form will be good for one school year

Student's Name _____
Date of Birth _____ **Grade** _____

Dear parents: Due to Clayton being a rural area, it is often hard to drive to your child's school or take time off of work if they are in need of basic over the counter medication. The school keeps the following medications on hand for this reason. Please check 'yes' next to the medications you would like available to your child, and 'no' next to the ones you do not prefer.

MEDICATION NAME OFFERED:	Y E S	N O
Tylenol (acetaminophen) (pain)	<input type="checkbox"/>	<input type="checkbox"/>
Ibuprophen (pain)	<input type="checkbox"/>	<input type="checkbox"/>
Tums or Rolaids (upset/sour stomach)	<input type="checkbox"/>	<input type="checkbox"/>
Cough drops (cough/sore throat)	<input type="checkbox"/>	<input type="checkbox"/>
Orajel (tooth or gum pain)	<input type="checkbox"/>	<input type="checkbox"/>
Hydrocortisone cream (itching skin or rash)	<input type="checkbox"/>	<input type="checkbox"/>

****Please note that if your child is running a fever of **100.7 degrees** or higher (not in conjunction with cutting teeth), he or she will need to be picked up from school to ensure the health of all students.****

DOES YOUR CHILD HAVE ANY MEDICATION

ALLERGIES? YES NO

Please list any allergies or concerns:

Clayton Schools does not carry over the counter medications for cold symptoms or sinus/allergy symptoms. Parents may send these types of medications to school to be administered if necessary. The medication must be in its original container, and be an age appropriate medication. The following information must be provided to the school:

- Written consent by parent/guardian that includes the name of medication, dosage, and time of administration.
- A doctor's authorization is required if a non-prescription drug is needed for more than 5 consecutive school days.

PARENT/GUARDIAN SIGNATURE: _____

Date: _____

Home phone # _____ Work phone # _____

Cell phone # _____